

Mountain View Elementary School

3420 15th Ave. S.
Great Falls, MT 59405
(406) 268-7305

Principal: Mrs. Kim Marzolf Office Assistant: Mrs. Marylee Theus



Character Counts!

**STUDENT HANDBOOK
2024-2025**



Great Falls Public Schools

Mountain View Elementary School • 3420 15th Ave. S. • Great Falls, Montana 59405
Phone: (406)268-7305 Fax: (406)268-7336

Dear Mountain View Parents/Guardians:

Welcome to the 2024-2025 school year! The Mountain View Student Handbook and GFPS District Handbook are now online! Please access them at www.gfps.k12.mt.us

For the Mountain View Handbook, select “Schools” on the right side of the GFPS Home Page. Click on “Select A School” and then “Mountain View Elementary.” The Student and District Handbooks are located under the “For Parents” tab as are other important links that pertain to the school. The information provided in the handbooks are designed to be a resource for your family. Please familiarize yourself with the information printed within.

If you don't have access to the Internet and would like a hard copy of both Student Handbooks, please call our office at (406)268-7305 and request a copy.

You can check out other information on our website, including a list of our staff, celebrations (photos) and our virtual backpack called Community Flyers. The Community Flyers contains Wednesday Envelope Flyers/Materials and other helpful information all in one location.

Our mission is to provide every child with the best opportunity to reach their fullest potential and have our students strive every day to be responsible, respectful, and safe. We strive for a well-rounded educational program that includes: a challenging core curriculum, a strong Response to Intervention program, a differentiated instruction approach to meet the needs of all learners – including gifted, and a Character Education program that continues to focus on positive interventions and relationships.

In order for your child to receive the maximum benefit of our education system they are expected to attend school every day except for illness, medical appointments, or a family emergency. Attendance matters to our school district and community.

If it is necessary for your child to miss school, please call the school office at 268-7305. If an absence is necessary, **parents or guardians must notify the school by 8:45 a.m. on the day of the absence.** If parents or guardians do not call the school when a child is absent, a call will be made through our automated attendance system. You will be instructed to contact the school to verify the reason for your child's absence. If no contact is made, your child's absence will be marked as unexcused.

I believe that communication among parents, students, and school staff is critical. As your principal, I look forward to working with you to make Mountain View Elementary a special school; a place we all share with pride. This is your child's school, but it is also your school. My door is open to you at any time. Please stop in and share your thoughts, concerns, or ideas with me. I look forward to a great year and the opportunity to work with you and your child. Feel free to call 268-7305 or stop by with any questions or concerns. ***Here is to a great school year!***

Sincerely,

Kim Marzolf
Principal

ABSENCE AND TARDIES

Attendance matters to our school district and community. In order for your child to receive the maximum benefit of our education system they are expected to attend school every day except for illness, medical appointments, or a family emergency. If it is necessary for your child to miss school, please call the school office at **268-7305**. If an absence is necessary, parents or guardians must notify the school by **8:45** a.m. on the day of the absence. If parents or guardians do not call the school when a child is absent, a call will be made through our automated attendance system. You will be instructed to contact the school to verify the reason for your child's absence. If no contact is made, your child's absence will be marked as unexcused.

Mountain View Elementary encourages good attendance as students lose precious instructional time when they are not present or are late. Our attendance motto is **"Be Here...All Day, Every Day."**

Absences and tardies are noted on the report card. It is also indicated on the report card if frequent absences and tardies affect schoolwork. Excessive tardies and absences will be monitored by the school principal. See related section in GFPS Handbook for more information.

BICYCLES

Bicycle racks are available. Each student must have his/her own lock and must lock the bike at the designated bicycle rack. Students are not allowed to ride bikes through the playground gate onto the playground. Bikes left overnight are not the school's responsibility.

BOOKS

Basic books and curricula supported material will be furnished by the school. A charge will be assessed for the destruction of textbooks or workbooks above and beyond the normal wear. Students will also pay for the replacement of lost books.

CELL PHONES/WATCHES

Students are permitted to bring cell phones/watches to school at the parents' request. The school is not responsible for lost, misplaced, or stolen phones. They are solely the responsibility of the student. If the student needs to make a call we ask that they come to the office to call. All cell phones/watches are to be silenced during school hours. Cell phones are not to be used to take pictures/video of other students, if this occurs the phone will be confiscated. Confiscated cell phones/watches will be available for parent pick up in the office

CHANGE OF ADDRESS/PHONE

Please notify the school office immediately of any change in a student's address or telephone number. Emergency numbers should also be updated.

