

## Guidelines for Scheduling ArtSmart Sessions by Grade

2011-2012

Grade	Time Slots/Days	Teachers (lead teacher in bold)	Scheduler
K	Tuesday - Fridays 12:30 - 1:30 or 2:30 - 3:30	<b>Mrs. Hudner (jehudner@fcps.edu)</b> Ms. Lynn (cslynn@fcps.edu) Ms. Liu (seliu@fcps.edu)	Each class schedules sessions
First	Tuesday - Fridays 1:30 - 2:30	Mrs. Gutenson (megutenson@fcps.edu) Mrs. Thomas (rathomas@fcps.edu) <b>Miss Trojan (jatrojan@fcps.edu)</b> Miss Wood (kewood@fcps.edu)	Each class schedules sessions
Second	2:00 - 3:00 Tuesdays: Ms. Holder Wednesday: Mrs. Reese Thursday: Mrs. Takoch Friday: Mrs. Flesch	Mrs. Holder (reholder@fcps.edu) Mrs. Reese (lreese@fcps.edu) <b>Mrs. Takoch (tmtakoch@fcps.edu)</b> Mrs. Flesch (abflesch@fcps.edu)	Lead Docent for the Grade level to schedules all classes
Third	Tuesdays - Fridays 11:30 - 12:30	<b>Mrs. Welsh-Ardoin (sewelshardoi@fcps.edu)</b> Mrs. Guertin (kbguertin@fcps.edu) Ms. Kirsch (rmkirsch@fcps.edu)  Mrs. Zukas (pjzukas@fcps.edu)	Lead Docent for the Grade level to schedules all classes
Fourth	9:20 -10:25 and 2:00 - 3:00 <b>2 sessions - 1 day</b> (2 session with Mrs. Sneads on 1 day and 2 session with Ms. Matkowski the next day; as all 4th rotates through)	Mrs. Arslan (jcarslen@fcps.edu)  Ms. Matkowski (vlmatkowski@fcps.edu) <b>Mrs. Snead (Kesnead@fcps.edu)</b> Mr. Wilford (mnwilford@fcps.edu)	Lead Docent for the Grade level to schedules all classes

Grade	Time Slots/Days	Teachers (contact information)	Scheduler
Fifth	3 classes - all same day or within a week (10:25-11:25; 11:30-12:30, and 2:05 - 3:05 during Mrs. Butler's block which all rotate through)	Mrs. Butler (jdbutler@fcps.edu) Mr. Jones (mwjones1@fcps.edu) <b>Mr. Mensah (jcmensah@fcps.edu)</b> Ms. Ratzenberger (ekratzenberger@fcps.edu)	Lead Docent for the Grade level to schedules all classes

**ANY QUESTIONS? PLEASE CONTACT US AT ARTSMART@MARSHALLROADPTA.ORG**