

2018 - 2019



T H E



INSIDER'S

GUIDE



TO

BOWMAN



The Bowman PTA is pleased to offer our annual “Insider’s Guide to Bowman.” We trust this Guide will be a helpful resource to all families in the Bowman community.

While the information presented in the Guide is believed to be accurate as of August, 2018, please be aware that dates and other facts may change as the school year progresses.

The PTA would like to thank Ms. Corduck for her help and contributions.

If you would like to share your suggestions, comments, and thoughts about the Guide, please contact the PTA VP Communications at vpcommunications@bowmanpta.org.

If you have additional questions, please feel free to contact the PTA Co-Presidents, Gary Van Deurse and Katie Quick at president@bowmanpta.org.

We're looking forward to another great year at Bowman!

The Bowman PTA

Insider's Guide to Bowman 2018 - 2019

Office Phone Number: 781-861-2500

Principal:	Jenny Corduck
Assistant Principal:	Beth Glick
Administrative Assistant:	Christine Ashness
Guidance Counselor:	Efe Igho-Osagie Shavers
Social Worker:	Caroline Uzenski
Nurse:	Jean Claffey
ETS:	Betsy Lamore

Office Hours: The office is open from 8 am – 4 pm, Monday-Friday, during the school year. Summer hours vary.

Fax Number: 781-861-2315

Address: 9 Philip Road, Lexington, MA 02421

Website: <http://bowman.lexingtonma.org/>

Attendance Line: Call 781-861-2500 and follow phone prompts.

Calls of an immediate nature need to go to the main office.

TABLE OF CONTENTS

Welcome to Bowman	page 4
I. Arrival & Dismissal	page 4
II. The School Day	page 9
III. Special Events	page 12
IV. Communication	page 14
V. Visiting and Volunteering	page 16
VI. Gifts	page 18
VII. Site Council, the PTA and LEF	page 19
Map of Bowman	page 8
Index	page 27

Welcome to Bowman

Bowman Elementary School is one of six public elementary schools in Lexington. The school is home to approximately 550 students as well as over 90 teachers and staff. Bowman students come from Lexington and Boston. One-third of Bowman students speak a language other than English at home and represent many countries of the world.

We are welcoming many new students and some new staff to Bowman. Everyone is looking forward to a great 2018-2019 school year!

We hope this Guide will help you learn more about the Bowman school and community. As your children settle into the new school year, you'll learn about the many opportunities that exist for parents of Bowman students to be involved with the school. Teacher conferences, performances, volunteer opportunities and many PTA events occur throughout the year. We have compiled some of the basic information about many aspects of Bowman; you can use this as a reference throughout the year.

I. Arrival and Dismissal/School Hours & Transportation

Morning Drop Off/Arrival

STUDENTS MAY NOT BE DROPPED OFF BEFORE 8:15 am.

8:15 – 8:30 am: Students arrive at school and play on the blacktop area, supervised by school aides. In the event of inclement weather, students are supervised in the cafeteria.

8:30 am: Students go to their classrooms; anyone arriving between 8:30 and 8:45 goes directly to their classrooms.

8:45 am and later: Students are tardy. Parents must sign the "Late Arrival" notebook at the Main Office and students must collect a pass from the office and present it to their teacher.

Buses are scheduled to arrive at Bowman between 8:15 and 8:40 am.

Arrival after morning drop off

For safety reasons, the school is only accessible by the main entrance after 8:45 am. You must ring the bell to be buzzed in. Sign in at the main office whenever you enter the building, even when volunteering.

End of Day/Dismissal

The school day ends at 3:15 pm on all days except **Thursdays**. *Every Thursday is a half day at all of the Lexington elementary schools. Dismissal for all grades is at 12:15 pm.*

THE SCHOOL BUS SYSTEM

Students must be signed up ahead of time to take the bus. The cost of bus transportation for those who are less than two miles from school is \$330/student with a family cap of \$825; registration was due May 16, 2018. Registrations *after* May 16, 2018 will be processed on a space available basis and bus subsidies to be decreased. Financial assistance is available for consideration for ALL student fees associated with the Lexington Public Schools, including bus transportation. Bus transportation is free to those who are at least two miles from school; such students must fill out a Student Transportation Application. For more information and links to forms: visit <http://lps.lexingtonma.org/> and select the Transportation link.

Transportation Manager: Contact Elaine Celi, eceli@lexingtonma.org or by phone, (781) 861-2540, regarding transportation issues.

Bus Lost & Found: Please call C&W Transportation (781-862-4747) to check for items lost on the bus.

Bus routes are posted on the LPS website <http://lps.lexingtonma.org/>. They are also published in the Lexington Minuteman newspaper the week before school starts. Assigned bus stops and bus numbers are viewable on Aspen Family Portal.

Students not registered for the bus are not allowed to take the bus under any circumstances (i.e. to go to a friend's house other transportation must be arranged). Students may only take the bus for which they are registered. If your child usually takes the bus home, but isn't going to on a particular day, send a note stating such to the classroom teacher. (Also see **Dismissal Schedule on page 7.**)

In the morning: All children are picked up at their bus stops according to the published bus routes. Buses drop students at Bowman between 8:15 and 8:40 am.

End of the Day: Students taking the bus home from school are escorted by Bowman staff to designated areas in the school which are organized by bus route; students must have their bus passes with them. Students are dropped off at their morning bus stops.

TO AND FROM BOWMAN BY CAR OR FOOT (“ROLLING-CAR” and “WALKERS”)

The entrance drive to the school is a one-way street accessed from Philip Rd., exiting on Worthen Rd. East.

In the morning: Car drop off is along the main entrance drive to Bowman. Please pull up along the curb to the right, where staff members will be waiting to assist your child out of the car. If the weather is good, drop-off is along the curb at the kindergarten end of the school, near the flagpole until 8:30; walkers gather in this area as well. Between 8:30-8:45 am, drop-off is at the main entrance to the school. In the case of bad weather,

children enter at the main doors, and all students proceed to the cafeteria until 8:30 am when they go to their classrooms. NO CHILDREN MAY BE DROPPED OFF BEFORE 8:15 AM.

