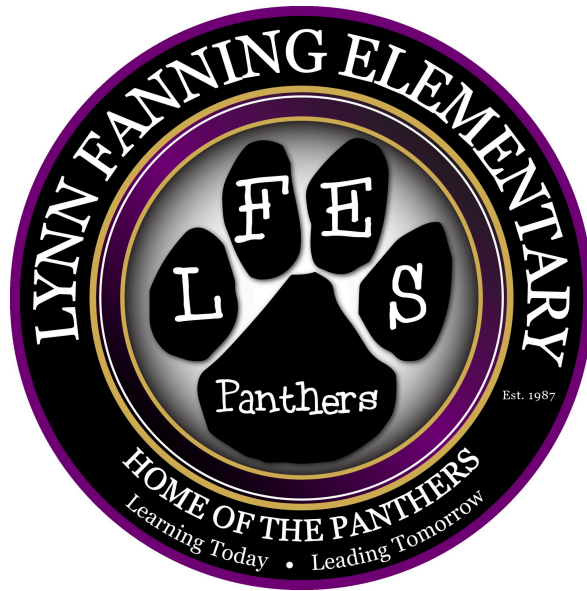


2026-2027
Lynn Fanning Elementary School
Parent/Student Handbook
Rise and Shine: Bright Futures Begin Here!



Administrators

Victoria McAlman, Principal

vmcalman@mcssk12.org

Samuel Walker, Assistant Principal

svwalker@mcssk12.org

8861 Moores Mill Road
Meridianville, AL 35759
Phone: 256-851-4680
Fax: 256-851-4681

Lynn Fanning's School Wide Goals

- ❖ Improve students' abilities in decoding, reading fluency, comprehension and vocabulary development based on the Science of Reading
- ❖ Increase students' abilities to use written expression in all subject areas
- ❖ Increase students' abilities to become problem solvers and think critically in the area of math and science

Mission Statement

It is the mission of LFES to ensure high levels of learning for all in a safe and positive environment. We will support each child by fostering a sense of responsibility, problem solving, and a love of learning.

Vision

The goal of Lynn Fanning Elementary School is to prepare students for the challenges they will encounter throughout their lives. This goal will be accomplished by encouraging the academic and social success of each student.

School-Wide Theme

2026-2027

Rise and Shine: Spark Joy. Inspire Learning.

Table of Contents

General Information.....	3
Student and Parent Rights and Responsibilities.....	4
CODE OF CONDUCT.....	5
DRESS CODE.....	5
Academics, Assessment, and Special Programs.....	6
RESPONSE TO INSTRUCTION (RTI).....	6

PROGRESS REPORTS AND REPORT CARDS.....	7
Class Placement Requests.....	9

Lynn Fanning Elementary School

General Information

Contact Us	
	256-851-4680
	256-851-4681
	8861 Moores Mill Rd., Meridianville, AL 35759
	https://www.mcask12.org/LynnFanningElementarySchool

Find Us on Social Media	
	@LynnFanningElementarySchool
	@LynnFanningElementary School

School Hours of Operation

6:55 am: Car Rider line begins
7:00 am: Breakfast Begins
7:15 am: School Front Office Opens
7:20 am: Breakfast Ends and **Car Rider Line Closes**
7:25 am: School Begins (students are considered tardy at this time)
1:45 pm: Check Out ends
2:25 pm: Classes End
2:30 pm: Car Rider Line Begins and Buses Leave Campus
3:30 pm: School Front Office Closes
5:30 pm: After School Care Ends

Meet Your Principal- Mrs. McAlman

Welcome to a new school year!



We're so excited to see the incredible learners and leaders you'll become this year. It's an honor to walk alongside you on this journey. Get ready to work hard, play hard, and grow in every way.

As your principal, I want you to know that education is my passion, and I wholeheartedly believe we owe it to the students we serve to educate them in every way—academically, socially, and emotionally. I feel truly blessed to work alongside such an amazing group of educators who share that same commitment.

Families, together we can achieve amazing things. Let's make this year one to remember—as a team.

Are you ready to rise and shine?

Meet the Assistant Principal, Mr. Walker

My name is Samuel Walker, and I am honored to serve as assistant principal at Lynn Fanning Elementary School. I proudly call Hazel Green, Alabama, home and consider it a true privilege to serve a school community that has played such an important role in my journey as an educator. In many ways, joining the Lynn Fanning family feels like coming full circle. I began my career in education at Lynn Fanning in 2014 as an afterschool care worker, where I first fell in love with the welcoming atmosphere, sense of family, and commitment to students that make this school so special. It is both humbling and exciting to now return and serve the Lynn Fanning community once again in a leadership role after serving as assistant principal at Meridianville Middle School.

I earned my Bachelor of Science in Elementary Education from Auburn University in 2019 and later completed my Master of Science in Elementary Education at Troy University in 2022. In 2025, I continued my professional growth by earning my Instructional Leadership Certification through University of West Alabama.

My educational philosophy is rooted in the belief that everyone can. I believe that when students are supported, challenged, and truly seen, there is no limit to what they can achieve. I view every interaction as an opportunity to build confidence, resilience, and a lasting love of learning. As an administrator, my mission is to foster a school culture where students, teachers, and families feel valued, empowered, and inspired to grow together.

As I continue my journey in instructional leadership, my goal is to lead with integrity, empathy, and a student-centered mindset. I am committed to creating inclusive learning environments where equity, collaboration, and high expectations guide every decision we make on behalf of students.



