



Newsletter  
Welcome Back  
2022-2023

**Big Woods Elementary School**  
St. Michael-Albertville #885  
Excellence is our Tradition

### Welcome Back

We extend a special welcome to all of you! I hope you had a relaxing and fun summer and created wonderful memories. We sincerely hope this year will be full of successful experiences for all students. I'm looking forward to welcoming everyone back at our **Orientation Days on Tuesday, September 6th and Wednesday, September 7th**. School begins on Thursday, September 8th (1st day the elementary bus routes will start).

Jesse Peterson

### Classroom Placements

Student classroom (tentative) placements can be found in ParentVue on **Wednesday, August 17th at 8:00 AM.**

- Go to [www.stma.k12.mn.us](http://www.stma.k12.mn.us)
- Click on [ParentVUE/StudentVUE/Fees](#)
- Click on [I am a Parent](#)
- Log In with your ParentVUE account Username and Password
- Click on [Class Schedule](#)
- Please update your family's emergency information by clicking on [Student Info](#)
- Call Big Woods office at 763.497.8025 with questions

### Upcoming Events

#### Orientation Days Grades 1-4

Tuesday, September 6th

10:00pm – 6:00pm

Wednesday, September 7<sup>th</sup>

7:30am-3:30pm

#### First Day of School

Grades K-4

Thursday, September 8<sup>th</sup>

#### Fall Pictures

Tuesday, September 13th

### Big Woods Elementary

[www.stma.k12.mn.us](http://www.stma.k12.mn.us)

Grades 1-4

Enrollment 672

#### School Hours:

**7:45-2:15 PM**

13470 Frankfort Parkway NE

St. Michael, MN 55376

Phone: 763.497.8025

Fax: 763.497.6563

### Breakfast and Lunch Prices

**2022-2023**

**Breakfast & Lunch Prices**

Breakfast: \$1.90

Lunch: \$2.75

Students who bring cold lunch  
can purchase a milk for \$0.50

## Supply Lists Reminder

### Supply Lists for 2022-2023

[Big Woods Supply Lists Link](#)

Please look at the bottom of the supply lists for the *Additional Supplies by specific Teacher*. Teacher placements will be available to view in ParentVue on August 17th.

## Orientation Days Information

### Orientation Days

**Elementary Orientation Days are scheduled for Tuesday, September 6 and Wednesday, September 7.** School begins on Thursday, September 8 (1st day the elementary bus routes will start).

Families are invited to bring their child to school for an **individual orientation** with their classroom teacher. **This 20-minute orientation** will allow your child's teacher to have time to meet with you to talk more specifically about your child's social, emotional, and academic needs for the upcoming school year. You will also be able to drop off school supplies and other essential items to begin the year.

In addition to meeting with your child's classroom teacher, students and parents will participate in the following activities:

- Scan your government ID into our Raptor-Visitor Management System
- Speak with the school nurse and office staff
- Bus evacuation procedures
- Vision and hearing screening
- Visit with cafeteria staff
- Short reading assessment

We believe this orientation time will help families and children make a more personal connection with their teacher. This connection will help teachers begin the school year with a better understanding of each student's individual needs and strengths.

## Orientation Sign-up Directions

### Sign-up OPENS on Wednesday, August 17th

#### How to Sign-Up

##### Steps:

Log in and access Parent Conferences:

- Log into your **ParentVUE** account either on the website or through the app. Once you are logged in, all of your students should appear with their names at the top.
- Choose one of your students by clicking his/her name.
- Click **Conference** (on the left menu). The parent conference screen will open for that student.
- **Parents Choose** - Your student's teacher has set up conferences so that you can choose a conference time, click **Parent Scheduled**.

Choose a Conference Time:

After clicking **Parent Scheduled Conferences**:

- Select the orientation date and times this teacher has made available.
- Choose the time you want by clicking a checkbox. It will turn green to show the selected time. Also in the upper right hand corner it shows that the time was saved. You have now scheduled a conference.
- If a box is red and says **Unavailable**, someone else has already reserved that time
- To reschedule your time, go back to the **Parent Scheduled Conferences** screen, uncheck the time you previously chose and select a new time. The schedule will now be updated
- Email yourself the conference schedule by clicking **Email Schedule** in the top right
- After exiting and coming back to **ParentVUE**, your conference date will now show on the **Conference Summary** screen.
- To see your time, click **Parent Scheduled Conferences**.

