



Gardner Bullis

Student & Family Handbook



25890 Fremont Road Los Altos Hills, CA 94022

Main Phone: (650) 559-3200 | Attendance Line (650) 559-3232

www.gardnerbullis.org

Administration

Principal: Kate Schermerhorn

The Gardner Bullis School Principal is Kate Schermerhorn. If you would like to get in touch, you may email her at kschermerhorn@lasdschools.org. You can also visit the Gardner Bullis website to read her message and learn more about her.

Secretary: Kimberly Fletcher

Ms. Fletcher is the school administrative secretary. You can reach her at kfletcher@lasdschools.org. You can email her regarding attendance and absences, requests for Independent Study Plans, and other school information.

Daily Bell Schedule

Please see [this document](#) for the TK-6th grade daily schedule.



Calendar & School Events

There are several ways to stay up to date on school events and programs. Our school weekly newsletter is named Bear Tracks and has an upcoming events section along with the principal's update. For an up-to-date list of school events, the bell schedule and early dismissals, please check and subscribe to the [school calendar](#) or subscribe to our Google Calendar [here](#). Weekly teacher emails and PTA emails will also have a list of upcoming events.

After School Programs

Gardner Bullis partners with a number of independent programs to help offer childcare and activities after the school day. None of these are run by the school or school district and all contracts are held by the independent program operators. If there are questions, concerns, or communications regarding programming, please contact the program directly.

You can find the information about the once a week after school activities using the school website or this spreadsheet: [GB Afterschool Programs 2025-2026](#). These programs typically run from 3:00-4:00 on regular release days and 2:00-3:00 on Thursdays. Please note these programs do not run all weeks of the school year and you will need to carefully note dates that the classes start and end.

For care that happens all school days there are the two options below:

- [Los Altos Chinese School](#): Partners with LASD to provide an on-campus Mandarin immersion program for K-6th grades. Dismissal at 6pm, can do this program with another After School Program.
- Children's House offers after-school care. Kids gather on the kindergarten playground and are supervised by Children's House teachers. Children can stay with them until 6pm. CH can also pick your child up from the After School Programs at GB and watch them for the remainder of the day until you pick them up. To begin the enrollment process, please use this Google Form: <https://forms.gle/MaF5wfcKPUYowjVm9>

Attendance

If your child is going to be absent or arriving after 9am, please either call the attendance line at 650-559-3232, fill out [this form](#) on the website or email Kim Fletcher at gardnerattendance@lasdschools.org. If you plan to be absent for 5-15 days, you may request an independent study plan from your classroom teacher a minimum of 10 days in advance.

- **Late Arrivals:** Students arriving on campus after the 8:27 bell should plan to check into the office to get a tardy slip before heading to their classroom. Classroom attendance is taken first thing in the morning and it is essential that we accurately know where your student is. If your student



is arriving late due to an appointment, please still notify the office. We will start reaching out to families regarding absent children at 9am each day.

- **Early Pick-Ups:** If you need to pick up your child before the end of the school day, please come to the office 5-10 minutes prior to your anticipated pick-up time to account for time to connect with your child and for them to pack up for the day. Pick-ups during recess and lunch are particularly difficult so please take that into consideration when planning your pick-up time.

CHRONIC ABSENCES

Chronic absenteeism, truancy and tardiness can be detrimental to a student's academic progress and/or social-emotional wellbeing. Students that continue to be truant, chronically absent, or tardy after notification from the school may be referred to a school student success team to assist in evaluating their needs and identifying programs and strategies to assist them.

- Students are considered tardy if they arrive at their classroom after 8:30. When students are regularly tardy, they miss important academic instructional time.
- A student is considered truant after missing 3 school days without a valid excuse. Families will be notified via emailed letter if their student is truant.
- Chronic absenteeism is defined as a student who has missed more than 10% of the school year. Monthly chronic absenteeism letters will be sent home to students who meet the threshold.

INDEPENDENT STUDY PLANS

- Independent Study Plans are optional.
- Complete the form for each student who will be utilizing an Independent Study Plan. Requests must be made more than 24 hours in advance of the last day the student will be in school, and 5-10 school days are preferred.
- Each student can utilize up to 15 Independent Study days per school year. If the absence will be greater than 15 days, put the Independent Study Plan days as the last 15 of the absence (the first days will then be unexcused absences.)
- Once you complete the form, it will be routed to the classroom teacher for them to assign work. The work list is uploaded to the digital Informed K-12 form that will be accessible to the email address listed on the request form during the absence.
- Assigned work will take 180 minutes (3 hours) each day.
- The completed school work is due on the day the student returns to school. If the work is incomplete or not returned, your student will only receive credit for the quantity of work that is finished to grade level expectations. There are no exceptions, including illness.
- If you have any questions about the work, it is the parent's responsibility to reach out to the classroom teacher.
- Questions about the process can be directed to kfletcher@lasdschools.org



The link to request an Independent Study Plan is:

https://app.informedk12.com/link_campaigns/short-term-independent-study-master-agreement-2024-2025-tk-6?token=enerkAu1xZM7mBiwnqPnTx21

After School Programs and Care

There are three options:

