

**Brown Primary  
Student Handbook Addendum  
2018-2019**

Stephanie Foster, Principal  
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**Brown Primary Mission Statement**

“Our mission is to nurture and grow ALL tigers cubs – socially, emotionally, physical, and academically.”

**Brown Primary Vision Statement**

“We will work together to build a foundation for excellence.”

**Brown Primary School Song**

We're happy here at Mary A. Brown, we try to do our best.  
We read and write and work and play. We're roaring to success.  
RRRRRRRoar !!

**Web-based Information**

Brown Primary website: [www.smithvilleisd.org](http://www.smithvilleisd.org)

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## To Students and Parents

Welcome to the 2018–2019 school year! The teachers and staff of Brown Primary want this to be a successful year full of interesting learning experiences for each student. For this to happen, we all have to work together: students, parents, and teachers. This Student Handbook Addendum is designed to help us achieve this goal.

In this handbook please be aware that the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents also need to be familiar with the Student Code of Conduct, where you will find the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. The Code of Conduct is available upon request and online at [www.smithvilleisd.org](http://www.smithvilleisd.org).

The Student Handbook is designed to work in harmony with Board policy and the Student Code of Conduct adopted by the Board. Please be aware that the handbook is updated annually, while policy adoption and revision takes place throughout the calendar year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of the student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District's Policy Manual is available on-line at [www.smithvilleisd.org](http://www.smithvilleisd.org).

### *Bell Schedule*

The school day begins promptly at 7:55am.

7:50am: First Bell - Breakfast serving doors will close.

7:55am: Tardy Bell - All students should be in class.

3:25pm: Dismissal Bell

### *Arrival at School*

Students may arrive at Brown Primary School between 7:15am and 7:55am. The doors will be unlocked starting at 7:15am. Breakfast is served starting at 7:15am. Please do not bring students to school before 7:15am, as there is no adult supervision before that time.

### *Student Check Out*

For the students' safety, parents wishing to check students out for doctor's appointments or illnesses are required to report to the office **first** to sign the student out. Students will be released only to parents and adults listed on the emergency contact sheet. Picture ID may be requested for the safety of your child.

### *Visits to the School*

**Visitors are required to sign in and wear a visitor's tag while on the campus.** Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office. Picture ID will be required to receive a visitor's tag.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

## **Attendance**

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

### *Attendance Requirements*

To receive credit in the grade, a student must attend at least 90 percent of the days school is offered. A student who attends at least 75 percent, but fewer than 90 percent, of the days school is offered may receive credit if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the grade. All students having absences above the allowable days will be given the opportunity to regain credit as approved by the CARC committee, by attending an after-school or Saturday school attendance class to meet the requirements for promotion to the next grade level.

### *Attendance Calls*

Brown Primary will make daily phone calls to parents of absent students to check on their well-being. Attendance letters will be sent out regularly (3, 10, 18 absences) to remind parents of Texas Compulsory Attendance laws. If you have any questions regarding absences please contact Peggy Lewis at (512) 237-2519.

### *Makeup Work Due to Absence*

For any class missed, the teacher may assign the student makeup work based on the instructional objectives covered on the days missed and the needs of the individual student in mastering the essential knowledge and skills. A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. When a student is absent for two or more days, the parent should contact the office and make arrangements with the classroom teacher to pick up missed assignments.

### *Tardies*

Arriving at school on time and ready to learn contributes to a successful school experience for your child, as well as prepares him/her for an important, lifelong habit of being punctual. Arriving at school by 7:50 AM allows the student to unpack and get organized for the day. Please make every effort to have your child on time each morning. **If a student is tardy, they must report to the office, sign-in for being tardy, and receive a "Tardy Tiger Ticket."** Tardies will be recorded on your child's report card along with absences. Tardies can affect attendance awards at the end of the year.

### *Timeliness of Notes*

A note stating the reason for an absence must be brought to the office within 3 school days in order for an absence to be excused. However, for Attendance Review Committee purposes only, a note may be accepted within 10 school days from the end of the six weeks.

