

# The Insider's Guide to Bowman



2019-2020

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

While the information presented in the Guide is accurate please be advised 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](mailto:vpcommunications@bowmanpta.org).

If you have additional questions, please feel free to contact the PTA Co-Presidents, Rebecca Fagan Gorospe and Katie Quick at [president@bowmanpta.org](mailto:president@bowmanpta.org).

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

The Bowman PTA

# Insider's Guide to Bowman 2019 - 2020

Principal:	Jenny Corduck
Assistant Principal:	Beth Glick
Administrative Assistant:	Christine Ashness
Guidance Counselor:	David Starr
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.

**Office Phone Number:** 781-861-2500

**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.

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# 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 80 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 hope this Guide will help you learn more about the Bowman School community. Throughout our year, teacher conferences, performances, volunteer opportunities, and many PTA events occur. We have compiled some of the basic information about many aspects of Bowman to create this Guide as a reference.

## I. Arrival and Dismissal/School Hours & Transportation

### Morning Drop Off/Arrival

Supervision of students begins at 8:15AM. Students MAY NOT BE DROPPED OFF *BEFORE* 8:15 am.

- ❖ 8:15 – 8:30AM: Students arrive at school and play on the blacktop area, supervised by school aides and staff. \*\*In the event of inclement weather, students are supervised in the cafeteria.
- ❖ 8:30AM: Students enter school from playground & go to their classrooms. Anyone arriving between 8:30-8:45 enters through the main doors & goes directly to their classroom.
- ❖ After 8:45AM: Students are considered “tardy.” Caregivers sign them in at the Main Office.

Students who are part of the METCO program arrive between 7:50-8AM. Students go to the cafeteria for breakfast and then to blacktop.

Children who utilize LPS bus transportation arrive at Bowman between 8:15-8:30AM. Bowman staff supervise students as they exit their bus and walk to the blacktop.

For security purposes, ALL adults must enter the school through the main entrance and check in with office staff.

## **End of Day/Dismissal**

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

## **THE SCHOOL BUS SYSTEM**

Students must be registered with LPS Transportation Department in order to access bussing. The LPS transportation system is an extension of our school. Therefore, students are expected to demonstrate the same behavior on the bus as they do during the school day. The cost of bus transportation for those who *are less than* two miles from school is \$330/student with a family cap of \$825. Financial assistance is available. Bus transportation is free to those who are *at least* two miles from school. For more information and links to forms: <https://lps.lexingtonma.org/site/Default.aspx?PageID=659>.

**Transportation Manager:** Contact Elaine Celi, [transportation@lexingtonma.org](mailto:transportation@lexingtonma.org) 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: <https://lps.lexingtonma.org/site/Default.aspx?PageID=659>. They are also published in the Lexington Minuteman newspaper the week before school starts. Assigned bus stops and numbers are viewable in Aspen - "Family Portal": <https://lps.lexingtonma.org/site/Default.aspx?PageID=1900>.

Students not registered for the bus are not permitted 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, send a communication to the classroom teacher and Mrs. Ashness ([cashness@lexingtonma.org](mailto:cashness@lexingtonma.org)) in the Main Office. (Also see **Dismissal Schedule on page 7.**)

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

Students taking the bus home from school are escorted by Bowman staff to designated areas in the school which are organized by bus route/number; students must have their bus passes with them. Students are dropped off at their assigned bus stop.

## **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:** “Rolling Car Drop Off” is along the main entrance driveway. Vehicles Please pull up along the curb to the right. Drop-off is along the curb near the flagpole until 8:30AM. Between 8:30 and 8:45AM, drop-off is at the main entrance to the school. When the weather is inclement, children enter the main doors, and all students proceed to the cafeteria until 8:30AM when they go to their classrooms. Upon arrival, “Walkers/Bikers” should join the students gathered on the blacktop. Please note, Supervision does not begin until 8:15AM - NO CHILDREN SHOULD ARRIVE BEFORE THAT TIME.

**End of the Day:** “Rolling car pick-up” is along the main entrance driveway. *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. 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!

*K-2 Walkers:* Students in Kindergarten, grade 1 and grade 2 who are walking, must be picked up by an adult or older sibling from Room 15. At 3:15PM, adults will be allowed to enter Room 15 (accessed by entering the side door near the flagpole) and pick up their student.