1. After School Programs held at Gardner Bullis, operated by independent contractors: There are many activities available at Gardner Bullis for students. The programs take place on campus after students are dismissed from their classrooms. If your child is in TK/Kindergarten, staff will pick up your child from his/her classroom and take them to the program meeting spot. Children in grades 1 - 6 will go to their after school activities on their own. All programs must offer pre-care from your student's school dismissal time until the class officially starts (ie from 2:30-3:00 for kindergarten.) Signups in the fall start the week before the start of school and programs usually begin after Labor Day. There are varying costs depending on the activity. [Examples of our current After School offerings can be found here.](#)
2. [Los Altos Chinese School](#): Partners with LASD to provide an on-campus Mandarin immersion program for K-6th grades. Dismissal at 6pm, can do this program with another After School Program.
3. Children's House offers after-school care. Kids gather on the kindergarten playground and are supervised by Children's House teachers. Children can stay with them until 6pm. CH can also pick your child up from the After School Programs at GB and watch them for the remainder of the day until you pick them up. To find out more about the CH option, contact administration@emeducation.com.

Academic Honesty

Gardner Bullis requires all students to meet high levels of academic honesty. Plagiarism and other forms of cheating are serious offenses which will result in serious consequences.

Plagiarism is defined as stealing another person's work and passing it off as your own. Plagiarism includes:

- Copying assignments done by another student
- Giving your work to another student to copy
- Looking at another student's test paper during an exam
- Using "cheat sheets" or any other means of hiding answers for use during an exam
- Copying materials word-for-word from a book, newspaper, magazine, or from an Internet source
- Using another student's written or verbal answers as your own
- Google drive and digital assignments posted by a teacher should not be shared with any other students without permission.



Plagiarism is considered a serious offense for several reasons. Students who cheat rob themselves of the process of thinking. Allowing another student to copy homework or to look at a test is academically dishonest. Plagiarism can also have serious legal consequences if it includes violation of copyright laws which protect the rights of original authors to the use of their own work. Consequences at Gardner Bullis for violations of the Academic Honesty policy will include some or all of the following:

- Notification to parents
- Complete or partial loss of credit for an assignment, project, or exam
- Disciplinary referral including entry in the discipline record.

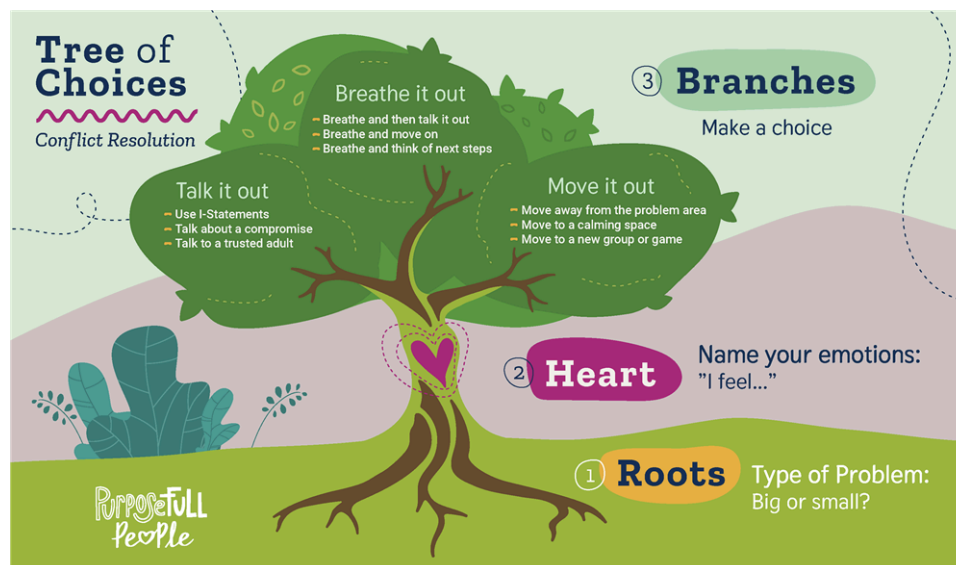
Note: if you have a question or concern about an assignment, please contact your teacher.

Cell Phones/Smart Watches & Cameras

Unless a staff member has given you permission for an assignment, cameras are not to be used at school. Cell phones/smart watches must be turned off and kept in your backpack during school hours - including during field trips and other school functions. The use of music listening equipment during the school day is prohibited unless expressly approved by the classroom teacher during each class; such equipment may be brought to school for use after dismissal but must be kept out of sight in your backpack. These items will be confiscated if used at any time other than before and after school unless allowed by a teacher. Your parent may have to pick up confiscated items in the office.

Conflict Resolution

At Gardner Bullis we use The Tree of Choices from the program Character Strong to discuss with students how to productively resolve conflicts.





If your student is having ongoing conflicts with a peer, please reach out to your student's teacher. You can also encourage your student to talk to their teacher or another staff member when the conflicts occur.

Communications

There are multiple ways to stay informed about things happening in your student's classroom(s), our Gardner Bullis school community, and the district.