## **Cafeteria Services**

Smithville ISD provides a full range of cafeteria services including breakfast and lunch. Below you will find specific prices.

### *Breakfast*

Breakfast is served in the school cafeteria from **7:15 a.m. until 7:50 a.m.** All students are provided with a free breakfast each morning. Students should not arrive to eat earlier than 7:15 a.m. The serving line will close at 7:50 a.m. All students should finish eating by 7:55 a.m. in order to assure prompt arrival to class.

### *Lunch*

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See Child Nutrition Director, Candy Biehle, to apply.

### *Prices*

#### Students:

Lunch	\$2.25
Reduced-Price Lunch	\$.40
Breakfast	Free (For all Brown Primary students)

#### Visitors:

Breakfast	\$2.75
Lunch	\$3.50

### *Free/Reduced Lunch Program*

The Smithville ISD offers a nutritious lunch each day. If you now get SNAPs or TANF for your children, your children can get free meals. Additionally, some families may qualify for reduced price meals if they do not qualify for free meals. Your child should bring home an application. If you do not receive one, but feel your children qualify for a free or reduced lunch program, contact your building principal immediately.

### *Classroom Birthday Parties*

Foods otherwise restricted by the policy are permitted at student birthday parties. Please contact your child's teacher for any classroom party questions or concerns.

### *Classroom Snacks*

Classrooms may have one **nutritious** snack per day in the morning or afternoon (not during regular meal periods for that class) under the teacher's guidance. Pre-packaged snacks must comply with the fat and sugar limits of the Nutrition Policy, and must be single size servings. All snacks (homemade and prepackaged) may not contain any FMNVs or consist of candy or dessert type items (cookies, cakes, cupcakes, pudding, ice cream or frozen desserts, etc.).

## **General Information**

### *Bicycles*

Bicycles should be walked from the edge of school property and locked at the west side bike rack (outside of the 2<sup>nd</sup> grade hallway).

### *Birthday Invitations and Treats/Party*

Students may not hand deliver invitations to birthday parties that will be held off school premises, unless every member of the class is receiving an invitation. Birthday "parties/treats" must be discussed and scheduled with your child's teacher.

### *Booster Club*

Our Booster Club members help to improve student achievement through numerous hours of fund raising and providing special activities for the children. We encourage every parent to become an active member of our Booster Club. Booster Club sponsors a fall fundraiser, and typically a spring “Rafflemania” Fundraiser. There are also a variety of other activities that give all parents a chance to become involved at Brown Primary School. Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. Fundraising is not permitted on school property except as approved by the administration. For further information, see policies FJ and GE.

### *Class Parties*

Three class parties are held during the year: Fall (October), Winter (December), and Spring (February). Students assist with planning and furnishing the party supplies. Parents are encouraged to help. Each classroom teacher will furnish detailed information as the party dates occur.

### *Computer Resources*

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and parents should be aware that electronic communications—e-mail—using District computers are not private and may be monitored by District staff. For additional information, see policy CQ.

### *Conduct Information*

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy and be polite—even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.

### *Applicability of School Rules and Discipline*

To achieve the best possible learning environment for all our students, Smithville I.S.D. rules and discipline will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student:

- During the regular school day or while a student is going to and from school on District transportation.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location.

### *Disciplinary Consequences*

Misbehavior will be viewed as falling into one of three categories; minor, major, or severe.

Minor misbehaviors are generally defined as violations of class or school rules. These will be dealt with by teachers according to grade level procedures. Teachers may use the following procedures to deal with minor misbehaviors: verbal warning(s), parent contact by phone, a written note in the TIP folder, parent/teacher/student conferences, detention, or other procedures designed to stop minor misbehaviors. Major, severe and persistent misbehaviors are dealt with by the school administrators according to the district adopted Student Code of Conduct.

