

An Innovative District Delivering Educational Excellence

## Hilltop Primary School Vocabulary Handbook

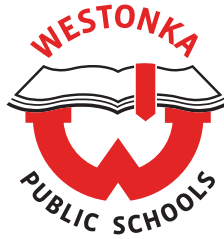
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Minnetrista, MN 55364

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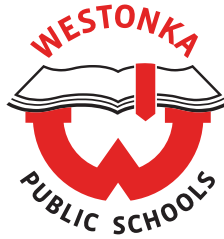
<http://www.westonka.k12.mn.us>

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| <b>Accelerated Reader</b>    | Accelerated Reader is a program that estimates how difficult text is to read. The resulting "readability level" helps teachers, parents, and school media specialists match students to appropriate books. Readability levels also help promote students' independence by encouraging self-selection of books. After reading the selection, students take an on-line quiz. The questions ask literal comprehension questions. Students must correctly answer a set number of questions in order to pass an exam, for which they are given a percentage of points associated with the book depending on their achievement on the quiz. Accelerated Reader generally begins mid year in first grade. |
| <b>Acknowledgement Form</b>  | Families will receive a form in their back to school mailing that requests the signature and acknowledgement of a variety of information including field trip permission.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Adventure Club</b>        | Adventure Club is our before and after school program supervised through the Westonka Community Education Program. Program hours during the school year are from 6:30 am to 6:00 pm. Please contact Community Education for additional information.                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>AD SIS</b>                | AD SIS (Alternative Delivery of Specialized Service) is specialized instruction for students, based on qualifying factors, that receive additional assistance in the area of reading and math. AD SIS is not a special education program.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Art</b>                   | Art class is offered during the school day as one of the specialist classes. Students have Art 30 minutes two times in a four day teaching cycle.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Art Adventure</b>         | In cooperation with the Minneapolis Art Institute, Hilltop participates in the Art Adventure Program. Volunteers receive training, from the Institute, and give lectures to students on the art, on loan from the Institute. A field trip to the Art Museum takes place during second and fourth grade.                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Back to School Mailer</b> | Each family will receive a Back to School mailing that will include specific information. Some examples include: Emergency Information Form, Field Trip Permission Form, Busing Information, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Background Check</b>      | All volunteers must complete a background check to volunteer in the classroom, lunchroom, playground or in the classroom. This form is included in your Back to School Mailer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Birthday Book</b>         | Library books may be purchased instead of bringing a class treat. A dedication sticker to the birthday child will be put in the book. Please contact the Media Specialist for details. Please see the Westonka Wellness Policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Book Fair</b>             | Two book fairs are held during the school year. Each book fair is generally                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



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|                                | partnered with a spaghetti dinner and special event to promote community and involve as many people as possible in the book fair that raises funds for our media center books and materials.                                                                                                                                                                                                                  |
| <b>Boxtops for Education</b>   | Boxtops for Education is an easy fund-raiser for our school. Save Boptops with special logos from all General Mills cereals, snacks and Yoplait yogurt. Typically twice a school year we will collect box tops through a student incentive contest. We redeem these Boptops for cash.                                                                                                                         |
| <b>Breakfast</b>               | Breakfast is available each day beginning at 8:40 am until 9:00 am. Students in Kindergarten may receive free breakfast each day.                                                                                                                                                                                                                                                                             |
| <b>Busing</b>                  | Busing is provided to students in the Westonka District. Bus routes and times are available in the Back to School Mailer. You may also contact the Transportation Department by visiting the district website.                                                                                                                                                                                                |
| <b>Character Education</b>     | Hilltop students participate in a monthly character education theme that is introduced during an assembly time. Classroom teachers dedicate one time per week to reinforce and continue the teaching of the theme. Examples of character education topics include: Respect, Responsibility, etc. Our school pledge includes: I will take care of myself, take care of others and take care of Hilltop School. |
| <b>Class Placement</b>         | Class placement for each individual student is available through the Family Access/Skyward log-in and is available the Friday prior to Open House.                                                                                                                                                                                                                                                            |
| <b>Classroom Titles</b>        | Each classroom or base class is titled by section numbers. For example K-1 is Kindergarten, first section.                                                                                                                                                                                                                                                                                                    |
| <b>Community Education</b>     | Community Education is located at the District Service Center. Community Education offers a variety of educational and activity based programs. Fall, Winter and Summer Registration mailers are sent to families throughout the year. Programs such as Spanish and Archery that are offered prior to or after school are available through Community Education registration.                                 |
| <b>Curriculum Evening</b>      | Curriculum Evening is generally the second Tuesday of September. Information is presented for each grade level and specialist area for families to learn about classroom curriculum and expectations. Each teacher is available to answer questions specific to the curriculum or management of the classroom. Please see the Hilltop website calendar for the specific dates.                                |
| <b>DARE</b>                    | D.A.R.E. (Drug Abuse Resistance Education) is a program to help the students in grade 1 and 3 recognize and resist the pressures that may influence them to experiment with tobacco, alcohol, marijuana, inhalants, or other drugs. D.A.R.E. also helps the students learn how violence hurts everyone. This program's instruction is provided through the Minnetrista Police Department.                     |
| <b>Directory</b>               | The school directory is available through Family Access/Skyward. All families will be opted in to this directory, unless they indicate otherwise.                                                                                                                                                                                                                                                             |
| <b>Enrichment Program</b>      | The enrichment program includes services for students in the area of Reading and Math for students Kindergarten through second grade. Students participate in this program on a flexible basis in preparation for the qualifying GATES program in grades 3 and 4. Please see GATES for more details.                                                                                                          |
| <b>Environmental Education</b> | Students in grades K-4 participate in an Environmental Education program through the Three Rivers Park District. Students in grades 1-4 utilize the school                                                                                                                                                                                                                                                    |