Teacher	<ul style="list-style-type: none">• weekly classroom newsletters• individual teacher emails• Thursday/Friday folders• room parent emails via Classroom Parent
School Site	<ul style="list-style-type: none">• weekly Bear Tracks newsletter• Monday and Friday assembly• office emails• subscribing to the Google calendar• Coffee with the Principal meetings
PTA	<ul style="list-style-type: none">• weekly Sunday PTA newsletter from Classroom Parent• attending PTA meetings• flyers sent home in Thursday/Friday folders• topical emails from Classroom Parent
LAEF	<ul style="list-style-type: none">• LAEF section in Bear Tracks newsletter• emails from LAEF• website at: https://laefonline.org/
District	<ul style="list-style-type: none">• Superintendent's Newsletter• school board meetings• website at www.lasdschools.org

Dismissal

Please ensure that you have checked the calendar for your student's end of school dismissal time for each day. If you are running late for pick-up, please call the office to let us know at 650-559-3200. All students on campus after class must have an adult actively with them at all times. Students waiting to be picked up must wait in the front of the school with a staff member or at the school office.



Dress Code

The primary responsibility for a student's attire resides with the student and parents or guardians. The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student. Gardner thanks our students, parents, teachers and staff for their support and cooperation in maintaining a productive learning environment.

ALLOWABLE DRESS AND GROOMING

1. Students must wear clothing including both a shirt with pants, shorts, or skirt or the equivalent and shoes.
2. Shirts and dresses (tops) must have fabric in the front, back and on the sides.
3. Clothing must cover undergarments. Waistbands and bra straps excluded.
4. Fabric covering all private parts must not be see-through.
5. Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff.
6. Clothing must be suitable for all scheduled classroom activities including physical education, science labs and other activities where unique hazards exist.

NON-ALLOWABLE DRESS & GROOMING

1. Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict pornography, nudity or sexual acts.
3. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
4. Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.

Discipline

Gardner Bullis' reputation as an orderly, secure environment rests on the cooperation of all the members of our school community, and on mutual respect for each other's rights and responsibilities. Your teachers will explain the expectations and consequences that apply to their classes and handle most problems directly with you and, when necessary, with your parents. More serious problems will result in a formal Behavior Referral, and will be resolved by the Assistant Principal or Principal.

A record is kept of these formal referrals, and is considered when consequences are determined. Typical consequences may include detention, school service



assignments such as picking up trash during lunch, loss of privileges, and special written assignments, as well as consultation with your parents.

Public displays of affection (e.g. hand-holding, a long embrace, kissing, etc.) are inappropriate at school. Profanity, obscene language, and name-calling are subject to disciplinary referral.

All participants in incidences of physical violence may be subject to suspension from school. The consequences of the other serious offenses specified are in the Education Code. Possession of cigarettes, cigarette lighters and/or E-cigarettes/vaping devices is prohibited on campus. Restitution will be required for any acts of vandalism, and the possession and/or use of weapons or drugs can result in the recommendation for expulsion from the Los Altos School District.

Sexual harassment of students is prohibited, and students engaging in conduct meeting the definition of sexual harassment (Education Code Section 212.5) are subject to disciplinary action up to and including expulsion.

Gardner Bullis students learn and practice creating a culture of consent, acceptance, and inclusion. It is expected all students transfer this knowledge outside the classroom during peer-to-peer interactions both in person and online.

You should be aware that the majority of Gardner Bullis students complete their two years here without ever being referred for a discipline problem. Basic politeness, common sense, and reasonable self-control will help you be successful in maintaining a record of good behavior.

Emailing Teachers

Most teachers may be emailed at: FirstInitialLastName@lasdschools.org

Example: jdoe@lasdschools.org

If you have any issues, please contact the school office.

Emergency Procedures

Students will participate in fire, earthquake, and other essential annual drills. We take these practices very seriously and expect your full cooperation. In a real emergency, follow the procedures that you have practiced, and remember that you do not leave the campus until a staff member has released you to a responsible adult. Please remind your parents to consult the Gardner Bullis website for procedures to follow if there is an emergency at Gardner Bullis.

Gardner Wear

We've got spirit, yes we do, we've got spirit wear just for you! The PTA has made it possible for families to show off their love and loyalty to Gardner Bullis by creating a variety of Gardner Bullis themed items. From t-shirts, to



sweatshirts, to face masks and hats, there are endless possibilities for you to proudly show your spirit. Students are encouraged to wear their t-shirts each Friday for "Spirit Day" as well as for field trips. [Gardner Grizzly spirit wear](#) is available for purchase throughout the year.

Grizzly Guides

Designed to help students transition easily into our school, the Grizzly Guides program is a buddy program where current same-grade/gender Gardner Bullis students are matched with newly registered students, and then connected via (the parents') email. The Grizzly Guides can answer questions, meet face-to-face to help new students navigate the campus, be available for playdates, and be a connection into your new school community. If this program is something that interests you, please let New Families Committee Chair, Lisa Carhart (lisa.carhart@gmail.com) know and email introductions will be made.

Health Services

First aid services are provided by our office staff and/or district nurses throughout the school day. In case of serious injury, parents are contacted for referral to their family physician. Parents are urged to notify the health office when there are health problems and when students are under special medication. Any medication to be taken during school hours must be kept in the Office and dispensed by school personnel. A written doctor's form is required. Please see LASD Health Services website for more info.

