



STUDENT AND PARENT GUIDE BOOK

2026-2027



AUTAUGA COUNTY BOARD OF EDUCATION

153 W. Fourth Street
Prattville, AL 36067
(334) 365-5706

AUTAUGA COUNTY SCHOOLS

Motto
Equip. Engage. Excel.

Vision Statement

The Autauga County School system values its rich tradition of excellence in a rapidly changing world. ACS aims to consciously create an environment of respect and inclusion that prepares and motivates students to become lifelong learners by instilling the knowledge, critical thinking skills, and leadership traits necessary to succeed in life. In a safe and supportive environment, the district's schools provide for every student's intellectual, social, and physical development by fostering an engaged, creative, and respectful community of learners, families, and community partners.

Mission Statement

Autauga County Schools is dedicated to fostering the whole student in an academically rigorous environment, where everyone is known and valued, by creating pathways designed for success.

Equal Education Opportunity Statement

It is the policy of the Autauga County Board of Education that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, race, religion, belief, national origin, age, ethnic group, or handicapping condition.

AUTAUGA COUNTY BOARD MEMBERS

Brad Robbins
Kim Crockett
Jamie Jackson
Billy Hollon
Kyle Glover

District 1
District 2
District 3
District 4
District 5

[Autauga County Schools Strategic Plan](#)

Dear Pine Level Families,

Welcome to a new school year at Pine Level Elementary School!

It is truly an honor to serve as your principal and to partner with you in supporting the growth and success of every student. At Pine Level, we believe that children thrive when families, teachers, and the community work together. Your involvement, encouragement, and communication are essential parts of that partnership.

Our theme, **“Rooted in Excellence. Growing Together.”**, reflects our commitment to building a strong foundation for every child. We want our students to feel safe, loved, challenged, and proud to be Pine Level Bulldogs. Along with academic achievement, we will focus on kindness, responsibility, respect, and developing the confidence students need to succeed.

This Parent–Student Guidebook contains important information about our procedures, expectations, and daily operations. Please take time to review it with your child and keep it available throughout the school year. Clear expectations and consistent communication help us create a positive and successful learning environment for everyone.

Please know that my door is always open. We value your questions, ideas, and concerns, and we encourage you to stay connected with your child’s teacher and our school. Together, we can make this a wonderful year filled with learning, growth, and meaningful memories.

Thank you for trusting us with your children. We are excited about the year ahead and grateful to have your family as part of the Pine Level community.

With Bulldog pride,

Scarlett Turner

Principal
Pine Level Elementary School



**2040 Highway 31 North
Deatsville, AL 36022
(334) 358-2658**

Administration

Scarlett Turner, Principal
Carolyn Carpenter, Assistant Principal
Elizabeth Robinson, Assistant Principal

Vision

Always Learning...Always Leading

Mission Statement

It is the mission of Pine Level Elementary School to produce lifelong learners who reach their full potential by becoming leaders and responsible citizens.

2026-2027 Motto

Rooted in Excellence. Growing Together

This guidebook does not contain all procedural practices or policies that govern the operations and processes of Pine Level Elementary School.

8 Bulldog Character Traits

PLES Bulldogs are:

1. Leaders
2. Respectful
3. Responsible
4. Problem Solvers
5. Organized
6. Diligent

PLES Bulldogs have:

7. Integrity
8. A Growth Mindset

School Website:

<https://www.pinelevelelem.com/>

MORNING ARRIVAL PROCEDURES

Students arriving by car will enter through the doors adjacent to the gym, where supervision will be provided. Students arriving by school bus must enter through the front doors of the school.

Parents should drop off students at their assigned entrance no later than **7:57 a.m.** Students should not be dropped off after this time, as school personnel will no longer be available to supervise arrival. Parents entering the building after **8:00 a.m.** must have a valid ID.

To ensure a safe and efficient arrival process, parents will not be permitted to walk students to class or conference with teachers during morning arrival.

Students arriving by car or walking to school should **not arrive on campus before 7:15 a.m.** Students who arrive before **7:45 a.m.** should report directly to their grade-level hallway.

Students arriving by car after **7:57 a.m.** must enter through the front center doors and be signed in by a parent or guardian in the Front Office. Cell phone use is not permitted in the Front Office.

