

Insider's Guide to Bowman 2008 - 2009

Main Office Phone Number: 781-861-2500

Principal: Dr. Mary Antón

Assistant Principal: Dr. Michele Welch

Administrative Assistant: Mrs. Mary Lou Chamberland

Nurse: Mrs. Lynn Taber

School Counselor: Mrs. Beth Glick

School Psychologist: Ms. Carol Bard

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: 781-861-2500, then dial 6, then 1

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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 490 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.

Bowman was a busy place over the summer, with the arrival of new laptop computers for classroom teachers, the installation of student lockers, teachers and staff moving to new rooms, improvements to the air quality of the central offices, and the rewiring of the school to accommodate new computers. Bowman is expecting to receive 75 new student computers during the year! Everyone is looking forward to a great 2008-2009 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; use this as a reference throughout the year.

I. Arrival and Dismissal/School Hours & Transportation

Morning Drop Off/Arrival

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

8:30 – students go to their classrooms; anyone arriving between 8:30 and 8:45 goes directly to their classrooms

8:45 and later: students are tardy and parents must sign the “Late Arrival” notebook in at the Main Office.

Buses are scheduled to arrive at Bowman between 8:15 and 8:30.

At morning drop off, the building can be accessed by all doors. Only the main entrance is open at other times of the day for safety reasons. You must ring the bell to be buzzed in; sign in at the main office whenever you enter the building, even when visiting a classroom or volunteering.

First Week of School Dismissal Times

<i>Date</i>	<i>½ day Kindergarten</i>	<i>Grades K-5</i>
Tuesday, August 26 th	12:15	12:15
Wednesday, August 27 th	12:15	K – 12:15 , Grades 1 thru 5 – 3:15
Thursday, August 28 th	12:15	12:15
Friday, August 29 th	NO SCHOOL	NO SCHOOL
Monday, September 1 st	NO SCHOOL	NO SCHOOL
From September 2 nd on	12:15	3:15 M,T,W, F; 12:15 every Th

End of Day/Dismissal

The school day ends at 3:15 on all days except Thursdays. On Thursday, dismissal for all grades is at 12:15. The half-day kindergarten class ends at 12:15 every day.

Thursdays

Every Thursday is a half day at all of the Lexington elementary schools. Dismissal for all grades is at 12:15.

THE SCHOOL BUS SYSTEM

Students must be signed up to take the bus ahead of time. The cost of bus transportation for those who are less than two miles from school is \$550/student with a family cap of \$1600; applications were due by May 30, 2008. Registrations and minimum payments received *after* May 30, 2008 will be processed on a space available basis and charged a late fee of \$50.00. 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: <http://lps.lexingtonma.org/bus/index.html>.

Transportation Manager: If you need to contact the school system about transportation issues, call Joanne Tringale, (781) 861-2540; or by e-mail at jtringale@sch.ci.lexington.ma.us.

Bus Lost & Found: If your child has lost anything on the bus, please call C&W Transportation (781-862-4747).

Bus routes are posted on the Lexington Public School website, <http://lps.lexingtonma.org/bus/index.html>.

Students not registered for the bus are not allowed to take the bus under any circumstances (to go to a friend's house, etc., 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.

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 8:30.

End of the Day: Students taking the bus home from school are escorted by Bowman staff to the gym, where they are organized by bus route; students must have their bus passes with them. Students are dropped off at their morning bus stops. Half-day kindergarten students do not have a bus option at the end of the day.

TO AND FROM BOWMAN BY CAR or FOOT (“Walkers”)

The entrance drive to the school is a one-way street accessed from Philip Rd., exiting on Worthen Rd. East. See map on pages 10-11.

In the morning: Car drop off is along the main entrance drive to Bowman. Please pull up along the curb to the right, where various staff members will be waiting to assist your child out of the car. If the weather is good, “rolling drop-off” is along the curb at the kindergarten end of the school, near the flag pole; walkers gather in this area as well. In inclement weather, drop-off is at the main entrance to the school. Walkers enter at the main doors as well, and all students proceed to the cafeteria until 8:30 when they go to their classrooms.