End of the Day:

Rolling car pick-up: K-5 students are picked up along the main entrance drive. *You must wait in your car;* there is NO parking along the red painted curb. Place a large sign with your child's LAST name in your windshield to help staff members quickly identify which students to call. Students are supervised inside until called. While waiting, please do not block handicap access ramps or idle your car for more than a minute (help keep our air clean!).

Students whose parents specify that they will be part of rolling car pick up will be dismissed by name according to the time that cars arrive. Students must have the permission of parents to go with another family. If you have an emergency and need to have your child picked up by someone else – please send a NOTE IN WRITING if at all possible. Rolling Car pick up typically takes between 10-20 minutes to dismiss up to 300 students. Please be patient at the beginning of the year. We are working our fastest to ensure that all children leave our site safely and calmly. PLEASE BE THOUGHTFUL – DO NOT BLOCK LANES AND PARK ONLY IN DESIGNATED SPACES!

Kindergarten Walkers: Kindergarteners must be picked up from the back doors of either Mrs. Day's or Ms. Kearn's classrooms. DO NOT PARK IN THE ROLLING CAR PICK-UP LINE. See parking notes (*) below.

Grades 1 & 2 Walkers: Students in grades 1 and 2 who are walking, must be picked up by an adult or older sibling from Room 14. Room 14 is accessed by entering the main door and is across from the library. Please help us get all students into their spaces by waiting until 3:15 to enter the building.

Grades 3 thru 5 Walkers: Students in Grades 3-5 with signed permission may walk home independently. If you are meeting an older student, please make arrangements to meet your child AWAY from the school site. With parent permission and arrangement with the teacher, students in grades 3-5 may pick-up K-2 students. See parking notes (*) below.

***Parking:** Parking at Bowman is limited. Please park in the front lot (it is on the left just as you pull into the entrance drive) or legally (in marked spaces) on the street. If you park on the surrounding roads, do not block driveways or limit the roadway size. Do not park in front of the school. Parking on Philip Road is not legal. Please do not make U-turns on Philip Road.

* DO NOT PARK/LEAVE YOUR CAR ALONG ANY RED PAINTED CURB OR IN A POSITION THAT BLOCKS HANDICAP ACCESS RAMPS.

* The rolling pick-up line backs up and blocks the entrance drive and Philip Road; you are most likely to be able to access the parking lots if you arrive prior to 3:00 pm. However, if you park in the first lot on your left, you will not be allowed to leave until after all the cars in the car pick-up line have left, around 3:30 pm. Park along surrounding streets if you are in a hurry.

Biking: A bike rack for storage and locking of bicycles is located just past the main entrance.

2018 - 2019 scheduled half days – dismissal at 12:15 pm for all Elementary students:

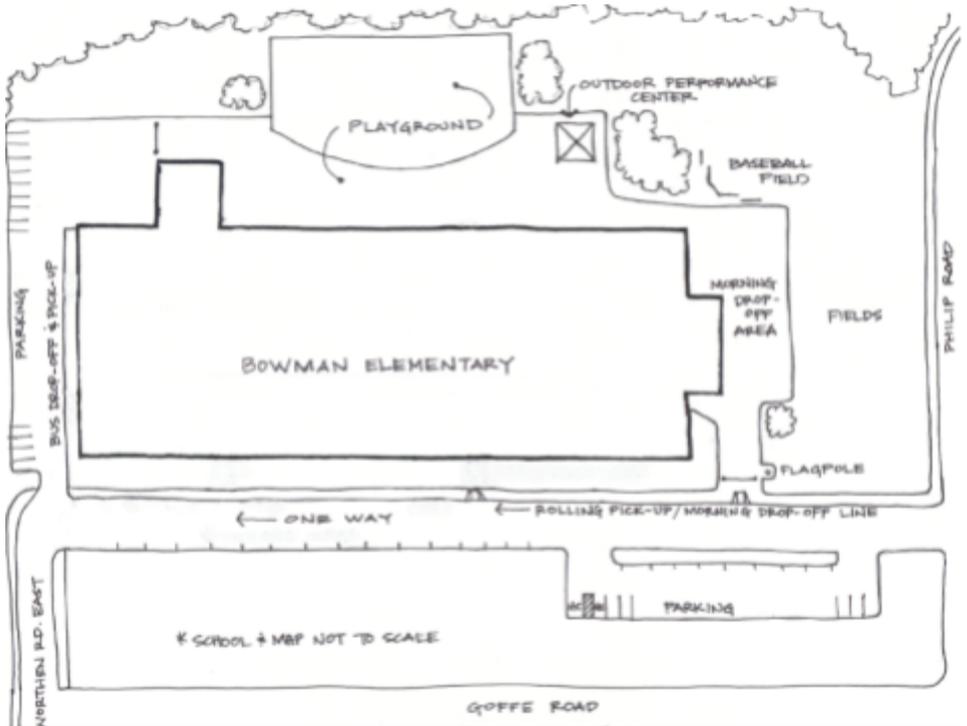
- *Every* Thursday
- Tuesday, August 28 (first day of school)
- For **kindergarten** only, Wednesday, August 29th
- Wednesday, October 24 (Fall Conferences)
- Wednesday, October 31 (Fall Conferences)
- Wednesday, November 21 (Thanksgiving)
- Wednesday, March 27 (Spring Conferences)
- Wednesday, April 3 (Spring Conferences)
- Last day of school (tentatively Monday, June 17)

Picking Up a Student During School Hours: Students in grades 1-5 are required by law to attend school each day. If your child needs to be dismissed for a medical appointment during the school day, please send a note to let the teacher know ahead of time. When you arrive to pick up your child, stop at the office. They will notify the class teacher that you have arrived, and your child will meet you in the office. *You must sign your child out* at the office. PLEASE DO NOT ASK FOR EARLY DISMISSAL FOR CLASSES, PRACTICES, OR VACATIONS. This violates Massachusetts school attendance laws and disrupts your child's educational experience.

