2025 - 2026

Bill Hefner Elementary School Parent and Student Handbook



Dr. Z. Backman, Principal
Ms. Tucker, Assistant Principal

Bill Hefner Elementary School



Welcome to Bill Hefner Elementary (BHES)! You will find a supportive, rigorous, and engaging academic environment at Bill Hefner. We will continue to create exceptional learning environments that involve all stakeholders in our committed community as we maintain high expectations throughout the ***2025-2026*** *school year. Bill Hefner is looking forward to another exciting, learning-filled, positive, and academic school year!* ***Welcome to Bill Hefner Elementary School (BHES)!***

We are excited to welcome you and your Eagle Scholar to the 2025-2026 academic school year! At BHES, we are committed to providing a supportive, rigorous, and engaging academic environment where every Eagle Scholar is empowered to succeed. Our staff is dedicated to preparing students with a strong academic foundation and the 21st-century skills needed to thrive in today's global society. We expect each Eagle Scholar to come eager to learn, invest their effort, and grow academically and personally.

Parents, your partnership is vital. Please help us to ***guard your child's learning during scheduled Core Instructional uninterrupted learning blocks (ELA, Math, and 5th grade Science).*** *This commitment helps us protect valuable instructional time and maximize your child's success. Please review our schoolwide expectations and important information in the student handbook. Also, utilize the BHES Student Planner as a tool for communication and organization; it supports both home and school collaboration. We encourage you to join our PTA and be an active part of our school community. Working together, we will celebrate every achievement and make this a successful year for all. We're proud to have your family as part of the BHES community and look forward to a fantastic year ahead!*

I. General Information

Bill Hefner Elementary Vision Statement

Our vision is to provide students with a safe, nurturing, and fair learning environment that equips every student with 21st-century skills that will allow them the opportunity to compete globally.

Bill Hefner Elementary School Mission Statement

Our Mission is to provide a safe and caring environment where all Hefner Eagles are encouraged to show continuous improvement and are challenged to become lifelong learners.

VISITORS

Parent and Guardian Visits

Parents and guardians are always welcome at our school. For the safety and security of all students and staff, all visitors must report to the front office upon arrival.

If you wish to visit your child's classroom, you must sign in at the front office with a valid photo ID to receive a visitor's badge. This badge must be worn visibly at all times while on campus. At the end of your visit, please return to the front office to sign out.

To contact your child's teacher, you may reach out during their planning time, after school hours, or by email. You may also leave a message with the front office staff, and it will be forwarded accordingly.

Students are not permitted to use school telephones except in cases of emergency.

ARRIVALS & DISMISSALS

For the safety and welfare of the students, students should not arrive at school no earlier than 8:00 am without parental supervision. Bill Hefner staff will not be supervising until 8:00 am. Reminder: **If students arrive before 8:00am, *STUDENTS SHOULD NOT BE LEFT UNATTENDED.*** Students arriving after 8:25am must be **checked in through the office by an adult in order to be admitted to class.**

Parents are to drop off and pick up students at the **front entrance only.
If you drop your children off in the morning, we encourage you to:

- **Never leave your car parked or unattended in the right (drive-thru) lane in front of the school.**
- **Parents are reminded not to drop students off in the staff/bus parking lot.**
- **Never** release students from the left side of your vehicle or stop in the left lane at either drop-off point. These are traffic lanes, and you should not stop/park in these lanes.
- **Bill Hefner Elementary School and/or the Cumberland County Schools will not be held liable for any harm that may occur to any student who arrives at school prior to this designated time of 8:00 am**

CHECK-OUT PROCEDURES

In accordance with Cumberland County Board of Education policy:

> *"No staff member shall excuse any pupil from school or class without prior approval and knowledge of the principal or his/her designee. No student shall be permitted to leave school early without parent or guardian authorization and the principal's or designee's permission."*

To support this policy, Bill Hefner Elementary follows these procedures:

