

# Sandersville Elementary School

## Student and Parent Handbook

**School Mascot:** Sharks  
**School Colors:** Teal, Purple, Black and White

Sandersville Elementary School  
3025 Sandersville Road  
Lexington, KY 40511

### Helpful Numbers and Information:

Main Phone:	859-381-4980
Fax:	859-381-3712
Family Resource Center:	859-381-3511
Guidance Office:	859-381-3510
Cafeteria:	859-381-3509
Website:	<a href="http://www.sandersville.fcps.net">www.sandersville.fcps.net</a>

Dear Sandersville Families,

We are happy to have you and your student (or students) with us. With a strong partnership, the potential for our school has no end. Please know Sandersville's dedicated staff is committed to continue the excellence that has become an expectation for the Sharks. Maintaining high-level visual and performing arts programs, increasing our Gifted and Talented/accelerated service options, and strengthening an already wonderful relationship with our PTA are important goals.

With your help, we will continue to keep relevant technology in the hands of students, add to the beauty of the school, and increase school to home communication through a variety of platforms.

If I can be of further assistance to you, please don't hesitate to contact me at [matt.marsh@fayette.kyschools.us](mailto:matt.marsh@fayette.kyschools.us). It is a privilege to serve your child and you.

Sincerely,

Matt Marsh  
Sandersville Principal

## Purpose

Welcome to Sandersville Elementary School, home of the Sharks! Our expectation is to help create successful, high achieving students. With the support of great teachers, parents, and community our school will provide a safe and nurturing environment where students will reach their goals! The handbook will provide necessary information regarding the policies and procedures of the school.

## Sandersville Elementary Mission Statement

The mission of Sandersville Elementary School is to promote the **social, emotional, and academic success of every student** while promoting a physically healthy lifestyle.

## School Hours

The school day at Sandersville begins at **7:45 a.m.** and ends at **2:35 p.m.** Students may enter the building after 7:15 a.m. The school campus is closed to all students, including walkers, before 7:15 a.m. Parents and guardians are allowed to form a drop-off line at the back entrance before 7:15 a.m. as long as students stay in the vehicle. Families and visitors are not permitted to use the playground until after 6:00 p.m. on school days due to our after school program.

### **Our Number One Priority is Safety for Our Students:**

Sandersville Elementary School is a professional learning community and will operate under the following guidelines: **No parent, visitor, or guest can enter the building except through the front office. Visitors must have a photo ID.** Security cameras are in place in all hallways and parking lots and are monitored regularly. Parents must enter the building through the front entrance and will not be allowed back to the classrooms without an appointment pre-arranged with the teacher. It is imperative for great two-way communication between parent and teacher, but please remember that teachers use after school time for pre-set conferences and planning purposes. It is with this in mind that appointments are made to discuss progress and concerns. All visitors, parents, and guardians must show ID (FCPS Policy). No entry into the building will take place during the time of 2:15 and 3:00 p.m. as this is dismissal time and the security and safety of our students is our number one concern.

## **General Information**

### Student Information Cards

Student information cards are kept on file in the office. **It is imperative that this information be current at all times in case of emergencies.** For this reason, please send a note or call 859-381-4980, should you have a change of address or phone number. Please also list your email address on the card. The cards also serve as permission for those authorized by parents to pick up students. **Only individuals listed on emergency contact cards will be allowed to pick students up from school.**

## Family Resource Center

The Sandersville Elementary Family Resource Center's mission is to enhance students' abilities to succeed in school by developing and sustaining partnerships that promote early learning and successful transition into school, and academic achievement and well-being. The FRC strives to enhance students' abilities to succeed in school by assisting students and families in meeting some of their basic needs. The mission is addressed by providing community services at the center or by linking families to agencies in the community. The center is open year round in collaboration with Meadowthorpe Elementary School. The phone number for the Family Resource Center is 381-3511.