Call the Big Woods Office with any questions: 763-497-8025

### Morning Arrival and End of the Day Pick Up Procedures

#### Important!

School begins promptly at 7:45 am. If you are dropping your child off in the morning, please arrive between **7:20 am- 7:35 am**. (Students not in their classroom by 7:45 am will be marked tardy).

**Students being dropped off must enter the building by 7:30 to receive breakfast.**

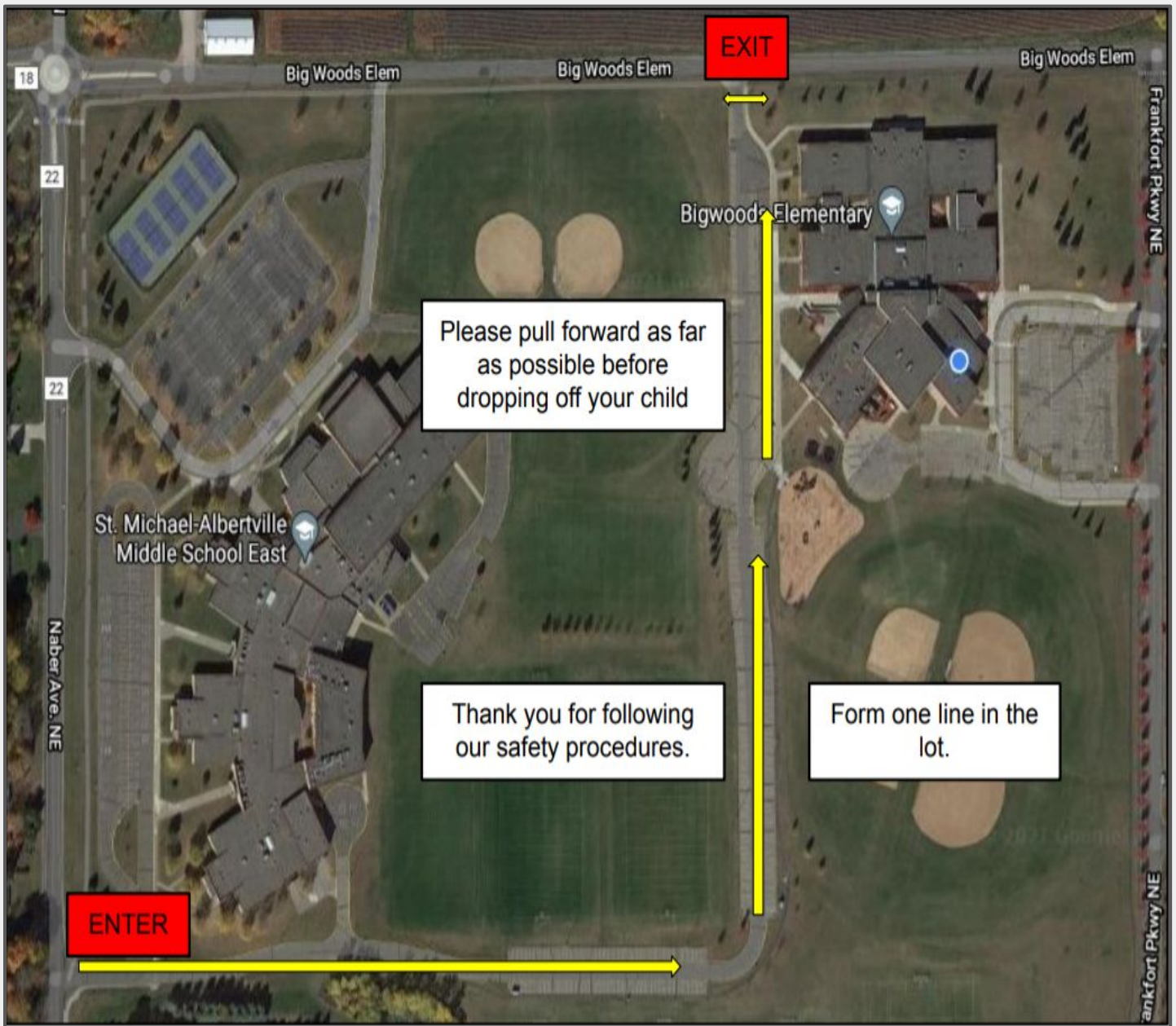
Please read our morning arrival and end-of-the-day pick up procedures within this newsletter.

