



FREE SAMPLE · 2 OF THE 8 ROUTINES · 6 PAGES



First 10 Days

Routines & Procedures

A free sample of the editable week-one system — try two routines before you buy the pack

FREE

NO-PREP

PRINT + DIGITAL

GR. 3–5

This free sample gives you the Teacher Mission Guide, **2 complete routine pages** (Arrival & Morning Start · Attention Signal & Voice Levels), and the class self-check tracker for all 10 days. The full pack teaches all 8 routines and is fully editable — see the last page.

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Teacher Mission Guide

Everything you need to run these two routines — zero prep



1

How it works

Print the pages or project them. Teach one routine at a time with the 4-step loop: TEACH (name it, show what it Looks Like / Sounds Like) · MODEL (demonstrate the right way, then a quick wrong way) · PRACTICE (the whole class does it for real, repeat until smooth) · PRAISE (name exactly what went well). Fill the blanks with YOUR signal and YOUR line-up spots.

2

Skills & standards

Self-management & responsible decision-making (SEL/CASEL) · following multi-step directions · classroom community building · procedural routines that protect instructional time.

3

Time & grouping

10–15 minutes per routine, whole class. Teach one routine on day 1 and the second on day 2, then re-practice both daily. Works for a brand-new class, a long-term sub, or a mid-year reset.

4

Built-in self-checking

Each routine ends with a 'Did we nail it?' class self-check — students rate the routine with a thumb or a checkbox, so YOU never grade a stack. The 10-Day Tracker is class-monitored, so the room owns its own progress.

Differentiate (built in): **Grade 3** — fewer steps, picture cues, extra modeling and practice reps. **Grade 4** — students give the reminders and run partner checks. **Grade 5** — students co-write the routine, lead the class, and peer-coach. Look for the ★ **Differentiate** tag on each routine.

Arrival & Morning Start

Routine 1 of 8 · the first 10 minutes set the whole day



Looks like...

- Students enter quietly, one at a time
- Backpacks & coats put away fast
- Eyes on the morning task on the board
- Seated and started within 5 minutes

Sounds like...

- Soft voices or silence
- “Good morning!” — then settle
- No shouting across the room
- The room hums, it doesn't roar

The steps — teach these in order:

- 1 Walk in, hang up backpack & coat, put your folder in the bin.
- 2 Sharpen a pencil and grab what the board says you need.
- 3 Sit down and start the Morning Task — no reminders needed.
- 4 If you finish early, read or check the 'When I'm Done' board.

Say it like this: “When you walk through that door, you know exactly what to do — unpack, grab your tools, and begin. I shouldn’t have to say a word.”

Practice it: Have the class line up at the door and 'enter the room' the right way 2–3 times. Time it. Celebrate a calm, fast start.

Did we nail it? Class self-check →

☐

We unpacked fast

☐

We started on our own

☐

Voices stayed soft

★ **Differentiate (Gr. 3 / 4 / 5):** Gr 3 — post a 4-picture arrival checklist at the door. Gr 4 — a greeter checks the routine. Gr 5 — students design the morning-task board.

Attention Signal & Voice Levels

Routine 2 of 8 · one signal to bring 28 voices to zero



Looks like...

- All eyes on the teacher in 3 seconds
- Hands empty, mouths closed
- Bodies still, ready to listen
- Voice level matches the task

Sounds like...

- Signal → silence (not a slow fade)
- “Level 0” = no talking
- “Level 1” = whisper partner
- “Level 2” = table talk

The steps — teach these in order:

- 1 Learn our class signal (call-back, chime, or raised hand) — ours is: _____.
- 2 When you hear/see it: stop, look, close your mouth, count to 3.
- 3 Know the 4 voice levels: 0 silent · 1 whisper · 2 table · 3 presenting.
- 4 Match your voice to the level the teacher names for each activity.

Say it like this: “When you hear our signal, freeze and look at me by the time I reach three. Three... two... one. Thank you — that’s a Level 0.”

Practice it: Practice the signal from a noisy Level 2. Try it 3 times until the class hits silence by the count of 3.

Did we nail it? Class self-check →

☐

Quiet by '1'

☐

Eyes on teacher

☐

Right voice level

★ **Differentiate (Gr. 3 / 4 / 5):** Gr 3 — post a voice-level poster with pictures. Gr 4 — a student gives the signal. Gr 5 — class votes on and names the signal.

Our 10-Day Routine Tracker

The class checks itself — no grading for you



As a class, color a star each day a routine goes smoothly. When a routine earns 5 stars, it's mastered — move it to autopilot!

Routine	1	2	3	4	5	6	7	8	9	10
★ Arrival & Morning Start	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
★ Attention Signal & Voices	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Transitions & Lining Up	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Materials, Bathroom & Water	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Turning In / Handing Back	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Asking for Help / When Done	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Group Work & Partner Talk	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
End of Day & Dismissal	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

★ 5 stars = mastered · put it on autopilot and re-check only if it slips.

★ The two starred routines are taught in this free sample. The other six are taught page-by-page in the full pack — see the next page. Use the whole grid either way: track the two you have, then add the rest.

Want the other 6 routines?

Here's exactly what's in the full pack



Back to School Routines and Procedures EDITABLE Slides

15 pages · all 8 routines · fully editable (PowerPoint + Google Slides) · \$5.50 on TpT

The 6 routines this free sample does NOT include — each one is a full page with Looks Like / Sounds Like, numbered steps, a teacher script, a class practice, and a self-check:

3

Transitions & Lining Up

Push in chairs, line up by table, Level 0 in the hall — move the whole class in under a minute.

4

Materials, Bathroom & Water

A silent hand signal, a sign-out clipboard, labeled bins — self-serve, zero interruptions.

5

Turning In & Handing Back Work

Name first, right tray, 'still working' folder, filed returns — paperwork that runs without you.

6

Asking for Help / When I'm Done

'Ask 3 before me', a quiet help signal, and a When-I'm-Done board so nobody sits idle.

7

Group Work & Partner Talk

Roles, talk stems ('I think... because...'), one voice per group, a shared answer everyone can explain.

8

End-of-Day Clean-Up & Dismissal

Clean the space, return materials, pack the folder, dismiss by group — calm, every time.

Also in the full pack: the 10-Day Launch Plan (day-by-day rollout), the 4-Step Routine Loop mini-lesson, a Reflect & Reset halfway check-in, and a Routine Champions class certificate.

Find it on TpT: [teacherspayteachers.com/Product/17192329](https://www.teacherspayteachers.com/Product/17192329)

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