## Classroom Management

We take a proactive approach to behavior and classroom management. We use Positive Behavior Intervention and Supports (PBIS) to teach expectations for all activities in the classroom and common area expectations. We also teach "Caring School Community" which is a preventive, proactive Social and Emotional Learning Curriculum that reinforces making the right decisions in a variety of circumstances. It is taught in conjunction with "Character Education and Bully Prevention" classes. Part of PBIS includes Sandersville's Guidelines for Success:

- S- Self-sufficient
- H- Hard Work
- A- A+ Attitude
- R- Respectful
- K- Kind
- S- Successful

Students will be expected to follow the Guidelines for Success while at Sandersville Elementary. Incentives and consequences will be an integral part of our plan, which also will include frequent parent communication. Your support is needed in our endeavors to make this a safe, conducive place for learning. Students will not be permitted to disrupt the learning process either through classroom disruptions, outbursts, or disrespectful language. Parents will be called and students could be removed from the classroom should those behaviors occur. **The FCPS Student Code of Conduct Book establishes the guidelines and ranges of consequences. Students will be expected to be respectful to all students and adults at all times.**

## Absences and Tardies

It is inevitable that students and staff will miss school occasionally due to illness, doctors' appointments, etc. Please keep in mind that any time away from the classroom is time away from direct teacher to student instruction. It is a district policy to contact each parent when a child is absent just to verify the absence for safety reasons. You may receive an automated call to notify you of an absence or tardy. We understand that doctors'/dentists' appointments are usually made through the school day, but please make every attempt to schedule them after school when available. **Upon return of an absence, send a note or doctor's excuse to the front office within three days.** As an incentive for good/perfect attendance, each 9 weeks will offer an incentive to those who are identified as having perfect attendance.

## State Testing Window

KPREP testing is mandated to occur within the last **14 instructional days of the district calendar**. This applies to grades 3-5. The dates will be finalized at least a month ahead and posted on the school and district website. **Do not plan vacations during the state assessment window.**

## Phone Use

Students must have permission from the teacher in order to use the telephone. Students' use of the telephone is limited to emergencies only (injury, illness, etc.). To avoid interrupting the instructional program, students will not be permitted to accept phone calls during the school day.

## Cell Phone Policy

We understand the need for children to carry cell-phones. **Cell phones are permitted as long as the phone stays in the backpack and stays off.** Students who are on cell phones or have them out during the school day may have the phone taken. If this happens, parents must come to the office to retrieve the phone. These are for emergencies only.

## Inclement Weather

**Do not call the school for information on closings.** School closings, early dismissals, and the use of a snow plan are announced on the Fayette County Public Schools website, through social media, on local radio and television stations, by text and by phone. In the event of inclement weather, school officials make every effort to announce school closings by 5:45 a.m.

## Visitation Policy

Research indicates that students excel when parents are involved in their child's education. For this reason, school visits are highly encouraged at Sandersville. **If a classroom visit is desired, please schedule a time through the teacher with at least 24 hours notice in advance of your visit.** This is a Sandersville and Fayette County Policy. To ensure the safety of all students at Sandersville, visitors are required to sign in and obtain a visitor's sticker to wear while in the building. Students love to have parents/grandparents for lunch. In order to schedule lunch with a student, call the cafeteria at 859-381-3509 so arrangements can be made. Please stop by the office and sign in before meeting the student at the cafeteria. Adult lunches are \$4.50. There are designated tables for visitors. **Students are not allowed to bring a friend to eat with visitors.**

## Homework Policy

Students may have homework in reading, math, writing and other core subjects up to four nights per week. The homework assignments will be age/developmentally appropriate in regards to time and management of the work. Upon completion of the homework, the parent should sign the daily planner that homework was completed. Reading journals or logs will also be an integral part of the homework/learning process. Reading incentives for achieving Reading Counts points will be offered a minimum of once per 9 weeks (school wide) and possibly more often by the grade level team. Sandersville had great success in the past in establishing and meeting reading

goals set by individual students, grade levels and as a school.

## Communication

We know that parents can receive a variety of information coming home from the school and district. In order to improve our communication between home and school, a weekly purple folder will be sent home with information such as; picture packages, fundraisers, newsletters, calendars, etc. One day per week will be designated for the packet by the grade level. Teachers will establish the frequency of the purple folders. They may be used daily or weekly, according to the grade level team. Planners will be used daily for communicating messages to parents, homework assignments, etc. **Also, please sign up for our listserv by accessing it through our home page. Go to the parent section and enroll your email account in the whole school listserv and by selecting “Subscribe here”.** This is our main way to communicate news and reminders in a timely fashion. Once you have enrolled, you will be sent a confirmation email with a second step. Check your junk folder and don't forget to complete the second step. If you enroll, but do not receive emails from the school, please contact us for help. Newsletters from the principal will be placed on our website at [www.sandersville.fcps.net](http://www.sandersville.fcps.net).