### *Counseling*

Brown Primary has a full time school counselor who is available for students during the day. The school counselor is incorporated into the weekly specials rotation, where each class is provided with counseling lessons. The school counselor is also available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues. The counselor may also make information available about community resources to address these concerns.

### *Deliveries*

No flowers, balloons, or other deliveries for students shall be made to Brown Primary School. The School office will **not** accept any deliveries due to overcrowding in the school office, disruption of class, and the inability to take balloons and bulky items home on the school bus.

### *Dress Code*

Our dress code is designed to encourage and promote self-respect and pride in appearance on our campuses. The student's general appearance must meet the common standards of decency, modesty, and good taste. The primary consideration for students in deciding on what to wear and how to groom should be cleanliness, neatness, and appropriateness to the school. The dress code is applicable at all school functions.

### All Students

- Students will select clothing, which will not include crop tops, muscle shirts, net shirts, extremely short dresses or skirts, biker shorts, or clothing with pictures and/or ads for alcohol, tobacco, drugs, offensive or obscene messages.
- No bare midriff visible when arms are raised.
- Sleeveless shirts (tank tops - straps should be at least 3 fingers in width) are permitted if shoulders are covered and shirt sides go up to the underarms.
- Pants must be worn at or above the waist with no hip huggers that bare the midriff.
- Clothing or shoes that have the appearance of sleepwear will not be permitted.
- All students will wear shoes.
- Tennis shoes are required for P.E.
- All shoes must have back straps behind the heels for safety.
- Heeley shoes (or similar type roller skate shoes) are not allowed.
- Flip-flops and clogs are not allowed.
- Students may wear earrings, but are prohibited from wearing other visible body piercing jewelry.
- Visible tattoos, both permanent and temporary, are not allowed.
- Wristbands should have messages appropriate for the school setting.
- Hats and caps can be worn outside only, unless the student can present a medical note stating otherwise.
- Bandannas, chains, and hip cloths are not acceptable.
- Hair will be clean and well-groomed and not extreme in style, appearance and/or color.
- Students are prohibited from wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership or affiliation in a gang.

## Girls

- Students in grades PreK-5 may wear shorts, dresses, and skirts that extend to at least the middle finger when arms are held by the side in a relaxed posture.
- Girls are encouraged to wear shorts under dresses and skirts.
- Under garments cannot be visible.
- Age and physical development should be a consideration in determining the appropriateness of foundation garments.
- Appropriateness of the school setting will be the criteria for determining proper attire. Non-standard dress including but not limited to sundresses, pajama style pants, mini-skirts, and other fad clothing should be governed by this standard.

**The Administrative Staff has the final authority to determine the appropriateness of student appearance.**

## *Emergency School-Closing Information*

The Superintendent will make decisions to delay school starting, cancel school, dismiss classes, and resume classes in the event of hazardous road conditions or other emergencies. Instructions will be given through local radio and television stations, as well as the internet. Tune to one of following stations for such information:

### **Radio**

La Grange KVLG-AM 1570  
Austin KASE-FM 100.7

### **Television**

Austin-KTBC Channel 7  
Austin-KVUE Channel 24  
Austin-KXAN Channel 36  
Austin-KEYE Channel 42

### **Internet**

[www.smithvilleisd.org](http://www.smithvilleisd.org)

### **Facebook**

Facebook.com/SmithvilleISD

### **Twitter**

@SmithvilleISD

## *Field Trips*

Field trips may be taken throughout the year to enrich the curriculum. Students are expected to represent the school in a positive manner during the field trip. A student's behavior will be considered in determining whether or not they may participate in field trips. Parental chaperones are by request only.

## *Library*

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during normal school hours. Pre-K, Kindergarten, and First Grade students are allowed to check out one library book at a time. Second Grade students are allowed to check out two books at a time. Books may be kept for two weeks before they are considered overdue. No late fee is imposed. Reminder notices are sent out weekly and the teacher and parent are contacted regarding these notices. The student must pay for library books that are lost, damaged, or destroyed. The librarian will be in correspondence with parents regarding missing books as needed, and students will be offered an opportunity to work off the cost by helping in the library. Students will be unable to check out another book until the cost of the book has been cleared. If persistent concerns arise, the issue will be turned over to the principals.