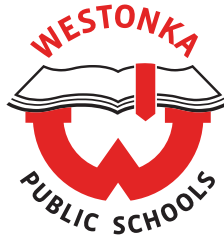
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|                                   | property next to Dutch Lake.                                                                                                                                                                                                                                                                                                        |
| <b>FAST Assessment</b>            | Students will complete a standardized assessment called the FAST Assessment. The assessment is nationally normed and measures the progress of students in grades 1-4. The assessment is delivered in the fall and spring of the school year.                                                                                        |
| <b>Family Access/Skyward</b>      | Family Access/Skyward is the data base system for the district. Each family has a username and password to log in. An email will be generated and sent with this information. This system is also linked to our communication system so it is necessary to keep information up to date so you may be contacted throughout the year. |
| <b>Field Day</b>                  | Field Day activities take place each spring with all students in grades K-4. Families are invited to enjoy the end of the day field activities and lunch.                                                                                                                                                                           |
| <b>Field Trips</b>                | Every grade level takes field trips. Field trips vary depending upon the grade. Parent volunteers are asked to chaperone. All parents must have a completed background check on file to participate as a chaperone.                                                                                                                 |
| <b>Field Trip Permission Slip</b> | There is a one time permission needed on the Acknowledgement Form to allow students to attend field trips.                                                                                                                                                                                                                          |
| <b>First Day of School</b>        | All students, including Kindergarten, will begin school on the first Tuesday following Labor Day unless otherwise noted. Note, this is a change for Kindergarten students.                                                                                                                                                          |
| <b>Food Services</b>              | Food Services may be contacted through the food service website or by contacting their office. Families may pay for lunch on-line or by sending a check to the school office. Families receiving free and reduced breakfast/lunch need to complete the application in the Back to School Mailer or they may apply on-line.          |
| <b>Friday Folders</b>             | Each student will have a folder to bring home each week. The folder includes completed school work, forms, and other information from school. Just a reminder that most information is sent electronically.                                                                                                                         |
| <b>GATES</b>                      | GATES (Gifted and Talented Education Services) is provided based on qualifications for students in grade 3 and 4. Families are contacted prior to the start of the school year to determine placement for the program.                                                                                                              |
| <b>Grandfriends' Day</b>          | Grandparents and special friends are invited every year during the student's first grade year. Typically held in May, first grade families will receive an invitation.                                                                                                                                                              |
| <b>Imagination Fair</b>           | Students participate in an art and imagination event once every three years to share their creative and imaginative side.                                                                                                                                                                                                           |
| <b>Kindergarten Buddies</b>       | Kindergarten students participate in a buddy program with our fourth grade students throughout the year to help with a variety of projects and fun.                                                                                                                                                                                 |
| <b>Lunch Menu</b>                 | Lunch menus are available through the food service website. Our lunch menu generally consists of two hot lunch entrees and salad bar.                                                                                                                                                                                               |
| <b>Media</b>                      | Media class is offered during the school day as one of the specialist classes. Students have Media 30 minutes two times in a four day teaching cycle. Media also includes book check out that generally occurs one time per week.                                                                                                   |
| <b>MCA</b>                        | MCA (Minnesota Comprehensive Assessment) is a standards based assessment to measure the progress of students throughout the school year. Students complete this state mandated assessment beginning in grade 3.                                                                                                                     |