*3-5 Walkers:* Students in Grades 3-5 may walk home independently. 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. Visitor parking is allowed:

- Please park in the front lot (on the left just as you pull into the entrance drive)
- Legally (in marked spaces) on the street. If you
- Parking on neighborhood - do not block driveways or limit the roadway size. Do not park in front of the school.
- Parking on the left side of the driveway during the school day is permitted. Please do not park on the left during drop-off or pick-up.

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

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

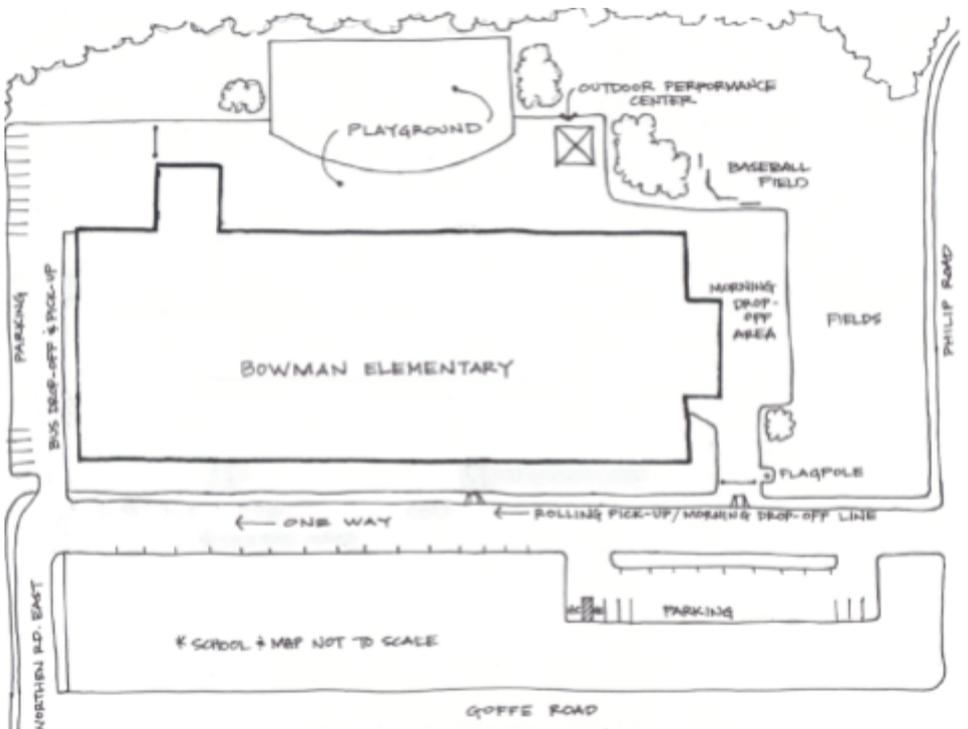
**Picking Up a Student During School Hours:** Students in grades 1-5 are required by law to attend school each day. If your child needs to be dismissed for an appointment during the school day, please send a note to let the teacher know ahead of time. The Main Office will notify the teacher that you 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 AND THE MAIN OFFICE ([cashness@lexingtonma.org](mailto:cashness@lexingtonma.org)) ON THE MORNING OF THE CHANGE. Forms are available in the Main Office to indicate a daily or permanent changes in dismissal that can be completed by parents/caregivers. **Only in the event of an emergency should dismissal changes be made.**

**2019 - 2020 scheduled half days – dismissal at 12:15 pm for all Elementary students:**

- **Every** Thursday
- Tuesday, August 27 (first day of school)
- For **Kindergarten** only, Wednesday, August 28th
- Wednesday, October 23 (Fall Conferences)
- Wednesday, October 30 (Fall Conferences)
- Wednesday, November 27 (Thanksgiving)
- Wednesday, March 25 (Spring Conferences)
- Wednesday, April 1 (Spring Conferences)
- Last day of school (tentatively Wednesday, June 17)

**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** Mr. David Starr 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](mailto:cuzenski@lexingtonma.org), and David Starr [dstarr@lexingtonma.org](mailto:dstarr@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 - 8:45AM. While books are officially due back after two weeks, students are encouraged to bring books back as they are finished and select new ones. 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 shoes (no sandals) must be worn, and the teachers recommend that children wear shorts under skirts or dresses on gym days.

Ms. Susan London and Ms. Susan Larson are the **music** teachers. All students have music twice a week. Ms. London and Ms. Larson 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.