DO NOT PARK/LEAVE YOUR CAR ALONG ANY YELLOW PAINTED CURB or IN A POSITION THAT BLOCKS THE HANDICAP RAMPS.

End of the Day:

Kindergarteners not taking the bus MUST be picked up from their classrooms to insure their safety; they are not allowed to participate in the rolling pick-up as outlined below. Park in the various parking areas (see parking explanation on page 4 and map on pages 10-11) and pick your child up from his/her classroom.

Grade 1-5 Car pick-up: Students are picked up in a rolling pick-up line (*at present, kindergarteners must be picked up at their classroom*) of cars waiting along the main entrance drive. You must wait in your car: there is no parking along the curb between Philip Road and the school’s main doors. If you are there prior to 3:15 and are waiting in line, please don’t idle your car for more than a minute (to help keep our air clean!). Place your last name placard (you will be given one by the school after submitting your “Emergency Contact” form) in your windshield while waiting in line. This helps school staff identify which students to call for each car; the line moves along quickly as a result. See map on pages 10-11.

Grades 1 & 2 Walkers: School staff lead students to Room 23, just inside the door near the flagpole. Parents wait in line outside the building until signaled by a teacher; they may then enter the school and meet their child in Room 23. Older siblings may also pick up Grades 1 & 2 Walkers.

Grades 3 thru 5 Walkers: Students exit the building either through the door near the flagpole or on the Worthen Road of the building and meet their parent or guardian or walk home on their own.

Parking (see map on pages 10-11)

Parking at Bowman is limited; there are two small parking areas on the school grounds. The first is to the left just as you pull into the entrance drive. The second is at the far end of the school. There is a small amount of parking along the curb beyond the main entrance. Otherwise, park along the school fields on Philip Road, or on Worthen Rd. East, Goffe Road, or Rockville Ave.

DO NOT PARK/LEAVE YOUR CAR ALONG ANY YELLOW PAINTED CURB or IN A POSITION THAT BLOCKS THE HANDICAP RAMPS.

The rolling pick-up line backs up and blocks the entrance drive and Philip Road; if you want to park in the parking lot, arrive no later than 3:00.

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

2008 – 2009 scheduled half days – dismissal at 12:15 for all Elementary students:

- **Every** Thursday
- Tuesday, August 26 (First Day of School)
- Wednesday, October 29 (Fall Conferences)
- Wednesday, November 5 (Fall Conferences)
- Wednesday, November 26 (Thanksgiving)
- Wednesday, March 25 (Spring Conferences)
- Wednesday, April 1 (Spring Conferences)
- Last day of school (tentatively Wednesday, June 17)

Picking Student Up During School Hours: If you need to pick your child up before his/her regular dismissal, send a note into school 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 you have arrived, and your child will meet you in the office. You must *sign them out* at the office.

Transportation Changes (i.e., not riding on the bus): If you haven't sent a note in to school and have a last minute emergency change of plans, call the office by 2:00 pm to let them know your child's new transportation plans.

II. The School Day

School Guidance Counselor: Beth Glick, Bowman's school counselor, is a great resource for everyone! She helps with drop-off and pick-up several days a week, so you will see her "at the curb." She is available to talk with parents for help around any questions or concerns – big or small – about your children. Beth visits many classrooms weekly for social skills lessons and actively participates in implementing the Open Circle curriculum both in the classrooms and sometimes with parent groups. You may reach Beth Glick by e-mail at bglick@sch.ci.lexington.ma.us or by leaving a message at 781-861-2500.

Open Circle: This is a social and emotional learning program for all students, teachers and staff at Bowman. All classrooms will devote time to provide a "structured format to facilitate teaching social competency skills, to provide a consistent context for discussion of issues important to members of the class, and to build a cooperative classroom environment" (excerpted from the Open Circle overview). For more information, contact Mrs. Glick at Bowman, or the Open Circle website (www.open-circle.org).

