2024 - 2025
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 inclusive of our committed community as we maintain high expectations throughout the ***2024-2025*** *school year. Bill Hefner is looking forward to another exciting, learning-filled, positive, and academic school year!*

Our daily instruction and lessons are prepared to equip each student with a strong foundation of knowledge, and a 21st-century skill set to compete in our global society. Student success depends on a variety of factors including the choices and efforts made. We expect students to invest their attention, time, and effort as they come in eager and engage in their learning! Every student will be provided the opportunity to learn, develop effective skills, and gain the knowledge needed to showcase their individual abilities and talents as we prepare them to compete globally.

Parents, as an educational team, let's collaborate to ensure that our students' needs are met. Parents, we need your assistance to ensure students arrive at school on time daily and be prepared for learning. We also need your involvement throughout your child's learning process; ***please help us to guard your child's learning during scheduled Core Instructional uninterrupted learning blocks (ELA, Math & 5th grade Science)****. In doing so this practice will help us to protect every child's instructional time to maximize their academic abilities and create student success.*

We ask that you take the time to read and familiarize yourself with our schoolwide expectations and other pertinent information. The pages of this handbook highlight key information regarding school policies and procedures. Parents and students should review the contents together and sign on the last page of the handbook portion. If you have any questions, please call the school's front office. We feel that open and clear communication between school and home is crucial and critical to the success of our educational program.

The BHES Student Planner was designed for multiple functions. One function serves as a two-way communication tool from school to home and from you to your child's teacher, it also assists your child in organizing his/her daily, weekly, and long-term assignments. Please refer to the student planner back cover to use as a guide for our school wide behavior flow chart as it relates to your child's daily behavior demarking. Our hope is that it will improve your child's organizational skills and serve as a helpful reference for parents to provide academic support. Parents are valued as a vital part of our school family and play an important role in helping us to educate the children of this community.

We welcome your ongoing participation and support this school year and solicit your membership in the PTA (Parent Teacher Association). Working together, we will be able to reach our collective and individual goals as we celebrate the achievements of our students.

We look forward to working with you this year and we are happy to have your continuous support on your child's educational journey.

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 challenged to become life-long learners.

VISITORS

Parents and/or guardians are welcome in our school. Everyone must report to the front office upon arriving at the school. If you would like to visit your child's classroom, please remember you must sign in at the front office with a proper and valid picture I.D in order to secure a visitor's name tag. This name tag must be worn at all times while on campus. Upon conclusion of the visit, please sign out.Parents may contact their child's teacher during the teachers' planning, after school, or by email. Parents may also leave a message for their child's teacher with office personnel. Students are not allowed to use school telephones except for emergencies.

EARLY ARRIVALS & DISMISSALS

For the safety and welfare of the students, arrival at school should be no earlier than 8:00 am doors will open at 8:00 am. It is imperative that children do not arrive until that time because supervision has not yet begun. ***STUDENTS SHOULD NOT BE LEFT UNATTENDED AT SCHOOL.*** Students arriving after 8:25 am must be **checked in through the office by an adult in order to be admitted to class.**

Note: Students are not permitted to check out after 2:00 pm

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**

- At the beginning of the school year, please discuss with your child's teacher how you expect your child to get home. If there is a change in your child's regular routine, please send a note to your child's teacher.
- If the teacher does not receive a note, with the parent/guardian's signature, your child will be sent home by his/her regular mode of transportation. These arrangements must be planned ahead of time. **For the safety of our children, we will not accept phone calls from the parents/guardians asking for a change in transportation.** Please make these arrangements before your child leaves for school each morning.

CHECK-OUT PROCEDURES

Cumberland County Board of Education Policy states: "No staff member shall excuse any pupil from school or class without prior approval and knowledge of the principal or his/her designee." Also, no students shall be permitted to leave school early under any conditions without parents' or guardians' authorization and the principal's or his/her designee's permission.In view of the above policy, Bill Hefner Elementary will observe the following checkout procedures:

- **No students will be released after 2:00 pm, to ensure that maximum time is spent on instruction.**
- Students leaving during the school day **must be checked out through the office by a parent, guardian, or designated individual.** All such persons must be prepared to verify identification by presenting a photo ID upon request and/or waiting while parental authorization is acquired.
- Parents picking up students must report directly to the office and sign a checkout sheet. Students will be called from class via intercom while parents wait near the main office area.
- Students **must** bring written notification from a parent/guardian if being picked up by someone else who has been listed on the emergency card.
- **Phone calls will not be accepted to have children waiting in the office or to make last-minute changes to dismissal procedures.**
- Parents must send written notification to the teacher for any changes from the routine dismissal procedures that need to occur.
- **It is the parents' responsibility to notify Daycare Providers when a student is checked out early.**
- If there are parental custody concerns the school office must **be provided legal documentation.**
- **ALL pick ups must take place in front of the building (front entrance)**

WITHDRAWAL FROM SCHOOL

The procedure for withdrawal from school is as follows:

- **Parents should notify the school/teacher either by phone or in-person two days prior to the student's last day.**
- Students must clear any financial obligations prior to the release of the withdrawal form.
- Parents must pick up the withdrawal form at the end of the student's last day in attendance.
- Student records will be forwarded to the receiving school upon request

INCLEMENT WEATHER

A weather letter will be given to you at the beginning of the school year. Be sure to complete this information and return the letter to your child's teacher. Please make sure your child knows what to do on rainy days so he/she will not feel insecure or need to call home to find out what to do. We will not be able to allow him/her

to call home on such days due to the volume of calls that need to go through. When serious inclement weather (i.e. snow, etc.) has been forecasted, please listen to the radio/television for information on school cancellations/delayed schedules. Parents will also receive a telephone call via Parent Link. **Please provide the school with an updated telephone number to ensure that you are on the Parent Link Roster.**

SICK STUDENTS

When a student informs the teacher that he/she is not feeling well, the student will be referred to the office. The student's temperature will be taken and if warranted, a parent will be contacted. Students must immediately be picked up if the temperature is 100 degrees or more. **Please be advised our school nurse is only in the building once per week to attend to the health needs of our students.**

MEDICINE

Medicine will not be administered to a child unless prescribed by a doctor. All medicine must be in the original container with the prescription label. Medication cannot be sent to and from school by the child. A "Request to Administer Medicine" must be signed by the doctor and kept on file in the office. **Non-prescription medicine may not be brought to school (such as aspirin, cough drops, cough syrup, lotions, creams, etc.). Students are not allowed to keep medicine with them, in their lunch box, etc. All medicine must be brought to the front office and signed in.**

- An adult brings the medicine to the main office in the original prescription container. (The pharmacist will usually make up two bottles if you let him know you need one for school.) **No child should carry medication of any kind to and from school**.
- The child will be excused from the classroom to report to the office when it is time to take the medication.
- Refrigeration is available for medicine requiring such. All medication must be kept in the **Front Office** (locked in the medicine cabinet).

INJURY/ILLNESS AT SCHOOL

If your child becomes ill or is injured at school, we will make him/her comfortable and then call the parent and/or guardian. If you cannot be reached, we will attempt to contact persons at the emergency numbers you have listed in the office. If attempts to do so are unsuccessful, the administration will make the decision that is in the best interest of the child.

SCHOOL INSURANCE

School insurance is available to all students. A packet will be sent home. Please review this information carefully. Purchase of the insurance is optional. All completed forms should be mailed directly to the insurance company. Please be advised neither the school nor the school system maintains **accidental insurance coverage** for students.

HEAD-LICE

Students found to have evidence of head lice will be excluded from school immediately according to the Board of Education policy. At Bill Hefner Elementary School the following policy is used if students are suspected of having head lice:

- School staff or nurse, if available, will check the student. If nits or lice are found, the student is then discreetly sent to the office.
- A letter accompanies the child that provides treatment information.

- A total class check is made in the student's class as well as the siblings of the infested student.
- Appropriate classroom environment exterminations are implemented as warranted
- To return to class, the student must present proof of treatment. The child is checked before Returning to the classroom and then rechecking again in ten days. You are encouraged to regularly screen your child for the presence of head lice. Should you find evidence of head lice, please call the school so the school staff can follow appropriate procedures.

ACADEMICS

All students should be encouraged to do their very best each day of school. Report cards will be issued to students at the close of each nine-week grading period. Report cards will contain both academic and conduct grades. Absences and tardiness will be indicated on the report card.