Students eating breakfast at school should report directly to the lunchroom upon arrival. After breakfast, students should report to their assigned grade-level hallway. Breakfast service will end at **7:50 a.m.**, and lunchroom doors will close at that time.

AFTERNOON DISMISSAL PROCEDURES

School dismissal begins at **3:00 p.m.** Bus riders will be escorted to their assigned buses. Car riders will be supervised in the gymnasium until they are picked up. Students attending the YMCA After-School Program will be escorted to their designated location. All other students will be supervised in assigned areas while waiting for bus transportation.

For the safety of all students, smoking and cell phone use are prohibited while in the car-rider line.

Students remaining after **3:15 p.m.** must be signed out by a parent or guardian in the Front Office. These students will be moved from the car-rider line to the Front Office. Parents/guardians must provide a valid ID or car rider tag when picking up a student.

LATE ARRIVALS

Students should be seated in their classrooms by 8:00 a.m. Students who arrive after 7:57 a.m. **will not** be admitted to class without a parent signing them in through the office. **Do not drop your child off late as you will be called** to come back to the school to sign your child in before he/she can go to class. All children arriving late must be checked in through the office-no exceptions.

Board Policy 5.03

ATTENDANCE

Regular attendance is an important part of your child's success in school. Each day provides valuable opportunities for learning, building relationships, and participating in classroom activities. We encourage families to make every effort to have students present and on time each day. Students who check in before **11:35 a.m.** or check out after **11:35 a.m.** will be counted present for the school day. However, students who arrive after the designated start time will be marked tardy. Please note that students with an absence, check-in, or check-out will not be eligible to receive a perfect attendance certificate.

If your child needs to miss school, please contact the school office before **8:30 a.m.** to request make-up work. Requested assignments will be available that afternoon. Any request made after 8:30 will be available the following school day. Students should complete make-up work as soon as possible after returning to school and follow the guidelines provided in **Board Policy 5.03 and the Autauga County District Parent-Student Code of Conduct** [ACS Code of Conduct](#)

Thank you for partnering with us to support your child's learning and success!
[Board Policy 5.03 and ACS Code of Conduct](#)

CHECK-OUT PROCEDURE

It is very important that children be in school all day. Doctors and/or other appointments are best scheduled after school or on days that school is not in session. If this is not possible, please send a note to the teacher stating the reason and the time that your child needs to be checked out. Children must be signed out through the front office by a permitted/verified adult. **A photo ID is required to check out a student.** It is of utmost importance for you to fill out the white card sent home and add ANY persons that may pick up your child. **NO CHECKOUTS AFTER 2:30 p.m.** Interrupting the classroom disrupts instructional time.

PROOF OF RESIDENCY

ACS reserves the right to ask for current proof of residency. Random checks are made periodically throughout the school year.

TRUANCY DEFINITION

Students are required to be on time for school. It is the responsibility of parents or guardians to make sure that their children arrive on time each day. Any student arriving after that time should be accompanied to the office by a parent or guardian. Excessive tardiness, for any reason other than reasons for excused absences, will result in disciplinary action. Only an excused tardy permits class work to be made up. Students are required to remain at school for the entire day.

PLES REQUIRES PROOF OF RESIDENCY IN CASES OF EXCESSIVE TARDINESS.

[Board Policy 5.03 and ACS Code of Conduct](#)

WHEN TO KEEP YOUR CHILD AT HOME (ACBOE HEALTH GUIDELINES)

For information regarding illnesses, health requirements, and when students should remain home or may return to school, please refer to the Autauga County District Parent-Student Code of Conduct [ACS Code of Conduct](#).

Thank you for helping us maintain a healthy and safe learning environment for all students.

BULLYING

Ensuring student and staff safety is critical to maintaining an environment conducive to learning. Harassment and/or bullying will not be tolerated and will be handled immediately. Please make every effort to contact school personnel when your child has experienced harassment and/or bullying. You may complete a Student Harassment and Bullying Complaint Form. **This form is available by clicking on this link [ACS Bully Complaint Form](#)**

[Board Policy 5.26 Student Harassment and Bullying](#)

BUS REGULATIONS

Students riding school buses are subject to the rules and regulations established by the Autauga County Board of Education. Safety is a serious concern and misconduct will not be tolerated. Please see Autauga County School District Parent-Student Code of Conduct [ACS Code of Conduct](#) for bus rules. Referrals are written at the discernment of the driver. Discipline consequences could result from bus misconduct.