Dismissal Schedule (Bus, Walker, Rolling Pick-Up, Lextended): Parents must communicate their child's dismissal schedule at the start of the year. ALL CHANGES TO YOUR CHILD'S SCHEDULE SHOULD BE IN WRITING AND PROVIDED TO THE CLASSROOM TEACHER ON THE MORNING OF THE CHANGE. Permanent dismissal changes are made in person by filling out a form at the office.

Please do not plan to call with changes at the end of the school day. This is disruptive to both the classroom, where the teacher must stop instruction to answer the phone, and to the office staff who have a large range of clerical duties they must complete.

Map of Bowman Elementary School



II. The School Day

School Guidance Counselor and School Social Worker:

School social worker, Ms. Caroline Uzenski and **Guidance Counselor** Ms. Efe Igho-Osagie Shavers, are great resources for everyone! They are available to talk with parents for help around any questions or concerns – big or small – about your children. They visit many classrooms weekly for social skills lessons. You may reach Caroline Uzenski at cuzenski@lexingtonma.org, and Efe Igho-Osagie Shavers at eshavers@lexingtonma.org, or you can leave a message at 781-861-2500.

Library, Gym, Music and Art Specialists

Ms. Melinda Webster Loof is the Bowman **librarian**. All classes visit the library every week. Teachers also schedule additional library time on an as-needed basis to support their curriculum. Students may visit the library at any time with their teacher's permission; many students take advantage of this between 8:30 - 8:45 a.m. While books are officially due back after two weeks, students are encouraged to bring books back as they are finished and select new ones – many kindergarteners exchange books daily! The Lexington Public Schools have a wonderful website with some great links: <http://lps.lexingtonma.org/domain/675>

Mr. James Kane and Ms. Carrie Scheer-Bourget are the **physical education** teachers. Students have gym class twice a week. Sneakers or other athletic shoe (no sandals) must be worn, and the teachers recommend that children wear shorts under skirts or dresses on gym days.

Ms. Martha Rogers and Ms. Susan London are the **music** teachers. All students have music twice a week. Ms. Rogers and Ms. London will be sharing several grade levels at Bowman this year.

Ms. Iris Goldfarb and Ms. Annie O'Connor are the **art** teachers. Ms. Goldfarb loves donations of recyclables (like egg cartons) and other “treasures” – please see Section V for more information.

Health Room: Mrs. Jean Claffey is our full time school **nurse**. Various health forms can be downloaded from the LPS website <http://lps.lexingtonma.org/Page/1487>. For more information, contact Ms. Claffey at the school.

Recess: Students have two recesses during the day on typical full days of school. In inclement weather (raining, or below 18 degrees Fahrenheit, including wind chill), recess is held indoors in the classrooms, supervised by school aides and/or teaching assistants.

Snack Time: Students in all grades have “snack time” in their classrooms during the day. Snacks must be brought from home; there are none available for purchase at the school. Snacks should be sent daily, as teachers are unable to store snacks in the classroom. Snacks must be nut-free; nuts are permitted in lunches brought from home. (See below for nut- and sesame-free lunch tables.) Snacks should be able to be eaten quickly and independently. Food sharing is not allowed due to allergy concerns.

Lunch: Students eat in the school lunchroom. Lunches are either brought from home or are available to purchase at the cafeteria for \$3.50. Students are assigned a unique 4-digit PIN number that allows them to access funds in their lunch account through a computerized cash register system. Parents may deposit funds into the account by setting up an account on www.myschoolbucks.com.

Your child will bring home a lunch menu from school each month; also check the “lunch menu” link on the Bowman website for the menu as well as other information. Students sit with their classmates at assigned seats; they rotate frequently during the year. Lunch is supervised by school aides. Students go outside for one of their recesses of the day just before or after lunch.

Nut- and sesame-free tables and chairs are available for those students requiring them. Such students can invite one friend to eat with them, as long as their lunches comply. We strongly encourage you to review the menu and check with food service on ingredients if your child has food allergies or sensitivities. The life threatening allergy policy is a town-wide policy. Check the LPS Life Threatening Allergies Policy for more information:

http://lps.lexingtonma.org/cms/lib2/MA01001631/Centricity/Domain/201/LPS_SC_Policies/SC_LifeThreateningAlergiesNov11.pdf .

Lost and Found: Please label your child’s belongings. If items have names on them they will be returned to the child. Unclaimed items are periodically donated to a local charity. Lost items will be hung up on a rolling wardrobe rack before being donated to a charity. An announcement will be made in the [Bowman PTA Yahoo Group \(listserve\)](#) before the items are donated. Small items (jewelry, sunglasses) are brought to the Main Office – please check with Ms. Ashness.

Instrumental Music Program: The Elementary Instrumental Music Program is offered to 4th and 5th graders. Fourth grade in-school group offerings include ½ hour beginning string lessons in violin, viola, or cello. In 5th grade offerings include ½ hour continuing string lessons on violin, viola, or cello, or beginning lessons on double bass, flute, oboe, clarinet, French horn, trumpet, trombone, baritone, percussion, or saxophone. At the beginning of the school year, the instrumental faculty will give a demonstration at Bowman to assist students in selecting an instrument. Students will receive an instrument choice and registration form at the demonstration. LPS also

organizes an “Instrumental Rental Night” in September at Lexington High School with local instrumental dealers.

All 5th grade band and string students are encouraged to participate in the All-Town Band or Orchestra, meeting from 12:45-1:45 pm on Thursday afternoons at the Bridge School during the school year. There is no fee for participation in the All-Town Band or Orchestra.