**Nurse's Office:** Mrs. Jean Claffey is our full time school **nurse**. Various health forms and important information regarding medications can be found here: <http://lps.lexingtonma.org/Page/1487>.

**Technology:** Throughout the school day, students have the opportunity to learn about and explore a wide variety of digital resources that connect them to local and global communities. In order to assure that students are utilizing technology in a responsible manner, the LPS Technology Department has created lessons and appropriate “Responsible Use Guides” that model for students how technology should be used. All students are provided with a personal Google account and its suite of online productivity and educational applications. Students do not have the capacity to email outside of LPS.

**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 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](http://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. Lunch is supervised by school aides.

Nut- and sesame-free tables and chairs are available for those students requiring them. Students can invite one friend to eat with them, as long as their lunch is nut free or has been purchased at school. 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](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 Mrs. Ashness.

**Instrumental Music Program:** The Elementary Instrumental Music Program is offered to 4<sup>th</sup> and 5<sup>th</sup> graders. Fourth grade in-school group offerings include ½ hour beginning string lessons in violin, viola, or cello. In 5<sup>th</sup> 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 5<sup>th</sup> 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](mailto: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:** Field trips are held on school days as extensions of the curriculum to provide educational opportunities that 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 either let you know 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.

**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://lps.lexingtonma.org/domain/842>

### **Standardized Tests:**

**MCAS:** Third through Fifth grade students take the MCAS (Massachusetts Comprehensive Assessment System) tests. MCAS fulfills 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:** Most students in the Bowman district attend the Jonas Clarke Middle School for 6<sup>th</sup>-8<sup>th</sup> grade. Fifth grade students visit Clarke in the spring. 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 Wednesday, June 17, 2020, 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. Ms. Corduck's email address is [jcorduck@lexingtonma.org](mailto: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, <http://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](mailto: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](mailto: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 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](mailto: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 (Arts Created Together). 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](mailto:libraryvolunteers@bowmanpta.org) to schedule a weekly time.

**Room Parents:** 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](mailto: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. 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](mailto:bby@bowmanpta.org)

**Online Student Artwork Gallery** –Artsonia 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 withheld. 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 in helping.

**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 and 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](mailto:bowmanptatalk@yahoo.com) 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](mailto: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 be 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>.

### **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](mailto:president@bowmanpta.org)), or Ms. Corduck.

### **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.

## 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://lps.lexingtonma.org/domain/897>. Agendas and full posting will be available prior to each Site Council meeting.

### The PTA

The PTA is a vital part of the Bowman School community, sponsoring a variety of programs, events, and initiatives. Parent volunteers help out in many different roles. For information about membership, volunteering, and more, see <http://bowmanpta.org/>

### EXECUTIVE COMMITTEE

Co-Presidents	<a href="mailto:president@bowman.org">president@bowman.org</a>
Vice President Curriculum	<a href="mailto:vpcurriculum@bowmanpta.org">vpcurriculum@bowmanpta.org</a>
Vice President Community	<a href="mailto:vpcommunity@bowmanpta.org">vpcommunity@bowmanpta.org</a>
Vice President Communications	<a href="mailto:vpcommunications@bowmanpta.org">vpcommunications@bowmanpta.org</a>
Vice President School Support	<a href="mailto:vpschoolsupport@bowmanpta.org">vpschoolsupport@bowmanpta.org</a>
Vice President Fundraising	<a href="mailto:vpfundraising@bowmanpta.org">vpfundraising@bowmanpta.org</a>
Vice President Advisory	<a href="mailto:vpadvisory@bowmanpta.org">vpadvisory@bowmanpta.org</a>
Secretary	<a href="mailto:secretary@bowmanpta.org">secretary@bowmanpta.org</a>
Treasurer	<a href="mailto:treasurer@bowmanpta.org">treasurer@bowmanpta.org</a>
Recruitment	<a href="mailto:vprecruitment@bowmanpta.org">vprecruitment@bowmanpta.org</a>

## CURRICULUM ENRICHMENT

Arts Created Together (ACT)	<a href="mailto:act@bowmanpta.org">act@bowmanpta.org</a>
Big Backyard	<a href="mailto:bby@bowmanpta.org">bby@bowmanpta.org</a>
Chess Club	<a href="mailto:chessclub@bowmanpta.org">chessclub@bowmanpta.org</a>
Bowman Writes Magazine	<a href="mailto:bowmanwrites@bowmanpta.org">bowmanwrites@bowmanpta.org</a>