LFES Faculty and Staff

Office Staff	Kindergarten Staff	First Grade
Terressa McIlwain (registrar)	Latrishia Belton	Rachel Bendall
Shena Fuller (bookkeeper)	Destiny Cross	Candice Brooks
Ayoka Billions (Nurse)	*Dee Curry	Tatum Delap
Miranda Baker (reception)	Ashley Gamblin	Kailee Duskin
Mekisha Traylor (counselor)	Lindsay Harman	*Alexis Elledge
	Sabrina Hill	Heather Hamilton
Maintenance & Custodial	Hannah Turner	Rachel Layfield
Rebecca Awosiji	Jana Patterson	Lindsey Mason
Anna Clay	Tracy Seibert	Abby Nunnelly
Seth Brooks	Barbara Tanner	Jacqueline Sargent
Jerome Shipley	Wanda Rothermund	Second Grade
English Language Learners	Instructional Specialists	Mackenzie Bevers
Amy Burgeson	Megan Boles	Rebecca Cates
Special Education	Tomika Davis	*Toni Cassidy
Amanda Rowan	Student Support	Allison Cole
Amy Minskey	(enrichment center)	LaArielle Hunley
Kimberly Medina	Jennifer Meznarich (interventionist)	Kylie McCoy
Mary Floyd	Lashawn Norwood (psychologist)	Rebecca Powers
	Tyesha Reynolds(behavior)	Arrianna Reeves
	Special Areas	Kate Temples
	Kelli Terrell (pe)	Ashton Venable
	Melissa Reis (pe)	Tracy Weigold
	Fabiola Burcham (pe)	Speech and Language
Cafeteria	Joye Kralovec (library)	Amy Minskey
Cassandra Moore (manager)		Additional Student Support
Cindy Nowakowski (assistant)	Jessynda Heard (STEM)	Courtney Judson(social worker)
Kimberly Sisk	Julia Baxter (music 1st semester)	Lore Bennett (ACE)
Romina Conver	Curt Greene (art, 2nd semester)	
Anita Newman	Leslie Mooror (OT)	

Elizabeth Goins		
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Frequently Used Documents and Links

<u>MCSS 25-26 Calendar</u>	<u>Medical Authorization Forms</u>	<u>MCSS Code of Conduct</u>
<u>LFES School Supply Lists</u>	<u>Mental Health Services</u>	<u>MCSS Powerschool Parent Portal</u> (grades, attendance, etc.)
<u>MCSS Board Policy Manual</u>		

Lynn Fanning Elementary School

Student and Parent Rights and Responsibilities

The rules and procedures of Lynn Fanning Elementary School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect rights to freedom of expression and association and to fair treatment. Reciprocally, they must respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Parents, or individuals acting in that capacity, are responsible for seeing that each student under his/her care and control follows school system policy and local school rules and regulations.

Parents have the right to know how their child is progressing in school and will be provided information on a regular basis. Many times it will be the responsibility of the student to deliver that information. Parents are encouraged to build a two-way link with their child's teacher(s) and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

As we create a partnership with community members, teachers, parents, and students, we ask that you follow the chain of command below:

- **First Contact: Teacher**
- **Second Contact: School Administration**

Madison County Board policy encourages that all local school issues be handled at the local school.

According to the Alabama State Law Section 16-1-24.1, Parents are:

- Responsible financially for a child's destructive acts against school property or persons
- Responsible and required to appear at school when requested by an appropriate school official for a conference regarding acts of a child and or the discipline of a child
- Required to see that a child is enrolled in school according to state law, and further
- Required to see that the child regularly attends school and abides by the system's rules and regulations related to attendance
- Required to compel the child to properly conduct him/herself in accordance with the policies, procedures, rules, and regulations of behavior adopted by the system and the local school

Lynn Fanning Elementary School

School-wide Student Expectations

It is the goal of Lynn Fanning Elementary to initiate a school-wide effort to teach our students effective and positive problem-solving skills and how to deal with social behaviors appropriately. The school-wide plan sets forth guidelines and expectations that are consistent and systematic to ensure that we provide a safe, educational environment. We encourage students to be positive!

CODE OF CONDUCT

Students are expected to conduct themselves in an **obedient** and **respectful manner** at all times. Alabama State Law Section 16-1-24.1 states that parents are required to “compel the child to properly conduct him/herself in accordance with the policies, procedures, rules, and regulations adopted by the system and the local school.” Parents are requested to review all **Rules and Regulations** addressed in the **2023-2024 Student Code of Conduct** with their children at the beginning of the school year.

LFES Behavior Expectations

At Lynn Fanning Elementary, we believe that positive behavior helps create a safe, respectful, and welcoming learning environment for all. Students are expected to show kindness, make safe choices, and take responsibility for their actions—both in and out of the classroom. We encourage our students to treat others the way they want to be treated and to always do their personal best. Together, we rise by lifting one another and shining through our actions each day.

If a student displays behavior that does not align with the expectations of Lynn Fanning Elementary or Madison County Schools, the teacher's classroom management plan will be implemented. When necessary, we will also follow the guidelines outlined in the Madison County Schools Code of Conduct.



Lynn Fanning Leaders are safe, do our best, and respect ourselves & others!