Family Friends & METCO (excerpted from the LPS website): “The Metropolitan Council for Education Opportunity (METCO) Program is a voluntary urban/suburban educational desegregation program. It provides opportunities for urban students of color to attend school in suburban public school systems. It also provides suburban students and staff opportunities to interact with many minority students and to benefit from a culturally diverse learning environment. METCO provides additional resources to the schools and to our students throughout the year in order to facilitate learning and cultural experiences for everyone in the school system.”

The METCO Family Friends Program is a “supportive aspect of the METCO partnership wherein Lexington families volunteer to become ‘partners’ with Boston families. When a child enters one of our schools via the METCO Program, she/he is paired with a volunteer Lexington family (preferably a family with a child in the same grade level as the Boston child). The Family Friends Program provides opportunities for Lexington and Boston children and their parents to broaden relationships through the sharing of family, cultural and social experiences in their respective communities. At the elementary level Family Friend students participate in METCO Friends Visiting Days which are scheduled in advance on specified Thursday afternoons.”

Please contact metcofamilyfriends@bowmanpta.org for more information or to host a METCO student.

Absences: If a student will be absent from school for any reason, we ask that you call the school’s absence line WITH THE EXACT REASON. New state law requires that schools track and report all absences, and requires communication with home about reasons for absences.

Strict regulations regarding attendance are now part of the law. Absences for vacations or trips are not allowed. Please schedule vacations during school vacation time.

Please call 781 861-2500 ext. 4 to reach the absence line. A full outline of the school attendance policy is sent home to each child each year. Please refer to Ms. Corduck’s letter for more information about attendance including what constitutes an excused or unexcused absence.

III. Special Events

Emergency School Closings: The school administration uses a Global Connects automated messaging (reverse-911) system. The system notifies you of any emergency school delays or closings in the rare occurrence that school is delayed or cancelled because of an emergency situation (e.g., snow storm, no heat).

The Bowman Staff would like for every parent to discuss with his/her child what to do in case of an emergency school closing. Each family, too, is asked to develop an emergency plan for challenging circumstances. To prevent jamming of phone lines, please do not suggest that your child call you.

Field Trips: Held on school days as extensions of the curriculum, to provide educational opportunities, which cannot be offered within the building. Whenever possible, the trips will be funded from the regular school budget; but with the high cost of transportation, the school will ask parents for assistance. Scholarships are always available, and at no time will any child be excluded because of inability to finance the trip. Please contact Ms. Glick if costs for a trip are a concern. If you have filled out a scholarship application with the district, field trips will automatically be funded.

Birthdays: Each classroom teacher recognizes student birthdays differently; check with your classroom teacher. Cupcakes and other foods are not allowed. Due to the growing incidence of life threatening allergies, the Lexington Public Schools have implemented a town-wide food free policy. Alternate celebration ideas include reading and/or donating a book to the classroom and/or school library in honor of your child's birthday, or sharing a craft or game with the class.

Celebrations: Each classroom recognizes different seasonal and academic celebrations in different ways. Check with your student's classroom teacher or room parents for more information.

Teacher Conferences: Conferences with classroom teachers are scheduled twice during the school year. The first occurs in late fall, the second in early spring. Conferences are approximately 20 minutes long. Each teacher schedules conferences differently and will let you know either when your conference is scheduled or how to sign up. Teachers are also available at any time during the year for conferences or more informal meetings; send a note to your teacher if you would like to request a meeting.

Conference dates for the 2018-2019 school year:

Fall:	October 24	October 25	October 31	November 1
Spring:	March 27	March 28	April 3	April 4

Each of these days is a half-day. All students are dismissed at 12:15 pm.

Student Progress Reports: “Report cards” are accessible via Aspen in January and June. The first marking period closes in January. We encourage you to familiarize yourself with our report card and grading system. For more information on the K-5 Standards Based Report Card please visit <http://ps.lexingtonma.org/domain/842>

Standardized Tests:

MCAS: Third through Fifth grade students take the MCAS tests, or Massachusetts Comprehensive Assessment System. The MCAS tests fulfill the requirements of the federal No Child Left Behind (NCLB) law, and “was implemented in response to the Education Reform Law of 1993, which required that MCAS be designed to:

- Test all public school students across the Commonwealth, including students with disabilities and students with limited English proficiency
- Be administered annually in selected grades
- Measure performance based on the learning standards in the Massachusetts Curriculum Frameworks
- Report on the performance of individual students, schools, and districts
- Serve as one basis of accountability for students, schools, and districts (for example, students must pass the grade 10 MCAS tests or retests in order to become eligible to earn a high school diploma)”
- For more information, go to <http://www.doe.mass.edu/mcas/overview.html> (excerpt from the website)

ACCESS: Federal and state laws require that all English language learner (ELL) students be assessed annually to measure their proficiency in reading, writing, listening, and speaking, English, as well as the progress they are making in learning English. ELL students take the Assessing Comprehension and Communication in English State-to-State for English Language Learners test. For more information, go to <http://www.doe.mass.edu/mcas/access/> (excerpt from the website).

Middle School Transition: Students in the Bowman district attend the Jonas Clarke Middle School for 6th-8th grade. Fifth grade students visit Clarke in the spring. The visiting date for the 2018-2019 school year is Monday, May 1, 2019. Look for additional information during the school year.

Fifth Grade Moving On

The fifth grade celebrates the end of their elementary career with a “Moving On” ceremony. This ceremony is open to fifth grade families only and is usually held on the last Thursday of the school year. The date for the Moving On Ceremony is established after the official calculation of the final day of the year.

The **Last Day of School** is tentatively scheduled for Monday, June 17, 2019, but depends on the number of snow days or other school cancellations during the year. For each day school is cancelled, one is added on to the end. *The final day of school is a half day; all students are dismissed at 12:15 pm.*

IV. Communication

See Page 1 for important phone numbers and other Bowman contact information.