- At the beginning of the school year, parents/guardians should inform their child's teacher of the child's regular transportation routine.
- Any change in this routine must be communicated in **writing** and **signed** by the parent/guardian. This may be sent as a note or recorded in the child's agenda/planner.
- **If written notice is not provided**, your child will follow their usual mode of transportation. Changes must be planned in advance and communicated **before the school day begins**.
- **For safety reasons, transportation changes will not be accepted by phone.**
- **Students may not be checked out after 2:00 p.m.**
- Early check-outs must be done in person through the front office by a parent, guardian, or an authorized individual listed on the emergency contact card.
- A **valid photo ID** is required for all check-outs and must be presented upon request.
- Parents/guardians must sign the check-out log in the front office. Students will be called from their classrooms and will meet the adults in the designated area.
- If someone **not listed** on the emergency card is picking up your child, a **signed note from the parent/guardian** is required.
- Parents are responsible for notifying daycare providers if their child is checked out early.
- In cases of **custody-related concerns**, official legal documentation must be provided to the school office.

Withdrawal from School

To withdraw a student from school:

- Parents/guardians should notify the school (by phone or in person) at least **two days prior** to the student's last day.
- All **financial obligations** must be cleared before the withdrawal form is released.
- The **withdrawal form** must be picked up at the end of the student's final day.
- Student records will be forwarded to the receiving school **upon request** from that school.

BELL SCHEDULE

8:00 am	First Bell (students are allowed to enter the building to report to breakfast/class)
8:25 am	Warning Bell
8:30 am	Tardy Bell
3:00-3:10 pm	Staggered Dismissal according to grade level

SCHOOL CALENDAR 2025-2026

Please review the important dates for the upcoming school year. These dates include student holidays, early release days, and other key events. Mark your calendars!

Date	Day	Event
Aug 21	Thursday	Open House / Community Block Party
Aug 25	Monday	First Day for Students
Sept 1	Monday	Student/All Staff Holiday
Oct 13	Monday	Student Holiday / Required Workday
Oct 17	Friday	End of Grading Period
Oct 20	Monday	Student Holiday / Telework Workday
Nov 4	Tuesday	Student Holiday / Workday
Nov 11	Tuesday	Student/All Staff Holiday
Nov 26	Wednesday	Student Holiday / Telework Workday
Nov 27–28	Thurs–Fri	Student/All Staff Holidays
Dec 19	Friday	Two Hour Early Release / End of Grading Period
Dec 22–31	Mon–Wed	Winter Break
Jan 1–2	Thurs–Fri	Winter Break
Jan 5	Monday	Student Holiday / Workday
Jan 19	Monday	Student/All Staff Holiday
Feb 13	Friday	Student Holiday / Telework Workday
Feb 16	Monday	Student Holiday / Required Workday
Mar 12	Thursday	End of Grading Period
Mar 13	Friday	Student Holiday / Workday
Apr 3	Friday	Student/All Staff Holiday
Apr 6–10	Mon–Fri	Spring Break
May 22	Friday	Last Day for Students / Two Hour Early Release / Grading Ends

Keep this list handy for scheduling appointments and planning family time. Thank you for supporting your child's education! The schedule for make-up days due to inclement weather will be determined as the need arises. Make-up days may include teacher workdays, days added at the end of the school year, or days taken from Spring or Winter Break.

II. Health & Safety

Sick Students

If a student reports feeling unwell, they will be sent to the office. Their temperature will be taken, and:

- If the student has a **fever of 100°F or higher**, a parent or guardian must pick them up **immediately**.
- Please note: The school nurse is on campus **only once per week**.

Medication Policy

To ensure student safety, the following procedures must be followed:

- **Prescription medication** will only be administered with a signed *"Request to Administer Medicine"* form from a doctor.
- Medication must be brought to the office by a **parent or guardian—not the student**.
- All medication must be in the **original prescription container** with a current pharmacy label.
- Non-prescription medications (e.g., aspirin, cough drops, lotions, etc.) are **not allowed** at school.
- Medication will be stored in a **locked cabinet** in the front office. Refrigeration is available if needed.
- Students will be called to the office at the appropriate time to take their medication.

Injury or Illness at School

If a student becomes ill or injured during the school day:

- We will make the student comfortable and **contact the parent/guardian**.
- If the parent/guardian cannot be reached, we will call the **emergency contacts** listed in the student's file.
- If no contact can be made, the **administration will act in the best interest of the child**.