	Assembly	Bathroom	Bus	Cafeteria	Hallway	Playground
Am I Being Safe?	Sit down on bottom & respect personal space	Flush toilet Wash & dry hands	Stay in assigned seat	Walk in quietly Sit with feet under the table Walk out quietly	Walk orderly on the right	Use equipment properly
Am I Doing My Best?	Applaud appropriately	Quietly wait my turn	Obey the bus driver	Help keep all areas clean & neat	Walk slowly to my destination	Wait my turn & play nicely
Am I Respecting Myself & Others?	Listen and watch the speaker	Help keep all areas clean & allow others privacy	Keep hands, feet, and objects to myself	Eat first Then talk	Keep hands & feet off the wall and to myself	Be a good friend to everyone
Voice Level	0	0	1 unless driver asks you to go to 0	0 until teachers gives signal for 1	0	3

DRESS CODE

Students and parents should refer to the Madison County Code of Conduct for general guidelines (MCSS, Code of Conduct, pg 43-46). **We request that all foot apparel determined to be dangerous or a safety hazard not be worn to school.** All shoes should be enclosed or have a strap on the back to secure the foot inside. **Athletic shoes are required for P.E. class and recess on the playground.**

Lynn Fanning Elementary School

Academics, Assessment, and Special Programs

Lynn Fanning Elementary offers an outstanding instructional program for all students. We fully implement the Alabama College and Career Readiness Standards in the areas of Reading/Language Arts, Mathematics and Science, and the Alabama Course of Studies for Social Studies, Fine Arts, Health, Technology and Physical Education. These standards provide a framework of instructional objectives for all subjects at all grade levels, kindergarten through grade 2. The Alabama College and Career Readiness Standards are nationally developed essential skills our children must have to compete with the global workforce they will enter as young adults. Teachers integrate research-based instructional strategies on a daily basis as recommended by the Alabama Reading Initiative (ARI) and the Alabama Mathematics Science and Technology Initiative (AMSTI).

RESPONSE TO INSTRUCTION (RTI)

refers to an instructional framework that promotes a well-integrated system connecting general, gifted, supplemental, and special education services in providing high quality, standards-based instruction, and intervention that is matched to students' academic, social-emotional, and behavioral needs. RtI combines core instruction, assessment, and intervention within a multi-tiered system to increase student achievement and reduce behavior problems. The ultimate purpose of the RTI process is to enhance the success of students with a variety of academic and/or behavioral needs, rather than solely determine whether a student qualifies for special education services.

- **Special Education Services** are provided to students who have been determined to be eligible. Specific information regarding evaluation, eligibility, placement, and dismissal procedures can be obtained through a student's case manager or school administration.
- **Gifted Education Services**, ACE, provides enrichment learning activities for eligible students in grade 3. Students in 2nd grade are screened for the program each year. Students in grades K-2 are offered a classroom-based enrichment program.
- The **Guidance Program** offers a variety of services including classroom guidance lessons, individual/small group counseling sessions, and parental support.
- **Physical Education** is an integral part of the instructional program. Each student will have a minimum of a 30-minute P.E. period every day. All children will be required to participate. If on a particular day your child cannot participate, please send a signed note to your child's teacher. A doctor's statement is required if your child needs to be excused for more than one school day. For your child's safety we ask that they be properly dressed for P.E. class. Your child is **required** to wear athletic shoes to Physical Education class. Athletic shoes are also required to participate in recess. If girls wear dresses, they should wear shorts, leggings or pants underneath

them.

- **Art or Music** is provided to our students once a week. Music will take place during the first semester of school, and art will take place the second semester.

Lynn Fanning Elementary School

Academics, Assessment, and Special Programs

ALABAMA LITERACY ACT

In 2019, the Alabama legislature passed the Alabama Literacy Act; it became effective September 1, 2019. The Alabama Literacy Act was established to implement steps to improve the reading proficiency of public school kindergarten to 3rd-grade students and ensure that those students are able to read at or above grade level by the end of the 3rd grade. The law states that all 3rd-grade students (with a few “good cause” exemptions) shall demonstrate sufficient reading skills for promotion to 4th grade, beginning with the 2023-2024 School Year.

So why 3rd grade? Research shows that “90% of children with reading difficulties will achieve grade level in reading if they receive help in the 1st grade. Seventy percent of children whose help is delayed to age 9 or later continue to struggle throughout their school career.” A parent, custodial parent, or legal guardian of any K-3 student who exhibits a consistent deficiency in reading or characteristics of dyslexia at any time during the school year shall be notified in writing.

PROGRESS REPORTS AND REPORT CARDS

The official Report Card is issued to all students at the end of each nine (9) week grading period. A progress report will be issued to students at the halfway point of the current nine week period.

Grading Period	Progress Reports	Report Cards
1 st Nine Weeks	September 3	October 16
2 nd Nine Weeks	November 12	January 8
3 rd Nine Weeks	February 4	March 26
4 th Nine Weeks	April 22	May 28

Lynn Fanning Elementary School

Academics, Assessment, and Special Programs

STUDENT ASSESSMENT PROGRAM

All students attending Lynn Fanning Elementary participate in assessment programs mandated by the Alabama State Department of Education. These assessment instruments help guide the instructional program for our school. Listed below are the names and dates for each assessment.

AlaKids (Kindergarten Readiness)	TBD by ALSDE
mClass (Reading Assessment)	BOY: August 10-August 28 MOY: November 30-December 17 EOY: April 19-May 7
iReady (Math Assessment)	BOY: August 10-August 28 MOY: November 30-December 17 EOY: April 19-May 7
ACAP Summative (Reading and Math) 2nd Grade Only	March 15 - April 9

Class Placement Requests

At Lynn Fanning Elementary, we believe that every teacher on our staff is highly qualified and committed to providing an excellent education for **all** students. As such, we will no longer accept specific teacher or classroom requests.

If you would like to share information about your child that may help us make the most appropriate placement (such as learning styles, academic needs, or peer dynamics), we welcome that input. While we will carefully consider the information provided, please understand that specific teacher requests will not be honored.