GRADING SYSTEM

The following basic criteria are to be considered in the grading of students:

- Performance
- Class reporting and participation
- Homework (consideration should be given to the individual difference and home conditions)
- Special assignments (oral and written)
- Projects (individual and group)
- Tests
- Mastery Test
- Teacher-Created Tests
- Pre-and Post-Tests (as a means of measuring pupil achievement during a specific period.)

Conduct:

Students are expected to maintain respect for themselves, all staff, and fellow peers. Students must have all S's in conduct, including Resource classes, in order to receive a Principal's List, Assistant Principal's List, and Mastery List.

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 keeping with our philosophy relative to educating young children and developmentally appropriate practice, we will recognize individual student achievement and successes. Quarterly Awards Day will be planned. Parents will receive prior communication and invitations regarding these 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.

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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 meetings regarding your child's progress throughout the year.**

MTSS

A Multi-Tiered System of Supports (**MTSS**) is a systemic, continuous-improvement framework in which data-based problem solving and decision-making are practiced across all levels of the educational system for supporting students. This program ensures that all students receive an equitable education.

END OF GRADE TESTING

End of Grade Testing for grades 3-5 will occur during the month of May. Students in grades 3-5 grade participate in Reading and Math assessments. 5th-grade students are also assessed in the area of Science. Students are expected to complete all assessments and attendance is expected through the remainder of the school year.

THE NORTH CAROLINA READ TO ACHIEVE PROGRAM

Article 8 Chapter §115C of the General Statutes includes Part 1A, the North Carolina Read to Achieve Program. The goal of this program "is to ensure that every student reads at or above grade level by the end of third grade and continues to progress in reading proficiency so that he or she can read, comprehend, integrate, and apply complex texts needed for secondary education and career success." (www.dpi.gov) 3rd-grade students will participate in Beginning of Grade Testing in September as well as End of Grade Testing in May. Third grade students will also participate in a number of initiatives within the classroom to help them attain a pathway for grade-level promotion.

TEXTBOOKS

Students may be assigned textbooks or workbooks by their classroom teachers. Books are to be kept neat and clean. Lost or damaged books must be paid for. Books should never be left where someone else might pick them up. The student is responsible for the assigned textbook or workbook until it is returned to the teacher at the end of the school year. Book damage will be assessed according to the amount of damage over and above the normal wear. The minimum charge for damage to a book will be $1.00. Lost agendas will cost $3.00.

LOST AND FOUND

Any student missing personal belongings should check the lost and found box in the auditorium. The school cannot be responsible for money, books, clothes, etc. left unattended. It is always helpful if the student's name is written on the item for identification purposes.

SAFETY DRILLS

Conducting a variety of drills including fire, tornado, code red, code yellow, lockdown, etc. are necessary for the safety of the students, staff, and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he or she may be. Parents will not be allowed to enter the building during these drills. Specific information for fire and tornado drills is posted in each room. Routine practices are conducted during the school year and you may or may not receive a notice for each occurrence.

LUNCH AND BREAKFAST

Our breakfast and lunch programs will begin on the first day of school. Please encourage your child to take advantage of the Child Nutrition Program. A hot lunch and breakfast, meeting all federal nutritional requirements, is served each day. Parents are encouraged to eat breakfast or lunch with their children; please sign in through the main office. Students may choose to bring their own lunches in a container. Only send money if your child chooses to purchase "a la carte" items i.e., juice, pudding, sherbet, etc. Money for these items should be given to the student for direct purchase. **All students eating breakfast must be in the line daily by 8:30 a.m.**

SCHOOL BUSES

Students who ride buses are expected to conduct themselves in a safe and orderly manner. **Please remember that riding the school bus is a privilege.** Students who misbehave on the school bus will be held accountable and subjected to the loss of their bus riding privileges. Any notes involving buses should be directed to the ***Assistant Principal.*** Transportation changes, of any kind for students, **will not be accepted over the telephone**.

According to the Cumberland County School system's Student Code of Conduct Handbook. School transportation is a privilege, not a right. Students at all times while riding a bus shall observe the directives of the driver. If your child chooses to break a rule, appropriate action will be taken. The administration will keep a log of inappropriate behavior occurring on the bus.

Consequences will be as follows:

1st Offense:	Warning by the driver, child written up, and parent notified verbally and/or in writing.
2nd Offense:	Child written up, and child sent to Administration, Parent contacted and child suspended accordingly to their infraction.
3rd Offense:	Child written up, child sent to Administration, a parent contacted, and the child suspended accordingly to their infraction.