Head Lice

In accordance with Board of Education policy, **students found to have head lice or nits will be excluded from school immediately**. At Bill Hefner Elementary, the following procedures are followed:

- A staff member or the school nurse (if available) will discreetly examine the student.
- If lice or nits are detected, the student is sent to the office to be checked and when confirmed they will be sent home with a letter explaining treatment procedures.
- The student's **classmates and siblings** are also checked.
- Appropriate **classroom sanitation measures** are taken as needed.
- To return to class, the student must present **proof of treatment**.
- The student will be rechecked upon returning to school and again **after ten days**.

Parents are encouraged to **routinely check their child** for signs of lice. If you find evidence of lice at home, please notify the school so that appropriate steps can be taken.

SAFETY DRILLS

To ensure the safety of all students, staff, and faculty, the school regularly conducts a variety of safety drills, including fire, tornado, lockdown, Code Red, and Code Yellow drills. It is important that all staff and students know the proper procedures for reaching a safe location from any area of the building.

Parents will not be permitted to enter the building during safety drills. Fire and tornado drill procedures are posted in each classroom. These drills are practiced routinely throughout the school year, and parents may not be notified beforehand of each occurrence.

Inclement Weather

At the beginning of the school year, you will receive an **Inclement Weather Plan** form. Please complete and return this to your child's teacher promptly.

- Ensure your child knows what to do on **rainy days**, so they feel secure and do not need to call home. Due to high call volumes, phone calls for routine rainy-day arrangements will not be permitted.
- For serious weather events (e.g., snow), tune in to local radio/TV stations for school delays or closures.
- **ParentLink** notifications will also be sent. Please keep your contact information updated to ensure you receive alerts.

School Insurance

Optional student accident insurance is available:

- A packet with information will be sent home at the beginning of the school year.
- Review the information carefully; **purchase is optional**.
- Completed forms should be **mailed directly to the insurance company**.
- Please note: **The school and school system do not carry accident insurance for students.**

III. Academics & Student Progress

Reports Cards

- All students are expected to give their **best effort each day**.
- **Report cards** are issued at the end of each nine-week grading period.
- Report cards will include **academic and conduct grades**, as well as **attendance records**, including absences and tardies.

Grading System

Student grades will reflect a variety of academic indicators, including:

- Daily performance and participation
- Classwork and homework
- Oral and written assignments
- Individual and group projects
- Tests (including teacher-made assessments and mastery tests)
- Pre-Tests and Post-Tests (used to measure student progress over time)

Conduct Expectations:

Students are expected to demonstrate **respect** for themselves, staff members, and peers at all times.

- To qualify for the **Principal's List** or **Assistant Principal's List**, students must receive **all "S" marks (Satisfactory)** in conduct, including in resource classes.

GRADING SCALE

Grades K-2

4 = Above Grade Level
3 = On Grade Level
2 = Below Grade Level
1= Well below Grade Level
**** = Not assessed

Grade 3-5

Numerical	Grade
90-100	A
80-89	B
70-79	C
60-69	D
50-59	F (for failing)

HONOR ROLL

In alignment with our philosophy of educating young children through developmentally appropriate practices, we are committed to recognizing individual student achievements and successes. **Quarterly Awards Day** celebrations will be held to honor these accomplishments. Parents will receive advance notice and formal invitations to attend these special events.

K-2
Principal's List– Student has earned all 4's and S's in conduct for the current nine weeks
Assistant Principal's List – Student has earned 3's and S's in conduct for the current nine weeks

3-5
Principal's List- Student has earned all A's and S's in conduct for the current nine weeks
Assistant Principal's List - A-B Honor Roll- Student has earned a combination of A's and B's and all S's in conduct for the current nine weeks.

At the conclusion of each nine-week grading period, each homeroom teacher will identify/list the honor roll students in his/her classroom.