Our goal is to create equitable, balanced, supportive classroom environments where every student can thrive. Thank you for your understanding and trust in our placement process.

EXTENDED DAY PROGRAM

Contact: Ms. Kimberly Sisk

An after-school program (Extended Day) is available each day school is open with hours from 2:25 until 5:30 p.m. (**Pick up beginning at 3:00**). Payment is due each Monday (or the first day of the week your child attends). Participation in Extended Day is limited to the number of

available slots. **After school activities will be canceled if and when severe weather persists.** Extended Day adheres to the same school procedures in emergency situations or school closings. **Any days lost due to disciplinary reasons will not be refunded. IF YOU HAVE AN OUTSTANDING BALANCE FOR AFTER SCHOOL CARE YOUR CHILD WILL NOT BE ABLE TO ATTEND UNTIL IT IS PAID IN FULL.** If balances aren't paid up to the date within two weeks of the statement, your child(ren) may be dismissed from the program.

Lynn Fanning Elementary School

Arrival, Dismissal, Check-Outs & Transportation

ARRIVAL AND DISMISSAL

Car riders **may not** be dropped off before 6:55 a.m. and must be picked up no later than 3:00 p.m. **All car riders should be dropped off through the car rider line between 6:55 a.m. and 7:20 a.m.** Class begins at 7:25; students arriving after this time will miss valuable instruction. The car rider line will close promptly at **7:25 am** with a barrier at the entrance of the line. If a student arrives after 7:25 am, there will be no teacher on duty. Therefore, parents must park in the parking lot in front of the school, bring their child(ren) into the main lobby and sign them in if the bell has rung. If you arrive after the car line closes, your child will only be marked tardy if they are not in the building by 7:25 am. For security purposes, the outer doors remain locked; therefore, **it is imperative that you DO NOT drop your child off unattended. All students MUST be walked into the Lobby and signed in by a parent. Do not park in the fire lanes. Park in the parking lot in front of the school.**

Buses will load and unload at the south side of the school building. If students need to be picked up early in the afternoon, please do so by 1:45 pm in the main lobby. We ask that you not pick students up early on a regular basis. Instruction is still taking place, and core subjects are being taught. Please remember to bring your ID.

BUS RIDERS

The Madison County Board of Education provides bus service for all students in Madison County. The Madison County Board of Education provides bus transportation to students who are eligible to ride based on state and local Board of Education provisions. Safety is of utmost importance in the transportation of students; therefore, the MCBOE expects students to strictly follow all rules and regulations regarding school buses. The principal, or his/her administrative designee, has the authority to deny the privilege of riding a school bus when a student violates established rules and regulations or exhibits behavior deemed inappropriate or detrimental to the safe transportation of students. The school bus is considered an extension of the classroom, and all Madison County Board of Education

regulations apply while being transported and at drop-off and pick-up. The violation of any school bus regulations may result in suspension from the bus concurrent with and in addition to any other disciplinary action prescribed in the MCSS Student Code of Conduct. School officials may impose specific rules and regulations for students to follow in riding school buses. The following expectations apply as a part of, and in addition to, any bus rules and regulations adopted by the school. **It should be considered a privilege to ride the bus.** To ensure a safe, comfortable ride for all students, the following rules will be followed:

- Be at your pick-up location ahead of the scheduled bus arrival time and prepared to board the bus
- Wait until the bus comes to a COMPLETE stop and a signal from the driver before attempting to get on or off
- Stay seated properly in seats at all times
- Listen to and obey bus drivers
- Keep the aisles clear of feet, books, bags, etc
- Keep buses free of litter
- No food or drink on the bus
- Keep conversations at a low volume, no loud or boisterous talk
- No talking during railroad crossings
- No use of profanity, obscene, or vulgar language
- No headphones/earbuds in use while loading or unloading a bus

Failure to obey any of the rules listed above could result in a suspension of bus riding privileges. The length of the suspension will be determined by the seriousness of the misconduct.

Transportation changes MUST be submitted in writing by noon each day **[Online Transportation Change Form](#)**

Transportation Changes

To ensure student safety and smooth dismissal procedures, all transportation changes must be submitted in writing.

During the school year, if there is a change to your child's usual method of afternoon transportation, please complete the Transportation Google Form. Additionally, we must receive written notification of the change by emailing lfsesoffice@mcck12.org.

- All transportation changes must be received by 1:00 PM each day to allow adequate time to notify staff and coordinate with dismissal teams and bus drivers.
- Changes will not be accepted after 1:30 PM. In the event of a true emergency after this time, please call the school immediately for further guidance.

Please note: All transportation changes must be made in writing via the google form link above. **For the safety of all students, we cannot accept changes over the phone.**

Thank you for your understanding and support in helping us keep our students safe and accounted for during dismissal.

CAR RIDERS

Every student will be assigned two placards with a number on it to be used during afternoon pickup. **Please place the placard on your rear view mirror. If your child is not a regular car rider, a placard will be provided to you in case of a change of transportation. Please keep the placard in your car at all times to expedite dismissal in the event of an emergency closing.**

Any person picking up a student without a placard must come to the front office and wait until all radio communication has been completed by the staff involved with car rider dismissal. The front office can then radio the staff in the cafeteria to send the student to the lobby area for check out. Please bring your photo ID.

Lynn Fanning Elementary School

Arrival, Dismissal, Check-Outs & Transportation

CHECKING IN/OUT

To ensure the safety of your child and all of our students, a picture ID will be required to check out a student. Anyone checking out your child must be documented as a contact in PowerSchool. To add or remove a contact, please contact our school Registrar, Mrs. Terressa McIlwain at tmcilwain@madison.k12.al.us. **Phone checkouts are not permitted.** Families may not call the school to request that we notify a classroom or have a student prepare for pickup in advance of the parent's arrival.