Library, Gym, Music and Art Specialists

Melinda 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 - 9:00 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 library has a wonderful website with some great links:
<http://bowman.lexingtonma.org/library/index.htm>.

Mike Gloor is the Bowman **physical education** teacher, and Carrie Scheer-Bourget teaches part-time. Students have gym class twice a week. Sneakers or other athletic shoe (no sandals) must be worn, and the teachers recommend that girls wear shorts under skirts or dresses on gym days. Mr. Gloor sometimes offers Before School Gym to students in grades 3 – 5 one or two days a week. Check for notices coming home from school in backpacks or in front of the main office for further information.

Martha Rogers is the Bowman **music** teacher, while M.L. Bean will teach part-time. All students have music twice a week. Mrs. Rogers teaches recorder to students in the 3rd grade and leads a choir for 5th graders.

Iris Goldfarb is the Bowman **art** teacher, and Ashley Gauffins teaches part-time. Students have art class once a week. Ms. Goldfarb loves donations of recyclables (like egg cartons) and other “treasures” – please see Section V for more information.

Health Room: Lynn Taber is the school **nurse**. Various health forms can be downloaded from the LPS website <http://lps.lexingtonma.org/forms/formindex.html>. For more information, contact Mrs. Taber at the school.

Recess: Most students have two 15-minute recesses during the day, while ½ day kindergarteners have recess once a day. In inclement weather (raining, or below 20 degrees Fahrenheit, including wind chill), recess is held indoors in the classrooms. Recess is supervised by school aides and/or classroom teachers.

Snack Time: The morning recess period includes snack time for students in all grades. Snacks must be brought from home; there are none available for purchase at the school.

Lunch: Students eat in the school lunch room. Lunches are either brought from home or are available to purchase at the cafeteria for \$3.25. Pre-paid tickets may be ordered by the sheet for \$113.75 for 35 tickets). To order tickets, send a check payable to “Lexington School Lunch” along with a business-sized self-addressed stamped envelope to: Chartwells School Lunch, c/o Lexington High School, 251 Waltham Street, Lexington, MA 02421. For more questions, contact Nancy Wiseman, Director of Dining Services, nwiseman@sch.ci.lexington.ma.us.

Your child will bring home the lunch menu from school each month; it can be accessed through a link on the Bowman website. Students sit with their classmates at assigned seats. The seating assignments rotate frequently during the year. Lunch is supervised by school aides. Students go outside for their second recess 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. The life threatening allergy policy is a town-wide policy. Check the LPS website: <http://lps.lexingtonma.org/about/SC-LifeThreateningAllergies.pdf> for information.

1/2-Day Kindergarteners do not eat lunch at school.

Lost and Found: Lost items are hung in the cafeteria. Periodically, unclaimed items are donated to a local charity. An announcement will be made in the Bowman newsletter (called the Broadside, see page 12) before the items are gathered for donation. Small items (jewelry, sunglasses) are brought to the Main Office – ask Mrs. Chamberland.

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, cello or recorder. In 5th grade offerings include ½ hr. continuing string lessons on violin, viola, cello and recorder, or beginning lessons on double bass, flute, oboe, clarinet, French horn, trumpet, trombone, baritone, drums, saxophone or recorder.

The user fee for the 2008 – 09 school year is \$300 per student (except for recorder). LPS organizes an “Instrumental Rental Night” with local instrumental dealers. The event will take place this year on Tuesday, September 16, 2008 from 6 – 8 p.m. at Lexington High School. 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.

All 5th grade band and string students are encouraged to participate in the All-Town Band or Orchestra, meeting for one hour on Thursday afternoons during the school year.

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 another 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 classroom or 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 Kathleen Lenihan or Lisa Nardone for more information or to host a METCO student.

III. Special Events

Back to School Night/Curriculum Night – Thursday, September 18, 2008

Save the date! Stay tuned for more information. This year the evening will be for parents only.

