

PBIS/CHAMPS

Handbook

2024-2025



Blackshear Elementary

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THE RIGHT STUFF

As a student of Blackshear Elementary,



I promise...

to do my best,



to show respect,



to be an active listener,



to have good manners,



to exercise self-control,

to practice good communication

TO HAVE THE RIGHT STUFF!

Blackshear Student Arrival Expectations

K-2nd and 3 -5th who have younger sibling will enter



through the Front doors @Voice Level 0

Doors open @7:20 a.m.

3rd to 5th who do not have younger siblings

enter through the Northwest doors.



Students will keep hands, feet, and objects to self.

Students will go straight to the designated area.

Students enter their classroom, voice level 0.

Breakfast, Do Now in Place



No running in the halls.

For arrival after 7:40- enter into the front doors and
walk directly to class.

Blackshear Teacher Arrival Expectations

Voice Level 2.

Grade level teachers monitor students at 7:20.

Be at the classroom door **ON TIME 7:20**.

Greet your students at your classroom door
every morning.

Ensure Breakfast & Do Now Procedures in
Place.

Teachers will greet staff and students kindly
and appropriately.

Blackshear Assembly Student Expectations

Enter in line- Voice Level 0.



Sit in designated area.



Keep body and objects to yourself.



Respond to attention signal.



Follow directions given by adults.



Show respect by responding appropriately.



Exit in line- Voice Level 0.



Blackshear Assembly Teacher Expectations

- Enter and exit with students at a Voice Level 0.
- Stay with and actively monitor all students.
- Model expected behavior.

Blackshear Assembly Parent/Family Expectations

- Sign in at the front office.
- Wear visitor's pass at all times.
- Sit in designated areas.
- Silence cell phones.
- Keep any non-enrolled children seated and quiet.
- Parents will exit *after* all students.
- Parents do not remove students from class line.

Blackshear Cafeteria Student Expectations

Enter with lunch cards. Voice Level 0.



Wall and serving line at a level 0.

Be respectful and polite of ALL adults.



Stay seated, raise hand. Voice Level 2.



Keep food to yourself.



Clean up your area. Throw trash away.



Exit-Voice Level 0.



Blackshear Cafeteria Teacher Expectations

Arrive at your ALLOTTED TIME & NO
EARLIER.

K – 5th will eat lunch in the cafeteria.

Teachers will walk students *to the cafeteria doors*
and remain with students until a monitor gives
direction.

Teachers will arrive on time to pick students up
from the designated area.

Blackshear Dismissal Student Expectations

Voice Level 0 in halls.
No students unsupervised.



Go to designated area at 3:15.



Wait for your name. Voice Level 0.
Check out with teacher.



Ensure you leave campus immediately.

At 3:35, remaining students go to foyer. |

Blackshear Dismissal Teacher Expectations

Be at duty on time, in your designated area with one radio per grade level. Leave no students unsupervised.

K-2 and 3-5th students with sibling will be picked up in the front of the building.

3rd to 5th grade students with no sibling in K-2nd will be picked up in the Northwest entrance.

Actively monitor grade level.

Ensure you are listening to the radio for student names.

Avoid side conversation.

Teachers will communicate to staff and students kindly and appropriately.

Teachers will stay focused on duty and refer parents to the office as needed.

Blackshear Hallway Student Expectations

Voice Level 0.



Walk in a straight line.



Stay on the right side of the hallway.



Hands, feet and objects to self.



Stop at designated areas.



Blackshear Hallway Teacher Expectations

Walk with students to their destination while actively monitoring behavior.

Walk at the end of the line to monitor.

Designate STOPPING points for the line.

Ensure students are NOT left unattended in the hallway.

Teachers will treat visitors, staff, and students with respect and kindness.

Teachers will respectfully ask all visitors to sign in at the office and receive a visitor's badge.

Blackshear Recess Student Expectations

Recess is EARNED.

Stay in designated play areas.



Use playground equipment appropriately.



Leave dirt, rocks and twigs on the ground.



Watch and listen for signal to line up.



Touch NO ONE! No Rude words! Mind your |
Business!

Blackshear Recess Teacher Expectations

Head to recess pick-up at your designated time.

Teachers will communicate to staff and students
kindly and appropriately.

Teachers will walk students back to class at a Voice
Level 0.