****Copies of all court-ordered decrees and custody papers MUST be provided to the registrar in a timely manner so that they may be included in applicable student's cumulative records. All actions made by the school will be based on current cumulative records. Verbal communications will not override court documents provided to the school.****

Please refrain from checking out students in the main lobby area between 1:45 and 2:15.

This area becomes extremely congested during dismissal times making it difficult to conduct business due to the acoustics in the lobby area. Car riders are picked up in the car rider line (beginning at 2:30 pm). **If you are checking out/in your child(ren) please park in the Reserved Visitor Parking and NOT in the Fire Lane located directly in front of the building.**

School dismisses at 2:25. Staff will remain with students in the car rider line for 30 minutes. At 3:00, any students remaining on campus will be sent to After School Care and a \$10 fee will be charged. An additional \$5 will be charged for every 15 minutes thereafter.

EMERGENCY DISMISSALS/CLOSINGS

The Superintendent is authorized to close schools if prevailing or potential hazards threaten the safety and well being of the students, faculty and staff. He will make the decision after conferencing with appropriate community agencies including the Board of Education. The Superintendent will make public announcements and releases to the news media. Please

be advised of these announcements since it is impossible to contact all parents individually. **It is imperative that you keep your PowerSchool contact information up to date in order to receive information concerning school events as well as vital information in the case of an emergency or severe weather.**

Check the Madison County School's website for early school closings at www.mcsc12.org

TRANSPORTATION CHANGES

During the school year, if there will be any change to the usual method of afternoon transportation, the teacher and front office staff must be notified using the [transportation change form](#) or **in writing** of this change. In case of a severe emergency, parents may call 256-851-4680 and ask for Terressa McIlwain or one of the clerical aides.

Please make sure a response from the school is received regardless of the method of notification. If a response is not received from us, please contact front office personnel. If no contact is made, the child will be sent home his/her usual way.

UPDATED INFORMATION/EMERGENCY PHONE NUMBERS

Please notify your child's teacher of any personal information changes. Teachers will notify the office with these changes so that computer data can be updated and will be current at all times. **It is imperative that we have correct phone numbers for custodial parents AT ALL TIMES; we must also have emergency phone numbers for crisis situations.**

Lynn Fanning Elementary School

Attendance Policies and Procedures

According to the Alabama State Department of Education, chronic absenteeism is defined as missing 18 or more days of school for any reason. This includes both excused and unexcused absences. The Lynn Fanning Elementary School report card grade will be directly impacted by the number of students that are deemed chronically absent.

ABSENCE FROM SCHOOL

Every parent or custodian of any student enrolled at Lynn Fanning Elementary shall, within three school days, explain the cause of any absence. Excuses can be sent to Ms. Terressa McIlwain at tmcilwain@mcsc12.org or to your child's teacher. Failure to furnish an explanation shall be admissible as evidence of the student being truant. Absences may be excused for the following reasons:

- Personal Illness of the student
- Doctor, dental or another medical excuse for the student
- Death in the immediate family
- Inclement weather

- Legal/required court appearance by a subpoena or another court document
- Lynn Fanning Elementary School sponsored activities
- Legal quarantine
- **PRIOR** permission by the principal due to special circumstances

MCBOE policy states that a maximum of eight (8) Personal Illness absences for the school year are allowed when a valid excuse is provided by the parent or custodian. After accumulating the maximum of (8) personal illness absences the student will receive unexcused absences for illness unless the absence is documented with a doctor's statement. A note explaining the reason for any absence must be received within (3) days of the absence. The absence will be unexcused if a note has not been received within (3) school days. Students who have an unexcused absence are considered truant as defined by the Alabama Administrative Code, Chapter 290-3-1-.02(7) (c) and Madison County Board of Education Policy. **A "NOTICE OF UNEXCUSED ABSENCE" warning letter will be sent home for one (1) unexcused absence. After a student has accumulated three (3) unexcused absences, a parent will be required to attend a mandatory meeting with the principal and/or counselor. After accumulating seven (7) unexcused absences within a school year, a student will be considered truant to the extent a petition may be filed against the parent. The parent will be required to attend a meeting with the Madison County Schools truancy officer. (See MCBOE Student Code of Conduct policy on Truancy).**

Lynn Fanning Elementary School

Attendance Policies and Procedures

CHECKING IN/OUT

A photo ID is required to check out a student. We request that students not be checked out after 1:45 pm to minimize classroom disruptions at the end of the school day. **Students who have more than 10 early check-outs without a doctor's excuse are treated like excessive tardies and parents/guardians will be required to meet with administration to discuss excessive tardiness and develop an improvement plan.** Teachers are not required to provide make-up work or re-teach lessons missed when students are checked out early from school for convenience purposes. In order for a student to be counted as present for the school day, he/she must be checked in from any appointments by 11:05 am. If your child has an early afternoon doctor's appointment, he/she must be checked out after 11:15 am to be counted present for the school day.