Principal's Hours: To speak with Ms. Corduck, feel free to call or email Chrissy Ashness to make an appointment. Also, feel free to send Ms. Corduck an email directly. At drop-off and pick-up times Ms. Corduck will be focusing her attention on the safety of all the students, but her door is otherwise open. Ms. Corduck's email address is jcorduck@lexingtonma.org.

Parent - Administration Coffees: Every month Ms. Corduck, Ms. Glick, and other school staff have an open discussion to update the Bowman community on the latest happenings at the school. The Coffees are a great time to visit the school, ask questions, and hear from staff and other parents. The coffees will be held from 8:45 – 9:45 am in the Library. Dates are listed on the Bowman School website, in the Broadside, and on the PTA website.

Bowman School Cancellations: In case of snow, check the Lexington Public School website at <http://lps.lexingtonma.org/Page/929> or check WBZ radio/TV. 'Robo'-phone calls are also usually made in the early morning hours announcing cancellations or delayed starts. All cancelled days must be made up at the end of the school year with added days.

Bowman Website: <http://bowman.lexingtonma.org/>

The website includes a list of staff members, links to some classroom websites, the Bowman library website, the Lexington Public School website, the school lunch menu, notices from the school nurse, school cancellation page, Big Backyard curriculum, bus schedules, and forms (including bus routes, CORI form, PTA membership form, and medication permission form). The website also has a link to the Bowman PTA website: <http://bowmanpta.org/>.

Bowman PTA Website: The PTA website, bowmanpta.org, has information about PTA events, volunteer opportunities, PTA contact information, school happenings, important links, downloadable forms, etc. You can also join the PTA online by going to the website.

Bowman Broadside: The Broadside is Bowman community's monthly newsletter. It is published jointly by the Bowman Administration and the PTA. The latest edition is available online through the Bowman website and Bowman PTA website. Please send submissions by e-mail to broadside@bowmanpta.org. Submitted articles must be relevant to Bowman, the Bowman PTA, and the Lexington Public School System and must be approved by the Principal. Questions: contact broadside@bowmanpta.org

LPS Website: <http://lps.lexingtonma.org/> has information regarding the LPS Administration, including the Central Office and the School Committee, links to all the Lexington Schools' websites, school calendar, Superintendent's weekly bulletin, School Committee policies and meeting schedules, curriculum overviews, budget details, and more.

Communicating with Bowman Staff: Your child's teacher will be sending you home information on best ways to get in touch. Typically, your student's Home/School folder is your primary means of communication with your student's teacher and the school. Notices from Bowman will come home in folders along with homework assignments. Classroom teachers check younger students' folders, while teachers of older students have a system worked out in their classrooms to collect notes coming from home. Please note that some teachers do not send notices/folders home on Fridays. All Lexington teachers have an email address that ends in @lexingtonma.org. The beginning of the email is the teacher's first initial and last name. Remember that email is not a confidential forum. Due to the lack of confidentiality of email, teachers are not allowed to discuss a child's progress via email.

Communicating with your Child During School Hours: Communication with your child during school hours is difficult and can be disruptive to the learning setting. In the event of an emergency, you may contact the office with a message for your student. Please understand that the school cannot guarantee that a child will get a message that is called in to the office after 2:45 pm. Bring any forgotten items to the main office.

Distributing Notes to Classroom Families: Parents are not permitted to send notes or other notices home to students in a classroom or the school unless this communication has been approved in advance by the principal. *Birthday party invitations may only be distributed at school if all students in a class are invited.*

Distributing Materials for PTA Events: All flyers must be approved by Jenny Corduck before copies are made. Please send any flyer approval requests to president@bowmanpta.org. Please budget for copies and have them made at local copy shops and deliver them to the main office to be distributed to the students. Please give your request to the office staff with as much advance notice as possible.

V. Visiting School and Volunteer Opportunities

There are many opportunities to visit and volunteer at Bowman – no experience is necessary! Look for opportunities listed in the Broadside (school newsletter), PTA Website, in your child's backpack, or at PTA events.

Whenever you visit the school, you must first sign in at the main office, even when visiting a classroom or volunteering. If you plan on volunteering with students, whether in the classroom, on field trips, or in the library, you must fill out a **CORI form** (background check) four weeks before you start. This form must be filled out every three years. Obtain one from the main office or the Bowman website and turn in completed forms to the office.

Assemblies: School assemblies are held periodically throughout the year. There are many chances to see performances by students or outside groups such as groups brought in by ACT. Performances to which families are invited are announced in the Broadside or by a note from the teachers. Assembly days vary by grade level.

Grade/classroom performances/exhibits: There are opportunities to see your child perform songs, recite poetry, read stories they have written, or for you to view class theme projects at Bowman at different times of year. This varies greatly with each classroom teacher.

Library: You can volunteer to help check out and shelve books, prepare materials for classes, work on special projects or otherwise assist the school librarian at any time during the school day. Contact the library volunteer coordinators at libraryvolunteers@bowmanpta.org to schedule a weekly time.

Class Room Parent: Help coordinate activities outside of the regular classroom routines. Big Backyard, parties, Scholastic book orders, classroom and teacher gifts, and Class Contact Lists are examples of the work classroom parents do. Room parents are also liaisons between the classroom families, teacher, and the PTA. Contact the Room Parent Coordinator, at roomparentcoordinator@bowmanpta.org. If you have any questions or have an interest in participating in some way in your child's class, please contact your room parent.

Big Backyard: Big Backyard explorations are parent-guided hands-on nature walks based on the set science curriculum (see PTA section, page 16). No experience is necessary and training is provided. You will lead a small group of students, including your own child. If you are interested in volunteering please contact bby@bowmanpta.org

Online Student artwork gallery –Artonia gives family and friends unlimited viewing access to our young artists artwork. In order for students to participate, parental consent

is required and last names are always with held. Artsonia has been in existence for the last 15 years and schools world-wide participate. To make online access to the artwork possible, 3-4 parent volunteers are needed to help document student work throughout the year. Please contact the Bowman PTA if you are interested.