<http://www.lasdschools.org/District/Department/145-Health-Services>

Homework

Gardner Bullis adheres to our district's homework policies. Completion of the daily homework is critical for academic progress, and you are responsible for writing down these assignments carefully in your Daily Planner. Each of your teachers will explain their specific homework policies in greater detail. When you are absent for one or more days, check your teachers' website, Google Classroom, email teachers, and/or call a classmate to get your assignments, and see your teachers about missed work when you return.\

Illness

It is important to us that our school community is healthy and happy. Part of that is keeping your student home when ill. Students also cannot learn when they are not feeling well and it would be better for them to stay home to recuperate.

You may be called during the day to pick up your student if they begin to exhibit signs of illness. It can be helpful to add the office phone number of 650-559-3200 into your phone contacts and ensure that number is excluded from your do not disturb settings.



Please notify the school office immediately if your student is diagnosed or shows symptoms for the following health concerns:

- Covid-19
- Head Lice
- Positive covid test
- Strep Throat/Scarlet Fever
- Pink Eye
- Hand Foot and Mouth
- Fifth Disease
- Chicken Pox
- Impetigo
- Scabies
- Pinworm or Ringworm

Please do not send your student to school if they have any of the following symptoms:

- Vomiting or diarrhea
- Fever over 99.6
- Coughing, sneezing and/or runny nose
- Fatigue

We still have Covid-19 test kits available in the school office for students that are showing symptoms or have been exposed. Please stop by during office hours to pick up a test kit if needed.

Injuries & Modified School Days by Physician Directive

If your student has an injury and needs a modified school day, either shortened or cannot participate in PE, we must have this documented in writing by a physician if it is for more than 3 school days. We must follow the specific orders written out by the doctor.

Key Links

Gardner Bullis School	Our school website features information about Gardner Bullis and relevant links to LASD (Los Altos School District). Visit the website to check out the school calendar, messages from our principal, events on campus, volunteer opportunities and information about the PTA.
Los Altos School District (LASD)	LASD operates seven elementary and two junior high schools, and serves students from portions of Los Altos, Los Altos Hills, Mountain View, and Palo Alto. All schools are California Distinguished Schools and/or National Blue Ribbon Schools.



Los Altos Education Foundation (LAEF)	LAEF is a non-profit foundation led by parent volunteers that raises funds to provide teachers and staff for essential programs at all nine LASD schools including STEM (Science, Technology, Engineering, Math), counseling services, library, music, PE and arts. Please donate here to invest in your child's education today!
Classroom Parent	<p>Our online portal that will enable you to receive communication from the school, teachers, your room parent and the PTA. This tool also summarizes all the events for your children into one easy-to-view area, will enable you to sign up for volunteer opportunities, and serves as a school directory.</p> <p>VERY IMPORTANT: You will get an invite in July and will need to create a profile with (at minimum) your email address (use the one you used to register your student).</p>
PTA (Parent Teacher Association)	<p>The PTA is a parent-led volunteer organization that works to build strong relationships among parents, teachers and the school administration in support of students. It provides volunteer and financial support to enrich the curriculum provided by the Los Altos School District and hosts many events during the school year including the Walkathon, Trunk or Treat, Family Ice Skating Night, the Multicultural Fair, Junior Olympics, and the Auction Party.</p> <p>Please consider joining to support our students and our school, to connect with our school community and to advocate for all students.</p>
Volunteer	There are lots of ways to get involved at Gardner Bullis. Please visit our website to find out the latest opportunities.
Follow us on Social Media	Facebook Instagram Twitter

Lost and Found

Found items will be stored in the Lost & Found rack located inside the multipurpose room foyer. If not claimed at one of the many advertised viewing-and-claiming opportunities, the items will be donated to a charitable organization. We strongly suggest that all students write their names in clothing and on items brought to school.

MID-DAY LUNCH OR ITEM DROP-OFFS

If your student will be eating snack and/or lunch from home, please send your student to school with any necessary food. We do not microwave or otherwise heat student meals from home.

The office will do their best to connect your student with items brought to school during the day but we cannot guarantee that your student will be able to pick up



the item from the office. Remind your student to check into the office during a recess break if they are expecting an item to be dropped off.

