

Mountain View Elementary School

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

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



STUDENT HANDBOOK
2025-2026



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 2025-2026 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. 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 items. 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 and out of sight from 8:10 am-3:20 pm. 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 student/parent pick up in the office depending on violation. Cell phones are not to be used on the playground for any reason during school hours.

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 and in HPE; 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 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.

Elementary lunch = \$3.10	Elementary breakfast = \$2.05
Reduced lunch = \$0.40	Reduced breakfast = \$0.30
Adults meal prices = TBD	Milk with cold lunch = \$0.75

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.

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' missing work. 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 in the back left corner of the cafe. You can help us by labeling everything your child brings to school. Also, when you are at school please check. 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 schedule is TBD.
- 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 classrooms, 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 FOLDERS

Each Wednesday your child will bring home a FOLDER 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 FOLDER 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 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, the front office, 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: @GFPublicSchools
- 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”

Best Work...Best Self!

Where We Are Character Strong

Character Word of the Month

September—Respect

October—Responsibility

November—Gratitude

December—Empathy

January—Perseverance

February—Honesty

March—Cooperation

April—Courage

May—Creativity

MOUNTAIN VIEW BEHAVIOR MATRIX									
SAFETY	HALLWAY	CAFETERIA	RESTROOM	PLAYGROUND	ASSEMBLIES	BEFORE /AFTER SCHOOL		BUS	
	Walking feet straight line Hands at sides	Walking feet Follow the flow of traffic	Use soap and water to wash hands	Report issues to playground staff IMMEDIATELY, not at end of recess	Stay in assigned area	Arrive at 8:10 when supervision begins	Use walking feet Watch Traffic		Keep body/objects to self while on the bus, loading and unloading.
	Walk on the right side	Two hands, flat tray	Report issues/inappropriate behaviors	2 BIGS, 3 LITTLES at a time on tire swings	Keep an aisle between grade levels	Walk bikes, scooters, and skateboards on school property		Wait patiently while loading & unloading the bus	
	Stop at stopping points	Once seated, stay on pockets		Use equipment appropriately and NO food or drinks outside	Keep hands and feet to self	Keep hands, feet, and objects to yourself		Stay seated at all times	
RESPONSIBILITY	Go straight to your destination	Sit in assigned seat, facing your tray	Use before recess/lunch and specials	Pack it in, pack it out. What you bring out, you bring back in	Wait patiently in assigned seat	Go straight to your designated area		Stay in assigned seat and keep the aisles clear	
	Keep hallways and lockers safe and clean	Let an adult know right away if there is a spill	Use drinking fountain appropriately	Line up immediately when bell rings, whistle blows	Listen with a purpose	Put backpacks against the wall or fence while playing	Collect your things	Collect your belongings before exiting at your stop	
	Walk with proper space and pace	Pack it in, pack it out	Flush before you leave	Stay in assigned areas	*Be aware of your surroundings	Seek an adult in a yellow vest for help		Pack it in, pack it out	
RESPECT	Use a zero voice	Use table manners (chewing with mouth closed...)	Keep hands/feet in your own stall	Listen to adults and Take turns - Sing ABC's twice for tire swing	Eyes on speaker and Sit on your pockets	Listen to the Adult in charge. Use appropriate language and voice level (2)		Use voice level 1 (whisper voices)	
	Keep hands, feet and objects to yourself	Raise hand for help Say please and thank you	Volume a 1 (whisper)	Use kind words and share equipment.	Interact appropriately (applaud, response) and Voice level 2	Respect everyone's personal space		Use kind & appropriate language	
	Look with your eyes, not your hands	Voice level of 2 (table talk)	Respect others privacy	Keep hands feet and objects to yourself	Respect other's space	Line up IMMEDIATELY when bell rings, whistle blows	Upon dismissal leave school property IMMEDIATELY	Refrain from causing disruptions	
MOUNTAIN VIEW ATTENTION SIGNAL	 BEST WORK...BEST SELF! 								

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/Shoving/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

Profile of a Learner

Critical Thinker

Learners who are critical thinkers can think clearly, rationally, and with some suspicion about what to do, think, and believe.

Problem Solver

Learners who are problem solvers have a mindset of looking at different angles and considering all solutions.