Bus issues need to be addressed by the Autauga County School System Transportation Department (334-361-3897) and bus changes cannot occur without a completed and approved temporary transportation form presented to the driver.

If transportation changes must be made during the day, written notification must be before 2:00 p.m. we strongly urge you to have transportation plans in place before your child comes to school each day. Students will not be allowed to change mode of transportation unless the school/teacher is notified before 2:00 p.m in writing. Please send written notification to school to ensure teachers are aware of any changes.

[Board Policy 5.32 Student Transportation](#)

CHECK POLICY

Pine Level Elementary School will accept personal checks for lunch and fees. Two party checks will not be accepted. This courtesy will be revoked for persons guilty of writing checks that must be returned for insufficient funds. There will be a returned check fee. All checks should be made payable to Pine Level Elementary School.

COMMUNICATION

Home-to-School Communication: Staying Connected for Student Success

Consistent communication between home and school is essential for your child's academic growth. To help keep you informed, your child will bring home a **Tuesday Folder** every week.

This folder may include:

- Graded papers
- Student work samples
- A Conduct/Study Habits report

Please **review the contents with your child**, then **sign and return the folder by Wednesday**. This process allows us to keep you updated on your child's progress and behavior on a week basis. Use the Tuesday Folder to send any notes or correspondence back to the teacher as well.

Additional Communication Tools:

- **ParentSquare** will be used throughout the year for important updates and direct communication with parents/guardians.
- The **PLES Newsletter** will be sent home **monthly** in the Tuesday Folder.
- Please also follow our **School Website**, **Instagram**, and **Facebook** pages for timely updates and information.

COUNSELING

A counselor is available to assist both you and your children. The counselor visits the classrooms regularly working with students on study skills, self-awareness activities, and building positive self-esteem. An individual student may ask the counselor for help with problems he/she may have. Parents should feel free to contact the counselor if they have any questions or when services are needed for their child. Robyn Raven is the counselor for grades Pre-K-2nd, Robyn.Raven@acboe.net, and Wendy Ellender is the counselor for grades 3rd-5th, Wendy.Ellender@acboe.net.

[*Separation Anxiety Tips*](#)

DELIVERIES

School deliveries are not permitted at PLES. Any delivery (balloons, flowers, gifts, etc.) to students will be turned away. Store-purchased treats are permitted for classroom parties and special events. No homemade food items are allowed.

BRINGING UNNECESSARY ITEMS TO SCHOOL

To help maintain a safe and focused learning environment, students should not bring items to school that interfere with instruction or become a distraction in the classroom. These items include, but are not limited to:

- Cell phones, smart watches, AirPods, earbuds, iPads, and other electronic devices
- Handheld games, trading or playing cards, fidget spinners/poppers, radios, balls, and other toys
- Cosmetics, expensive jewelry, or items with significant sentimental value
- The school is not responsible for items that are lost, stolen, damaged, or given away.

Souvenirs or toy items purchased during field trips, including toy guns, spears, knives, or other weapon-like items, must be given to the teacher upon purchase. The teacher will hold the item and return it to the student at the end of the school day when the class returns to campus.

Parents are encouraged to help students make good choices about what is brought to school so that instructional time can remain the priority.

DISCIPLINE

We want to maintain an environment that is fun, productive, and safe. We also have high expectations and encourage our students to give 100% each day and follow all school rules. When behavior becomes a problem, the teacher will implement his/her discipline plan. Please work as a team with teachers and administrators to ensure that your child's conduct and academic progress are on target. Please refer to the Policies and Procedures sent home by the homeroom teacher and the Autauga County Code of Conduct for additional information concerning discipline.

[ACS Code of Conduct](#)

DRESS CODE

Children need to dress comfortably for school. **Tennis shoes must be worn during physical education to ensure students' safety.** Please refer to the Autauga County Code of Conduct for additional specific guidelines concerning dress. It is best to put your child's name on any article of clothing that will be removed.