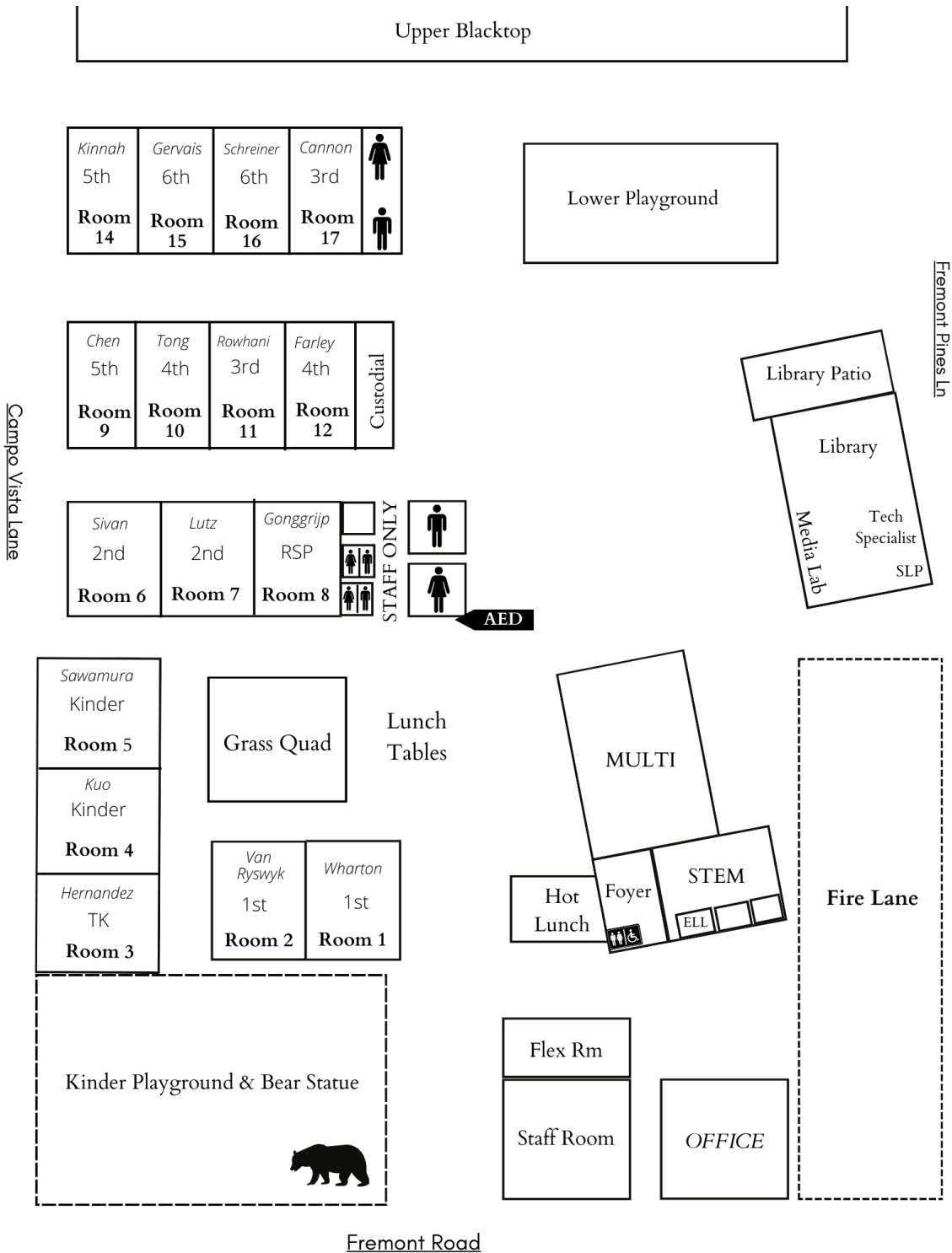
Lunches

We highly recommend sending your student's lunch with them in the morning, as it is easy for a middle of the day delivery to get misplaced or forgotten. If you do need to drop off a forgotten lunch, check in at the office before proceeding to the classroom. *We do not accept delivery lunches from outside companies (i.e. DoorDash, pizza delivery.)* At home, remind your student that if they do not have lunch, they can always get a meal from the hot lunch room (servery.)

Lunch & Breakfast – Universal Meals

Students always have the option of a free grab-and-go breakfast and hot lunch each day. [Menus can be found here.](#) No prior registration is necessary. On minimum days, the lunch meal is served during the recess break, at 10:10. All school lunches must be eaten on campus and cannot be taken home for later.

Map of Campus



Master Grading Rubric & Learning Behaviors

The below rubrics are used for assessing student learning and classroom learning behavior for report cards. If you have further questions, please contact your student's teacher.



ACQUISITION		MEANING MAKING		TRANSFER
1	2	3	4	
BEGINNING	DEVELOPING	APPROACHING	MASTERY	
I CAN DO IT WITH LOTS OF HELP I don't understand	I CAN DO IT WITH HELP I kind of understand	I CAN DO IT WITH A LITTLE HELP I mostly understand	I CAN DO IT ON MY OWN I totally understand	
I DON'T KNOW OR I DON'T KNOW HOW YET	I KNOW OR I KNOW HOW ON MY OWN	I UNDERSTAND <i>I can apply my knowledge of facts, skills, and procedures to a variety of situations.</i> • problem-solving • conceptualizing • • finding patterns • making generalizations • • evaluating for accuracy & reason • analyzing • • making connections • critiquing • designing •		
I KNOW <i>I can acquire and make meaning of facts, skills, and procedures.</i> • recalling • reciting • calculating • defining • • comparing • summarizing • memorizing • • estimating • predicting •				