Suspension Regiment: First suspension 1-3 days; second suspension 4-5 days; third suspension 6-10 days; the fourth time can result in permanent suspension from school bus.

The exception to all rules will be physical altercation (fighting) in any form. All students involved in fighting will automatically be suspended regardless of who is at fault. Fighting in any form is a safety hazard and we recommend that you instruct your child to remove himself from the situation immediately by reporting it to the driver.

Parents/Guardians of students in Pre-Kindergarten – Second Grade **MUST** be present at the bus stop to receive your child. If not, it is required that your child returns to the school. Parents of students in the 1st and 2nd grades may sign a waiver allowing their child to walk home from the bus stop unsupervised. Pre-K and Kindergarteners **DO NOT** have an option.

PARENT INVOLVEMENT/SCHOOL VOLUNTEERS

We welcome all parents and want you to be involved in the decision-making processes that impact the educational pursuits of your child(ren). In order for our PTA to be one of the most active organizations at Bill Hefner Elementary School, we desire you to join our PTA today!!! It is a great way to stay involved and informed. Membership dues and meeting dates will be announced and posted on the Parent Information Board.

We will make every effort to keep parents informed of school activities to foster wholesome communication between BHES and the home. Our hope is that all parents will be actively involved in their child's educational journey. We sincerely invite all parents to do so and your interest and involvement are appreciated.

If you are interested in becoming a school volunteer, please inform your child's teacher and proceed to the CCS web page and complete the online volunteer application. Our volunteer sign-in book will be kept in the front office.

INAPPROPRIATE USE OF ITEMS ON SCHOOL PROPERTY

Any items or device disruptive to the school environment including **toys of any kind, stuffed animals, blankets, pillows, and electronic devices, including but not limited to cell phones, tablets, headphones, earbuds, laptop computers, digital cameras, laser devices, e-cgerattes, and vapes** will **not** be permitted or utilized while on the school bus or on school premises. The only exception to this rule is the following: The device is being utilized for educational purposes as approved by the classroom teacher and/or school administration, however, the school will not be liable for any damages incurred. Cell phones may also be used on the school bus in emergency situations at the discretion of the bus driver.

PARENT-TEACHER CONFERENCES

Communication is an essential part of the educational process. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress.
Please remember to schedule a conference in advance so a time that is convenient for all can be established; i.e. (after school, during teacher planning periods, etc.) in order to ensure a quality, uninterrupted conference. Teachers are not allowed to be interrupted during the instructional day, regardless of how brief. It takes away from instructional time.
Please remember that sometimes it may not always be possible for the teacher to contact a parent on the same day the request is made. However, every effort will be made by teachers to return phone calls, e-mails and schedule conferences within a reasonable amount of time after receiving a parent's request.

STUDENT CODE OF CONDUCT

Each student is given a copy of the Cumberland County Student Code of Conduct. All students are expected to comply with all rules governing behavior and conduct. **When a student receives a Notice of Hearing and Charges, a parent conference is required.** At that time, the infraction is deliberated. Hearing times often conflict with a parent's schedule, therefore, a parent must request another time that will ensure a guardian/parent's presence. **It is mandatory that a guardian/parent attend all hearings.**

PBIS (Positive Behavior Intervention System)

At Bill Hefner it is our goal to ensure that our students understand the importance of maintaining positive behavior. This program ensures that students receive increased time on task as well as provides a safe and supportive environment. It provides students with a system for incentives that rewards model behavior.

PALS

PALS (positive attitudes lead to success) is a program offered at Bill Hefner Elementary School that supports students who exhibit disruptive behavior in the classroom and impede the learning of themselves as well as their classmates. This program ensures that students receive increased time on task as well as provides a safe and supportive environment. It provides students with a system for incentives that rewards model behavior.

SCHOOL PARTIES

Each class will be limited to two class parties a year. Parents may contact their child's teacher to bring birthday treats **to be eaten** after/during the child's lunchtime.