TARDINESS

Students who arrive at and leave school early miss out on key learning opportunities. Chronic tardiness is when students are consistently late to school/class. This can have dramatic results on a student's future education and career. Similarly, students who leave school early miss out on valuable instructional time. Car rider line begins at 6:55 am. Class will begin every morning promptly at 7:25 am. Students who are not in class by 7:25 am will be counted as tardy. **Students who arrive after 7:25 am should be signed in at the front office by the adult transporting them. Students are not allowed to check themselves in if they are tardy.** Excessive tardiness can impact a student's learning as well as impede the learning of others. A student may have a total of 10 tardies per school year without a doctor's excuse. **When tardiness becomes excessive parents/guardians will be required to meet with an**

administrator to discuss excessive tardiness and develop an improvement plan. Teachers are not required to provide make-up work or re-teach lessons missed due to unexcused tardiness.

Lynn Fanning Elementary School

Child Nutrition Program

CNP Manager: Ms. Cassie Moore **Direct Phone Number:** 256-851-4682

The LFES cafeteria serves a complete nutritious breakfast and lunch every school day. Breakfast is served from 7:00 - 7:25 am daily.

Students are able to purchase extras, such as chips, ice cream, fruit roll ups, cereal bars, rice krispie treats, juices, milk, or extra food items. If your child wants to purchase extra items in addition to the lunch, please send money to your child's classroom teacher in an envelope marked "Breakfast/Lunch Money." If you have any questions regarding your child's account, contact the cafeteria office at the above listed number. No charges will be allowed for extra items.

Below you will see the prices for this upcoming school year. A la carte items will also be available at an additional cost.

2026-2027 Breakfast and Lunch Prices

<u>Student</u> • Breakfast- \$1.75 • Lunch- \$2.75 • Reduced-\$0.30 • A la carte/milk- \$0.75	<u>Visitor / Child</u> • Lunch- \$3.80
<u>Employee / Teacher</u> • Breakfast-\$2.85 • Lunch- \$3.80	<u>Visitor / Adult</u> • Breakfast- \$2.85 • Lunch- \$4.50

Madison County Schools also offers an online payment service for the convenience of paying and reviewing your child's meal account. There is a nominal fee for this service.

Using the **P**arent **A**ccount **M**anagement **S**ystem you may:

- Pay for your child's meal from the convenience of your home or office 24/7.
- View your child's meal account balance.
- Schedule automatic payments based on the account balance.
- Receive low balance email reminders.
- View a report of daily spending and cafeteria purchases.

Your child's Meal Account ID number is required to register for this service. Please contact the cafeteria office for this number. The web address for this service is: www.paypams.com. Additional information regarding this program is included in your child's beginning of the year information packet.

FREE AND REDUCED MEALS

Free and reduced-price meals are available to students whose family income meets criteria established by the federal government. To qualify, the parent or adult household members must complete the appropriate forms sent home on the first day of school. A new application must be completed and processed each school year. Apply Online: <https://paypams.com/OnlineApp.aspx>
A paper application can also be requested from the front office.

OFFER VS. SERVE GUIDELINES

A lunch meal consists of:

- 1 meat, 1 bread, 1 fruit, 1 vegetable and 1 milk **OR**
- 1 meat, 1 bread, 2 vegetables or 2 fruits, and 1 milk

Elementary students may decline one of the five required food items. A student's decision to decline a food item does not affect the cost of the meal.

LUNCHROOM VISITORS

Parents are permitted to come eat lunch with their own child and there is a designated place on the stage for you and your child to eat together. All visitors must check in through the front office and no adult can eat with a child if that adult is not listed on the child's contact list in PowerSchool. We will open the cafeteria to visitors after Labor Day (September 3rd). **We kindly ask that parents not accompany their child back to class or to other activities after lunch is complete.**

LUNCH MENUS

Monthly meal menus are posted in our Parent Panther Prowl and can be emailed to parents upon request. Menus are subject to change after they have been posted.

Lynn Fanning Elementary School

Lunch Schedule

25-26

****Subject to Change****

10:15-10:45	Turner	Belton
10:20-10:50	Curry	Cross
10:25-10:55	Patteson	Seibert
10:30-11:00	Rothermund	Tanner
10:35-11:05	Hill	Gamblin
10:35-11:05	Harman	
10:40-11:10		
11:05-11:35	Layfield	Delap
11:05-11:35	Sargent	
11:10-11:40	Nunnelly	Mason
11:15-11:45	Mason	Duskin
11:20-11:50	Hamilton	Brooks
11:25-11:55	Elledge	Stevens/Bendall
11:40-12:10	Cassidy	Temples
11:45-12:15	Cates	Venable
11:50-12:20	Hunley	Weigold
11:55-12:25	McCoy	Powers

Lynn Fanning Elementary School

Communication Between Home and School

CHAIN OF COMMAND

As we create a partnership with community members, teachers, parents, and students, we ask that you follow the chain of command below:

- First Contact: Teacher
- Second Contact: School Administration

SCHOOL-WIDE COMMUNICATION

We strive to ensure there is a communication platform available to all of our families to keep you current on all school happenings, events, and important information both locally and throughout the Madison County School System. Please follow us on social media, make sure your contact information (phone and email are correct in PowerSchool) to receive emails, calls, and texts, and review our weekly Parent Panther Prowl- SMORE Newsletter.

TEACHER-PARENT COMMUNICATION

Your child's teacher will establish procedures with how to communicate between home and school. Email is always a great way to contact your child's teacher and all email addresses can be found on the Lynn Fanning Elementary School website. Due to the nature of a teacher's job and responsibilities of instructing and supervising students, your child's teacher may not have time to respond during the school day. You can expect your child's teacher to respond within 24 hours during the work week to any emails sent, and by Monday afternoon if emails are sent over the weekend. Therefore, if you have an emergency situation, you will need to call the school directly.