[ACS Code of Conduct](#)

CELL PHONE AND COMMUNICATION DEVICE POLICY

At PLES, students cannot have any communication device out and, on their person, while on school grounds from 7:15 a.m. until they are in their car or on their bus. Bus drivers have the discretion as to if communication devices will be permitted on their specific bus. Please refer to link above for the FULL policy and disciplinary steps that will be taken if the policy is violated.

[Board Policy 5.21](#)

DRUG FREE SCHOOL AND COMMUNITY ACT

No student or parent/guardian shall consume, have in possession, or have consumed any alcoholic beverage or drugs while he/she is on the school premises, in route to and from school or a school activity, or under the jurisdiction of the school. **Tobacco use on school grounds or while on school sponsored events is prohibited.**

[Board Policy 5.22: Drug and Alcohol Use](#)

EMERGENCY CLOSING OF SCHOOL

If it becomes necessary to cancel school due to an emergency situation, every effort will be made to notify parents, students and school personnel at the earliest possible time through local television and Parent Square communications. Concerned individuals should stay tuned to the local television stations for information. If possible, we will notify you by a call out. Parents may receive communication via Parent Square.

[**Board Policy 2.22: ACS Code of Conduct**](#)

EMERGENCY PROCEDURES

Emergency drills are practiced regularly in accordance with Autauga County Board of Education Policy and School Safety Regulations. Drills are also practiced for the safety of our children so that in the event of an actual emergency they will know what to do. **Safety procedures prohibit us from allowing children to be checked out during a tornado warning.** Emergency procedures for both fire and tornado are posted in each classroom.

[**Board Policy 2.22: Emergency Plans and Safety Drills**](#)

FERPA

Pine Level Elementary School is in compliance with regulations stated in the Family Educational Rights and Privacy Act (FERPA).

[**Board Policy 5.55 Family Educational Rights and Privacy Act \(FERPA\)**](#)

CHILD FIND

The District fully recognizes basic tenets, policies and philosophies, which guide the planning, implementation and evaluation of programs for students with disabilities. The District is committed to provide a free, appropriate educational opportunity for all qualifying students with disabilities.

[**Board Policy 6.26 Special Education**](#)

SECTION 504

Students who have a physical or mental disability which substantially limits one or more major life activities may qualify for 504 services. The Autauga County School System provides these services at each LEA school for all students who meet the eligibility requirements. You may receive additional information by contacting Ms. Robyn Raven, PLES Counselor, with any questions at robyn.raven@acboe.net.

FIELD TRIPS (Non-Refundable)

During the school year students will take field trips. Please adhere to the 9:00 a.m. deadline set for turning in money and required forms on the due date. Money must be turned in to the bookkeeper in advance so that checks can be written to pay for the cost of the trip. Unfortunately, money cannot be received after the deadline, as checks will have been written. Every effort is made to ensure you pay the correct amount for field trips and that they are as cost efficient as possible. A signed Permission Form and a signed Waiver of Liability form must be received from each student attending a field trip. If your child is in ISS or Second Chance on the day of a field trip/school activity, he/she will not be allowed to attend and, or participate. No refunds will be given for field trips not attended. Your child's teacher will contact parents to serve as chaperones. Pre-school children and/or other siblings or guests are not allowed to accompany teachers, parents, bus drivers or other chaperones on field trips. The supervision of students on a field trip requires intense observation at all times. If a chaperone sees/observes a problem, the teacher must be notified and will handle the situation. Parents are not allowed to ride the school bus unless deemed necessary by the child's medical condition. Parents/Guardians can only transport their child in private vehicles after check-out. This will require signing out your child on a form the teacher will have.

Board Policy 6.38

- Cash, checks (must include name, address, phone #, homeroom teacher & child's name), Givebacks (online payment platform).
- The front office personnel are not allowed to receive money. **All** field trip money must be sent through your child to the homeroom teacher at the start of the school day.
- THERE WILL BE A \$30.00 RETURN CHECK FEE
- No refunds or transfer of money collected for field trips is allowed.
- ALL PAYMENT and PERMISSION SLIP DEADLINES ARE FINAL

GIFTED SERVICES

Gifted students are those who perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities. Additionally, all second-grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. For more information, contact Emily Gregory, PLES GT teacher, at **Emily.Gregory@achoe.net**, or the Autauga County Special Education Department at (334) 361-3843.

