

# FAMILY INFORMATION NIGHT

**5th Grade with Ms. Nagel**

# MEET THE teacher

## ALL ABOUT THE TEACHER

I am going into my first year as a teacher! I graduated from Central Michigan University in May 2020, Fire Up Chips! As soon as I graduated, I landed a job here at Cole Academy. I love it already I am so excited to get started!

I am originally from a town west of Chicago in Illinois, Oswego. Growing up, I competitively danced and traveled all over the country with my family.

My favorite thing about teaching is the relationships with students and families. I **LOVE** teaching and have so much fun each day on the job. I am so eager to share my excitement and passion with the 5<sup>th</sup> graders.



# WELCOME!

{Ms. Nagel}

Hello, and welcome to a new school year! I am so excited to have your child in my class. This year will be full of new, fun, and challenging learning opportunities. I can't wait to get started! If you ever have any questions or concerns, PLEASE don't hesitate to reach out. I know that this year will be different for many of you so keep in mind that I will be available to answer questions. If your student will be getting instruction virtually, please keep in mind my office hours, as I will be teaching in person as well. My office hours are Monday-Friday from 3:30-4:30.

Email: [nagele@coleacademy.org](mailto:nagele@coleacademy.org)



# ●●● COMMUNICATION ●●●

**Parent-teacher communication:** Newsletters and other notes will be sent home to let you know what is going on in the classroom and at school. These newsletters will be sent out electronically & paper copy. We will heavily use google classroom for both in person and virtual students. We will also use Remind as another form of communication between teachers and parents. Please feel free to call me at school, send an email, send a Remind message, or send a note to school if you have questions, concerns, suggestions, or comments. **Email or Remind is the best way to get ahold of me.** I am able to answer Remind message more quickly than emails. For dismissal changes or urgent information, please use Remind.

**School Binder and Take Home Folder:** Your student will be using a school binder that goes home each evening and comes back to school the next morning. This binder will contain notebooks, parent communication, and a planner. They will be bringing home a separate folder for homework specifically. **Please check this folder and your student's backpack everyday. Planners must be signed and returned daily.**

**Let me know!** Send me a note any time there is a minor or major change in your student's life. Please let me know so I can give your student extra attention, (air!) hugs, or a listening ear as needed. Send me a note or give me a call about anything that will help me with your kiddo during the day.

Email:  
[nagele@coleacademy.org](mailto:nagele@coleacademy.org)

Remind:  
Send @missnagel to 81010

We are not able to allow parents in the building right now, but you are encouraged to set up a time to meet outside of school hours if you would like to chat face-to-face!

My office hours are M-F 3:30-4:30. Typically, I respond to emails up until 5pm. Between 5-7pm, please direct your questions to our virtual teacher, Brenna Reed: [reedb@coleacademy.org](mailto:reedb@coleacademy.org). If you have a question after 7pm, please allow 24 hours for a reply.

# ●●● GRADING ●●●

**Graded papers:** Please look through all papers carefully! Many times tests will be sent home and require a parent signature if your child has received a failing grade. Please sign the test paper and return it to school. I do this so you know what your student is struggling with therefore you can provide them with more support. Please don't hesitate to reach out if you need more resources on any given topic.

**Absent Work:** If your child is absent and you would like me to get their work ready for them, feel free to call the school or send me a message and I can have homework sent home with another student in the building or I can leave it in the office for you to pick up. **If it is possible please send me a message by 12:00.** This will give me enough time to get everything together and organized. I understand that sometimes when children are home sick, they do not feel well enough to do homework. I will send their work home with them when they return, but please remember to have your child ask for their missing work. I will allow students a few days to make up missed work.

**Take Home Folder:** At the end of each day we will fill out our planners and pack our take home folders as a class to cover what homework is assigned for the night, what is expected of them the following day, and reminders to send home. Students should leave school knowing what is due the following day, making sure they have all supplies needed for the night. If students are unsure, they must see me with questions for clarification. I do my best to send math homework home only a few times a week. At the same time, **students should read for at least 30 minutes every night.** If they have a lot of homework, your child may not be using their class time wisely.

**A: 100-90%**

**B: 89-80%**

**C: 79-70%**

**D: 69-60%**

**F: <59%**



Every assignment is mandatory. Everything either sent home or assigned via google classroom is mandatory and will be graded.

Assessments are independent work!

# VIRTUAL ATTENDANCE / ASSESSMENT

Attendance is taken every  
single day!

Attendance is mandatory!

Assessments will be  
administered differently  
depending on subject and  
assessment.