CHARACTER STRONG PROGRAM

The Character Strong program will be utilized to help implement positive character education in the building. There is a website with the character words, videos, books and other ideas of how to implement in the classrooms. Character Assemblies will take place in the gym one time a Month. We will introduce the character trait for the month and recognize the students selected for demonstrating the character word of the month throughout all settings in the school.

DISCIPLINE

We want all students to have a safe and productive experience at Mountain View Elementary. In order for this to happen, all the people who work in the school community (students and adults) have a responsibility to treat each other with mutual respect and to uphold each other's rights and responsibilities.

Mountain View Elementary School supports and enforces the school laws of Montana (MCA 20-5-201):

- (1) A pupil shall:
 - a) comply with policies of the Trustees and the rules of the school that the pupil attends;
 - b) pursue the required course of study; submit to the authority of the teachers, principal, and district superintendent and;
 - c) be subject to the control and authority of the teachers, principal and district superintendent while the pupil is in school or on school premises, on the way to and from school, or during intermission or recess.
- (2) A pupil who continually and willfully disobeys the provisions of this section, shows open defiance of the authority vested in school personnel by this section, defaces or damages any school building, school grounds, furniture, equipment, book belonging to the district, or harms, or threatens to harm another person or the person's property is liable for punishment, suspension, or expulsion under the provisions of this title.

Please see additional information contained in the GFPS Student Handbook within the "Conduct/Discipline" section.

"Be Safe, Be Respectful & Be Responsible"

DRESS CODE

While Mountain View does not have a specified dress code, parents and students are reminded that students need to dress for the weather, for changes in the weather, and in such a manner that the educational process is not interrupted in any way due to clothing choices. Clothing choices should also not compromise safety in any way (i.e. heeled sandals, low hanging pants, etc.). In warm weather, shorts should be long enough that the child is comfortable playing at recess and during HPE class. Flip flops and open-toed sandals can cause a safety issue on the playground; however, it is up to individuals to decide if they are to be worn. No advertisements of alcohol or drugs will be allowed on clothing. Any dress that interferes with learning or is distracting is not permitted and will be addressed with the student either by their teacher or the principal.

EARLY CHECK-OUT

In order to have your child excused early for appointments or emergencies please send a note or call the office that morning. The parent/guardian must come to the office to sign the child out. The child will then be called to the office to meet the parent. Please note that early check-outs are discouraged due to the loss of instructional time.

FOOD SERVICES

Mountain View School uses an electronic system for lunch accounts. Questions should be directed to the lunchroom workers at 268-6940. Their school hours are 10:00-1:00.

To buy milk with cold lunch, it is \$0.50 per milk. (Prices are subject to change)

Applications for free/reduced lunch are available on the Great Falls Public Schools website. *We need all parents to complete the application.* Many school programs are funded based on the number of students eligible for free or reduced lunch. Therefore, it is advantageous to have all students who are eligible enrolled in the program.

Adults should call by 8:30 if they plan to eat lunch at school so they can be included in the lunch count. The cost for an adult breakfast is \$3.10 and lunch is \$4.85 (tentative to change).

GFPS & MOUNTAIN VIEW HANDBOOK

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HANDS PROGRAM

The HANDS Program (Heroes and Neighbors Down at the School), a self-supporting school-based daycare program, serves K-6 grade students before and after school. The HANDS Program is a state licensed, non-profit corporation, governed by an Advisory Council, American Association of University Women and the Great Falls Public Schools. Please request HANDS registration information from the office or call (406)268-6932.

HEALTH CARE

When a child becomes ill or is injured during the school day, the child may be cared for by our nurse or staff member to the best of their abilities. In the case of illness, temperatures will be taken and noted. When further attention is necessary, we will contact the parent/guardian at home or work. If parents cannot be reached, the person designated as the "emergency contact" will be notified. Students will bring home a note that explains the nature of the injury and the care that was given.

Parents/guardians must drop off medication at the front office in the original bottle. All medication shall be kept in the office vault/nurse's office. A permission form must be completed by the physician and signed by the parent before designated staff can assist with administration or a child can do self-administration.

HOMEWORK POLICY

While students should assume the major responsibility for completing unfinished/homework assignments, parents are encouraged to take an active interest in students' homework. If you have questions about assignments, please reach out to your child's teacher.

ITEMS NOT ALLOWED AT SCHOOL

To prevent loss or damage and to maintain safety, the following items should not be brought to school:

- Electronic Devices
- Toys
- Wheelie Shoes/Roller skates
- Bats
- Any dangerous items
- Playground equipment from home (basketballs, footballs, soccer balls, etc.)

