




2019-2020
SCHOOL YEAR

Operator
ACHIEVEMENT for ALL CHILDREN



NC INNOVATIVE
SCHOOL DISTRICT

A Division of the North Carolina
Department of Public Instruction

Staff	Role	Contact
Dr. Kenneth L. Bowen	Director	drbowen@k12isd.org
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Mr. Jerry Locklear	Custodian	
Ms. Kaylynn Locklear	Custodian	
Mrs. Mattie Stackhouse	Cafeteria	
Ms. Lou Brown	Cafeteria	
Mrs. Gail Oxendine	Cafeteria	
Ms. Latia Watson	Bus Driver	
Mrs. Ronald Hunt	Bus Driver	

School Website: <https://saes.k12isd.org/>

Message from Dr. Bowen:

It is with great enthusiasm and honor that I introduce myself to you as Director of Southside-Ashpole Elementary School. I am highly honored to serve the students, educators, parents, and the greater community of Rowland.

Changes in leadership bring forth a great deal of excitement and questions:

- How will Southside-Ashpole be successful and have a progressive future?
- What are the challenges that must be addressed to move forward in doing this?
- How will we honor our rich history and traditions while adding to this great legacy for the future?
- What will be the vision, mission, and goals of the new administration?

As Director, I must address these questions and many others to ensure that Southside-Ashpole is meeting the needs of all students, serving all stakeholders, and is known beyond state and national borders for our commitment to excellence, growth, and achievement.

I believe that the best thing to spend on children is time and as Wendy Kopp once wrote, "Sometimes youthful idealism is exactly what we need to tackle our most entrenched social problems ... youthful leaders often still have endless energy against a problem that many have long since given up on." My energy, strong work ethic, organizational skills, love for children, and passion for education has helped me in doing my very best in the career that I love. This passion of mine has carried over into the schools, districts, universities, and organizations that I have served. I have facilitated the transformation of both staff and students in the past while empowering them to take on leadership roles and be innovative. The results were improved discipline and improved achievement and growth. Achievement gaps were closed and students experienced growth and excelled regardless of their socioeconomic status, because I firmly believe that all children have the opportunity to attain an excellent education. I am excited and honored about bringing these contributions to Southside-Ashpole Elementary School.

The achievements made above would not have been possible without teamwork. This teamwork came not only from within the school but from the parents, the community, and all stakeholders. Therefore, I am reaching out to all who are vested in the success, growth, and achievement of Southside-Ashpole so that we may all work together as a team to make a positive difference in the lives of all children that we serve. I look forward to building positive relationships and serving as Director. Please know that my door is always open because I am here to serve all Southside-Ashpole Team Members.

My mission as Director is to truly put the children at the forefront of all decision making procedures to ensure that they are receiving an excellent education to help them be college and career ready in the future. I plan to boost morale and ensure a positive learning community that will strengthen the development of lifelong skills and intellectual abilities for the current and future success of all staff and students. We will be known beyond state and national borders and others will seek to emulate us in the future! This will be achieved through establishing a positive school climate, recruiting and retaining a highly qualified staff, promoting community involvement, maintaining a safe and orderly learning environment, having high expectations for everyone, and leading by example. I look forward to working with all parents, guardians, and family members this school year.

I ask that you please take time to visit the following website and complete a brief survey because I value your input:

<https://forms.gle/JCGq1ZvZLCmySmPH7>

Thank you,

Dr. Kenneth J. Bowen

Protection of Instructional Time

Between the hours of 8:00 AM and 4:00 PM classes may not be interrupted, except with permission from the office. This uninterrupted instructional time during the school day is vital to your child's academic success. Students coming to school tardy and students leaving before the end of the day miss valuable instructional time. This loss of time greatly impacts your child's achievement. It is an expectation, as well as a requirement that we protect instructional time from unnecessary interruptions and other distractions.

Attendance

Attendance plays a vital role in education. Students who attend school on a regular basis are better able to keep up with their classes and complete assignments in a timely manner. When children are not in the classroom, consistent and sustainable learning is impeded. Southside-Ashpole staff and administration have made intentional attempts in bringing the importance of regular attendance to your attention.

Our **attendance policy** is as follows:

- When a student has accumulated five (5) or more unexcused absences and/or tardies in a school year, parents/guardians receive a phone call home.
- When a student has accumulated seven (7) or more unexcused absences and/or tardies in a school year, parents/guardians receive a letter in the mail stating our attendance policy.
- When a student has accumulated ten (10) or more unexcused absences and/or tardies in a school year, the parent/guardian must meet with the school administration to complete an attendance contract to work on improving attendance.
- When a student has accumulated fifteen (15) or more unexcused absences and/or tardies in a school year, a formal letter is sent home stipulating that a referral to the Child Protective Services is pending and that the child is in jeopardy of repeating the grade.

