

GREAT FALLS PUBLIC SCHOOLS
**Riverview Elementary
School**



**STUDENT HANDBOOK
2024-2025**

*Nicole Heintzelman, Principal
Cathy MacDonald, Administrative Assistant
406-268-7015*

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GREAT FALLS PUBLIC SCHOOLS DISTRICT HANDBOOK:

gfps.k12.mt.us - select Parents & Students, select Student Handbook

RIVERVIEW SCHOOL HANDBOOK:

gfps.k12.mt.us – select Schools, select Riverview Elementary

Dear Riverview Parents and Guardians,

We want your child to be successful and happy at school. We believe you are the most important people in your children's lives and, as such, have a major role in their education. Your continual interest and support of your child's progress and success is vital. We would like to partner with you in your child's learning.

We hope to create an environment where courtesy, kindness, and respectful behavior prevail. We want your child to understand the school-wide and classroom Student Expectations.

We believe that communication between parents, students and teachers is critical. If problems arise we will work with you to find solutions.

If you have questions or concerns, please contact your child's teacher first and then our principal, Mrs. Heintzelman, if problems are not resolved. We look forward to working with you and your child.

Sincerely,

Riverview Staff

Student Expectations

Students are expected to conduct themselves within the bounds set by the Board and the administrative regulations set forth by the Superintendent. Consideration for the rights and well-being of others, cooperation with all members of the school community and respect for oneself and others are the basic principles guiding student behavior. The understanding being “Treat others as you want to be treated.”

The primary responsibility for student discipline within the school rests with the Principal. The primary responsibility for the maintenance of discipline within the classroom lies with the individual classroom teacher, but falls within the bounds of situational events may rise to the administrator level.

Disciplinary action may be taken against any student in violation of the Board or School Policy. Disciplinary action may range from conferring with a teacher to expulsion from school in extreme events. Continued infractions will have a cumulative effect in terms of disciplinary action.

*Student Discipline (Great Falls School District Board Policy)

A teacher or principal has the authority to hold a pupil to strict accountability for disorderly conduct in school, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of disobedience or misconduct, including, but not limited to:

- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.
- Unexcused absenteeism on a recurring basis.
- Hazing/Bullying.
- Forging of any signature, or the making of any false entry, or the authorization of any document used or intended to be used in connection with the operation of the school.
- Sexual Harassment.
- Using, possessing, distributing, purchasing, or selling tobacco products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling illegal drugs for controlled substances, look-alike drugs and drug paraphernalia.
- Using, possessing, controlling, or transferring a weapon in violation of the “Possession of Weapons in a School Building” section of this policy.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.

Disciplinary Measures

Disciplinary measures **in no particular order** may include, but are not limited to:

- Clean-up duty
- Re-teach
- Loss of student privileges
- Suspension (In-school or Out)
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property
- Expulsion

These Riverview rules were developed to keep our school safe and productive. They cannot be all inclusive, so if a situation occurs that is not explicitly covered we will use the intent of the rules to decide the best course of action. All final decisions will be made by the building principal.

RIVERVIEW SCHOOL-WIDE GUIDELINES

At Riverview, the expectation is that all students will S-O-A-R to success and act with SAFETY, OWNERSHIP, ACCEPTANCE, and RESPECT. Many of Riverview’s expectations are outlined below; however, these rules are not all inclusive. Not every possible scenario and situation can be anticipated. Again, we will use the intent of the rules to monitor behavior. Disciplinary measures as outlined on page 5 may be used to maintain safety, ownership, acceptance, and respect for all.

| | ARRIVAL/DISMISSAL | PLAYGROUND | HALLWAYS | CAFETERIA | BATHROOMS | OFFICE | FOYER | BUS LINE |
|---|--|--|--|---|--|---|---|--|
| <p>S SAFETY Protecting you and others from danger</p> | <p>Arrive 8:15-8:25 Leave promptly Keep in the designated area Keep hands, feet and belongings to myself</p> | <p>Stay in assigned area Dress for the weather Leave all animals alone If someone is injured seek an adult for support Keep hands, feet and belongings to myself</p> | <p>Walk Stay to the side Pay attention to traffic Face forward</p> | <p>Walk Stay in your assigned areas Eat the food provided for you</p> | <p>Walk Wash and dry hands Flush</p> | <p>Walk/sit Stay in the assigned area Keep hands, feet and belongings to myself</p> | <p>Walk Stay in the assigned area Keep hands, feet and belongings to myself</p> | <p>Stay in the assigned area Keep hands, feet and belongings to myself</p> |
| <p>O OWNERSHIP Taking pride in the look of your school, your materials, and others’ materials</p> | <p>Know your after-school plan Be responsible for your belongings Seek adult for support Secure bikes/scooters in place using bike racks</p> | <p>You take it- You return it Leave the playground and its equipment better than you found it</p> | <p>Maintain/organize the space Seek adult for support Keep floor clean</p> | <p>Maintain a clean space Seek adult for support</p> | <p>Maintain a clean area Use bathroom appropriately Seek adult for support Keep area free of marking</p> | <p>Seek adult for support</p> | <p>Maintain a clean area Seek adult for support</p> | <p>Maintain a clean area Seek adult for support</p> |