LOST & FOUND

"Lost & Found" articles are placed in the lost and found area. You can help us by labeling everything your child brings to school. Also, when you are at school please check this area for lost articles of clothing, etc. At the end of each quarter, unclaimed items will be donated to a charity.

PARTY INVITATIONS

Students are not allowed to hand out party invitations at school unless everyone of the same gender in the class has been invited or unless the whole class is invited. This is for the consideration of those students who are not invited. **Teachers are not responsible for handing out your party invitations.** You as the parent or your child can hand them out to the class either at the beginning of the day or at the end of the day. Please coordinate with your child's classroom teacher which option would work best.

PLAYGROUND

Children should not arrive at school before 8:10, as there is no supervision prior to that time, unless eating breakfast. The Breakfast Bell rings at 8:00 am every day. The beginning of the school day bell rings at 8:25 and the tardy bell rings at 8:30. After school, the children should vacate the school and playground without lingering. **Supervision will end at 3:30 p.m. (or 2:50 p.m. on Wednesdays).** There is no after-school supervision unless students are enrolled in the HANDS program.

SKATEBOARDS AND SCOOTERS

Skateboards and scooters are not allowed to be used on the playground. Students riding skateboards or scooters to school are to carry them with them onto the playground immediately upon arriving. Scooters/Skateboards left overnight are not the school's responsibility.

SPECIALISTS

Physical Education: Grades K-6 receive two 30 minute periods each week.
Vocal Music: All K-6 students receive one 30-minute period weekly.
Instrumental Music: Grades 5 & 6 only. Both orchestra and band instrument instruction is offered two days per week (45 min.).
Library: Grades K-1 receive one 30-minute period each week & grades 2-6 have one 45-minute period each week.
Speech: Speech services are available for identified students from the age of 3 years through grade 6.
ECS (Extended Curriculum Specialist): The gifted specialist works with classroom curriculum and also provides individual services to identified students. The ECS specialist is at Mountain View varies based on the quarter.
Art: The specialist works with grades 1-6 for 45 minutes and kindergarten for 30 minutes one time a month.
Counselor: The counselor teaches a 30-minute scheduled classroom lessons with all grades, one time a week.

TECHNOLOGY

Mountain View Elementary School is equipped with Chromebooks for every classroom. Students will use the Chromebooks for a variety of applications. Parents and students will be asked to sign an Acceptable Use form that highlights the rights and responsibilities of using school technology.

TRAFFIC

As always, we encourage parents to be extremely careful as you drive near the school. Parents are to park only on the side with ongoing traffic. Blocking a driveway is rude and disrespectful to our local residents. Please be considerate and thoughtful when dropping off and picking up your child and follow the signage at the school for traffic flow.

VISITORS AT SCHOOL

All visitors will come immediately to the office after being screened in at the front door. Once in the building you will be required to use the Raptor Security System to sign in. You will need your driver's license/state ID to register the first time. All visitors or volunteers will be issued a badge before going to an individual classroom or any general area in the building. We encourage parent participation during the students' school day as well as to visit your child's classroom at any time during the school year.

WEDNESDAY ENVELOPE

Each Wednesday your child will bring home an envelope with important notices and his/her work. Please arrange a special time with your child to go over his/her work. Your child needs to bring the envelope back to school the following day. All fliers will be uploaded to the Mountain View Community Flyer tab on the Mountain View Website.

WITHDRAWAL PROCEDURE

When it is necessary to withdraw your child from school due to moving, please notify **the teacher and the office** at least one week in advance. The student will be responsible for returning all library materials, textbooks, and paying all lunch charges. Student records will be sent to the receiving school upon request from that district.

VOLUNTEERS

Volunteers provide many services for Mountain View students and staff. If you are interested in volunteering, please contact your child's teacher, or call one of the PTA officers. We invite you to join us. Volunteers are **Very Important People**.

WEATHER

It is Mountain View's procedure that before school and during recesses all children go outside if the temperature is higher than zero degrees Fahrenheit with the wind chill factor considered. If the red flags are up in the morning, students should enter the building immediately. The temperature will be monitored throughout the day and teachers will be notified if students are going out or staying in for recesses. Because the weather can change drastically in the course of a day, please watch weather reports and dress in the appropriate clothing.