## *Lice Policy*

The SISD policy and procedure guideline for the management of lice is as follows:

If the school nurse receives notice either from an SISD staff member or parent/guardian, a head check will be done on that particular student and/or students at the school nurse's discretion and when the nurse has the allotted time. Teachers will not bring a whole class to the nurse's office for a head check. If students need their head checked and reasons are reasonable and documented, the nurse will arrange a time for the head checks to be done. For more information concerning **Lice Policy**, please contact our school nurse, Deb Rose. The SISD School Nurses follow the guidelines recommended by the DSHS (Department of State Health Services) for exclusion of students from school with communicable diseases such as vomiting, fever, diarrhea, pink eye, ring worm, ring worm of the scalp, lice, scabbies, etc.

Written notice will be provided to the parent of the student with lice and to the parent of each student in the affected classroom.

#### *Lost and Found*

Lost and Found is located in the gym/cafeteria area. Parents must sign-in at the office before looking for missing belongings. At the end of each semester, the unclaimed items will be donated to charity.

#### *Network Access and Acceptable Use Agreement*

All students must read and agree to the Acceptable Use Agreement regarding network and internet access before such access will be granted. The agreement will be signed by the student and their parent once during their tenure at Smithville ISD. However, the AUA is reviewed with the students in the appropriate technology courses at all grade levels. Parents may review the conditions of the AUA at the website:

<http://technology.smithvilleisd.schoolfusion.us>

Brown Primary students shall **not** bring personal electronic equipment, such as cell phones, iPads, iPods to school. All appropriate and required technology will be provided for the students.

Signature forms may be requested from the technology teachers or the campus technology coordinators and should be returned to the campus technology coordinator. The AUA may also be found in the registration packet and should be returned to the appropriate person. Responses to violations of the AUA are covered in the Student Code of Conduct.

#### *Parent and Community Volunteers*

Parents and others are welcome to visit district schools. For safety reasons, **all visitors to Brown Primary must sign-in at the office and get a "visitor" sticker.** You may be asked to show your picture ID for identification purposes. All visitors are required to wear their sticker while on the campus.

Individuals interested in volunteering in classrooms and on field trips are required to complete a Criminal History Background Check form, through our Central Administration. Information is available in the Brown Primary office.

#### *Parking*

All parking arrangements are designated for the safety of our children. Parking is available in designated areas in the circle as long as you wait for buses when loading/unloading. Other parking is available on the East and West Sides of campus. There is no parking in the red fire lanes. If you park in an undesignated area, you will be asked to move your vehicle and not park there again.

## ACADEMICS

### *Grading Policy*

All Brown Primary report cards indicate student performance by individual skill. Skills will be coded as follows:

M = Mastered required skill(s)

A = Approach mastery of required skill(s)

N = Non-mastery of required skill(s)

In grades 1–5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade or mastery level of 70 or above in reading, language arts, and mathematics. (See EIA, EIC LOCAL, EIE Local for more information)

### *Report Cards, Progress Reports, and Conferences*

Written reports of your child's performance will be sent home in “TIP folders” once every six weeks for K-2<sup>nd</sup> grade and once every 9 weeks for PK students. At the end of the first three weeks of a grading period in K-2<sup>nd</sup> grade you will receive a progress report of your child's academic performance. If your child is struggling or having difficulties you may be requested to schedule a conference with the teacher. The goal of the reports cards and progress reports is communication between the parents and school.