Emergency School Closings

The school administration is implementing a Global Connects automated messaging system this year. When in place, this system will notify you of any emergency school closings in the rare occurrence that school is cancelled because of an emergency during the day (e.g., mid-day snow storm, no heat). Stay tuned for more information.

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 held on school days are extensions of the curriculum. Their purpose is to provide educational opportunities which cannot be offered within the building for acquiring appropriate skill, understanding and attitudes. Whenever possible, the trips will be funded from the regular school budget; but with the high cost of transportation, the school will ask for assistance. Scholarships are always available, and at no time will any child be excluded because of inability to finance the trip. Please contact Mrs. Chamberland in the office if costs for a trip are a concern.

Birthdays

Each classroom teacher recognizes student birthdays differently; check with your classroom teacher. Cupcakes and other food are no longer allowed: due to the growing incidence of life threatening allergies the Lexington Public Schools have implemented a town-wide food free birthday celebration policy. Alternate celebration ideas are: 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.

Holidays

Each classroom recognizes different holidays in different ways. Check with your student's classroom teacher or room parents for more information. Also look for more information or check with your room parents regarding holiday and end-of-year gifts for teachers and staff. General guidelines indicate that gifts to public employees should not exceed a value of \$50.00.

Teacher Conferences and Progress Reports

Conferences with classroom teachers are scheduled twice during the school year. The first occurs in late fall, the second in early spring. Conferences are 20 – 30 minutes long. While younger students are generally not invited, some teachers invite their 3rd –

5th grade students to participate. Each teacher schedules conferences differently and will let you know either when your conference is scheduled or how to sign up. Of course, teachers are available at any time during the year for conferences or more informal meetings; send a note via backpack or email to your teacher requesting a meeting.

Conference dates for the 2008 – 2009 school year:

October 29	March 25
October 30	March 26
November 5	April 1
November 6	April 2

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

Student Progress Reports (“report cards”) are sent home in December and June for kindergarteners, and in December, March and June for students in grades 1 – 5.

Standardized Tests

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/about1.html> (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 2008 – 2009 school year is May 5th, 2009. Look for additional information during the school year.

Last Day of School

The last day of school is tentatively scheduled for Wednesday, June 17th, 2009, 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.*

IV. Communication

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

Principal's Hours: To speak with Dr. Antón, feel free to call, email or stop in between 8:45 and 2:45 every day. At drop-off and pick-up times Dr. Antón will be focusing her attention on the safety of all the students, but her door is otherwise open. Dr. Antón's email address is manton@sch.ci.lexington.ma.us.

Principal Coffees: Once a month Dr. Antón, Beth 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. Look for a schedule in the Broadside this fall.

Parent/Staff Book Discussions: Over the course of the year, three "book group" discussions will be held with Dr. Antón and other Bowman staff. Look for a flyer announcing the book selection and discussion date in your student's home/school folder.

Bowman School cancellations: In case of snow, check the Lexington Public School website: <http://lps.lexingtonma.org/snow/> or WBZ radio/TV. 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 Mrs. Taber (the school nurse), school cancellation page, Big Backyard curriculum, bus schedules, and forms (including bus routes, CORI form, PTA membership form, lunch ticket order form, and medication permission form). The website also has a link to the Bowman PTA website.

Bowman Broadside: The Broadside is the Bowman community's newsletter published jointly by the Bowman Administration and the PTA. The latest edition is available online through the Bowman website. A paper copy is sent home in backpacks every Wednesday. The issue published on the first Wednesday of every month is a longer publication and includes a calendar. The other Wednesdays' publications are limited to one page, so submissions must be short. Broadside submissions are due Friday at noon, by e-mail to BowmanBroadside@aol.com, or in the blue folder in the main office. Submitted articles must be relevant to Bowman, the Bowman PTA, the Lexington Public School System or the Lexington child community, and must be approved by the Principal. Questions: contact Andrea Smith.

