

Classroom Procedures & Expectations Starter Pack

Everything You Need for the First Two Weeks of School

Grades K-5

UM Printables

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1. Introduction & How to Use This Pack

The first two weeks of school are the most critical time for establishing a positive and well-managed classroom environment. In grades K-5, explicit instruction on procedures and expectations is the foundation for a successful academic year. Children thrive when they know exactly what is expected of them.

The Golden Rule of Procedures

A procedure is how we do something in the classroom. An expectation is the standard of behavior we meet while doing it. This pack focuses on both. To teach a procedure effectively, follow this 3-step model:

- 1. Explain: Clearly state the procedure and why it is important. Model it for the students.
- 2. Practice: Have students rehearse the procedure. Do it again if it is not perfect.
- 3. Reinforce: Praise students when they follow the procedure correctly. Gently correct them when they do not.

Using the Anchor Charts

The 15 procedure anchor charts in this pack are designed to be printed, posted in the classroom, and referenced daily during the first two weeks. Use them during your morning meetings or direct instruction time. Have students act out the 'Looks Like' and 'Sounds Like' columns to make the expectations concrete.

2. Teacher Back-to-School Checklist

Use this comprehensive checklist to ensure you explicitly teach, model, and practice all essential routines during the first two weeks of school. Do not assume students know how to do these things; teach every step explicitly!

WEEK 1: Teaching the Foundations

- Teach and practice Morning Routine (unpacking, turning in homework).
- Teach and practice Entering the Classroom (walking, voice levels).
- Teach and practice Raising Your Hand (to speak, to get help, to leave seat).
- Teach and practice Lining Up (order, facing forward, voices off).
- Teach and practice Hallway Behavior (hands to self, voice level 0).
- Teach and practice Restroom Breaks (signal, transitioning, washing hands).
- Teach and practice Carpet Time / Circle Time (criss-cross, hands to self).
- Establish Class Agreement and have all students sign it.
- Read the Back-to-School Parent Letter and send copies home.
- Set up the daily Visual Schedule and teach students how to read it.

WEEK 2: Deepening & Expanding

- Teach and practice Getting Supplies (where they are, how to share).
- Teach and practice Turning In Work (where to put it, ensuring name is on it).
- Teach and practice Independent Work Time (staying in seat, trying best first).
- Teach and practice Partner & Group Work (taking turns, kind words).
- Teach and practice Using Technology (holding devices, logging in, putting away).
- Teach and practice Transitioning (clean up quickly, moving to next area).
- Teach and practice Lunchroom Behavior (table manners, cleaning up tray).
- Teach and practice End of Day / Dismissal (packing up, stacking chair, waiting).
- Review and re-practice any procedures from Week 1 that need improvement.
- Introduce the Behavior Matrix and align it with school-wide rules.

1. Morning Routine

What does it LOOK LIKE?

- Unpacking your backpack quickly and quietly.
- Placing your folder in the correct bin.
- Hanging up your coat and backpack on your hook.
- Reading the board for your morning work.
- Sitting at your desk and starting the morning task.

What does it SOUND LIKE?

- Quiet, calm voices (Voice Level 1).
- The rustle of backpacks being opened.
- Pencils writing on morning work paper.
- A soft 'Good morning' to the teacher and friends.

Why does it matter?

Starting the day calmly helps everyone focus. When we follow the routine, the classroom is peaceful, and we are ready to learn as soon as the bell rings.

5. Visual Schedule Templates

Visual schedules are essential for K-5 classrooms. They reduce student anxiety, build independence, and help with transitions. Below is a daily schedule template. Print this page, write in your daily subjects, and draw/stick visual icons in the boxes for non-readers.

Time	Subject / Activity	Visual Icon
		
		
		
		
		
		
		
		

Visual Schedule - Filled Example

Here is an example of how to fill out the visual schedule for a primary classroom. Use pictures or icons that match your classroom resources.

Time	Subject / Activity	Visual Icon
8:00 - 8:30	Morning Routine & Calendar	[Sun/Calendar Icon]
8:30 - 9:30	Reading Block	[Book Icon]
9:30 - 10:15	Writing Workshop	[Pencil Icon]
10:15 - 10:30	Brain Break / Snack	[Apple Icon]
10:30 - 11:30	Math	[Plus Sign Icon]
11:30 - 12:15	Lunch & Recess	[Sandwich Icon]
12:15 - 1:15	Science / Social Studies	[Magnifying Glass]
1:15 - 2:00	Specials (Art/Music/PE)	[Music Note Icon]
2:00 - 2:45	Centers / Small Groups	[Puzzle Icon]
2:45 - 3:00	Pack Up & Dismissal	[Backpack Icon]

6. Class Agreement

Creating a shared agreement gives students ownership over their classroom community. Read this pledge together as a class every morning during the first two weeks. Have every student sign the bottom to show their commitment.

Our Classroom Promise

I promise to be a respectful listener,
to keep my hands and feet to myself,
to always try my very best,
and to treat others the way I want to be treated.

I will help make our classroom a safe and happy place to learn!

Signed by the Students of Our Classroom:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____