PROMOTION/ RETENTION

A student who consistently demonstrates mastery of the mandated grade level curriculum will be promoted to the next grade level. Any student who does not achieve mastery of the mandated level curriculum is subject to be recommended for retention. You will be kept informed regarding your child's progress at least every grading period. Additionally, it may be helpful to review the local (CCS-BOE) and state criteria governing student accountability standards. **Please attend scheduled Parent-Teacher Conferences and any additional meetings regarding your child's progress throughout the year.**

MTSS

Our **MTSS** (Multi-Tiered System of Supports) framework ensures all students receive the optimal level of support—academic, behavioral, and social-emotional—based on their individual needs. Using a problem-solving approach, school teams (including teachers, counselors, and school psychologists) regularly review data to identify students who may need extra help. Interventions are provided at increasing levels of intensity—from school-wide strategies (**Tier 1**) Collective Practices (**Tier 2**), and more individualized intervention (**Tier 3**). Parents are essential partners in this process– collaborating on tailored plans and monitoring progress together. **MTSS** helps us **proactively** address challenges early and foster student success through timely, coordinated care.

End-of-Grade (EOG) Testing

Students in grades 3–5 will participate in End-of-Grade (EOG) testing during the month of May. All students in these grades will take Reading and Math assessments. In addition, 5th-grade students will be assessed in Science. Students are expected to complete all required assessments. Attendance is still required after testing and is important through the end of the school year.

THE NORTH CAROLINA READ TO ACHIEVE PROGRAM

Read to Achieve (RtA) – North Carolina General Statute §115C, Article 8, Part 1A
North Carolina's Read to Achieve Program is designed to ensure that every student reads at or above grade level by the end of third grade and continues to build reading proficiency in preparation for future academic and career success. As part of this initiative, 3rd-grade students will participate in the **Beginning-of-Grade (BOG) Reading Assessment** in September and the **End-of-Grade (EOG) Reading Assessment** in May. Throughout the year, students will also engage in a variety of classroom-based literacy initiatives designed to support their reading development and help establish a clear pathway toward meeting promotion standards. For more information, visit www.dpi.nc.gov.

IV. Transportation & Dismissal

SCHOOL BUSES

Riding the school bus is a **privilege**, not a right. Students are expected to conduct themselves in a **safe, respectful, and orderly** manner at all times while riding the bus. Bus drivers are in charge and students must follow their directives for the safety of all passengers.

Misbehavior on the school bus will result in consequences, which may include the **loss of bus-riding privileges**. The school administration will maintain a log of inappropriate behavior occurring on the bus and will take appropriate disciplinary action as needed.

All bus-related notes or concerns should be directed to the **Assistant Principal**.
Please note: **Transportation changes will not be accepted over the telephone** for student safety.

Bus Behavior Expectations and Consequences

To keep our bus rides safe and positive, students are encouraged to follow all bus rules and respect the driver and fellow riders. Positive behavior helps everyone get to and from school safely. If a student struggles with following bus rules, the following steps will be taken:

- **First Offense:**
  A warning will be given by the driver. The student will be documented (written up), and parents will be notified to support positive behavior at home.
- **Second Offense:**
  The student will be written up and referred to Administration. Parents will be contacted, and the student may receive a suspension from the bus, depending on the severity of the behavior.
- **Third Offense:**
  The student will again be written up and referred to Administration. Parents will be contacted, and further suspension from bus privileges will be enforced based on the infraction.

Suspension Lengths:

- 1st Suspension: 1–3 days
- 2nd Suspension: 4–5 days
- 3rd Suspension: 6–10 days
- 4th Offense: May result in permanent loss of bus privileges

We encourage parents and students to work together with the school to promote respectful and safe bus behavior.

Important Safety Notice: Physical Altercations

Fighting in any form is strictly prohibited and is considered a **serious safety hazard** on school transportation.
All students involved in a physical altercation will be automatically suspended from the bus, regardless of who is at fault.
To protect themselves and others, students are expected to:

- **Avoid engaging in physical conflict**, and
- **Immediately remove themselves from the situation and report it to the bus driver or school staff.**

We strongly encourage parents to speak with their children about this policy and emphasize the importance of staying calm, making safe choices, and seeking help from a trusted adult when needed.