Donations: Check with your classroom teacher or your classroom parent for a classroom “wish list” of items to donate.

Throughout the year, *the art room* is in need of recyclables such as toilet paper & paper towel tubes; clean Styrofoam trays; clean plastic tops from milk & laundry detergent bottles; small cardboard boxes (like boxes from soap or tea); any fun, safe small plastic pieces from things such as new socks and rectangular plastic bread clasps; yarn; fancy ribbons, lace, fringe, rick-rack or pompons; scraps of felt or fabric; heavy weight aluminum foil; white paper plates; old or broken utensils such as spatulas, hand mixers, garlic presses, etc.; and tissues for runny noses. Get specific supply requests via the bowmanptatalk yahoo group or your room parents.

The library is always happy to accept new or used crayons, erasers, and child scissors and new markers, pencils, and glue sticks. Contact the librarian or the PTA library volunteer coordinators at libraryvolunteers@bowmanpta.org for more information.

Site Council & the PTA: see Section VII below.

Staff Only areas: When visiting school or volunteering, please remember that certain areas of the school are off limits to parents: parents are not allowed in the Bowman mailroom, or the Bowman Staff Lunchroom. Confidential information may be in mailboxes and/or are being discussed by Bowman staff. These areas are the only private areas available to the staff during school hours. Thank you for your understanding.

VI. Gifts

Gifts to TEACHERS:

Parents and groups of parents should in no way feel obliged to give gifts to teachers, but if they choose to do so, please check with your room parents regarding gifts for teachers and staff, as well as gifts to the classroom. Teachers may not accept gifts from individuals over \$50.00

-The entire class is NOT obliged to participate in gift giving.

-Those who DO participate should not give individual gifts.

-Teachers must disclose all gifts received.

For more information on Massachusetts's laws regarding gifts to teachers please go to <http://www.mass.gov/ethics/gifts-to-public-school-teachers-and-staff.html>.

Gifts to the CLASSROOM:

In addition to personal gifts, teachers may accept gifts for the classroom (books, classroom supplies, etc). Although there is no limit for these, any group of parents considering a substantial gift should consult with the principal; there may be a question of parity (fairness) among classrooms or schools, and there are district rules and restrictions regarding certain capital items or technology. No furniture or rugs should be purchased for classrooms without consultation with the principal. There are strict fire code issues for furniture in the building.

All gifts given to the classrooms become property of the school district.

Gift ideas:

- A LEF (Lexington Education Foundation) star. Visit <http://www.lexedfoundation.org/> for more information.
- A thank you note
- Something homemade
- If you have any questions, please contact your room parents, the PTA (at president@bowmanpta.org), or Ms. Corduck.

VII. Site Council, the PTA, and LEF

School Council

Called “School Council,” Site-Based Councils were mandated by the Education Reform Act of 1993 as part of the Act’s decentralization of decision-making.

Site Council is an elected body that serves to advise the principal. It is made up of representatives from the parent body, the faculty and administration. Site Council meetings take place once a month from 7:45-8:45 am. Parent representatives are elected in the spring and faculty representatives are elected in the fall. Information about the Site Council is available at <http://ps.lexingtonma.org/domain/897>. Agendas and full posting will be available prior to each Site Council meeting.

The PTA

Please see <http://bowmanpta.org/> for more information.

EXECUTIVE COMMITTEE

Co-Presidents	president@bowman.org
Vice President Curriculum	vpcurriculum@bowmanpta.org
Vice President Community	vpcommunity@bowmanpta.org
Vice President Communications	vpcommunications@bowmanpta.org
Vice President School Support	vpchoolsupport@bowmanpta.org
Vice President Fundraising	vpfundraising@bowmanpta.org
Vice President Advisory	vpadvisory@bowmanpta.org
Secretary	secretary@bowmanpta.org
Treasurer	treasurer@bowmanpta.org
Recruitment	vprecruitment@bowmanpta.org

CURRICULUM ENRICHMENT

Arts Created Together (ACT)	act@bowmanpta.org
Big Backyard	bby@bowmanpta.org
Chess Club	chessclub@bowmanpta.org

Bowman Writes Magazine	bowmanwrites@bowmanpta.org
Youth Exploration in Science Club (YES) (4 th Grade Parents)	yesclub@bowmanpta.org

COMMUNITY BUILDING

Disco Bingo Night	bingonight@bowmanpta.org
Bowman Adventure Run	bowmanrun@bowmanpta.org
Families in Need	familiesinneed@bowmanpta.org
Family Math Nights	familymathnights@bowmanpta.org
Family Movie Night	movienight@bowmanpta.org
Green Team	gogreen@bowmanpta.org
METCO Family Friends	metcofamilyfriends@bowmanpta.org
A Passport to the World	passport@bowmanpta.org
Science Fair	sciencefair@bowmanpta.org
Variety Show	varietyshow@bowmanpta.org
Welcoming Committee	welcome@bowmanpta.org

COMMUNICATIONS

Broadside	broadside@bowmanpta.org
BowmanPTA.org Website	webmaster@bowmanpta.org
School Directory	directory@bowmanpta.org
Insider's Guide to Bowman	insidersguide@bowmanpta.org

SCHOOL SUPPORT

Fifth Grade Activities	fifthgradeactivities@bowmanpta.org
Library Volunteers	libraryvolunteers@bowmanpta.org

Lost and Found	lostandfound@bowmanpta.org
Playground Equipment	playground@bowmanpta.org
PTA YAHOO Discussion Group	bowmanptatalk-owner@yahoogroups.com
Room Parent Coordinator	roomparentcoordinator@bowmanpta.org
School Pictures	schoolphotos@bowmanpta.org
Staff Appreciation Week Coordinators	staffappreciation@bowmanpta.org
Safe Routes to School	sr2s@bowmanpta.org