### *Grade Reporting Schedule*

#### **Kinder-2<sup>nd</sup> Grade Grading Periods**

Beginning of 6-Weeks	Progress Report	End of 6-Weeks	Report Card
August 21, 2018	September 13, 2018	September 28, 2018	October 4, 2018
October 1, 2018	October 18, 2018	November 2, 2018	November 8, 2018
November 5, 2018	December 6, 2018	December 20, 2018	January 10, 2019
January 8, 2019	January 31, 2019	February 14, 2019	February 21, 2019
February 19, 2019	March 14, 2019	April 12, 2019	April 18, 2019
April 15, 2019	May 9, 2019	May 31, 2019	May 31, 2019

#### **Pre-K Grading Periods**

Beginning of 9-Weeks	End of 9-Weeks	Report Card
August 21, 2018	October 19, 2018	October 24, 2018
October 22, 2018	December 20, 2018	January 9, 2019
January 8, 2019	March 15, 2019	March 27, 2019
March 25, 2019	May 31, 2019	May 31, 2019

### *Interventions*

Brown Primary offers interventions to students who are in need of assistance. If your child receives special intervention you will receive a letter to notify you. If you have any questions or concerns about intervention please call the interventionist or the administration.

### *Response to Intervention (RTI) Team Meetings*

RTI Teams will meet each six weeks or as needed throughout the school year to discuss the needs of individual students who are struggling academically and/or behaviorally. The RTI Team consists of teachers, administrators, reading specialist/intervention teacher, special education teacher, and counselor as needed. The focus of these meetings is to help the student be more successful at school. You may be contacted for a conference with your child's teacher and/or the reading specialist as a result of an RTI Team Meeting.

### *Parent/Teacher Conferences*

Close communication between home and school is important to student success. Parent/Teacher conferences may be scheduled by contacting your child's teacher. If needed, please contact the Brown Primary office at (512) 237-2519.

### *Special Programs*

The District provides special programs for gifted and talented students, bilingual students, migrant students, homeless students, students with limited English proficiency (ESL), dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the school administration or central administration at 512-237-2487.

### *Supplies*

Please be sure to send your child to school prepared with the requested supplies. Please replenish supplies as the year progresses. The school can provide assistance for low income families. Please contact our counselor at 512-237-2519 for more information.

### *TIP Folder*

Every student will have a TIP folder to take home each day for the purpose of homework and parent communication. Lunch money, transportation notes, absent notes, etc. may also be put in TIP folders. Contact your classroom teacher for specific TIP folder requirements.

## **TRANSPORTATION**

### *Bus Riders*

Be sure to write the students full name, the address, and the teachers name on any note requesting a student to ride the bus. The bus circle in front of the school is for bus drop-off in the morning and bus pick-up in the afternoon.

### *Car Riders*

There are two locations to drop-off and pick-up car riders. The West Side, closest to Hwy. 95 is for ALL Pre-K and Kinder students and their siblings. The East Side is for First and Second Graders.

### *Drop Off & Pick Up*

Please do not drive through the bus circle during drop-off and pick-up times. **Parking is not permitted in the drive-through circle bus lane.** Please always sign your student out in the school office.

### *Transportation Changes*

If your child is to go home on another bus or in a way that differs from usual, the parent is responsible for sending a written note with the date detailing how the child is to get home (**changes by email are not guaranteed**). Instruct your child to bring this note to the office in the morning. The student will then receive a

yellow bus sticker, a blue car rider sticker, or a red walker tag to wear. Students will NOT be allowed to change their normal procedures without a written note. Phone calls to make changes to the usual transportation routine should be rare and the earlier in the day the better (**before 2:30 PM**). Please note that primary aged children thrive with structure and routine. Please help by planning ahead and establishing safe procedures.

*Walkers and Bike Riders*

Walkers and bike riders will line up outside the main office doors. They will be released by a teacher on duty as soon as it is deemed safe.

**Brown Primary Office Personnel**

(512) 237-2519 (main office)

(512) 237-5635 (fax)

Stephanie Foster, Principal

, Assistant Principal

Raven Behrens, Counselor

Peggy Lewis, Office

Cindy Davis, Office

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*Special Education*

Amber Garcia, Special Education Campus Contact

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*Interventionist*

Heather McNeil, Reading Specialist/Interventionist

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