## COMMUNITY BUILDING

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

## COMMUNICATIONS

Broadside	<a href="mailto:broadside@bowmanpta.org">broadside@bowmanpta.org</a>
BowmanPTA.org Website	<a href="mailto:webmaster@bowmanpta.org">webmaster@bowmanpta.org</a>
School Directory	<a href="mailto:directory@bowmanpta.org">directory@bowmanpta.org</a>
Insider's Guide to Bowman	<a href="mailto:insidersguide@bowmanpta.org">insidersguide@bowmanpta.org</a>

## SCHOOL SUPPORT

Fifth Grade Activities	<a href="mailto:fifthgradeactivities@bowmanpta.org">fifthgradeactivities@bowmanpta.org</a>
Library Volunteers	<a href="mailto:libraryvolunteers@bowmanpta.org">libraryvolunteers@bowmanpta.org</a>
Lost and Found	<a href="mailto:lostandfound@bowmanpta.org">lostandfound@bowmanpta.org</a>
Playground Equipment	<a href="mailto:playground@bowmanpta.org">playground@bowmanpta.org</a>
PTA YAHOO Discussion Group	<a href="mailto:bowmanptatalk-owner@yahoogroups.com">bowmanptatalk-owner@yahoogroups.com</a>
Room Parent Coordinator	<a href="mailto:roomparentcoordinator@bowmanpta.org">roomparentcoordinator@bowmanpta.org</a>
School Pictures	<a href="mailto:schoolphotos@bowmanpta.org">schoolphotos@bowmanpta.org</a>
Staff Appreciation Week Coordinators	<a href="mailto:staffappreciation@bowmanpta.org">staffappreciation@bowmanpta.org</a>
Safe Routes to School	<a href="mailto:sr2s@bowmanpta.org">sr2s@bowmanpta.org</a>

## FUNDRAISING

Box Tops for Education	<a href="mailto:boxtops@bowmanpta.org">boxtops@bowmanpta.org</a>
Class Basket Raffle	<a href="mailto:classbasketraffle@bowmanpta.org">classbasketraffle@bowmanpta.org</a>
Book Fair	<a href="mailto:bookfair@bowmanpta.org">bookfair@bowmanpta.org</a>
Spaghetti Dinner	<a href="mailto:spaghettdinner@bowmanpta.org">spaghettdinner@bowmanpta.org</a>
Spirit Wear	<a href="mailto:spiritwear@bowmanpta.org">spiritwear@bowmanpta.org</a>
Stop and Shop Program	<a href="mailto:stopandshopprogram@bowmanpta.org">stopandshopprogram@bowmanpta.org</a>
Wilson Farms Shopping Day	<a href="mailto:shopwilsonfarmsday@bowmanpta.org">shopwilsonfarmsday@bowmanpta.org</a>

**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](http://bowmanpta.org) for times and location.

**Membership:** Membership dues account for a large portion of the funds used by the PTA for programs and events throughout the school year. To join, visit: <https://bowmanpta.membershiptoolkit.com>

**Volunteers:** Parent volunteers participate in a variety of PTA activities from organizing library volunteers to planning community events like the Science Fair or serving on the PTA board. With such a variety of roles, there are many opportunities to help out.

**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. Be sure to update your family's information every year online. <https://bowmanpta.membershiptoolkit.com>

**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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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 \$990! Our school gets 10 cents for each Box Top collected. Use the Box Tops app to scan your store receipt within 14 days of purchase. Clipped Box Tops that have not yet expired can also be sent into school (scan the receipt, too, so they get counted both ways!). For more information, contact [boxtops@bowmanpta.org](mailto:boxtops@bowmanpta.org) or go to [www.boxtops4education.com](http://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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:schoolphotos@bowmanpta.org)

*Science Fair:* The Science Fair is an opportunity for students who choose to participate to 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](mailto: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](mailto: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](mailto: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](mailto:welcome@bowmanpta.org)

*Math Team:* Bowman Math team is run by PTA parent volunteers for 3rd, 4th, and 5th graders. Math team meets before school at 7:15am, with each grade on a different day. Contact: [mathteam@bowmanpta.org](mailto:mathteam@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](http://www.lextendedday.org) 781-862-8072

Contact: [Bowman@lextendedday.org](mailto:Bowman@lextendedday.org)

## **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.

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