FUNDRAISING

Box Tops for Education	boxtops@bowmanpta.org
Class Basket Raffle	classbasketraffle@bowmanpta.org
Book Fair	bookfair@bowmanpta.org
Spaghetti Dinner	spaghettidinner@bowmanpta.org
Spirit Wear	spiritwear@bowmanpta.org
Stop and Shop Program	stopandshopprogram@bowmanpta.org
Wilson Farms Shopping Day	shopwilsonfarmsday@bowmanpta.org

Meetings: The Bowman PTA has general meetings throughout the school year. All parents and staff are welcome to attend. Monthly meetings are held starting in September. Please check the PTA website bowmanpta.org for times and location.

Directory: Each year the Bowman PTA puts together a school directory listing the teachers, staff, and class lists. There is also an alphabetical listing of all students with contact information (you may choose to not have your information included). If you are new to Bowman, you should have received a form requesting contact information, or you can pick one up at the office in September. All members of the Bowman community *receive online access to the Directory*; you can purchase a printed copy if you are a member of the PTA.

Bowman PTA Email Discussion Group: Join the PTA email discussion group by going to <http://groups.yahoo.com/group/bowmanptatalk/>. Or, access the link through the PTA News page of the Bowman School website. The main purpose of this list is to facilitate healthy and productive discussion between parents and staff at Bowman. PTA announcements, volunteer opportunities, and questions about upcoming events are typical topics in the group.

Facebook: <https://www.facebook.com/BowmanPTA>

Twitter: <https://twitter.com/BowmanLexPTA>

PTA Events, Clubs and Fundraisers: The Bowman PTA holds many community-building and fundraising events throughout the year. Fundraisers generate money to pay for: partial payment of buses for field trips, the purchase of supplies, materials and presentations to enhance curriculum (such as math manipulatives, a non-fiction library for every classroom), digital and video cameras, computer software, as well as donations to our sister-school, Sagam Elementary, in Kenya.

Examples of PTA events/activities that may occur during the year:

ACT (Arts Created Together): This is a town-wide enrichment program that is designed to enhance the education of Lexington’s elementary students. Each year Bowman’s ACT committee arranges for performances by artists, musicians, storytellers, actors, children’s authors, and other programs that are tied to grade-level curriculum. ACT is funded by fundraisers and donations: each year the goal is to raise \$10,000, ACT’s approximate annual budget for programs at Bowman. Contact: act@bowmanpta.org

Big Backyard: All parents are invited to participate in Bowman’s Big Backyard, a nature education program, by leading small groups of children on seasonal explorations of Bowman’s natural environment. The program supplements the science curriculum in each grade and is a wonderful chance for you to share in your child’s education. NO experience is necessary! Training will be provided prior to each walk, as well as

general training on conducting nature education/exploration walks with children. Look for a volunteer sign-up in your child's classroom on Back to School Night, or ask your class room parent. Contact: bby@bowmanpta.org

Disco Bingo Night: Bingo like you have never experienced before! This community building event will take place in the winter. Students and their families are invited to attend for free and join in on the fun and excitement. One of Bowman's most popular events! Watch for more details in the Broadside. Contact: bingonight@bowmanpta.org

Book Fair: This fundraiser brings in funds for the school and is a great opportunity to purchase books for your children, their classrooms, the library, and the specialists. Contact: bookfair@bowmanpta.org

Bowman-Sagam Sister School Partnership: This educational partnership connects Bowman and Sagam Primary School, located outside of Kisumu, Kenya. The goal is to create a cross-cultural exchange for the students and to create educational opportunities for students in Kenya who may otherwise not be able to attend school. Bowman staff traveled to Sagam during the summers of 2008 and 2010 (thanks to grants from LEF) to work with our sister school, and two teachers from Sagam visited Bowman during early spring 2010. Go to: <http://www.bowmansagam.blogspot.com> for photos and more information.

Bowman Spirit Wear: Items including sweatshirts, flannel pajama pants, tees, and water bottles imprinted with the Bowman School logo are available for purchase. Spirit Wear order forms are typically distributed in late fall. Contact: spiritwear@bowmanpta.org

Box Tops: Box Tops for Education is a significant annual fund-raising program to earn cash for the school. Last year Bowman earned \$700! Our school gets 10 cents for each Box Top collected. Simply clip the Box Top logos from participating products and have your child place them in their classroom collection envelope. For more information, contact boxtops@bowmanpta.org or go to www.boxtops4education.com.

Fifth Grade Activities: The Fifth Grade Committee organizes special end of the year activities for the fifth grade class, such as Field Day, a yearbook, class t-shirts, and the Moving On (graduation) ceremony and party. Contact: fifthgradeactivities@bowmanpta.org

Green Team: The Green Team works together with students, families, and staff to REDUCE waste whether it's food, paper, or plastics, and encourage reusable items,

COMPOST food waste and other compostable items, and RECYCLE non-compostable plastics, paper and other recyclables at school events and during the school day.