Board Policy 6.27

ACADEMIC GRADES

Students are awarded a certificate for A and A/B Honor Rolls during the end-of-year Award's Day. Honor Roll awards are based on the nine-week grade throughout the school year.

PROMOTION AND RETENTION POLICY

Please click the [link](#) for the ACS promotion and retention policy.

[Board Policy 6.19 Promotion and Retention](#)

HOMEWORK POLICY

A responsible amount of study and preparation is essential for the academic growth of each student. Homework should be used to supplement, compliment, and reinforce classroom teaching and learning. Please review homework, as well as class work, with your child to help him/her develop good study skills. Contact your child's teacher if you have questions.

[Board Policy 6.15](#)

INSTRUCTIONAL PROGRAM

The instructional program at Pine Level Elementary School is designed so that our students receive 370 minutes of instruction each day. This time is divided among specific subjects in accordance with guidelines established by the Alabama State Department of Education. Objectives are outlined in the [Alabama Course of Study](#) for each subject included in the curriculum. A quality education for each student at Pine Level Elementary School is our instructional focus.

[Board Policy 6.02](#)

LIBRARY/MEDIA CENTER

Our school library is a welcoming place where students can develop a lifelong love of reading. Students will visit the library regularly and have opportunities to check out books to enjoy at home. We encourage families to spend time reading together each day, as shared reading helps strengthen literacy skills and fosters a love of learning. Students are responsible for the care of all library books they check out. Lost or damaged books must be paid for by the student. Once a lost or damaged book has been paid for, refunds cannot be issued if the book is later found or returned.

To help promote reading and build excitement about books, Pine Level Elementary hosts **two Book Fairs each school year**—one during the **first semester** and one during the **second semester**. These events provide students and families with an opportunity to purchase books while also supporting our school library. Information about Book Fair dates and family shopping opportunities will be shared through ParentSquare.

BREAKFAST & LUNCH VISITORS

Parents and guardians are welcome to join their child for lunch throughout the school year. To help us prepare, please notify your child's teacher in advance if you plan to visit.

To allow students time to learn cafeteria expectations, build independence, and establish daily routines, **lunch visitors are welcomed starting after the first nine weeks.**

Throughout the school year, Pine Level Elementary will also host designated Picnic Lunch Days, providing opportunities for families to enjoy lunch with their student and bring outside food.

We appreciate your partnership in helping our Bulldogs become **Rooted in Excellence and Growing Together!**

CHARGED MEALS IN THE CAFETERIA

All students will be provided with free school breakfasts. All students will be provided with school lunches. Adult employees or visiting adults must have money in hand or on their account. Adults cannot have a negative balance.

Lunch/Breakfast Meal Prices

Breakfast

Students Eat Free
Employees \$3.25
Visitors \$3.50

Lunch

Students Eat Free
Employees \$4.75
Visitors \$5.00

A-la-carte items are available for purchase. Please make sure your child has enough money in their account to cover all items offered.

[**Board Policy 5.46**](#)

MEDICATIONS

Students may need to take medications while at school. The school health services personnel recommend that, whenever possible, medication be administered before/after school hours under the direct supervision of a student's parent/guardian. If school attendance is dependent on taking medication, the first dose of the medication should be given at home where any reaction may be observed by the parent/guardian and reported to the student's physician. For medication to be administered to a student at school the following procedures must be followed:

1. The student's parent/guardian must complete the School Medication Prescriber/Parent Authorization Form, which is available in the school office and the school health office. The parent, doctor, physician's assistant or nurse practitioner must sign the form. The form allows the student's physician to give the school directions on how to give the required medication and any side effects that may occur from the medication. The student's parent or legal guardian is required to update the School Medication Prescriber/Parent Authorization Form any time the student has a change in medication and/or dosage. The completed School Medication Prescriber/Parent Authorization Form will be kept confidential.
2. Prescription medication must be in the original container with a pharmacy label and the student's name, physician's name, date of prescription, name of medication and dosage. Non-prescription medication must be in the original container labeled with the student's name.

3. Students will be allowed to possess and self-administer prescribed asthma inhalers and/or EpiPen medication. This medication must meet the above requirements.
4. A student's parent/guardian must deliver the medication to the school nurse and retrieve the medication from the school nurse. A student should never have more than a month's supply of medication at the school. Medications not picked up within 14 days of the stop date or medication left at the school at the end of the school year will be discarded by school health services personnel.