Integrity

Learners who display integrity do the right thing even when no one is watching. They are trustworthy, honest, and respectful.

Strong Communication Skills

Learns with strong communication skills can share ideas and information with others clearly and respectfully.

Learners work together with all people so that everyone has a chance to join in and do well.

Work Ethic

A learner with a strong work ethic naturally works to the best of their ability. They employ soft and academic skills and are proud of their products



Great Falls Public Schools Profile of a Learner Traits, Skills, and Characteristics by Grade

Grade	Critical Thinker <i>Learners who are critical thinkers can think clearly, rationally, and with some suspicion about what to do, think, and believe. Learners will be able to:</i>	Strong Communication Skills Learners with strong communication skills can share ideas and information with others clearly and respectfully. Learners work together with all people so that everyone has a chance to join in and do well. Learners will be able to:	Work Ethic A learner with a strong work ethic naturally works to the best of their ability. They employ soft and academic skills and are proud of their products. Learners will be able to:	Problem Solver <i>Learners who are problem solvers have a mindset of looking at different angles and considering all solutions. Learners will be able to:</i>	Integrity Learners who display integrity do the right thing even when no one is watching. They are trustworthy, honest, and respectful. Learners will be able to:
PreK-3	<ul style="list-style-type: none"> • Ask questions and demonstrate curiosity • Generate multiple solutions • Adjust thinking when presented with more information • Understand cause and effect • Include details 	<ul style="list-style-type: none"> • Express themselves to have their wants and needs met • Speak in full sentences • Follow 1-4 step directions • Share • Take turns • Maintain appropriate body language and space • Develop healthy relationships with adults and peers 	<ul style="list-style-type: none"> • Participate appropriately • Follow a task through to completion • Put effort into tasks • Develop internal motivation to engage and increase stamina • Begin to show perseverance; not give up the first time a task attempt is unsuccessful 	<ul style="list-style-type: none"> • Stop and think before acting • Identify the problem • Generate possible solutions • Ask for help • Identify own part/role in problem or solution • Take responsibility for their work 	<ul style="list-style-type: none"> • Know the importance of reporting and the tell difference between reporting and tattling • Respond respectfully and responsibly • Tell the truth
4-8	<ul style="list-style-type: none"> • Formulate a question for investigation • Evaluate the source of information and consider bias • Consider different viewpoints 	<ul style="list-style-type: none"> • Express themselves verbally and in written form • Advocate for themselves and others • Use speaking, listening, and nonverbal skills, appropriate for the setting • Know how to disagree respectfully • Listen to others • Use tools for communication appropriately and safely • Regulate own emotions 	<ul style="list-style-type: none"> • Follow a task through to completion, even when the task is undesirable • Persevere in a task when faced with challenges • Seek support in completing a difficult task • Complete all the portions of a task 	<ul style="list-style-type: none"> • Understand the problem-solving process • Apply process to situations requiring problem-solving • Seek out and use available resources • Evaluate solution(s) before acting 	<ul style="list-style-type: none"> • Take responsibility for their own actions • Manage self • Follow school expectations • Appropriately stand up for others when they recognize they are being treated unfairly • Identify their own talents and sees how they can benefit their community
9-12	<ul style="list-style-type: none"> • Investigate a question with an open mind • Evaluate sources of information for reliability • Integrate different viewpoints • Synthesize information to take action 	<ul style="list-style-type: none"> • Articulate ideas to a targeted audience effectively • Use conflict resolution strategies effectively • Actively listen for understanding • Collaborate with others • Reflect on their communication with others 	<ul style="list-style-type: none"> • Persevere to complete difficult tasks • Understand how to balance time and priorities • Use interpersonal skills and seek resources to help complete tasks • Complete activity to the set standard and show pride in work • Integrate academic skills with workplace skills to demonstrate readiness for life beyond high school 	<ul style="list-style-type: none"> • Integrate other points of view into the problem-solving process to generate an optimal solution • Evaluate information and compromise to reach a solution • Identify healthy risks and take them when needed 	<ul style="list-style-type: none"> • Behave empathetically to others • Self-regulate • Follow through • Consider the good of the whole and act accordingly • Self-regulate • Do the right thing while demonstrating grace, pride, and kindness, even when it is difficult • Apply talents to better their community