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# ● ● ● SCHEDULE ● ● ●

Ms. Nagel's in-person  
2020-2021 daily schedule:

TIME	SUBJECT/ACTIVITY
8:00 - 8:20	Morning Work (Handwashing)
8:20 - 9:05	Science/Social Studies (MWF) / Test Prep (TuTh)
9:05 - 9:45	PE (MWF) / Art (TuTh)
9:45 - 10:00	Morning Meeting (Handwashing)
10:00 - 10:15	Snack
10:15 - 11:05	Writing Workshop
11:05 - 11:25	Number Corner
11:25 - 12:20	Recess/Lunch (Handwashing)
12:20 - 1:20	Reading Workshop
1:20 - 1:40	Word Study
1:40 - 2:40	Math
2:40 - 2:55	Pack up / Planners / Read aloud
2:55 - 3:15	Read Aloud
3:15	Dismissal

Sample Virtual Schedule:

4 hours of work per day!

Videos will be posted at 8am each day

Specials will be posted each week, students get to choose days to complete, they just have to get them all done each week!

\*LIVE\* - students are encouraged to watch our livestream read alouds daily and participate in our morning meeting on Fridays.

● ● ● SCHEDULE ● ● ●	
TIME	SUBJECT/ACTIVITY
8:00 - 8:20	Breakfast
8:20-9:00	Special
9:00-9:45	Science/Social Studies (MWF) / Test Prep (TuTh)
9:45 - 10:00	*LIVE* Morning Meeting (Friday)
10:00 - 11:00	Snack / Writing Workshop
11:10 - 11:30	Number Corner
11:30 - 12:00	Lunch
12:00 - 1:00	Reading Workshop
1:15 - 1:30	Word Study
1:45 - 2:45	Math
2:55 - 3:15	*LIVE* Read Aloud

## ••• HOMEWORK •••

At the end of each day we will fill out our planners and pack our take home folders as a class for the night, what is expected of them the following day, and reminders to send home. Students should leave school knowing what is due the following day, making sure they have all supplies needed for the night. If students are unsure, they must see me with questions for clarification. **Students should complete almost all work at school.** The only homework I will typically assign is at least 30 minutes of reading daily and math a few times a week. If they have a lot of homework, your child may not be using their class time wisely.

Families are responsible for picking up weekly materials anytime between 9:00 am - 4:00 pm

\*On the first day, material pick up is between 2:00 - 4:00

All completed work AND materials sent home are returned the following Monday. Student accounts will be charged with the cost to replace any items that are not returned.

If there is no school Monday, pick up will take place the day school resumes.

# WEEKLY MATERIAL PICK UP

# VIRTUAL SET-UP

Class code: xadrqv6

## Student Guide to Google Classroom:

[https://www.inghamisd.org/downloads/covid19/student quick guide to google classroom.pdf](https://www.inghamisd.org/downloads/covid19/student%20quick%20guide%20to%20google%20classroom.pdf)

Once you are logged in to the classroom:

- Go to people
- Add a parent/guardian email (gmail works best)

## How to use Google Classroom:

<https://docs.google.com/document/d/1j27-gJT960a2TJTxSXZY4o2A2WE7KcxJ469J951PFMM/edit?usp=sharing>

# Google Classroom Do's and Don'ts



## DO'S

**Be  
RESPECTFUL!**

**CHECK  
GMAIL  
EVERYDAY**

**USE SCHOOL-  
APPROPRIATE  
LANGUAGE**

**CHECK THE  
STREAM DAILY FOR  
Announcements**

**ASK FOR  
HELP WHEN  
YOU need IT**



## DON'TS

**DISTRACT  
OR  
BE OFF TASK**

**USE SLANG OR  
INAPPROPRIATE  
LANGUAGE**

**TURN  
ASSIGNMENTS IN  
WITHOUT DOING  
THEM FIRST**

**BE HURTFUL  
OR  
INSULTING**

# Before you Post

Google  
Classroom  
Expectations:

**T**

Is this fact or is it really an opinion or feeling?  
Know & be clear before you speak.

**H**

Does it help you, them or the situation?

**I**

Also, does it IMPROVE on the silence?

**N**

Would this be better left unsaid?

**K**

What is your motivation for communicating

IS IT TRUE?

IS IT HELPFUL?

IS IT INSPIRING?

IS IT NECESSARY?

IS IT KIND?

Sending Ms. Nagel  
an email:

New Message — ↗ ✕

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To [nagele@coleacademy.org](mailto:nagele@coleacademy.org) Cc Bcc

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Subject **My name** **Math question**

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**Ms. Nagel,**

I have been working on page 45 and I am having trouble with number 3. I'm attaching a picture so you can see what I have tried and where I am stuck. Can you please help me with it?

**Click here to send the email** **Click here to attach a photo**

 

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**Send** 📎 📎 📎 📎 📎 📎 😊 🗑️ ⋮

# ADDITIONAL TIPS

Set up a quiet space for your child to work.

Limit distractions if possible (tv, phone, etc.)

Stay organized!

Check your students Google Classroom DAILY to avoid missing work.

Ask questions!! Either to myself or Ms. Reed.

Keep a daily schedule and stick to it! (this will help your child keep up with the work assigned).

# QUESTIONS?

Please don't hesitate!

[nagele@coleacademy.org](mailto:nagele@coleacademy.org)