Contact: gogreen@bowmanpta.org

Movie Night: Bring your sleeping bag and get comfortable to watch a movie on the large screen in the gym/cafeteria. Pizza, popcorn and other refreshments will be available to purchase. Parents/guardians are invited to watch the movie or relax in the “parents’ lounge.” Contact: movienight@bowmanpta.org

Parents Evening Out/Social: The PTA typically hosts parent gatherings every other year with silent auctions, such as Bowman International Night and Bowman in Bloom, providing an opportunity for Bowman parents to have an evening out while fundraising for the school. Contact: parentsocial@bowmanpta.org

Passport to the World: This event, which takes place every other year, is a showcase of different countries, cultures, and cuisine. Volunteer for the planning committee, or to be in charge of a specific country. Contact: passport@bowmanpta.org

Safe Routes to School: Help us cut down on traffic congestion and get some exercise by walking, biking, or scooting to school. Use your own mode of transportation and join the many neighborhood groups who walk together. Look for dates in the Broadside and website. Contact: sr2s@bowmanpta.org

School Pictures: School pictures (both individual portraits and class photos) are taken in the fall. You will receive an order form in your child’s home/school folder or backpack. Contact: schoolphotos@bowmanpta.org

Science Fair: The Science Fair is a wonderful night where students who choose to participate can put together a display about their scientific endeavor and demonstrate and explain the theory behind their work. This event takes place in the spring and is open to all students K – 5. Contact: sciencefair@bowmanpta.org

Stop and Shop Program : The Stop & Shop Fundraiser program is an easy way to raise money for Bowman. Register your Stop & Shop Card with Bowman’s ID number and then shop at any Stop & Shop store. Bowman will receive a percentage of the amount of each purchase. Visit <http://www.stopandshop.com/aplus> to register your card and designate Bowman. Contact: stopandshopprogram@bowmanpta.org.

Variety Show: This event showcases all of the talent at the Bowman School. Students may choose to participate in a number of ways, including singing, dancing, playing a musical instrument, performing magic tricks, telling jokes or writing a skit. This free event takes place on an evening in the spring – watch for more information! Contact: varietyshow@bowmanpta.org

Welcoming Committee: The PTA reaches out to families that are new to Bowman and provides them with information about the school, the PTA, and also provides helpful information regarding sports, shops, and activities in the area. Contact:

welcome@bowmanpta.org

YES Science Club: Youth Exploration in Science is an after-school program for Grade 4 students. The 1-hour sessions generally run for 8-10 weeks in the winter, and involve hands-on science experiments. There is a charge to cover the cost of materials. It is run by parent volunteers together with LHS students. Contact: yesclub@bowmanpta.org

Other Non-School Sponsored Opportunities:

Lextended Day Program: An independently run extended day program is available at Bowman. It operates during the school year from 3:15 - 6:00 pm on Mondays, Tuesdays, Wednesdays, and Fridays, and from 12:15 - 6:00 pm on Thursdays. The program is in operation as soon as children are dismissed on all days scheduled for early dismissal. All children enrolled on Thursdays must bring a lunch. For more information, contact the program. Most questions can be answered by checking out the Lextended Day website.

Heather Hartshorn, Executive Director. Lextended Day. 4 Militia Drive, Suite 2, Lexington, MA 02421 www.lextendedday.org 781-862-8072

Contact: Bowman@lextendedday.org

Math Team: Yanina Kisler, former Bowman parent, runs a private, fee-based math program outside of the Bowman curriculum. Students in grades 3-5 are eligible; the Math Team meets once a week either before or after school, depending on the grade. The teams compete in the Continental Math League competitions throughout the school year. Watch for a flyer from Ms. Kisler at the beginning of the school year, or contact her at 781-861-8265 or yanina.kisler@comcast.net.

Lexington Education Foundation (LEF)

The Lexington Education Foundation is an independent, 501(c)(3) charitable organization founded in 1989 to enhance educational excellence for the children of Lexington Public Schools. LEF's website states: "We accomplish our mission through our grant programs, which provide Lexington Public School teachers with the knowledge, experience, and materials they need to remain at the frontiers of educational excellence. Our grants finance educational opportunities outside the scope of the school operating budget and target areas such as innovation in curriculum and instruction, professional development, and teacher mentoring. LEF is directed by a non-salaried board of community members and supported by contributions from residents and area businesses. LEF donors and volunteers reflect Lexington's spirit of cooperation, generosity, and shared responsibility for the public education of Lexington children."

Watch for more information about LEF's annual evening fundraising and Trivia Bee events. All proceeds from LEF events benefit their grant and fellowship programs to enrich education for the students in Lexington Public Schools.

LEF also runs the popular STAR Program. When you donate \$20 or more to the Staff Teacher Appreciation and Recognition (STAR) program, LEF sends a certificate to the teacher you wish to honor. The certificate includes your name without specifying the dollar amount of the gift. STAR certificates tell your favorite teachers you appreciate them in a way that benefits all the children of Lexington.

Visit <http://www.lexedfoundation.org> for more information about LEF and its programs.

INDEX

- ACCESS, 13
- ACT (Arts Created Together), 22
- Allergy Policy, 10
- Art, 9
- Big Backyard, 16, 22
- Bingo Night, 23
- Birthdays, 12
- Book Fair, 23
- Bowman Broadside, 14
- Bowman PTA Website, 14
- Bowman-Sagam Sister School, 23
- Box Tops, 23
- Celebrations, 12
- Donations, 9, 17
- Drop-off, 4-6
- Emergency School Closings, 12
- Extended Day Program, 25
- Family Friends, 11
- Field Trips, 12
- Fifth Grade Activities, 23
- Gifts, 18
- Green Team, 23
- Gym, 9
- Last Day of School, 13
- Lexington Education Foundation (LEF), 25
- Library, 9, 16
- Lost & Found, 5, 10
- LPS Website, 15
- Math Team, 23
- MCAS, 13
- METCO, 11
- Middle School, 13
- Movie Night, 24
- Music, 9
- Parents Evening Out/Social, 24
- Parking, 6-7
- Passport to the World, 24
- Pick-Up, 4-7
- PTA, 19-24
- Recess, 9
- Safe Routes to School, 24
- School Bus, 5
- School Council, 19
- School Pictures, 24
- Science Fair, 24
- Spirit Wear, 23
- Standardized Tests, 13
- Stop and Shop Program, 24
- Student Progress Reports, 13
- Teacher Conferences, 12
- Variety Show, 24
- Welcoming Committee, 25
- YES Science Club, 25

NOTES

