**Informative Essay: Classroom Procedures**

You have been chosen to show a new student around Mrs. Gough’s classroom. This student is new to Kennedy and wants to know the rules and procedures in Mrs. Gough’s classroom from the minute they walk in the door to the minute they leave. They also want to know how to access Mrs. Gough’s classroom when they are not in school. It is your responsibility to explain these rules and procedures in a detailed manner. You must include explain the following rules and procedures to the student in paragraph from.

**1st paragraph: Class Entrance**

* What supplies do you need to bring to class every day?
* What is the first thing you do when you enter the class?
* How to set up a writing fluency and what a writing fluency is.
* Where to turn in your work that is on time and what you should remember to put on your work when you turn it in.
* Where is the agenda, objective and homework posted?
* How do I get a pencil in Mrs. Gough’s class?
* (1st hour only)- What do you need to do with the chairs and lamps in the morning?

**2nd paragraph: Work**

* Where do you find work when you are absent?
* Where do you turn in your absent work and what do you put on it?
* Where do you turn in your late work and what do you put on it?
* Where do you find extra copies of worksheets?
* What is the “Don’t want to Lose it” box?
* Where is the lined paper?

**3rd paragraph: Rules**

* What are the rules in Mrs. Gough’s room?
* Explain “Clap once if you can hear me.”
* Explain the blue bell.
* Explain what you do if you have something to share with the class.
* Explain group and partner work rules.
* Explain the late work policy of the 7B team

**4th paragraph: Extras**

* Explain Boggle
* Explain POMS
* Explain Spin to Win
* Explain Blue Tickets
* Explain Brain Breaks

**5th paragraph: Technology and exit**

* Explain the Weebly blog and how to get to it.
* Explain Edmodo
* Explain Spellingcity.com
* Explain how you are dismissed the do’s and don’ts
* Explain how to clean your area before you leave
* (6th hour only) Explain what to do with the chairs and lamps at the end of the day

**Introduction/ Thesis:** Go back to the beginning of your essay and write an introduction paragraph with a thesis statement. Your introduction paragraph should grab the reader’s attention, narrow the subject, and state your thesis (or your key point that will be covered in the essay). Think about what you want your reader to know and understand by the time they finish reading your paper.

**Concluding statement:** Restate your thesis in the last sentence of your essay.