



**Hercules Middle School
PBIS Matrix**

	Be Kind	Be Responsible	Be Safe
School Wide	<ul style="list-style-type: none"> • Support everyone's opportunity to learn • Use school appropriate language and voice level • Respect personal space and property • Be polite- please, thank you, excuse me 	<ul style="list-style-type: none"> • Be on time • Be prepared with ID and materials • Keep your area clean • Accept responsibility for actions and work • Keep belongings with you and safe 	<ul style="list-style-type: none"> • Keep hands and feet to one's self • Follow the rules and expectations of the school • Follow directions the first time • Stay in designated areas
Classroom	<ul style="list-style-type: none"> • Use school appropriate language and voice level • Offer help when needed • Give speakers your full attention 	<ul style="list-style-type: none"> • Be prepared with your materials • Be an active participant and learner • Follow reasonable requests • Complete assigned task • Use technology responsibly 	<ul style="list-style-type: none"> • Follow the classroom rules and policies • Keep hands, feet and objects to yourself
Library	<ul style="list-style-type: none"> • Use school appropriate language and voice level • Encourage and help others • Respect personal space and property 	<ul style="list-style-type: none"> • Take care of books and library materials • Leave things the way you found them • Follow reasonable requests • Eat your food and drink outside 	<ul style="list-style-type: none"> • Keep materials under your seat • Use technology and maker/crafting tools responsibly to avoid harming others • Be a responsible Digital Citizen (visit only appropriate websites) • Keep hands and feet to yourself
Lockers	<ul style="list-style-type: none"> • Respect personal space and property • Be considerate, wait for your turn • Use school appropriate language and voice level - Keep it low 	<ul style="list-style-type: none"> • Check that your belongings are secured in your locker and it is locked • Clean up after yourself; throw away trash • Listen to and follow directions from all teachers and staff 	<ul style="list-style-type: none"> • Enter and exit in an orderly way; walk • Keep hands, feet, and all objects to yourself • Stay in your class' designated area • Phones off
Restrooms	<ul style="list-style-type: none"> • Respect other people's privacy • Keep the area clean • Use school appropriate language and voice level 	<ul style="list-style-type: none"> • Take care of business and then get out • Know when to use the restroom • Close doors gently 	<ul style="list-style-type: none"> • Walk • Use soap and water to wash hands • Report issues to staff
Cafeteria	<ul style="list-style-type: none"> • Clean up after yourself • Include others in conversations • Use school appropriate language and voice level 	<ul style="list-style-type: none"> • Wait your turn in line, no cuts • Eat lunch then play • Use the bathroom during lunch 	<ul style="list-style-type: none"> • Follow directions of staff • Walk • Keep hands, feet and objects to yourself
Office	<ul style="list-style-type: none"> • Use school appropriate language and voice level • Be polite- please, thank you, excuse me 	<ul style="list-style-type: none"> • Be patient • Follow directions • Accept responsibility for actions and work 	<ul style="list-style-type: none"> • Wait in designated area until directed • Keep personal space • Keep doorway clear