

GREAT FALLS PUBLIC SCHOOLS
**Riverview Elementary
School**



**STUDENT HANDBOOK
2025-2026**

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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,

Welcome to a new school year! We are so excited to partner with you as your child begins another year of learning, growing, and making great memories at Riverview.

At Riverview, we believe that parents and guardians are a child's first and most important teachers. Your support, encouragement, and involvement play a big part in your child's success—and we truly value the opportunity to work together with you.

Our goal is to create a warm, safe, and respectful learning environment where kindness, responsibility, and curiosity are celebrated every day. As part of that, we'll be helping students understand and follow our school-wide and classroom expectations so they can thrive both socially and academically.

Strong communication between home and school helps make that happen. If you ever have questions, concerns, or ideas, please don't hesitate to reach out. Start by contacting your child's teacher, and if you need further support, our principal, Mrs. Heintzelman, is always happy to help.

We're looking forward to a wonderful year ahead and are so grateful to be on this journey with you and your child.

Warmly,

The Riverview Staff

Riverview Student Expectations

At Riverview, we believe that every student has the right to learn in a safe, respectful, and welcoming environment—and every student has the responsibility to help create that environment for others.

Our expectations are guided by the principle: **“Treat others the way you want to be treated.”** We ask all students to show kindness, take responsibility for their actions, and work together to make our school a place where everyone can do their best.

Respect, Responsibility, and Cooperation

We expect students to:

- Show **respect** for themselves, others, and school property.
- Follow directions from teachers and staff the first time they are given.
- Speak and act with kindness and consideration.
- Work together to solve problems peacefully and respectfully.

Discipline and School Safety

Our school follows the guidelines set by the school district and Board of Trustees. Teachers handle most classroom behavior, but more serious or repeated behavior may be addressed by the principal. Discipline is meant to help students learn from their mistakes and make better choices in the future.

Serious or repeated misbehavior may lead to consequences, which could include a teacher or principal conference, loss of privileges, suspension, or—if necessary—expulsion.

Examples of Misconduct That May Lead to Disciplinary Action:

- Refusing to follow directions from teachers or school staff.
- Bullying, intimidating, or threatening others in any way.
- Damaging, stealing, or attempting to steal school or personal property.
- Causing disruptions in class, hallways, or during school activities.
- Forging signatures or submitting false documents.
- Using or possessing tobacco, alcohol, drugs, or drug-related items.
- Using or carrying weapons, or any object that could be considered a weapon.
- Engaging in sexual harassment or inappropriate conduct.
- Any behavior that interferes with learning, safety, or the school environment.

Disciplinary Measures

At Riverview, we believe that discipline is part of learning and growing. When students make mistakes, our goal is to help them reflect on their choices, repair harm when needed, and make better decisions moving forward.

To support this, we may use a variety of strategies, depending on the situation. These may include (but are not limited to):

- **Restorative Practices** – Helping students take responsibility, repair relationships, and make things right.
- **Re-teaching Expectations** – Giving students another chance to learn and understand the behavior that is expected at school.
- **Loss of Privileges** – Such as not participating in a special activity or recess for a short time.
- **Suspension** – In some cases, a student may be temporarily removed from school to reflect on their behavior.
- **Expulsion** – In very serious cases, a student may be removed from school for an extended period of time.
- **Loss of Bus Privileges** – If unsafe behavior continues on the bus, a student may not be allowed to ride.
- **Notification of Authorities** – If a behavior breaks the law or involves serious safety concerns, the school may contact law enforcement or juvenile authorities.
- **Restitution** – If school property is damaged, families may be asked to help cover the cost of repairs or replacement.

We always do our best to work with students and families to find positive solutions that support both safety and learning. Our goal is to guide students toward making thoughtful, respectful choices every day.

*****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, OWNSHIP, ACCCEPTANCE, 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, accceptance, and respect for all.

	ARRIVAL/DISMISSAL	PLAYGROUND	HALLWAYS	CAFETERIA	BATHROOMS	OFFICE	FOYER	BUS LINE
SAFETY Protecting you and others from danger	Arrive 8:10-8:25 Leave promptly and go to planned destination (return to school is not allowed until 4:00 pm) Keep in the designated area Keep hands, feet and belongings to myself	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	Walk Stay to the side Pay attention to traffic Face forward	Walk Stay in your assigned areas Eat the food provided for you	Walk Wash and dry hands Flush	Walk/sit Stay in the assigned area Keep hands, feet and belongings to myself	Walk Stay in the assigned area Keep hands, feet and belongings to myself	Stay in the assigned area Keep hands, feet and belongings to myself
OWNERSHIP Taking pride in the look of your school, your materials, and others' materials	Know your after-school plan Be responsible for your belongings Seek adult for support Secure bikes/scooters in place using bike racks	You take it- You return it Leave the playground and its equipment better than you found it	Maintain/organize the space Seek adult for support Pick up items/trash	Maintain a clean space Seek adult for support Pick up items/trash	Maintain a clean area Use bathroom appropriately Seek adult for support Keep area free of marking	Seek adult for support	Maintain a clean area Seek adult for support	Maintain a clean area Seek adult for support

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

Arrival Procedures

School Start Time: 8:25 AM

Tardy Bell: 8:30 AM

We want every student to start the day safely, calmly, and ready to learn. Please review the arrival procedures below to help us keep mornings smooth and safe for everyone:

1. Playground Supervision Begins at 8:10 AM

Students should not arrive at school before 8:10 AM, as staff supervision is not available until then. If your child regularly arrives too early, we will reach out to discuss options. The **Hands Program** is available for before-school care.