| | ARRIVAL/DISMISSAL | PLAYGROUND | HALLWAYS | CAFETERIA | BATHROOMS | OFFICE | FOYER | BUS LINE |
|--|---|--|--|---|---|--|---|--|
| <p>ACHIEVE</p> <p>Using effort, skill, and courage to be successful in all you do</p> | <p>Line up when bell rings</p> <p>Follow staff directions</p> <p>Have permission or be accompanied by an adult</p> | <p>Follow staff directions</p> <p>Have adult permission to enter the building</p> <p>Keep personal objects at home</p> <p>Line up immediately at bell</p> | <p>Move with purpose</p> <p>Follow staff directions</p> <p>Have permission or be accompanied by an adult</p> | <p>Know and follow the attention signal</p> <p>Follow staff directions</p> | <p>Take care of your needs in a timely manner</p> <p>Follow staff directions</p> <p>Have permission to be there</p> | <p>Follow staff directions</p> <p>Have permission to be there</p> | <p>Follow staff directions</p> <p>Have permission to be there</p> | <p>Follow staff directions</p> <p>Have permission to be there</p> |
| <p>RESPECT</p> <p>Honoring yourself and others</p> | <p>Accept rewards and consequences</p> <p>Respect the space of others</p> <p>Respectfully use the equipment</p> <p>Include others</p> | <p>Accept rewards and consequences</p> <p>Enter/ exit the building with a voice level at or below level 1</p> <p>Take turns and play with good sportsmanship</p> | <p>Accept rewards and consequences</p> <p>Move politely</p> <p>Allow others to pass</p> <p>Keep hands/objects</p> <p>Voice level at or below level 1</p> | <p>Accept rewards and consequences</p> <p>Use your manners</p> <p>Voice level at or below level 2</p> <p>Include others</p> | <p>Accept rewards and consequences</p> <p>Be considerate of others' privacy</p> <p>Report any markings</p> <p>Voice level at or below 1</p> | <p>Accept rewards and consequences</p> <p>Greet office staff</p> <p>Be considerate of others' privacy</p> <p>Voice level at or below 2</p> | <p>Accept rewards and consequences</p> <p>Voice level at or below 2</p> | <p>Accept rewards and consequences</p> <p>Enter/ exit the bus with respect</p> |

ARRIVAL PROCEDURES

(Grades K-6 @ 8:25)

Responsible Before School Behavior

1. Students will proceed immediately to the playground upon arrival at school.
2. No students are allowed on the playground **before 8:10** as there is **NO supervision** until this time. If students consistently arrive too early, parents will be contacted. Hands Program is available for before and after school care.
3. Students are allowed in the building before school only with permission.
4. Students may bring musical instruments into building and place in the music room and then are to go back outside through the main doors.
5. Bus students should go directly to the playground after exiting the bus.
6. Upon hearing the 8:25 bell, students will line up quickly to meet their teachers at their designated line up areas.
7. Students arriving after the tardy bell (8:30) must check in at the office.
Tardy bell is 8:30.
8. Students will not play in the parking lot or around classroom windows at any time.
9. If a child is going to be **absent**, please call the school 268-7015 to notify the school for the reason of the absence. Please do not call the classroom teacher, as they are busy working with your student.

DISMISSAL PROCEDURES

All students are dismissed at 3:20.

(ALL STUDENTS ARE DISMISSED AT 2:45 ON WEDNESDAY)

Responsible After School Behavior

1. Upon dismissal, students are responsible for waiting in assigned areas.
2. Students will use the crosswalk in line with school front doors, and wait for the crossing guard to provide the safe opportunity to do so.
3. Students are not to cut between buses and cars to cross the street.
4. All students are to leave the school grounds promptly upon dismissal, and are asked to not be on school grounds until 4:00 PM. We want to be sure student arrive safely at home and have contact with you prior to coming back.
5. All teachers are responsible for exiting/walking out with students but may not be in the designated areas above if assigned to bus duty.
6. Students will wait respectfully on the sidewalk with supervising adult.
7. Parents will check students out at the office if leaving prior to the end of the school day.
8. Any student waiting for a ride who is not picked up within a reasonable amount of time, will report to the office for staff to call contacts listed in student demographics.
9. The playground is unsupervised after school, on weekends, and during vacations. Therefore, all citizens using school property at any time, are responsible for their own actions.