**We reduce our paper usage with communications such as electronic newsletters posted on our website. You will receive an initial packet of information which will ask you to let us know if you need a paper copy. Most all have internet access and this will save thousands of dollars each year by accessing the newsletter through our website.**

## Sandersville Dress Code

The purpose of the dress code is to promote our professional learning community and address what constitutes appropriate attire and acceptable appearance at school. Determination of inappropriate or offensive clothing will ultimately be determined by the school administration. If your child is in violation of the dress code, you will be contacted by phone or written notice and the child will be asked to change into clothes from the Family Resource Center.

### **The Dress Code Allows For The Following:**

- Slacks or Jeans
- Leggings with a mid-thigh top
- Shirt, blouse, top t-shirt, sweater or vest
- Shorts, skirts, or dresses approximately 4 inches above the knee or longer
- Sweatshirts or sweatpants
- Appropriate footwear allowing participation and play during gym and at recess

### **The Dress Code Prohibits The Following:**

- Skate shoes
- Muscle shirts, cropped tops, tube tops, bare backs, bare midriff, or bare shoulders
- Torn clothing
- Shorts, skirts, dresses shorter than 4 inches above the knee
- Hats, gloves, hoods, and scarves inside the building
- Winter coats worn during the day (unless the building conditions require coats)

- Sunglasses (inside)
- Pants/Jeans worn below the hips
- Clothing representing illegal activities for minors (drugs, alcohol, sex, gangs, or violence)
- Clothing depicting images, emojis, or messages lacking decency and civility
- Clothing with messages that disparage or mock learning and/or education

If a student comes dressed in violation of the dress code, the following will occur:

**First time:** Student will be given the option to change or call a parent or guardian for appropriate clothing.

**Second Time:** Teacher will call a parent or guardian to bring appropriate clothing, note home.

**Third Time:** Principal will call a parent or guardian, and discuss possible after school detention.

**Fourth Time:** Referral to Student Assistance Team.

### After School Detention

Chronic misbehavior and/or a consistent lack of completed work could result in students being placed in after school detention. This has worked with great results in previous years and most students are not repeat offenders. Parents will receive notification before any student is placed in detention. **At Sandersville Elementary, our priorities for student performance are very high and distractions to learning or a refusal to complete work will not be allowed.**

### Medication Policy

Whenever possible, medication should be taken at home. Students may take medicine from home **ONLY** with written parental permission on the Medication Authorization Form available in the office. **Medications must be in the original container with the student's name and prescribed dosage of medicine.** Over the counter medications like Tylenol may only be given at school with written permission from a physician. **Students are discouraged from transporting medication to and from school.** A parent or designated adult should transport medication and deliver to the office personnel for safekeeping. When the medication supply is exhausted, the empty bottle will be sent home with the student. At the end of the school year, all medications should be picked up from the school office by the last day of school. Any unclaimed medications will be destroyed after that time. **If a student is required to carry an inhaler, an authorization form needs to be completed through the school nurse with physician permission. Proper forms can be obtained by contacting the office at 381-4980.**

### Assignment of Students to Classes

Parent requests for student placement can be made in writing to the Principal by May 1<sup>st</sup> of the preceding school year. You may not request a teacher by name. You may request learning styles. All teachers at Sandersville are exceptional and have high expectations for student learning. The principal shall consider requests made in writing and will make decisions based on the interest of student achievement. **Changes in student placement are rare and only considered when all other options have been tried.** We ask that parents meet with teachers first to address concerns in order to work out differences before bringing concerns to administration. If, after meeting with the teacher, you have a concern regarding placement, schedule an appointment with the principal

and your concerns will be addressed.

## Cafeteria Policies

The Sandersville School Cafeteria provides breakfast and/or lunch to meet the nutritional needs of the students. **Breakfast is served from 7:15 a.m. until 7:35a.m.** Students who are transported by car need to be in the breakfast line by 7:30 a.m. If a student arrives after this time, breakfast may not be available.

Lunch is served daily with numerous choices provided. One a la carte item is offered for additional purchase each day as well. These items change according to the day of the week. Please consult fcps.net for meal prices. **Parents are prohibited from bringing fast food or restaurant items to the school for consumption during the breakfast or lunch times.** Students should not bring containers of glass or knives to cut food. In addition, canned carbonated drinks are not permitted in the cafeteria for lunches.