Student drop off and pick up will take place in the back of the building (Door D). The buses will be in the front of the building. Please use the front parking lot (Door A) when picking students up during the school day. Thank you for following our safety procedures.

## Parent Drop-Off Directions

### Morning Arrival Procedures

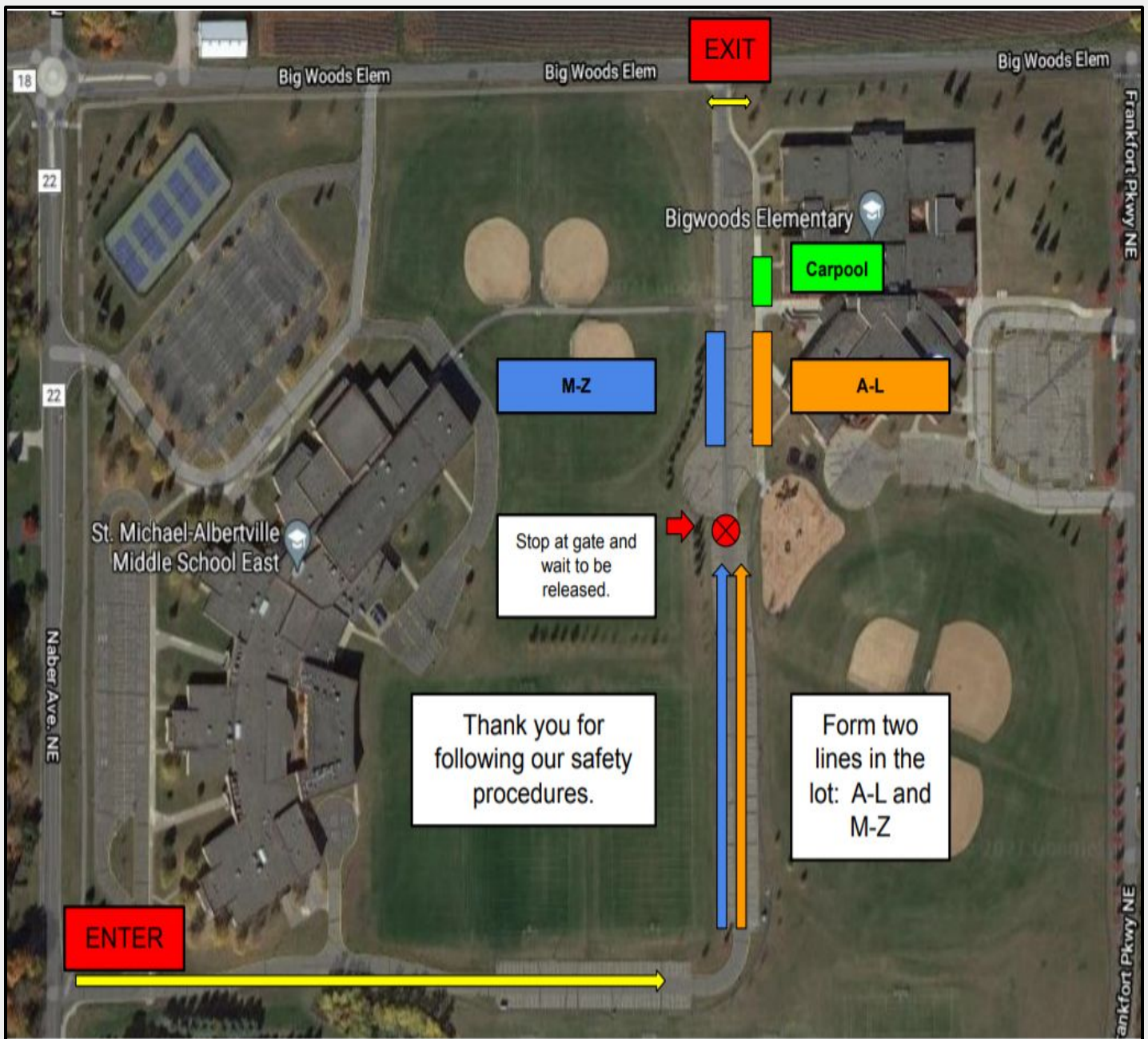
1. Students are dropped off in the **back of the building** in the morning. Please wait for supervisors to arrive before dismissing your child. Supervisors will arrive at 7:20 AM
  - a. **Notice: Enter driveway off of Naber Avenue, not 50th Street.**
2. Have your child ready to **exit the vehicle on the curb side.**
3. All parents should stay in their vehicles.
4. Stay in ONE line and do not pass other vehicles.
5. Follow the yellow arrows to enter and exit the parking lot.
6. Do not enter our 1-way traffic. This is for the safety of all students, staff, and parents.