Crosswalk Procedures

1. All children coming from the north to Riverview School must cross at the crosswalk directly in line with the front doors of the school on Smelter Avenue.
2. All children riding bikes/skateboards/scooters must get off their bikes at the crosswalk, walk them across, and take them down to the bike racks. Students are encouraged to have bike locks. These vehicles must be walked on **all** school property.
3. All children must remain on the curb or to the side of the road until the crossing guard goes to the middle and stops the traffic. Then at her signal, “OK” students may cross.
4. All children waiting to be picked up after school must remain with a staff member until an adult has arrived.
5. Thank you for your support and modeling of these procedures with your child. Our goal is to keep our students and staff safe.
6. Vehicles have the right of way.
According to Montana Traffic Code 61-8-503: Every pedestrian crossing a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right of way to all vehicles upon the roadway. (i.e. 18th Avenue Northwest by the school parking lot.) **Parents please teach your children to cross safely!**

VOLUNTEERS IN OUR SCHOOL

As the school year progresses please watch for different opportunities to volunteer in the school!

1. Please check into the office, sign in, and collect your volunteer sticker. This is so we know who is in the school for safety precautions. We need to know who to account for if we were to evacuate, lockdown, shelter, etc.
2. If you get to the classroom without your sticker, you will be asked to return to the office for your sticker.
3. Please sign out when leaving the school.
4. Please sign in at the office if accompanying a class on a fieldtrip.

EXTRA INFORMATION

Absences

If your child is absent, you need to notify the office of the reason at **268-7015**. If an absence is necessary, parents or guardians must notify the school by **8:30 a.m.** on the day of the absence. If no contact is made, your child's absence will be marked as unexcused until we are notified, and automated calls will be sent out.

Attendance matters to our school district and community. If you know you will be gone for a family vacation, we encourage you to reach out to the teacher in advance to collect work. If your child is too sick to perform at school, please keep them home.

If you plan to pick up your child early, please call the office so that we may have your child ready for you.

Birthdays

Birthday treats are welcome. Treats are handed out at the very end of the school day. Make sure you have plenty for all students. We do not have birthday parties during school hours. **WE DO NOT give out birthday party invitations at school unless all the children in the class are invited.**

As per GFPS Board Policy #3600, no student information can be given out to anyone. (This includes no class lists). Please be considerate of students who have allergies. **NO** pizza or food parties during lunch, as it competes with food service.

Electronic Devices

Student visual possession and/or use of cellular phones, smart watches, and other electronic devices or calling devices on school grounds during the instructional day is a privilege which shall be permitted only with the express permission of the school building administrator or designee. Permission must be granted to the student each time he or she is to use a cell phone, watch, electronic signaling device or calling device. At no time shall any student operate a cellular phone or other electronic device with video capabilities in area of the school, as such operation will violate the privacy right of another person, or, interferes with the institutional and instructional process. See GFPS Board Policy, page 5. Unauthorized visual possession and/or use will result in confiscation of the device by school officials, including classroom teachers, and may result in disciplinary action. Confiscated devices may be returned, at the discretion of the building administrator, to the parent or guardian of the student. **Cell phones can only be used before and after school hours outside the building, and are not to be carried with you in school at any time.**

Lunch

Charges are to be kept to a \$10 minimum. Only one lunch may be purchased per day per child. Additional milk may be purchased but cannot be charged. Current lunch purchases are as follows:

Elementary lunch \$3.00

Milk is projected to increase, but currently is at \$0.50 (applies to students who bring a lunch and would like to purchase milk)

Medication

All medicines must be administered through the office and stored in the medicine cabinet. They must be accompanied by a doctor's prescription, or a signed consent form from the nurse for over the counter medications.

Recess

When the outside temperature is zero or above, including wind chill, we will have outside recess. When the outside temperature is below zero, including wind chill, we will have indoor recess. If you are to show up at the school during recess, please check in at the office. This helps us maintain student safety to know who is here on our playground. We have a boundary for students, so please don't call them over to your vehicle.

Riverview Student Dress Code

Please encourage your child to check the weather forecast every morning, so they may be dressed appropriately for the weather.

- Students are encouraged to bring an extra coat, sweatshirt and shoes for weather changes because they will go outside. (Helpful hint: Think clothing layers. You can take something off or put extra on if needed.) When temperature is zero or above outside including wind chill, we will have outside recess.
- No shirts with inappropriate logos or labels may be worn; re: alcohol or tobacco products.
- We do encourage you to not allow your child to wear flip flops, as this often causes injury when students are running on the blacktop.
Safety issue – Appropriate shoes must be worn for playground activities.

Suggestion: Send a pair of sneakers or lace-up shoes to be kept at school or in backpack for playground or gym.

- Only students with boots and snow pants will be allowed to play in the snow, the rest will remain on the blacktop.
- Please **label** all of your child's outerwear (coats, gloves, boots) and lunchboxes.
- Please check "Lost and Found" regularly for missing items. (Riverview is not responsible for lost or stolen items.) Periodically lost and found items will be taken to a local charity.

- **Athletic/tennis shoes and socks must be worn in the gym. NO exceptions!**