2. Upon Arrival

Students should go directly to the **playground** when they arrive on campus. This helps everyone stay safe and supervised.

3. Bus Riders

Students arriving by bus should head straight to the playground after getting off the bus.

4. Musical Instruments

Students bringing instruments to school may enter the building through the main doors to place them in the music room, then return outside to the playground until the bell rings.

5. Entry Bell – 8:25 AM

When the 8:25 bell rings, students will line up and enter the building to go directly to their classrooms.

6. Tardy Procedures

Students arriving **after 8:30 AM** must check in at the school office before going to class. The tardy bell rings at 8:30 sharp.

7. Safety Reminders

- Students should **never play in the parking lot** or near classroom windows.
- Please help us keep everyone safe by reinforcing this with your child.

8. Reporting an Absence

If your child will be absent, please call the school at **(406) 268-7015** to let us know the reason. This helps us ensure your child's safety each day.

Thank you for helping us create a safe, organized, and welcoming start to every school day!

Dismissal Procedures

Regular Dismissal Time: 3:20 PM

Early Release Wednesdays: 2:45 PM

We care deeply about your child's safety at dismissal time. Please take a moment to review these procedures to help ensure a safe and smooth end to each school day.

Safe and Responsible After-School Behavior

1. **Go Straight to Your Pickup Spot**

- **Kindergarten and 1st Grade** students will exit through the front foyer doors.
- **All other grades** should go directly to their pre-planned pickup location after the bell rings.

2. **Use the Crosswalk**

Students must use the crosswalk directly in front of the school and wait for the crossing guard before crossing. This helps keep everyone safe.

3. **Stay Clear of Buses and Cars**

For safety, students must never walk between buses or vehicles to cross the street.

4. **Leave Campus Promptly**

All students should leave school grounds as soon as they are dismissed and head directly to their planned after-school location. Students should not return to school grounds until after **4:00 PM**.

5. **Teacher Supervision**

Teachers will walk students out at dismissal. Some may be stationed at bus duty or other assignments, so may not be at classroom-specific pickup areas.

6. **Wait Safely and Respectfully**

Students waiting for a ride should stay on the sidewalk near their designated pickup area and follow directions from supervising adults.

7. **Early Pick-Up**

If your child needs to leave before the end of the school day, please check them out through the **front office**.

8. **Late Pick-Up**

Students not picked up within a reasonable time after dismissal will be brought to the office. We will contact the adults listed in the student's emergency contact information.

9. **After-Hours Use of School Grounds**

The playground and school grounds are **not supervised after school**, on weekends, or during breaks. Anyone using school property during these times does so at their own risk. If concerns arise, please inform the principal so we can determine if additional support is needed.

Crosswalk Safety Expectations

Keeping our students safe as they arrive and leave school is one of our top priorities. Please take a moment to review these important crosswalk expectations with your child:

1. **Use the Crosswalk in Front of the School**
Students coming from the north side of Smelter Avenue must cross **only at the marked crosswalk directly in front of the school**.
2. **Walk Bikes, Scooters, and Skateboards**
Students riding bikes, scooters, or skateboards must **walk them across the crosswalk and playground**, then park them at the bike racks.
 - For safety, these items must be **walked—not ridden—on all school property**.
 - We encourage students to use a **bike lock** to secure their belongings.
3. **Wait for the Crossing Guard's Signal**
Students must **stay on the sidewalk** until the crossing guard walks into the crosswalk and stops traffic. Wait for the guard's clear signal before crossing.
4. **Stay with a Staff Member at Pickup**
Students waiting to be picked up after school must **remain with a staff member** until their adult arrives to ensure a safe and smooth dismissal.
5. **Families: Thank You for Your Help!**
Your support and example make a big difference. Please model safe crossing behavior and talk with your child about following these rules.
6. **Teach Safe Crossing Habits**
Remember, **vehicles have the right of way** outside of crosswalks. Please teach your child to **only cross at designated crosswalks**, especially near busy areas like 18th Avenue NW and the school parking lot.

Together, we can keep all Riverview students safe coming to and from school—thank you for your continued support!

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.

Cell Phones

Per Board Policy 3630

The District believes that unauthorized use of cell phones and/or other electronic devices disrupts the instructional program and distracts from the learning environment. Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. These devices must be kept out of sight and turned off during instruction unless authorized by teachers. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices may be returned to the student, parent or guardian, dependent upon progressive discipline at the building level. Repeated unauthorized use of such devices may result in additional disciplinary action. Building-level administrators or teachers may grant permission for individual students to use and/or possess cell phones, if, in the sole discretion of the administrator or teacher, such use is necessary to the safety and/or welfare of the student.

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. Students will be provided expectations/re-teaches often. Students safety during unstructured play is a high priority.

Riverview Student Dress Code

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

Pursuant of Student Rights, Dress Code set by The School Board is as follows:

3224 Student Dress

Students are reminded that their appearance significantly affects the way others respond to them.

Matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians.

Personal appearance of a student shall be respected provided it does not interfere with the health and safety of the student or others and does not materially disrupt the educational process.

Any item that promotes drug use, weapons use, threats of violence, sexual harassment, bullying, or other intimidation, or violates another district policy, state, or federal law may not be worn at public events sponsored by the school district.

- 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.
- 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.
Suggestion: Send a pair of sneakers or lace-up shoes to be kept at school or in backpack for playground or gym.
- 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 donated.
- **Athletic/tennis shoes and socks must be worn in the gym. NO exceptions!**