LPS Website: <http://lps.lexingtonma.org/> This site 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 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. If you need to get a message to your child or classroom teacher quickly, call the main office. Please note that some teachers do not send notices/folders home on Fridays. Staff members have their email addresses listed on the Staff page of the Bowman website. Due to the lack of confidentiality of email, teachers are not allowed to discuss a child's progress via email.

Communicating/dropping things off to your child during school hours: Call the main office and leave a message or drop off the items at the office. The office staff will deliver the message or ask the student to come to the office.

Distributing notes to classroom families: Send copies into the classroom with your child. The classroom teacher will distribute them to student folders/mailboxes. If they are notes to be kept private from teachers, staple closed or put in envelopes (i.e., if you are organizing the purchase of a holiday gift for your teacher). *Birthdays party invitations may not be distributed in this manner unless the entire class is invited.* Please note that many teachers do not send notices/folders home on Fridays.

Distributing materials for PTA events: 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 school newsletter, 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.

Thursday assemblies: School assemblies are held periodically throughout the year, typically on Thursdays. 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.

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, Lori Benjes or Sylvia Fohlin to schedule a weekly or bi-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 one of the Room Parent Coordinators, Lucy Wall or Kara Brandes.

In class: Let the teacher know what your strengths are and ask if they are open to you helping out. Some teachers have certain tasks they ask for help with.

Big Backyard: These are parent-led nature hikes with a set curriculum (see PTA section, page 15). No experience is necessary. You will lead a small group of students, including your own child.

Donations: Even if you can't help out during the day, there are many ways to help out at Bowman. *Classrooms* always need pencils, tissues, and other supplies. Check with your classroom teacher or room 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 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. Watch the school newsletter for specific requests. Please leave donated items in the box by the smocks outside the art room. If you would like to help out on occasion in the art room, please contact Betsy Wilkinson.

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 (Lori Benjes and Sylvia Fohlin) for more information.

Site Council & the PTA: see Section VI 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, the Bowman Staff Lunchroom, or the hallway connecting these two rooms. 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.

VI. School 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. The Council is composed of equal numbers of elected teachers and parents, together with the Principal and a community representative, generally serving staggered terms. The role of the School Council is to advise the Principal, especially in creating and evaluating the School Improvement Plan.

School Council members for the 2008-2009 school year include:

Dr. Antón, Bowman School Principal, manton@sch.ci.lexington.ma.us

Ellen Michelman, community member

Laurie Buchta, parent

Polly Kienle, parent

Marcy Smith Lee, parent

Lorelle Yee, parent

Bowman teacher/staff representatives to be determined this fall.

The PTA

Executive Committee

Co-Presidents	Kara Brandes/Diane Zedros
Vice-President	Lynne King/Kathleen Lenihan
Secretary	Leslie Forg
Treasurer	Betsy Wilkinson
Fundraising	Saana McDaniel

Board Members (as of 8/08)

ACT	Laurie-Jean Herlihy/Karen Martin
Big Back Yard	Mei Ching Ng, Laurie Campos
Bingo	Karen Gray Carruthers
Book Fair	Kara Brandes/Leslie Forg
Box Tops Coordinator	Betsy Wilkinson
Broadside	Andrea Smith
Chess Club	Alexis Johnson
Craft Fair	Lynne King/Paula Antonevich
Directory	Bonnie Brodner
Faculty/Staff photos	Lorelle Yee
Fall Festival	Lee Connor/Saana McDaniel
Family Math Coordinator	Laura Swain
Fifth Grade Activities	Jill Foley/Saana McDaniel
Health and Safety	Sara Lane
Innisbrook/Gift Wrap	Saana McDaniel
Insider's Guide	Beth Gavrin
International Festival	Jen Lawrence/Kerry Hart
Landscape Coordinator	Jeanne Ciampa
Library Volunteer Coordinator	Lori Benjes/Sylvia Fohlin/Dot Green