Learning Behaviors

I Can....	Definition	IND (Independently)	C (Consistently)	S (Sometimes)	R (Rarely)
Adapt and Persevere	Think creatively and critically to solve challenging problems in school work and in relationships.	Independently and consistently adapt and persevere.	Consistently adapt and persevere with minor prompting.	Sometimes adapt and persevere with frequent prompting.	Rarely adapt and persevere even with frequent prompting.
Make Responsible Decisions	<ul style="list-style-type: none"> • Follow expected routines/norms. • Use self control. • Transition between activities appropriately. • Pay attention and resist distracting others. 	Independently and consistently make responsible decisions.	Consistently make responsible decisions with minor prompting.	Sometimes make responsible decisions with frequent prompting.	Rarely make responsible decisions even with frequent prompting.
Be a Self-Directed Learner	<ul style="list-style-type: none"> • Follow multi-step directions. • Self-initiate work. • Strive for high quality work. • Turn in work on time. • Ask for help when needed. • Retrieve needed materials within the expected amount of time. 	Independently and consistently be a self-directed learner.	Consistently be a self-directed learner with minor prompting.	Sometimes be a self-directed learner with frequent prompting.	Rarely be a self-directed learner with even with frequent prompting.
Collaborate with Peer and Adults	<ul style="list-style-type: none"> • Show respect to others. • Positively contribute to discussions. • Actively contribute to group goals. • Demonstrate empathy towards others. • Communicate needs. 	Independently and consistently collaborate with peers and adults.	Consistently collaborate with peers and adults with minor prompting.	Sometimes collaborate with peers and adults with frequent prompting.	Rarely collaborate with peers and adults even with frequent prompting.
Set Goals and Meet Them	<ul style="list-style-type: none"> • Set and meet goals. • Self-monitor progress. 	Independently and consistently set goals, self-monitor progress, and meet goals.	Consistently set goals, self-monitor progress, and meet goals with minor prompting.	Sometimes set goals, self-monitor progress, and meet goals with frequent prompting.	Rarely set goals, self-monitor progress, and meet goals even with frequent prompting.

Medications

If your student needs to have medication on campus, you can find the relevant paperwork here: [Health Services • Departments - Los Altos School District](#)

Please note that we must have a current (within the last calendar year) doctor's orders and the medications must be in their original packaging and the exact dosage specified in the orders.



All medications will go with your student's teacher on field trips so if your student requires an epinephrine pen, it will go with them on each trip.

If your student does not have medication at school but would need it for a trip not during typical school hours, such as an overnight trip, you will receive instructions from the LASD Nursing Team 4-6 weeks in advance of those trips. If your student already has medication at school, you will not need to do anything else to have that medication go with your student.

Online Communication Expectations

Be Kind
Be Safe
Be Respectful
and Do Your Best

Online communication Behavior Expectations:

- All posts are respectful
- If you disagree with a post, it is done in a polite and constructive manner
- All posts are relevant to the topic
- Any posts that are inappropriate will be deleted and the teacher will follow up with the parents of the student posting
- All posts and chats will be monitored by school and district staff

Formatting your response to the question or reply to others:

- Use correct grammar and spelling
- Use complete sentences
- Address every part of the question
- Support your statement(s) with examples, evidence and reasoning
- Explain why you agree or disagree

When replying to other students:

Use these Sentence Frames for respectful, thoughtful responses:

- I agree with the idea _____ because...
- I would like to add...
- Why do you think that _____?
- Couldn't it also be that...?
- I disagree with the idea _____ because...
- I respect your idea that _____, but I believe _____ because...

Administration will be notified in the event student online behavior continues to be an issue.

Parent Teacher Association (PTA)

The Gardner Bullis PTA consists of almost 200 moms and dads working together with the teachers and staff to make our school the best that it can be. Through



tireless volunteering and fundraising efforts, the PTA has made it possible for the school to maintain many of the educational and cultural programs that California schools have lost due to district and state budget cuts. While we are dedicated to hard work, we are definitely into having fun (major understatement). We, in fact, have many events throughout the year that give parents, and families, the opportunity to participate and have fun at the same time. They include Walk-a-thon, Family Fun events, the spring fundraiser, Multicultural Week, and Coffee with the Principal.

Two of the largest sources of fundraising is the yearly Walk-a-thon and the Spring Auction. Stay tuned for this year's dates and mark your calendars! These themed parties are always a hit and both the Walk-a-thon and Auction never run out of room for people to donate their time, money, or both. While the PTA has a strong membership base, we still need your help. In order for us to maintain the same high level of support to the school each year, we need the help of new families. Whatever your strengths are, there is always room for you to shine among our many great committees. Participating in the PTA is a great way to get involved, stay informed, and vote on issues that impact the entire school.

To join or get more information on the PTA please [visit our website](#).