Parent/Guardian Presence at Bus Stop (Pre-K–2nd Grade)

For the safety of our youngest students, the following procedures are in place:

- **Parents/Guardians of Pre-K through 2nd grade students must be present at the bus stop** to receive their child.
- If no adult is present, **the child will be returned to the school** for pickup.
- **Pre-K and Kindergarten students must be met at the bus stop by an adult. No exceptions.**
- **Parents/Guardians of 1st and 2nd grade students** may sign a **waiver** authorizing their child to walk home from the bus stop **without adult supervision**.

(Refer to the **Cumberland County Schools Student Code of Conduct Handbook** for more information on bus expectations and disciplinary guidelines.)

We appreciate your support in helping us maintain a safe bus transportation process for all students.

CARPOOL PROCEDURES

For the safety and efficiency of our dismissal process, all parent pick-up students will be assigned a carpool number. Parents will receive a display card with this number, which must be visibly placed in the front window of the vehicle during afternoon pick-up. Please follow these guidelines:

- ➢ Enter one of the designated carpool lanes—do not park or exit your vehicle.
- ➢ Students will be called by number and will walk to meet your vehicle in the car line.
- ➢ Remain in your car at all times to ensure a smooth and safe dismissal process.

Your cooperation helps us maintain a safe and timely dismissal for all students.

V. Family Engagement

PARENT INVOLVEMENT/SCHOOL VOLUNTEERS

We welcome and encourage all parents to be actively involved in their child's education and in the life of our school. Your participation plays a vital role in student success and helps foster a strong school-home partnership.

Join the PTA!

Our Parent Teacher Association (PTA) is one of the most active organizations at Bill Hefner Elementary School, and we invite you to become a member! Joining the PTA is a great way to stay informed, support school events, and participate in decision-making that impacts your child. Membership dues and meeting dates will be shared and posted on the Parent Information Board.

Stay Connected

We will make every effort to keep parents informed about school events and important updates to encourage open communication between home and school. Your engagement makes a meaningful difference in your child's educational journey.

Interested in Volunteering?

We truly appreciate the time and talents of our volunteers. If you are interested in becoming a school volunteer:

- ➢ Inform your child's teacher, and
- ➢ Visit the Cumberland County Schools website to complete the **online volunteer application**.

All volunteers must sign in at the front office upon arrival.

PARENT-TEACHER CONFERENCES

Open communication between home and school is essential to student success. We encourage parents and guardians to stay in regular contact with their child's teacher regarding academic progress, behavior, and overall development.

Scheduling Conferences:

To ensure meaningful and uninterrupted communication, please schedule all conferences in advance. Meetings should be arranged for a mutually convenient time, such as during the teacher's planning period or after school. **Teachers may not be interrupted during instructional time**, as it disrupts the learning environment for all students.

Response Time:

Please understand that while we strive to respond promptly, it may not always be possible for a teacher to return calls or emails the same day a request is made. However, every effort will be made to respond and schedule conferences **within a reasonable timeframe**. We appreciate your cooperation in helping us maintain an effective and respectful learning environment.

VI. Student Life & Procedures

CLASSROOM Celebrations

Each class is permitted **two classroom celebrations per year**. Parents who wish to celebrate their child's birthday may coordinate with the teacher to bring in a small treat, which will be enjoyed **during or after the child's lunchtime**. Birthday celebrations should be **simple and should not disrupt instructional time**. All items must comply with school and district food policies:

- **All treats must be store-bought** and sealed in their original packaging.
- **Homemade items are not allowed** for classroom distribution.

We appreciate your support in maintaining a safe and distraction-free learning environment.

DRESS CODE

Student appearance plays an important role in creating a positive school environment. A clean, neat, and appropriately dressed student demonstrates self-respect and contributes to a culture of pride and respect at school. We ask that parents use sound judgment in helping their children dress for school. The following guidelines are in place to promote comfort, safety, and learning:

A. Clothing must **not depict** alcohol, drugs, tobacco products, weapons, violence, or contain **obscene or suggestive language or images**.
B. **Skirts and shorts** must be no more than **4 inches above the top of the knee**.
C. **Biker shorts** are not permitted.
D. **Shirts must cover the midriff** (stomach, chest, and ribs).
E. **Tank top straps** must be at least **2 inches wide**.
F. **Headgear** (such as hats, kerchiefs, scarves, bandanas, hoodies worn over the head, bonnets, wrap caps, and durags) **may not be worn inside the building** and should be kept in book bags. **Exception**: Head coverings **worn for religious or medical reasons** are permitted.
G. **Shoes with wheels** are not allowed.
H. **Pajamas, house shoes, bedroom slippers, and blankets** are not permitted on campus.
I. **Open-toed or open-heeled shoes** are discouraged for student safety.