Membership	Lorelle Yee/Beth Gavrin
METCO Coordinators	Kathleen Lenihan/Lisa Nardone
Newcomers	Alison Arshad
Outdoor Bulletin Board	Lynne King
Publicity (Bowman)	Lorelle Yee
PR (newspapers)	Betsy Wilkinson
Room Parent Coordinators	Lucy Wall/Kara Brandes
Safe Routes to School	Lucy Fletcher-Jones
School Pictures	Amy Wrigley
Science Fair	Rosemary McCrudden/Gray Watson
Square Dance	Tammy Mulligan
Staff Appreciation Week	Ann Matteson/Cathy Swan
Staff Appreciation Luncheon	Sara Lane
Technology Support	Linda Mui
UNICEF	Rosemary McCrudden
Variety Show	Jen Vogelzang/Lisa Nardone
Website	open
YES (4 th grade Science Club)	open

Please see the Bowman Directory for contact information.

Meetings: The Bowman PTA has general meetings throughout the school year. All parents and staff are welcome to attend. Meetings are generally held in the cafeteria and begin at 7:00 p.m. Board meetings are generally held at 8:45 a.m. on the 2nd and 4th Tuesdays of each month.

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 each student with contact information (you may choose not to have your information included). If you are new to Bowman, you should have received a form requesting contact information in the before-school mailing in August, or you can pick one up at the office in September. You receive the Directory with membership to the PTA. It is published every fall. For more information, contact Bonnie Brodner.

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.

PTA Events, Clubs and Fundraisers: The Bowman PTA holds many community-building and fundraising events throughout the year. The 2007-08 fundraisers raised money to pay for: partial payment of buses for field trips, the purchase of supplies/materials/presentations to enhance curriculum (such as math manipulatives, a non-fiction library for every classroom, and the Museum of Science Traveling program), digital and video cameras, computer software, as well as donations to the Bowman Outdoor Performance Center and our sister-school, Sagam Elementary, in Kenya.

Here are examples of PTA events that may be held 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 \$10,000.00, ACT's approximate annual budget for programs at Bowman.

Artwork for Education: This fun new opportunity allows children the chance to submit their original artwork to be printed on greeting cards that can then be purchased by their family and friends.

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 contact your classroom parent.

Bingo Night: Bingo like you have never experienced before! This community building event will take place in February. Students and their families are invited to attend for free and join in on the fun and excitement. Look in the Broadside for details.

Book Fair: This fall 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.

Bowman Blizzard: A silent auction and evening of dazzle. Dig out your finery and enjoy this night of delicious hors d'oeuvres, sparkly drinks, great music, and general glitz - while raising money for Bowman School.

Box Tops: The Box Tops for Education is an annual fund-raising program to earn cash for new computer software and supplies. Simply clip the Box Top logos from participating products and have your child place them in their classroom collection envelope. Our school gets 10 cents for each Box Top we collect! We have earned over \$6,300 since 2002. For more information, contact Betsy Wilkinson or go to www.boxtops4education.com.

Chess Club: This club, for students in grades 2-5, meets in the spring every Wednesday right after school. It is run by parent volunteers and a chess master. There is a charge to cover the costs for the chess master. Watch for a flyer announcing the details.

Craft Fair: Don't miss this wonderful pre-holiday event complete with children's crafts, gingerbread house decorating and many talented vendors including Bowman parents and staff members. There is a small charge to cover the costs of art materials.

Fall Festival: The Fall Festival is a community building/fundraising event which takes place every September. This year it will be held on **Saturday, September 6th, from 11 – 3, rain or shine.** Fun activities include a dunk tank, moon bounce, crafts, field games, face painting, entertainment and food. There are many opportunities to become involved and volunteer for this event. The Fall Festival is a great way to meet up with old friends and make new ones. Bring the whole family!

Family Math: Laura Swain is our Family Math coordinator this year. This event is one evening/grade of fun family math games and challenges.

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.