[Board Policy 5.41 and ACS Code of Conduct](#)

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are encouraged. It is vital that we work as a team for the success of your child. If you feel the need to talk with a teacher, please let that teacher know. You may Parent Square the teacher requesting a conference, or call the school office at 334-358-2658.

Student instructional time is essential; parents/guardians will not be permitted to interrupt classroom instruction to talk with the teacher. Likewise, no conference will be permitted during instructional time unless approved by the principal. Written correspondence is always welcomed especially through ParentSquare.

[Board Policy 6.24](#)

PARENT SQUARE COMMUNICATION IS STRONGLY ENCOURAGED!

POWERSCHOOL PARENT PORTAL HOME

Parents/guardians will receive your child's ID and PIN beginning in August. Internet access is necessary to use the program. You will have the ability to view your child's Report Card Grades, Current Class Averages (with assignment grades), Teacher Notes, Attendance Records, Discipline Records and Class Attendance Records. All information is private and secure. Teachers are required to update grades weekly.

PARENT VOLUNTEERS

We welcome and encourage parent and family volunteers at Pine Level Elementary School! Volunteers play an important role in supporting our students, teachers, and school community. Opportunities to volunteer may include:

- Assisting in the front office
- Helping in the media center
- Supporting your child's classroom teacher
- Assisting with school events and special activities

For the safety and privacy of all students, all volunteers must read and sign the **PLES Volunteer Guidelines and Confidentiality Agreement** before volunteering. Copies of the agreement are available in the front office.

If you are interested in becoming a regular volunteer or would like to learn about upcoming volunteer opportunities, please contact our front office. We appreciate your partnership and look forward to working together to support our students' success!

SCHOOL FACILITIES

All school facilities are under the supervision of the principal. The school principal is **NOT** responsible for the YMCA After-School Program. Please contact the YMCA childcare department at 334-358-1446 for concerns with the YMCA.

[Board Policy 2.26](#)

SCHOOL SECURITY

The safety and security of our students, staff, and visitors is our highest priority at Pine Level Elementary School. We strive to provide a safe, secure, and welcoming learning environment where every child can thrive.

To help ensure the safety of everyone on campus:

- A school-wide surveillance camera system monitors campus activities.
- All exterior doors remain locked during the school day. Visitors must enter through the **main entrance** and check in through the front office.
- All visitors are required to present a valid government-issued photo ID before entering the building and must wear a visitor badge while on campus.
- Students will only be released to individuals listed on the student's emergency contact information unless prior arrangements have been made with the school.
- Emergency drills, including fire, severe weather, lockdown, and other safety drills, are conducted regularly throughout the school year in accordance with state and district requirements.
- Faculty and staff receive ongoing training in emergency preparedness and school safety procedures.
- Weapons detection systems may be used during selected school events involving outside visitors or large gatherings as an added safety measure.

In the event of an emergency, all exterior doors can be opened from the inside, allowing students and staff to exit the building safely.

We appreciate the cooperation of our families and visitors in following these procedures. Working together helps us maintain a safe and secure environment where students can learn and grow each day.

SNACKS

Snacks/Drinks are available for purchase each day. Items range from \$0.50 - \$2.00 and should be paid for at the time of purchase. Parents should encourage their child to use only snack-money, not lunch-money, to buy snacks.

Students may also bring snacks from home. We will have Special Snack on designated Fridays.

TEXTBOOKS

All textbooks issued to the students are property of the State of Alabama and the local public school system. Textbooks, which are damaged or lost during the course of the school year, must be paid for by the student to whom the book is issued.

[Board Policy 6.05](#)

TRANSPORTATION ARRANGEMENTS

All transportation changes must be sent in writing from the student's parent/guardian by 8:00 each morning. It is very important that your child knows his/her dismissal arrangements for that day, prior to arriving at school. PLES will accept handwritten notes, email, or ParentSquare messages. Changes over the phone are not permissible. Teachers are only allowed to dismiss students based on parents' original transportation directives unless an appropriate transportation change request is made in writing. Teachers are not held responsible for ensuring a transportation change is handled correctly unless these procedures are followed.

