**TOAST Matrix**

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|  | **BUS** | **Cafeteria** | **Hallway** | **Learning** **Environment** | **Bathroom** | **Assemblies** | **Playground** | **Arrival/****Dismissal** |
| **BE SAFE** | \*Click in\*Stay seated\*Face forward\*hands and feet and objects to self | \*keep hands feet and objects to self\*stay at assigned spot\*walk and move carefully\*Wait in line patiently | \*keep hands, feet and objects to self\*walk and move carefully\*walk on the right\* line order | \* move carefully\*keep hands, feet and objects to self\*push in chair\*use materials appropriately\*Stay in designated area  | \*walk and move carefully\* keep hands, feet and objects to self | \* keep hands, feet, and objects to self\*stay seated\*move carefully\*enter and exit silently and in line order | \*keep hands, feet and objects to self\*move carefully\*play safely\*Use equipment appropriately\*line order | \*keep hands, feet and objects to self\*move carefully\*stay in designated area patiently |
| **BE RESPECTFUL** | \*listen to the driver/aide\*use encouraging, polite and kind words\*speaking voices\*take care of property | \*use encouraging, polite and kind words\*speaking voices\*follow adult directions | \*quiet wave\*use appropriate voice level \*take care of student work/materials\*follow adult directions | \*listen and talk at appropriate times\* use encouraging, polite and kind words \*be an active participant\*use appropriate voice\*follow adult directions | \*honor others privacy\*speaking voice\*follow adult directions | \*listen and respond appropriately\*applaud when appropriate\*use appropriate voice level\*sit in assigned seat\*follow adult directions | \* use encouraging, polite and kind words \*include others\*good sportsmanship\*share\*take turns\*help others\*follow adult directions | \*follow adult directions\* use encouraging, polite and kind words \*use appropriate voice level |
| **BE RESPONSIBLE** | \*keep bus clean\*keep track of belongings\*follow rules\*return found items to office\*report incidents to an adult | \*keep area clean and throw away trash\*accept consequences graciously\*be on time\*report incidents to cafeteria staff | \*keep hallways clean\*accept consequences graciously\*stay with line\*go straight to destination\*report incidents to an adult\*have a hall pass | \*complete homework and classwork\*work hard and do your best\*accept consequences graciously\*be prepared and ready for the day \*listen and follow directions quickly\*keep personal belongings organized\*be on time | \*keep area clean \*flush \*wash hands \*report incidents to an adult\*get in and out in timely manner\*use for intended purpose | \*follow directions\* accept consequences graciously\*be on time | \* accept consequences graciously \*report incidents to an adult\*take care of and return playground toys | \*keep area clean\*keep track of belongings\*accept consequences graciously\*report incidents to an adult\*return found items to office |