Ink Cartridge Recycling: Help Bowman and the environment by recycling your empty ink jet cartridges. Our school will receive money for each eligible cartridge collected. Simply bring used cartridges and place in the collection box outside the main office.

Innisbrook Fundraiser: This fundraiser, held in the fall, benefits Bowman through the purchase of catalog gift items. Volunteers process orders and arrange for the distribution of gift wrap and other items.

International Festival: This event is a showcase of different countries, culture and cuisine. Volunteer for the planning committee, or to be in charge of a specific country. Contact Jen Lawrence or Kerry Hart for more information.

Movie Nights: Once or twice each year the 5th Grade activities group sponsors a Movie Night. Wear your pajamas (if you want) and bring your sleeping bag to watch a movie on the large screen in the gym. Pizza, popcorn and other refreshments will be available to purchase. Parents/guardians are invited to watch the movie or relax in the cafeteria. Families are welcome.

Newcomers Gathering: The PTA reaches out to families that are new to Bowman, Lexington, and/or the US to provide them with information about activities, classes, museums, and other child-oriented pursuits at this fall event.

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. Contact Lucy Fletcher-Jones.

School Pictures: School pictures (both individual portraits and class photos) are taken in the fall. The dates and times are published in the Broadside, and you will receive an order form in your child's home/school folder or backpack.

Science Fair: 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.

Target: Simply use your Target® Visa® or Target® Card, and Bowman will receive a percentage of the amount of each purchase in the form of a cash donation from Target through the Take Charge of Education® program. Just visit target.com/tcoe, or call 1-800-316-6142 to designate our school. Grandparents, alumni, neighbors and friends can enroll in this program as well. Questions or suggestion, please contact Betsy Wilkinson.

UNICEF: A parent volunteer coordinates distribution of UNICEF boxes for Halloween. All collected donations are sent to UNICEF.

Variety Show: This event showcases all of the talent at the Bowman School. Students may choose to participate by singing, dancing, playing a musical instrument, performing magic tricks or writing a skit. This event takes place on an evening in the spring. This event is free.

YES Science Club: Youth Explores 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.

Special Bowman Projects: The 2007-2008 school year saw the start of two special projects, the Outdoor Performance Center and the Bowman-Sagam Sister School Partnership.

Outdoor Performance Center: Bowman received two grants to help build the structure, totaling \$10,500. The Bowman PTA also donated up to \$10,000 in matching grant money for additional funds raised. By the end of the school year, a total of approximately \$30,000 was raised, estimated to be close to half of the cost of the structure. It is expected that fundraising, final designs, bidding and construction will take place over the next year. For more information, please contact Lori Benjes.

The Bowman-Sagam Sister School Partnership: a new educational partnership between Bowman and Sagam Primary School 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 teachers Karen Thompson (1st grade) and Kate Glenn (reading specialist) travelled to Sagam this summer (with LEF grants) and brought money donated by the PTA to purchase the first computer for Sagam. Dr. Anton also visited the school, bringing book bags from Bowman for over 150 students. The Bowman 5th grade Class of 2008 donated money they had earned over the course of the year to donate to Sagam, enabling the 8th graders there, most of whom had never left their village, to go on their first field trip. Miss Thompson, Ms. Glenn and Dr. Anton collected artifacts, purchased with money from the PTA, while in Kenya to bring back and incorporate into the Bowman curriculum.

For photos and more information, go to <http://www.bowmansagam.blogspot.com:80/>, or contact a member of the Sagam Committee: parents Jen Vogelzang and Saana McDaniel, and teachers Len Swanton (5th grade) and Shelley Cochran (Kindergarten).

Other opportunities held at Bowman include:

Extended 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 (Bowmanextday@aol.com, or 781-863-1912).

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.

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."

LEF is planning a 20th Anniversary Gala this year on March 21, 2009. All proceeds from LEF events benefit their grant and fellowship programs to enrich education for the students in Lexington Public Schools. Look for more information this fall about this special community-wide event.

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.

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