CARPOOL PROCEDURES

Parent pick up students will be assigned a number. Parents will receive a card with the student number to display in their window during pick up. **Please enter one of the two parent pick-up lines and do not park. Students will walk to the car line to get into the vehicle when you pull up. Parents do not need to park and get out of their vehicles.**

DRESS CODE

Student dress contributes to the school atmosphere. A clean, neat, appropriately dressed student advertises the fact that he/she respects himself/herself in a way designed to win respect from others. Students are earnestly advised to dress with good taste and in so, they will be contributing to the general pride of the school. Parents are asked to use good judgment as they allow their children to dress for school. The following is a dress code that we feel will maintain an atmosphere of comfort and learning.

A. Students must wear skirts and shorts that are no more than 4 inches above the top of the knee.
B. Students must not wear clothing depicting intoxicating beverages, controlled substances, tobaccoproducts, weapons, or suggestive of violence or obscenities. Clothing which causes disruption en-route to or at school is not permitted.
C. Students are not allowed to wear biker shorts.
D. Shirts that expose any of the midriff (stomach, chest, or ribs) are not acceptable.
E. Straps on shirts/tank tops must be 2 inches or wider.
F. Headgear may not be worn in the building and must be kept inside the book bag. This includes hats, kerchiefs, scarves, bandanas,hoodies, hair bonnets, wrap caps, or durags.
G. Sneakers with wheels are not allowed at any time.
H. No pajamas are permitted to be worn or brought inside the building.
I. No house shoes or bedroom slippers allowed.
J. Blankets are not permitted on campus.
K. For the safety of students, please refrain from open-toed and open heel shoes.
L. Students must wear jeans, pants, or slacks that fit at the waistline.
M. Attire should be clean and presentable.

BELL SCHEDULE

8:00 am	First Bell (students 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
3:10 pm	Buses Depart Campus

SCHOOL CALENDAR 2024-2025

August 22	Thursday	Open House for Students
August 26	Monday	First Day of School
September 2	Monday	**Student/Staff Holiday**
October 18	Friday	End Of Grading Period
October 21	Monday	**Student Holiday/Staff Telework Workday**
October 22	Tuesday	**Student Holiday/Required Teacher Workday**
November 5	Tuesday	**Student Holiday/Teacher Workday**
November 11	Monday	**Student/Teacher Holiday**
November 27	Wednesday	**Student Holiday/Staff Telework Workday**
November 28-29	Thursday-Friday	**Student/Teacher Holiday**
December 20	Friday	Student Early Release/End of 2nd Grading Period
December 23-31	Monday-Tuesday	**Winter Holidays (Students/Teachers)**
January 1	Wednesday	**Student/Teacher Holiday**
January 2-3	Thursday-Friday	**Student Holidays/Teacher Workdays**
January 20	Monday	**Student/Teacher Holiday**
February 17	Monday	**Student Holiday/Required Workday**
February 18	Tuesday	**Student Holiday/Required Workday**
March 12	Wednesday	End of 3rd Reporting Period
March 14	Friday	**Student Holiday/ Workday**
April 14-21	Monday-Monday	**Student Holiday/ Teacher Holiday**
May 23	Friday	**Last day of school/ Report Cards Go Home/ Early Release**

The schedule for make-up days due to inclement weather are to be determined as the need arises. Make-up days may be teacher workdays, days added at the end of the year, or days taken from Spring or Winter break.

OUR PHILOSOPHY

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important part of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide Positive Behavior Interventions and Support (PBIS) is to establish a climate in which appropriate behavior is the norm.

Bill Hefner Elementary School Behavior Expectations

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

If a Student Obeys All the Rules he/she will earn a reward in the form of a PBIS ticket that will lead to a reward based on the total number of tickets.

Disciplinary measures or responses may include, but are not limited to, the following:

- Parental involvement, such as conferences;
- Time-out for short periods of time;
- Behavior improvement agreements;
- Instruction in conflict resolution and anger management;
- Peer mediation;
- Individual or small group sessions with the school counselor;
- Academic intervention;
- Out of school suspension;
- Suspension from bus privileges.

Any severe disruption or violation of rules in the Cumberland County Student Code of Conduct will result in an administrative referral and could result in out of school suspensions.

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.

It is our expectation for every child at Bill Hefner Elementary to know and exemplify the matrix daily at school and while riding the bus. Parents, please support us in promoting positive behavior by reviewing the matrix with your child. We look forward to a great school year and your child receiving rewards as a result of PBIS.

Sincerely,
PBIS Team

My signature verifies that I have read and discussed the contents of this handbook with my child. If I have questions, I will contact the office.

_____ _____

Parent Signature Date