VISITORS

Upon entering the building, ALL VISITORS to the school, including parents/guardians, must report to the main office to obtain permission to visit. During regular hours, only the front office entrance may be used. All other entrances will remain locked down. You must ring the doorbell located at the right of the front door and wait for admittance. Upon request, please be prepared to show your ID prior to entry. All visitors must sign in and wear a visitor's sticker for their entire visit. Persons who have not been authorized to visit in the school or have an appointment will be considered a trespasser. Thank you for your cooperation in keeping our students safe. *Please remember that we do not allow visitors to the classrooms during instruction time as it disrupts teaching and learning.

When visiting our school or attending school-sponsored events, all adults are expected to model appropriate behavior and attire for our students. Clothing that is excessively revealing or otherwise inappropriate for a school setting may result in an individual being unable to participate in school activities or events. To help maintain a positive learning environment, please refrain from using cell phones in the front office, hallways, instructional areas, and during school events. The use of profanity is prohibited on school grounds and at all school-sponsored activities. Additionally, fast-food deliveries or drop-offs for students are not permitted. We appreciate your partnership in creating a school environment that promotes respect, responsibility, and high expectations for all students. The faculty and staff of PLES are committed to working collaboratively with students and families. We ask that all adults who call or visit PLES demonstrate kindness, courtesy, and respect in all interactions. Failure to adhere to these expectations may result in restrictions from school property, including being trespassed from campus.

[Board Policy 7.07](#)

WITHDRAWALS AND TRANSFERS FROM SCHOOL

When a student must withdraw/transfer from our school, the parent or guardian will need to come by the front office to fill out a withdrawal form providing the name and address of the school where the student will next enroll within 10 days. Withdrawal paperwork can take several days to complete; therefore, we ask that you are patient with us during this process.

Antanga County Schools

2026-2027 ACADEMIC CALENDAR

JULY 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

■ SCHOOL HOLIDAY	■ SEMESTER START	■ TEACHER WORK DAY / NO SCHOOL
■ EARLY DISMISSAL	■ PROFESSIONAL DEVELOPMENT / NO SCHOOL	

IMPORTANT DATES

JUL 4: INDEPENDENCE DAY HOLIDAY

AUG 3: INSTITUTE DAY
AUG 4 - 5: PROFESSIONAL DEVELOPMENT
AUG 6 - 10: TEACHER WORK DAY
AUG 11: FIRST DAY FOR STUDENTS

SEPT 7: LABOR DAY HOLIDAY
SEPT 9: Q1 PROGRESS REPORTS

OCT 9: EARLY DISMISSAL FOR STUDENTS/
PARENT CONFERENCE
OCT 12 - 13: FALL BREAK
OCT 19: Q1 REPORT CARDS

NOV 11: VETERANS DAY HOLIDAY
NOV 12: Q2 PROGRESS REPORTS
NOV 23 - 27: THANKSGIVING HOLIDAY

DEC 18: EARLY DISMISSAL FOR STUDENTS
DEC 21 - JAN 1: WINTER HOLIDAY

JAN 4: PROFESSIONAL DEVELOPMENT
JAN 5: SYMPOSIUM
JAN 6: TEACHER WORK DAY
JAN 7: STUDENTS RETURN
JAN 11: Q2 REPORT CARDS
JAN 18: MLK HOLIDAY

FEB 9: Q3 PROGRESS REPORTS
FEB 12: EARLY DISMISSAL FOR STUDENTS
FEB 15: PRESIDENTS DAY HOLIDAY

MAR 18: Q3 REPORT CARD
MAR 19: EARLY DISMISSAL FOR STUDENTS
MAR 22 - 26: SPRING BREAK

APR 15 - 16: WEATHER DAYS
APR 21: Q4 PROGRESS REPORTS

MAY 27: TEACHER WORK DAY
MAY 28: LAST DAY OF SCHOOL
EARLY DISMISSAL FOR STUDENTS
Q4 REPORT CARDS

MAY 31: MEMORIAL DAY HOLIDAY
JUN 19: JUNETEENTH HOLIDAY

GRADING PERIODS

Q1: AUGUST 11 - OCTOBER 8 Q3: JANUARY 7 - MARCH 11
Q2: OCTOBER 9 - DECEMBER 18 Q4: MARCH 12 - MAY 28