Review hallway expectations before entering school.

Stop and Start OVER if students are NOT at O.

Blackshear Restroom Student Expectations

Enter-Voice Level 0. 

Respect equipment and other's privacy. 

Take care of business quickly. 

Put toilet paper in the toilet and flush. 

Wash hands with soap. 

Put paper towels in trash can.

Exit-Voice Level 0. 



Bathroom Monitor check bathroom for cleanliness.

Blackshear Restroom Teacher Expectations

Teacher will be present at the restroom during whole group restroom breaks.

Ensure students are working and not sitting.

Teacher will check the restroom before and after the restroom break.

Schedule time for 2-3 restroom breaks a day.

Teachers will actively monitor restrooms throughout the day.

NEVER let students go to the restroom without you!

Blackshear Special Area Student Expectations

(Character Ed, Library, Music, PE, Science Lab, etc.)

Enter-Voice Level 0.



Sit in designated area.



Wait patiently for teacher instructions.



Cooperate and participate in all activities assigned.



Respond appropriately to attention signal.

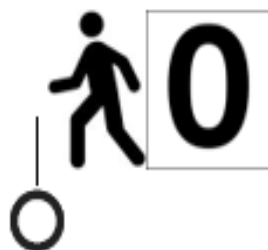
Do not touch anyone.

No mean words.



Clean up area.

Exit-Level 0.



Blackshear Teacher Expectations

for Special Area Classes

(Library, Music, PE, Science Lab, Character Ed)

Teacher will arrive on time and lead students into the special area classroom at a Voice Level 0.

Teachers will wait with students until students are released to the special area teacher.

Teachers will arrive on time to pick students up and lead them from the special area room at a Voice Level 0.

Blackshear Water Fountain Student Expectations

Use hallway voice expectations. Level 0.



0

Wait patiently in line for your turn.



Respect your time and other's. (3 Second Rule)



Keep hands and feet to yourself.



Do not touch the spout with your mouth.

Handling Infractions

Outlined below is the level system along with the instructions for handling such behaviors:

Level 1 misbehaviors include:

- Inappropriate language (cursing, offensive racial comments)
- Physical Contact (pushing, shoving)
- Lying, cheating
- Teasing, taunting (physical and/or verbal)
- Disruption, excessive talking
- Unwilling to work
- Smarting off
- Disrespect

Step 1: Level 1 behaviors are handled by the classroom teacher or staff member witnessing such behaviors. ***Verbal positive and corrective feedback***

Step 2: If behaviors persist, the classroom teacher will conference with the student in a positive manner, Safe Place AWAY FROM OTHERS and noted in planner.

Step 3: Teacher and Student conference, noted in planner, inform parent, & send to Safe Place in another classroom.

Step 4: If the same behavior persists, contact your supervisor and send a student (not the violator) to the office with documentation of above actions noted in the discipline folder. (Dates, parent contact made, infraction,

consequence must all be noted). AP or Principal will call for violator. Varela K & 3; Lopez 1 & 2; Rivera 4 & 5.

Level 2 behaviors include:

- Abusive language -threat of physical harm
- Defiance, insubordination, non-compliance
- Physical Aggression (fighting, altercation)
- Forgery, theft
- Harassment (sexual, bullying)
- Property damage
- Skipping class
- Vandalism
- Violation of district technology guidelines
- Continued Bullying

Step 1: Teacher will complete a Discipline Referral and submit to the Administrator assigned to grade level.

Step 2: The teacher will complete a recommendation form for the counselor to visit with the student.

Step 3: Students in a fight will be separated while waiting on the Principal/Assistant Principal to call them. On the same day and promptly after the incident, the teacher or staff member witnessing the incident should communicate the details to the parents. NO other student name

should be on the discipline form. Teachers will write referrals for fighting when it is an actual PHYSICAL altercation.

Level 3 behaviors include:

- Arson
- Bomb threat, false alarm
- Use, possession of alcohol
- Use, possession of prescription or non-prescription drugs
- Use, possession of tobacco
- Use, possession of weapons

Level 3 behaviors should be referred to the office immediately. Teacher will complete a Discipline Referral form to accompany the student.

Consequences for students who engage in level 3 behaviors will include removal from the classroom for a period of time. (suspension/AEP) An administrator will notify parents.