UPDATING STUDENT DEMOGRAPHICS

We require a demographic form for each child enrolled at Lynn Fanning Elementary. Parents will have an opportunity to update all demographic information at the beginning of each school year. **Please notify the office in writing if your address or phone numbers (home, cell, work) change. It is vital that your child's contact information remains current.** Space is provided on the form to list the names of all persons who have permission to check out your child. For safety reasons, your child will not be released to anyone who is not listed on the demographic form.

"WE CAN'T FIX IT IF WE DON'T KNOW ABOUT IT"

While we strive to ALWAYS put forth our best effort, we also realize that issues may arise throughout the school year that might cause frustration to you as a parent. When this happens, we ask that you please report these issues/concerns directly to your child's classroom teacher and/or the administrators. We would like the opportunity to receive this feedback from you personally so we can make every effort to resolve issues/concerns. Using social media as a platform for frustrations about our school does not seek to solve issues and instead can cause others to see our school and community in a negative light without giving the school a chance to work on a resolution. So, please let us know when issues arise so we can seek to improve the situation for all involved. Your feedback is ALWAYS important to us as we work together to make our school a great place for kids!

Lynn Fanning Elementary School

Field Trips and Financial Procedures

BOOKKEEPER: Ms. Shena Fuller at sfuller@mcssk12.org

FIELD TRIPS

Admission costs will be collected from the students (and occasionally from chaperones) prior to the field trip. If the field trip is canceled due to inclement weather or other unforeseen circumstances, an attempt will be made to reschedule or plan another field trip. If this is not possible, the field trip payment will be considered a donation to the grade level account. If a student cannot attend the field trip due to illness, disciplinary action, etc. the field trip payment will be considered a donation to the grade level account.

Field trip fees are non-refundable

CHECK WRITING

- The following information must be included on every check written to LFES:
- Name, address and phone number of issuer imprinted by the check company.
- Counter checks and hand written names and addresses are not accepted.
- The check should display the current date.
- The check should be made payable to LFES **OR** LFES Lunchroom.
- Two party checks will not be accepted.
- The check must be signed by the issuer.
- The student's first and last name should appear in the check memo section.

Checks returned by the issuer's bank for any reason are forwarded to a check collection company. This company will collect the check and a service charge electronically.

Lynn Fanning Elementary School

MEDICAL INFORMATION

SCHOOL NURSE: Nurse Ayoka Billions (ayokabillions@mcssk12.org)

For students attending Madison County Schools, there is a continuum where wellness should be checked. **Home** is the first point on the screening continuum and therefore, the most important. It is critical to the health and safety of all involved that students and staff who exhibit symptoms stay home. Families are encouraged to self-report symptoms of illness, which could include fever, new onset of cough, etc. **Parents are asked to conduct a health screening for their child prior to attending school and to stay home if they are running a fever higher than 100° or showing other symptoms.**

MEDICATIONS AT SCHOOL

● **Prescription / Over the Counter Medications**

It is illegal for any type of medication to be brought on school grounds unless it is approved through the office by way of a medication release form with appropriate signatures. These forms may be picked up in the office. Prescription medication must be kept in the original container. We are no longer allowed to accept any over-the-counter medication without a physician signature. We can only accept Tylenol or Motrin for a two week increment if your child has an acute illness/injury. All medication will need to have the attached documentation signed by your child's physician.

We require all medication be brought to school by a parent/guardian and not transported to school by the student. Students are not permitted to carry medication around the school on their person or leave it in their lockers. All medication will be kept in a secure area and dispensed by the school nurse or other trained medication assistants.

● **Sunscreen**

All sunscreen products are regulated by the Federal Drug Administration (FDA) and are therefore considered a medication. Please apply sunscreen to your child **at home** prior to any outdoor field trip or school activity. Your child may bring sunscreen to school for his/her own use and self-application. Please contact the school nurse for information regarding the application of sunscreen by school staff during the school day. Proper paperwork must be on file to allow school staff to apply sunscreen to any student.

Lynn Fanning Elementary School

OTHER SCHOOL PROCEDURES

FORGOTTEN ITEMS

We realize that from time to time children may forget their lunch money, homework, etc., and there may be an occasion where these forgotten items need to be brought to school. **All forgotten items need to be brought directly to the front office. School personnel will ensure that your child receives any items you may bring. For security purposes, parents are not allowed to take forgotten items to the classrooms.**

LOST & FOUND

Please label outer clothing and lunch boxes with your child's name so lost items can be returned to your child. A bin is located near the gym for unidentified articles of clothing and miscellaneous items. Unclaimed items are removed from the school on a monthly basis.

PETS AT SCHOOL

LFES follows the "Animals in Alabama Schools: Guidelines for Visiting and Residential Pets" recommendations. A health certificate signed by a licensed veterinarian is required showing proof of current vaccinations and the absence of external and internal parasites before pets are brought onto the school campus. The health certificate must be presented to the office for approval the day before bringing the pet to school.

SCHOOL ASSEMBLIES / SPECIAL EVENTS

Due to parking limitations, school-wide assemblies and activities held during the course of the regular school day may not be open to the public. Events and activities open to the public will be announced via teacher or school communication.

SCHOOL BOARD MEMBER

Mr. David Vess represents Lynn Fanning Elementary on the Madison County School Board.

SPECIAL OCCASIONS AND GIFTS (FOOD ITEMS)

Federal regulations prohibit the serving of foods with minimal nutritional value to students during school hours. Foods of minimal nutritional value include, but are not limited to: sodas, sweets, candy, and baked goods with sugar listed as the first ingredient.

Please do not send these products to school. Any food items sent to school for classroom celebrations must be prepared in a kitchen facility supervised by the Health Department.