WEATHER ALERT SYSTEM NOTIFICATION

Notification may be made or accessed in the following ways:

- Phone and/or email notification from the GFPS automated attendance system
- GFPS Twitter: @GFPSPublicSchools
- Facebook: <https://www.facebook.com/GreatFallsPublicSchools>
- GFPS Website: www.gfps.k12.mt.us
- Media Twitter and websites: @KRTV, www.krtv.com, @KFBB, www.kfbb.com, @GFTribune, www.greatfallstribune.com o Please be aware we have no control over when the media begins posting or announcing our information.
- Radio Stations: FM: 92.9, 94.5, 97.9, 98.9, 101.7, 102.7, 104.9, and 106.1 AM 560 and 1450. Please be aware that GFPS has no control over radio station announcements.
- Call 406-268-6444 for a phone message (you may reach a busy signal depending on caller volume)

Please note: If the decision is to operate as usual, there will NOT be postings or announcements.



“The Mountain Lion Way”

T.A.C.L The Day

Where We Believe Character Counts

Character Word of the Month

September—Respect

October—Responsibility

November—Gratitude

December—Empathy




January—Perseverance

February—Honesty

March—Cooperation

April—Courage

May—Creativity

	Halfway	Cafeteria	Restroom	Playground	Assemblies	Before School	After School	Bus
<p>Be Safe</p> 	<p>Walk.</p> <p>Stay to the right</p> <p>Keep All Hands Feet and Other Objects to Yourself</p>	<p>Stay seated until dismissed.</p> <p>Walk.</p> <p>Report spills.</p> <p>Keep All Hands Feet and Other Objects to Yourself</p>	<p>Wash hands with soap.</p> <p>Walk.</p> <p>Report inappropriate behavior.</p> <p>Keep All Hands Feet and Other Objects to Yourself</p>	<p>Play nicely.</p> <p>Use playground equipment appropriately</p> <p>Be aware of surroundings</p> <p>Keep All Hands Feet and Other Objects to Yourself</p>	<p>Keep hands and feet to self</p> <p>Maintain an aisle between grade levels.</p> <p>Keep All Hands Feet and Other Objects to Yourself</p>	<p>Walk all bikes, scooters, skateboards inside the gate.</p> <p>Arrive no sooner than 5:10 AM due to supervision</p> <p>Keep All Hands Feet and Other Objects to Yourself</p>	<p>Walk all bikes, scooters, skateboards to the gate.</p> <p>Keep All Hands Feet and Other Objects to Yourself</p> <p>Remain quiet at railroad crossings</p>	<p>Stay seated and quiet.</p> <p>Keep legs out of aisle</p> <p>Remain quiet at railroad crossings</p> <p>Keep All Hands Feet and Other Objects to Yourself</p>
<p>Be Responsible</p> 	<p>Go straight to where you need to be.</p> <p>Keep the hallways safe and clean.</p> <p>Lockers must be clean and orderly.</p> <p>Keep appropriate personal space in line. (Proper pace and space)</p>	<p>Clean up after yourself.</p> <p>Ask for permission if you need to get up.</p> <p>Wait your turn.</p> <p>Wash hands before lunch.</p>	<p>Use before recess and lunch.</p> <p>Push be tire you leave.</p> <p>Report vandalism and graffiti and inappropriate behavior.</p> <p>Two paper towels</p> <p>2/3 Hallway-- Please do not use the bathroom with the handicap/adult sign.</p>	<p>Keep equipment in good shape.</p> <p>Collect your things (coat and backpack).</p> <p>Return equipment.</p> <p>Line up when the bell rings.</p>	<p>Follow seating plan.</p> <p>Sit in your assigned area patiently.</p> <p>Remain in your space until the program is over.</p> <p>Look to your teacher for dismissal directions.</p> <p>Listen for attention signal.</p>	<p>Go to your designated playground/area.</p> <p>Collect your things (coat and backpack).</p> <p>While playing leave backpacks and other items against the wall.</p>	<p>Go straight to your destination. (Bus, Gate, Car)</p> <p>Stay off all playground equipment.</p> <p>Seek adult in a yellow vest or go to the office for help if your ride or parent is not present.</p>	<p>Have a sound note if changing drop-off.</p> <p>Stay in assigned seats.</p> <p>Exit your bus at correct location.</p> <p>Have all belongings with you upon exiting the bus.</p>
<p>Be Respectful</p> 	<p>Walk in a straight line.</p> <p>Use a zero voice when traveling throughout the building.</p> <p>Use polite greetings to friends and adults.</p>	<p>Use an indoor voice.</p> <p>Use good table manners.</p> <p>Say please and thank you.</p> <p>Respond to quiet signal. (lights Off)</p>	<p>Wait your turn.</p> <p>Respect others privacy.</p> <p>Use inside voices.</p> <p>Clean up after yourself.</p>	<p>Take turns.</p> <p>Be a good citizen.</p> <p>Listen to playground supervisors the 1st time.</p> <p>Respect others' property.</p>	<p>Remain Quiet</p> <p>Keep your eyes on the speaker</p> <p>Applause when appropriate</p> <p>Respect others' space.</p>	<p>Line up immediately when bell rings.</p> <p>Gather items before lining up; please cannot be saved.</p> <p>Respect others' property.</p>	<p>Gather all items before leaving the building.</p> <p>Clear halls immediately upon dismissal.</p> <p>Be respectful to others and bus property.</p> <p>Use appropriate language.</p>	<p>Listen to bus driver the first time.</p> <p>Be respectful to others and bus property.</p> <p>Use appropriate language.</p>