Gardner Bullis School PTA Executive Board 2024-2025

Executive Board	2025-2026
President	Jenny Peck
Executive Vice President	Ginger Lee
VP Communications	
VP Community Relations	
VP Revenue	
VP LASD Ambassador	
Treasurer	
Financial Secretary	
Secretary	
Historian/Membership	
Auditor	
Parliamentarian	

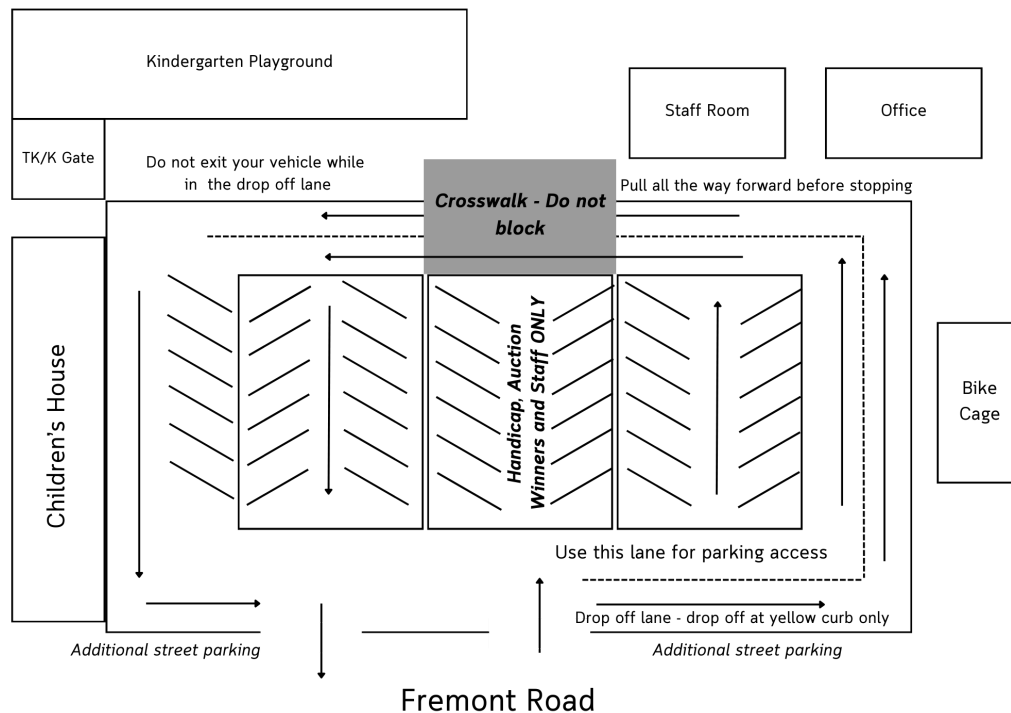
Gardner Bullis School PTA Programs and Committee Chairs

Committee Chairs	2025-2026
Art Docent Lead	
Auction	
Bear Tracks	
Bike Safety/WOW	



Book Fair	
Bookquest	
Classroom Parent Lead	
Emergency Prep	
Family Fun Events	
Field Day	
Gardner Wear	
Gardner Gives Back Program	
Gardner Website	
Green Team	
Hospitality	
Hot Lunch (Vendors)	
Junior Olympics Committee	
LAEF site representative	
LAEF Board members	
Lost and Found	
Multi-cultural Fair	
New Families Committee	
Nominating Committee	
Pet Parade	
Project Cornerstone	
PTA-LAEF Steering Committee	
Room Parent Coordinator	
Social Media	
Staff Appreciation	
STEAM Coordinator	
Walkathon	
Yearbook	

Parking Lot & Drop Off/Pick-Up



OFF SITE PARKING

- If you park on the same side of the street as the school or across from the school past the no stopping signs, make sure your tires are not on the pathway.
- Do not park directly across the street on Fremont (notice the "NO STOPPING AT ANY TIME" signs).
- Always park parallel on Fremont -- do not park head-in or at an angle.
- If you park on Fremont Pines (the road perpendicular to Fremont near the school office) you can usually only park on one side of the road, since it is so narrow (the Sheriff will issue a ticket if you're blocking the road). Remember, do not park on the pathways or block any fire hydrants or driveways.
- There is additional parking available on adjacent streets but respectful of neighbors ability to access driveways and roadways.

Additional parking information is available on [our website](#).

DROP-OFF & PICK-UP GUIDELINES

- Do not cross into the curbside Drop-Off lane from the inside lane or from the parking aisle lanes.
- Do not block the crosswalk.
- Pull forward as far as possible before stopping to let out or wait for your children.
- Please do not place backpacks in the trunk of your car – we need kids to exit or enter quickly.



- Let your child know where to wait for you after school (by the bear, blue benches, etc.)
- Do not leave your car exit your car if you are in the curbside Drop-Off lane. If your student needs help exiting or entering your vehicle, please park.
- Please respect the handicap, auction winners and marked principal, nurse and secretary, and staff spaces.
- Please do not enter the center parking aisle unless you are using the Handicap or Auction winner spaces.
- Respect the Crossing Guard stationed at the crosswalk.
- Please drive cautiously: 5 MPH and no cell phone use while driving.
- Please NEVER BACK UP ALONG THE CURB (there may be children behind your car).

There will be a Parking Lot Attendant (who may be a teacher, aide or parent volunteer) on duty to help usher your child(ren) safely across the parking lot onto the school grounds.

School Directory

[The school directory](#), housed on the Classroom Parent Portal, includes contact information for all teachers/administrators/specialists, students/families, and PTA officers and committee leads. You can sign up for a directory login when you complete your online district registration before the school year starts. Create an account to receive important email communications from your child's classroom and the PTA. You can also use this online directory to find student and parent information to set up playdates, send out birthday invites and more.