We cannot allow homemade items to be served to students. Parents may eat lunch with their student on his/her birthday. You are welcome to bring outside food for **your child only**. All goody bags must be non-food based, we recommend sending items such as stickers, pencils, etc.

Parents may send outside food for birthdays/approved classroom parties. All food must be approved by the nurse and teacher 5 days prior to the event. The nutrition label will need to be sent to the teacher and nurse. The parent providing food will also be responsible for providing an alternate food for any students in the class that have an allergy. We do not have birthday parties in the classrooms. Because we value instructional time for all students, the teacher can distribute these treats during snack time in the classroom or during lunch.

only.

Food based goody bags will not be allowed to be sent in with the student for any holiday. Goody bags must be non food based.

Additionally, we ask that sodas not be sent to school, including in student lunches. If your child brings a water bottle, please make sure it contains only water. Thank you for helping us promote healthy habits at school.

Class Requests

In order to maintain balanced class compositions and ensure the best possible learning environment for all students, LFES will not be accepting individual class requests for the upcoming school year. We appreciate your understanding and trust as we work to thoughtfully place each student in a classroom that supports their academic growth and success.

GIFTS FOR STUDENTS

Balloons and/or flowers are not allowed to be brought in for a birthday celebration. If any of the above listed items are brought or sent to the school, you will be asked to return the balloons and/or flowers to the front desk or to your vehicle. If such items are sent to the school via delivery, they will be sent back to the facility with delivery personnel.

Lynn Fanning Elementary School

OTHER SCHOOL PROCEDURES

Background Checks

At Madison County Schools, the safety and well-being of our students is our top priority. As part of our continued efforts to maintain a secure and welcoming environment, we are implementing a **new, secure background check process** for all volunteers who work directly with our students.

Starting **8/1/2025**, anyone wishing to volunteer in classrooms, attend field trips, or participate in school events will be required to complete a background check through our new system. This process helps us ensure that every adult interacting with students meets the highest standards of safety and professionalism.

We've partnered with Bchex, a trusted provider that utilizes secure and confidential methods to perform these checks. The process is simple, takes just a few minutes to complete online or on your phone, and there is minimal cost to our volunteers (\$19).

MCSS Annual Media Opt-Out Form

At LFES, we will use the media opt-out form completed during the enrollment process to

determine if your child may be included in school-wide photography/videography recognitions. If you do not wish for your child's information or image to be shared, the opt-out form must be completed. Please note that a new form must be submitted each school year and that public events (e.g., games or performances) are not subject to school media control.

PARTY INVITATIONS

We request that invitations to birthday parties, seasonal parties, etc., NOT be sent to school for distribution to students. This applies to individual invitations as well as whole class invitations. Teachers cannot use instructional time to pass out personal correspondence from students. ***Due to privacy laws and regulations, we are prohibited from sharing your personal contact information with others.***

VISITORS

Parents and visitors are always welcome at Lynn Fanning Elementary School. A valid PHYSICAL driver's license is required to visit our school or check out a student. The driver's license will be scanned by our Centegix Security System. We will NOT accept a photograph of a driver's license, we require the PHYSICAL copy.

For the safety of our students, all parents, guardians, volunteers, or visitors of any type must sign in, state the purpose of the visit, and receive a printed badge from the front office. Visitors should **only** go to the location noted on the printed badge. If you are visiting to have lunch with a student, we ask that you wait for your child at the lunchroom entrance. **We ask that lunch visitors not go to other locations within the building unless there is a scheduled appointment.** For security purposes, parents may NOT walk their children to the classrooms in the morning and must wait at the office to pick them up in the event your child needs to be checked out during the day. **Visits to classrooms during the school day without an appointment can interrupt instruction. Unfortunately, due to privacy laws and regulations, it is not an option to observe your student in their classroom.**

• **VISITOR PARKING:** We have a limited number of reserved visitor parking spaces in front of the school. Therefore, we request that parking in the marked visitor spaces be used only for persons checking students in or out of school, dropping off items to school, etc. Volunteers and anyone visiting for more than 10 minutes (lunch, conferences, etc.) should park in a free parking space or the gravel lot in front of the cafeteria.

Please do not park in the drive next to the building; this is a fire lane.

VOLUNTEERS

We encourage all parents to volunteer as chaperones, classroom helpers or school-wide aides whenever possible. Please contact your child's teacher or school office to schedule a day and time you are available to help. For safety considerations, as well as to minimize classroom interruptions, we cannot allow preschool-age siblings to attend activities where their parents are volunteering. Volunteers must present a driver's license at the attendance

office in order to receive a printed badge.

Lynn Fanning Elementary School

PARENT & STUDENT HANDBOOK

Notice of Receipt 2026-2027 School Year

_____, is a student enrolled at Lynn Fanning Elementary School and I, _____, hereby acknowledge by our signatures that we the parents/guardians have read, or had read to us, Lynn Fanning Elementary School's policies and procedures. We understand that these policies apply to all students and parents whose children are enrolled at LFES.

Parent Acknowledgment of Attendance and Behavior Expectations

By signing and returning the acknowledgment form, you are confirming that you have reviewed the information related to student attendance expectations and behavioral guidelines at Lynn Fanning Elementary School.

Regular, on-time attendance is a critical component of academic success, and adherence to school-wide behavior expectations ensures a safe, respectful, and productive learning environment for all students. Your support in reinforcing these standards is essential to our shared commitment to student growth and success.

Parent Signature _____ Date: _____

Parent Signature _____ Date: _____

Please sign this page and have your child return it to your child's teacher.