When your child returns to school, a physician's note or a note signed by the parent/guardian must be sent with your child stating the reason and dates for the absence to ensure your child's absences are recorded appropriately.

Tardies

All students arriving after 7:55 AM are listed as tardy. Parents must accompany their child to the office and sign in after 7:55 AM. Students will be given a pass for admittance into class.

Early Release

Early release from school is only approved in the event of your child's illness, a medical appointment, or a family emergency. Students will not be released early from school after 3:30 p.m.

Uniform Policy

We expect students to come to school dressed in school uniform. If a student does not comply with the school uniform policy, parents/guardians will be notified and required to bring their child correct uniform attire. Additional attire is as follows:

Tops: Shirts, Tops, Blouses, Sweatshirts, and Sweaters

- Colors: Blue, Black, or White
- When layering a long-sleeved shirt under a short-sleeved shirt, the long sleeved shirt must be either blue, black, or white.

Dresses/Jumpers:

- Dresses and jumpers must be purchased with one of the approved school logos applied.

Tights:

- To be worn under dresses, skirts or jumpers.
- Colors: Blue, Black, or White

Socks:

- Solid color socks are required.
- Colors: Blue, Black or White

Bottoms: Pants, Skirts, Shorts, Skorts

- Colors: Tan/Khaki (No Denim)
- ALL PANTS MUST BE SOLID IN COLOR WITH NO DESIGN OR PATTERN.
- The length of skirts, shorts and skirts must be of modest length (at or below the fingertips with hands at one's side).

Shoes:

- No special shoes are required, but due to the outdoor environment of Southside- Ashpole grounds, they must be closed toe and closed heel and tied/fastened at all times.

Discipline

Southside-Ashpole Elementary School staff provides a safe, orderly, and productive learning environment for the students. Guidelines have been established to maintain the environment and to provide for the safety and well-being of students. School regulations apply in the school building, while traveling to and from school on the bus, on the school grounds, and at events where the school is represented. Each teacher has their own set of standards and rules for their classroom in which students are expected to follow. Refer to official policy and regulation in the Southside-Ashpole School Student Code of Conduct located on the website <http://innovativeschooldistrict.org/>.

Prescription Medication Policy

Medication will be administered by the school nurse or the person designated by the principal to give medication. Guidelines for administering prescription medication within school are as follows:

1. A signed consent form must be completed.
2. The completed form and the prescription, which must be in the original container with the pharmacy label intact, should be given to the school nurse or principal's medical designee by the parent/guardian of the student.
3. Medications must be brought to school by the parent/guardian and not the student.

Visitors

For the safety and protection of the students and staff, all persons entering the building must report to the office and sign in to receive an identification badge. This badge is to be displayed while in the school. This includes parents/guardians, volunteers, and other district employees. At the end of the visit, visitors are to return to the office and sign out. All visitors are requested to enter and exit through the front of the building.

Cell Phones

Cellular phones and other communication devices are not permitted during the school day. Telephone messages will only be delivered in emergency cases. Students who ask and receive permission may use the school office telephone.

Transportation Changes

To assure that your child gets home safely, we ask that all transportation changes are made in writing. If transportation changes must be made during the day, please call the office to make changes prior to 3:30 p.m. We cannot guarantee that transportation changes sent in via email will be read by staff during the day and therefore we discourage this practice. Our number one goal is the safety of your children.

Parent-Teacher Conference Dates

There are two days on the school calendar set aside for parent-teacher conferences. Parents are encouraged to attend a conference with their child's teacher(s) during parent-teacher conferences. These dates are September 30th and March 25th.

Additional individual conferences may be held to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference with their child's teacher should contact the teacher to schedule an appointment.

Parent and Student Acknowledgement

***Please complete and return to your child’s teacher**

My signature below indicates that I have read and understand the procedures contained in the Southside-Ashpole Elementary School Handout.

Parent/Guardian’s Name (PLEASE PRINT) _____

Parent/Guardian’s Signature _____

Student’s Name (PLEASE PRINT) _____

Student’s Signature _____

Date _____

The student handbook summarizes district policy and contains general guidelines and information. Refer to official policy and regulation documents for specific information at <http://innovativeschooldistrict.org/>.