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| <b>Music</b>                      | Music class is offered during the school day as one of the specialist classes. Students have Music 30 minutes two times in a four day teaching cycle. Music also includes one concert per year with the exception of Kindergarten. Kindergarten holds a small program during the school day at the end of the school year. |
| <b>Newsletters</b>                | Newsletters from the school office are sent out weekly via email. Please make sure your email address is up to date in Family Access/Skyward. Teachers communicate news through a variety of ways, generally technology based.                                                                                             |
| <b>Octoberfest</b>                | Octoberfest is a fun filled fall carnival sponsored by the PTA. It takes place on a Saturday in October inside the school. This is our largest fundraiser for the school and requires many volunteers to make it a successful event. Please look for a sign up genius link to provide help.                                |
| <b>Open House</b>                 | Back to School Night is held prior to the beginning of the academic year. The intent of Back to School night is to meet your teachers, bring your school supplies to school and for parents to pick up and turn in forms.                                                                                                  |
| <b>Operetta</b>                   | Hilltop students in grades 2 through 4 are invited to participate in a theatrical musical once every three years.                                                                                                                                                                                                          |
| <b>Parent Teacher Association</b> | The Hilltop PTA is an active group that coordinates and sponsors a variety of events and activities throughout the year. The PTA meets as a large group generally once every other month. Please look for sign-up genius link to help supply meals for staff or participate in school events.                              |
| <b>Physical Education</b>         | PE class is offered during the school day as one of the specialist classes. Students have PE 30 minutes two times in a four day teaching cycle. Please make sure your child has proper gym shoes on these assigned days.                                                                                                   |
| <b>PBIS</b>                       | PBIS (Positive Behavior Intervention and Supports) is a program the emphasizes positive behavior throughout the school and gives strategies to students to make positive choices.                                                                                                                                          |
| <b>Read-a-thon</b>                | The Read-a-thon is a fun filled day of reading and raising funds to help students support their Wolf Ridge trip that is taken in fourth grade. Students are asked to raise a minimum of \$80 per year to support their trip. Fundraising begins in Kindergarten.                                                           |
| <b>Recess</b>                     | Students participate in recess each day. We are looking for outstanding volunteers to be recess coaches. See Mr. Moch to find out more.                                                                                                                                                                                    |
| <b>Spaghetti Dinner</b>           | At Hilltop we love spaghetti! We offer a variety of dinners throughout the year usually connected with special events like the Science Fair, book fairs or other special events.                                                                                                                                           |
| <b>School Fees</b>                | School fees are assessed at the start of the school year for a variety of items such as field trips, Environmental Education, special activities. All fees must be paid for students to participate in their first field trip.                                                                                             |
| <b>School Hours</b>               | School Hours are 8:55 am -3:35 pm. Students riding Bus 5 will be called down to leave at 3:25 pm.                                                                                                                                                                                                                          |
| <b>School Pictures</b>            | School pictures will be taken in during Open House. There will be an alternate date available in September. School pictures can be ordered through the photographer.                                                                                                                                                       |
| <b>Science Fair</b>               | Students can participate in the annual Science Fair to show case their inner                                                                                                                                                                                                                                               |



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|                        | Science genius.                                                                                                                                                                                                                                                                                                                            |
| <b>Spirit Wear</b>     | Westonka Spirit Wear is available to help support our school and district. See the district website for more information on Spirit Wear.                                                                                                                                                                                                   |
| <b>Student Council</b> | Students at Hilltop may have the opportunity to participate in Student Council through an election. Students meet to plan and participate in school wide service projects.                                                                                                                                                                 |
| <b>Supply List</b>     | School supply lists are available on the school website and in the Back to School Mailer. Kindergarten students have minimal supplies and are assessed a fee to provide the necessary school supplies.                                                                                                                                     |
| <b>Technology</b>      | Hilltop students have the opportunity for a one to one experience by supplying the students with an iPad to be used during the school day.                                                                                                                                                                                                 |
| <b>Volunteers</b>      | Our school runs best with outstanding volunteers. Each volunteer needs to complete a background check to participate in volunteer opportunities at the school and on field trips.                                                                                                                                                          |
| <b>Website</b>         | The school website is a great resource to find information about Hilltop, the calendar and other fun things like pictures and news. The direct website is <a href="http://hilltop.westonka.k12.mn.us">hilltop.westonka.k12.mn.us</a>                                                                                                       |
| <b>Wellness Policy</b> | As part of the Westonka Wellness Policy students are asked to have a healthy snack provided each day and nut free. Specific classrooms will be considered nut free based on student needs. This policy also includes NO birthday treats in the classroom. Please be respectful of the policy so that it may be equitable for all students. |
| <b>Wolf Ridge</b>      | Wolf Ridge is our annual environmental education trip to northern Minnesota. Students in grade 4 participate in a week long environmental trip. Fundraising for the trip begins in Kindergarten. We ask all families to raise about \$80 per year to pay for the trip.                                                                     |
| <b>Yearbook</b>        | The school publishes a yearbook each school year. Individual or classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place. All students will receive a yearbook and the cost is assessed as part of school fees.                                             |