J. **Jeans, pants, and slacks** must be worn at the **waistline**.
K. All attire should be **clean, appropriate, and presentable** for a school setting.

We appreciate your support in helping students dress for success and focus on learning each day.

INAPPROPRIATE USE OF ITEMS ON SCHOOL PROPERTY

To maintain a focused and safe learning environment, students are not permitted to bring or use items that may cause disruption while on school grounds or on the school bus.

Prohibited items include, but are not limited to:

- Toys of any kind
- Stuffed animals, blankets, or pillows
- Electronic devices such as cell phones, tablets, headphones, earbuds, laptop computers, digital cameras, and laser devices
- E-cigarettes, vapes, or any similar items

Exceptions:
The use of electronic devices may be allowed **only for instructional purposes** and **with prior approval from the classroom teacher and/or school administration**. However, the school will not be responsible for **lost, stolen, or damaged** items.

School Bus Use:
Cell phones may be used on the school bus **only in emergency situations and at the discretion of the bus driver.** We appreciate your cooperation in supporting a safe and distraction-free learning environment for all students.

LUNCH AND BREAKFAST

Our breakfast and lunch programs begin on the first day of school. We encourage all students to participate in the Child Nutrition Program, which provides hot, nutritious meals that meet all federal nutritional guidelines. Students may also bring lunch from home in a labeled container. If your child wishes to purchase *à la carte* items (such as juice, pudding, or sherbet), you may send money with them for direct purchase. For convenience and safety, families are encouraged to add funds to student meal accounts through **MySchoolBucks**. This allows students to purchase meals and *à la carte* items without carrying cash. Parents are welcome to eat breakfast or lunch with their child in the "Eagle's Nest." Please remember to sign in at the main office upon arrival. **Note:** Students eating breakfast should be in the breakfast line **by 8:30 a.m. daily**.

Scan to Visit MySchoolBucks

LOST AND FOUND

Students who are missing personal items should check the Lost and Found box located in the auditorium. The school is not responsible for lost or unattended items such as money, books, or clothing. To assist with item recovery, please ensure that your child's name is clearly labeled on personal belongings.

Textbooks, Workbooks, and Agendas

Students may be issued textbooks or workbooks by their classroom teacher. These materials should be kept neat, clean, and in good condition. Students are responsible for the care and return of all assigned materials by the end of the school year. Books should not be left unattended or placed where they may be picked up by others. Lost or damaged books must be paid for. Damage will be assessed based on its severity beyond normal wear and tear, with a minimum charge of $1.00. The replacement cost for a lost agenda is $3.00.

VII. Student Behavior & Support

STUDENT CODE OF CONDUCT

Each student will receive a copy of the Cumberland County Schools Student Code of Conduct. All students are expected to follow the rules and expectations outlined in this document to maintain a respectful and safe learning environment. In the event that a student receives a Notice of Hearing and Charges, a parent/guardian conference is required. During this meeting, the specific infraction will be reviewed and discussed. Please note:

- ➢ Hearing times may occasionally conflict with a parent's schedule. In such cases, it is the parent's responsibility to promptly request an alternative time.
- ➢ A parent or guardian must be present for all disciplinary hearings. Attendance is mandatory to ensure due process and proper resolution of the matter.

We encourage all families to review the Code of Conduct together and reach out with any questions or concerns.

PBIS (Positive Behavior Intervention Supports)

At Bill Hefner Elementary, we believe in promoting positive behavior through proactive support, consistent expectations, and meaningful incentives. Our school follows the **PBIS (Positive Behavioral Interventions and Supports)** framework, which encourages appropriate behavior through teaching, modeling, and reinforcement—rather than relying solely on punitive measures. Students who consistently meet behavior expectations are recognized and rewarded through a PBIS point system. Accumulated points lead to incentives that celebrate responsible and respectful conduct.