School Supplies

Please send your child with a backpack, water bottle, and optional snack and lunch. You do not need to purchase specific school supplies for school. The GB PTA works with the school administration to purchase school supplies in bulk and distribute them to the classrooms. We ask each family to consider donating to help us cover the cost. The funds will directly cover your child's classroom supplies for the full school year. Contributions may be made when filling out the [Back to School Form](#) sent by the PTA in August. For any questions or to contribute to classroom supplies after the Back to School Form is closed, please email the PTA Presidents at GardnerPTAPresident@lasdschools.org.

Technology Use Standards

Computers are used at Gardner Bullis to further the educational experience of all students. You are responsible for following these standards for the safe and responsible use of this equipment.

- I will use the computer for school approved activities only. This includes assignments given by my teacher and using the computer as a research/reference tool.



- I will access the Internet only for classroom related projects and activities. The Internet is only to be accessed with permission and supervision of a faculty member.
- I will only do computer work that I would be willing to share with a teacher or parent, including what I create and search for online.
- I will only use email, chat rooms, or online forums if it is a part of a school assignment.
- I will respect the school computer equipment and leave it in the condition I found it, including hardware, software, and files.
- I will not load software on District computers without permission.
- I will not attach devices (cell phones, iPods, flash drives) to a computer without permission
- I will respect the property and privacy of others and myself. I will never share personal information, phone numbers, addresses, or credit card numbers on any communications.
- I will respect copyright law and not copy materials without permission and will credit for the resources I find online.
- I will use only my own login and password that have been assigned to me. I will not share that information with others.
- I will respect other people when communicating electronically. I will not send a message or text to someone or about someone that I would not be willing to share in person. Messages that contain harmful, hurtful, rude, or foul language will not be tolerated.
- I will always report inappropriate computer use to a staff member.

Violations of these behavior standards will result in the loss of computer privilege and/or disciplinary action.

Visitors & Volunteers

All visitors need to check into the school office before entering campus. There is a QR code on the front desk to log your location and volunteer hours. Neon yellow visitor stickers are located next to the front door of the office and are to be worn by visitors at Gardner Bullis.

Visitors and volunteers may be on campus during the school day for volunteering or meeting purposes only by invitation of your student's classroom teacher, school principal, or other staff member. Any parents or visitors who are not on campus for those purposes will be asked to leave between the hours of 8:30-3:00 (the school day.)

Volunteer Opportunities

One of the best things about Gardner Bullis is that there are many ways to get involved. New parents are welcomed and encouraged to participate at any level no matter how much time they have to commit. Volunteering is the best way to get to know Gardner Bullis School, its students and families.



CLASSROOM VOLUNTEERS

All parents are encouraged to volunteer in their child's class. You will find all available volunteering opportunities in your Classroom Parent portal. Note that teachers typically do not populate all year's opportunities up front, so keep checking back for opportunities.

ROOM PARENTS

Each class has one or two room parents who coordinate and plan the classroom parties, field trips, special projects, volunteering and more. They are always looking for parents to donate supplies or volunteer their time to help out with classroom activities in the classroom. If you are interested in being a room parent for your child's class, please email the PTA Presidents at GardnerPTAPresident@lasdschools.org or reach out to your child's teacher. Once selected, the room parent will also help promote and coordinate the available volunteer opportunities.

FIELD TRIPS

Chaperoning school sponsored field trips is another great way to be involved. Your child's teacher will send out an email prior to the field trip providing the details, including how many chaperones will be needed.

LIBRARY

Our wonderful librarian, Mrs. Tania DeRego, is never short on "to do's" in the library. Whether it's reading to your child's class, helping students check out books or re-shelving books, your help is always appreciated. You are also welcome to just show up whenever you are available. Feel free to contact Mrs. DeRego at tderego@lasdschools.org with any questions you might have.

PROJECT CORNERSTONE

Project Cornerstone, a PTA-funded program, is building a community where all adults support children so that they thrive. Parents and Teachers at Gardner Bullis work together to empower young people, parents, and school staff to improve our school climate and create a vibrant, caring community of learners. Our in-school programs include:

The Asset Building Champions (ABC) -- parent engagement programs, in which adults learn to create positive connections with their own children and youth in the community, and volunteer at schools reading specially selected books and leading activities that help teach valuable lessons.

School staff training and consulting -- to help teachers, administrators and other school employees recognize opportunities to connect with students and identify and interrupt bullying.



For more information, [visit our website](#). To get involved, contact Mona Ahuja (ahuja_mona2001@yahoo.com), Christine Bruckner (cbruckner4@gmail.com) and Jillian Draeger (jillian.draeger@gmail.com).

Yard Duty

Gardner Bullis has a multi-layered playground that poses unique challenges for lunch supervision. We always appreciate our community yard duty volunteers who come help our students have a fun and safe lunch. If you are volunteering for lunch, please review the LASD Yard Duty guidelines to familiarize yourself with the LASD and Gardner Bullis lunch recess rules.

https://docs.google.com/presentation/d/1kTyTluA7IjYbcbantVmgAeD7P31BoOWK_C395Tdm4xU/edit?usp=sharing