## Parent Pick-Up Directions

### Picking Up Students at the End of the Day

1. Students will be picked up in the **back of the building** at the end of the day.
2. All parents should stay in their vehicles.
3. Form two lines and do not pass other vehicles.
4. Follow the yellow arrows to enter and exit the parking lot.
5. Students will be separated alphabetically by their last name. See the map below for assigned spaces on the sidewalk.



## Daily Communication

### COMMUNICATION

**Daily:** Students in all grades will bring home student planners. Please review and **sign daily**.

**Our web page** is available 24/7 at [www.stma.k12.mn.us](http://www.stma.k12.mn.us), then click Our Schools.

**ParentVUE** is available to parents of our children. This method of communication between school and families allows parents to check their child's attendance, grades, bus schedules, contact information, and fees. We hope this tool will assist you in continuing to take an active role in your child's education.

## Big Woods Safety Protocols

### **Facility Cleaning, Personal Hygiene, and Ventilation**

**Personal Hygiene:** Students will be encouraged to hand wash using soap and hot water for 20 seconds on a regular basis per CDC guidelines. Students will be instructed on proper handwashing technique. Proper respiratory etiquette (covering coughs and sneezes) will be modeled and reinforced.

**Facility Cleaning:** Enhanced cleaning and disinfection protocols will continue to be implemented in all district buildings and buses. This includes regular cleaning as well as frequent cleaning and disinfection of high-touch and high-traffic areas.

**Ventilation:** Ventilation is an important factor in minimizing COVID-19 transmission indoors. We will increase airflow via our HVAC and air filtration systems to bring in more fresh air.

### **Face Coverings**

Face coverings are optional for students and staff. They will not be required in 2022-2023 unless families and staff choose otherwise or have a medical condition.

### **Visitors**

Visitors are welcome in STMA buildings. Visitors who are experiencing symptoms of COVID-19 are not permitted to enter STMA buildings and should contact their medical professional for further direction.

## Has your contact info changed?

If so, please login to ParentVue and update your info. Pick up login directions for ParentVue in the Big Woods office. This expedites school personnel in contacting you in a quick and efficient manner. Please call the office if you have any questions or need assistance.

## School Supply Lists - Online

### Supply Lists for 2022-2023 Website

[Big Woods Supply Lists Link](#)

## Attendance Procedures

Please call Big Woods 24-hour attendance line number 763-497-8025, Ext. 1 if your child will be absent due to an emergency, illness or any other reason. If you know your child is going to be absent for an extended period of time, please call the attendance line in advance. It is extremely important to contact school before 7:45 AM each day your child is absent. If we don't receive a call from you, the absence will be considered "unexcused" until the reason is verified. If a student has excessive absences, we will contact you in order to both inform and offer assistance in improving your child's attendance. State law requires all school age children must attend school every day that school is in session and our district attendance policy provides us with truancy guidelines and procedures. Thank you in advance for your diligence regarding your child's school attendance.

## Picture Day

Tuesday, September 13th

### Big Woods Elementary

[www.stma.k12.mn.us](http://www.stma.k12.mn.us)

Grades 1-4

Enrollment 672



**School Hours:**  
7:45-2:15 PM

13470 Frankfort Parkway NE  
St. Michael, MN 55376  
Phone: 763.497.8025  
Fax: 763.497.6563



# Big Woods PTO

Find PTO on Facebook at Big Woods PTO and "like" them for updates.

Contact PTO at [bigwoodspto@gmail.com](mailto:bigwoodspto@gmail.com)

Volunteers at [bigwoodsptovolunteers@gmail.com](mailto:bigwoodsptovolunteers@gmail.com)

Thank you for all your support Big Woods PTO!

### PTO Meetings

August 15th - 6:00 PM @ Big Woods Teachers' Lounge  
September 12th - 6:00 PM @ Big Woods Teacher's Lounge  
October 3rd - 6:00 PM @ Big Woods Teacher's Lounge