PALS: Positive Attitudes Lead to Success

The PALS program provides additional support for students who exhibit disruptive behavior that interferes with learning. It offers a structured, supportive environment that focuses on restoring learning time and reinforcing positive behavior. Like PBIS, it uses an incentive-based system to promote success.

Our Behavior Philosophy

Traditional, punishment-based discipline alone is not effective in helping students grow socially and emotionally. Research shows that consistently teaching and reinforcing positive behaviors leads to stronger student outcomes and a safer school climate. Our goal is to help students develop the social skills they need to succeed in school and beyond.

Behavior Expectations – The BHES Way

B – Be prepared and ready to learn
H – Hold yourself accountable for your actions
E – Eager and engaged in learning
S – Show respect for yourself and others

Behavior Support and Disciplinary Responses

When behavioral support is needed, responses may include, but are not limited to:

- Parent conferences
- Time-out or reflection periods
- Behavior contracts or improvement plans
- Conflict resolution and anger management instruction
- Peer mediation or counseling sessions
- Academic or behavioral intervention
- Suspension from school or bus privileges (as warranted)

Serious or repeated violations of the Cumberland County Schools Student Code of Conduct will result in administrative referral and may lead to out-of-school suspension.

THE PBIS MATRIX

Bill Hefner Elementary School Behavior Expectation Matrix




EAGLES

MUST Always:

Settings Expectations	Classroom	Hallways	Cafeteria	Bathrooms	Playground	Assemblies	Buses
Be prepared and ready to learn	Walk quietly to your assigned area. Bring all needed materials to class.	Line up, and move quickly and quietly to your destination. Model appropriate behavior.	Arrive on time. Wait quietly and patiently in line.	Use restrooms and return to class promptly.	Enter and exit the building quietly. Listen to and follow directions.	Walk in, sit, and wait quietly. Listen to the speaker's directions.	Be at the bus stop on time. Enter and exit the bus safely.
Hold yourself accountable for your actions	Turn in assignments on time. Turn off the lights when leaving the room. Make appropriate choices.	Walk quietly so others can continue learning. Walk to the right.	Pick up papers on the floor. Say "Please" and "Thank you." Use an inside voice.	Wash hands and flush the toilet. Walk directly back to class. Use a quiet voice.	Be a team player. Display good sportsmanship with peers. Play fair with your peers.	Be an active listener. Be respectful so everyone can enjoy the presentation.	Sit with your back against the back of the seat. Whisper to the person next to you.
Eager and **E**ngaged in learning	Focus on work at all times. Read directions before starting your work.	Leave appropriate space between yourself and other students. Remain quiet and listen to directions.	Keep tables and floors clean. Use good table manners. Stay in your seat.	Use 1 paper towel and put it in the trash can. Clean up after yourself.	Play with items correctly. Line up at first signal. Stay in approved areas.	Be a willing participant if given the opportunity. Sit with your feet on the floor.	Stay seated until the bus comes to a complete stop. Use polite language.
Show respect for self and others	Address staff and peers with respect. Raise your hand to be recognized. Display appropriate manners.	Keep hands and feet to yourself. Stand behind the person in front of you.	Eat your food only. Stay seated. Clean up after yourself. Display appropriate manners.	One person to a stall. Respect the privacy of others.	Use polite language. Keep hands and feet to yourself.	Be polite to others and applaud at the appropriate times.	Follow the Bus Driver's instructions. Treat others as you want to be treated.

At Bill Hefner Elementary, it is our expectation that **every student knows and demonstrates the BHES Behavior Matrix** each day—both in school and while riding the bus. We ask that parents support our efforts by reviewing the matrix with your child. When students consistently follow expectations, they have the opportunity to earn rewards through our PBIS incentive system. We are excited about the year ahead and look forward to celebrating the many positive choices our students will make!

Sincerely,
The PBIS Team

Parent/Guardian Acknowledgment

My signature verifies that I have read and reviewed the contents of this handbook with my child. I understand the expectations and procedures outlined, and I agree to support them. If I have any questions or need clarification, I will contact the school office.

Parent Signature _____ Date _____

School Wide Behavior Expectations



A fresh start awaits you each day…