General Misbehaviors	Verbal Bully Behavior	Non-verbal Bully Behavior	Physical Bully Behavior	Menu of Consequences
LEVEL ONE: Consequences determined by teacher and implemented in the classroom				
<ul style="list-style-type: none"> * Dress Code infraction * Running in building * Unprepared for class * Throwing objects (snow, pea gravel, anything in the classroom) * Passing notes * Using cell phone * Classroom disruptions -Blurt outs -Inappropriate noises or gestures -Out of seat while teacher is talking -Inappropriate comments/pictures 	<ul style="list-style-type: none"> * Passing notes * Gossiping * Starting or spreading rumors * Teasing about possessions, clothes, looks, etc... * Name calling 	<ul style="list-style-type: none"> * Making threatening or insulting gestures * Dirty looks * Ignoring or excluding others * Hiding/ taking items from others 	<ul style="list-style-type: none"> * Pushing/Showing/Poking * In other's space * Blocking other's path 	<ul style="list-style-type: none"> * Re-teaching (Automatic) * Reminder/Warning * Refocus form or time-out—Teacher's choice * Recess detention * After school detention * Phone call home * Lunch detention * Teacher determines choices from Level 2 options
LEVEL TWO: Consequences determined by principal				
<ul style="list-style-type: none"> * Inappropriate language or tone with an adult or peer * Noncompliance * Insubordination * Cheating/Lying/Stealing * Rough play * Pushing/shoving/kicking/slapping (equal power) * Spitting * Vandalism * Chronic Level 1 Behaviors 	<ul style="list-style-type: none"> * On-going harassment through email, notes, phone or other forms of communication * Cyberbullying * Insults based on Size, Intelligence, Race, Ability, Religion, Ethnicity, Athletic Ability, Gender, Disability, or Sexual Orientation * Fighting or threatening words * Intimidation through continued gossiping, teasing or destructive humor * Chronic Level 1 Behaviors 	<ul style="list-style-type: none"> * Defacing Property * Playing tricks to embarrass others * Stealing * Making threatening Gestures * Cyberbullying * Chronic Level 1 Behaviors 	<ul style="list-style-type: none"> * Starting fights * Purposeful scratching/headlocks/biting/spitting * Tripping/kicking * Other physical altercations * Chronic Level 1 Behaviors 	<ul style="list-style-type: none"> * Re-teaching (Automatic) * Recess detention * After school detention * Phone call home-administration * Individual Behavior Plan * Counseling referral (when appropriate) or office referral * Principal determines from Level 3 Options
LEVEL THREE: Consequences determined by principal				
<ul style="list-style-type: none"> * Fighting (mutual) * Drugs/Weapons/tobacco * Continued insubordination * Running away/leaving school grounds * Throwing dangerous objects * Accessing inappropriate internet sites * 3 Office referrals * Chronic Level 2 Behaviors 	<ul style="list-style-type: none"> * Prolonged harassment * Encouraging total group exclusion of someone by threatening others if they don't comply * Sexual harassment * Making repeated or graphic threats * Retaliation * Chronic Level 2 Behaviors 	<ul style="list-style-type: none"> * Destroying property * Arranging public humiliation * Writing graffiti with a bias against someone * Making repeated or graphic threats * Chronic Level 2 Behaviors 	<ul style="list-style-type: none"> * Practicing extortion * Physical cruelty * Repeated acts of violence * Assault with a weapon * Major physical assault * Retaliation * Chronic Level 2 Behaviors 	<ul style="list-style-type: none"> * Re-teaching (Automatic) * Phone call home-administration * In-school suspension * Out-of-school suspension * Re-teaching with School Counselor * Restitution * Law enforcement Contacted * Parent meeting