	<u>Breakfast</u>	<u>Lunch</u>
PreK-5 <sup>th</sup>	\$1.35	\$2.50
Adults	\$2.00	\$4.50

There is a website to help with lunch balances. **Visit MySchoolBucks at [www.myschoolbucks.com](http://www.myschoolbucks.com).** With MySchoolBucks, families can check cafeteria balances and purchases, receive alerts on low balances in a child's account, and set up automatic payments. Sign up by clicking SCHOOL MEALS tab on the Sandersville homepage.

## Birthday Treats

Due to factors surrounding COVID 19, allergy concerns among a growing number of students, and an increased presence of medical concerns related to diet, **Sandersville is prohibiting cookies, cupcakes, and other birthday treats for the 2020-2021 school year.** This will ensure sanitary practices recommended by the Center for Disease Control can be followed and food intake can be monitored more closely by staff members and parents. Students will receive small acknowledgements from the office on their birthday.

# Arrival and Dismissal Policy

In order to assure the safety of our students while accommodating the needs of our families, the following arrival and dismissal procedures will be in place beginning the first day of school. The plan was developed in collaboration with FCPS Elementary School Directors and representatives from the district departments of Law Enforcement, Risk Management and Transportation. Input was also received from the city Traffic Engineering Department and the Lexington Police Department. **Safety is our number one priority with arrival and dismissal procedures.** A second priority is to minimize the traffic impact in the neighborhood. Thank you for your support in our efforts to make arrival and dismissal safe and pleasant for all.

# MORNING ARRIVAL

## **BUS RIDERS:**

At 7:05 a.m., buses will enter the school parking lot using the upper entrance on Sandersville Road (the one closest to Masterson Station Drive) marked “Buses and Staff Only” and file into the drop off lane along the front of the school building. **Do not use this entrance between 7:05 and 7:45.** Buses service schools across the district and it is important for them to remain on schedule. Please be respectful of buses in the parking lot by yielding when appropriate and do not drive past a bus stop sign. Buses exit the campus at approximately 7:25 a.m.

## **CAR RIDERS:**

The school doors open at 7:15 a.m. each day. Car riders will enter the school campus from the lower entrance on Sandersville Road (closest to Spurr Road) marked “Cars Only” and line up in the lower, front parking lot. Cars arriving prior to all buses leaving campus (usually before 7:25 am) will be directed to continue along the side of the building toward the back parking lot and unload on the side campus entrance. Once the final bus has left, cars will be directed to the front door or along the side of the school as needed. Please be flexible and use the drop off that will keep traffic flowing. School staff will unload multiple cars at once so make sure your child is ready to exit as they approach the building. Please wait until all the children are safely on the sidewalk and you have been waved on by a staff member to leave. **Please Note: You may not enter the school campus via the Green Valley Entrance during morning arrival.**

All school personnel assigned outside will leave their posts at 7:45 a.m. to begin inside the building. For safety, all students need to arrive before 7:45 a.m. while supervision is in place.

**Cars are not allowed to block the crosswalk. This designated area is for walker safety. All cars must follow the guidelines for drop off. This is a courtesy to everyone else who waits in the car line.**

## **WALKERS:**

Walkers are permitted to arrive on campus after 7:15. Walkers will need to cross the street at the crosswalk on Sandersville Road and remain on the sidewalk until entering the school. School staff will supervise walkers once they arrive on campus. There will be a city crossing guard placed at the crosswalk on Sandersville Road.

## **BIKE RIDERS:**

Bike racks are provided for all schools. We do not discourage students from riding bikes to school, but please be aware of heavy traffic in the parking lot during arrival and dismissal times and the lack of bike lanes in the neighborhood could be a safety issue for your child.

## **A.M. TARDIES:**

**It is very important your child be seated in class by 7:45.** In the event your child is late getting to school you will need to park your vehicle and sign your child in the office. This is important for the safety of your child as well as documentation purposes.

# AFTERNOON DISMISSAL

## Dismissal Tags

All students will have a color-coded tag that corresponds with their dismissal arrangement. No student will be dismissed without having a current tag with the appropriate information. This tag must be visible on the backpack. **All students need to carry a backpack with a primary transportation tag each day.** Parents of car riders must wait in the car line during dismissal. Parents of walkers must wait at the designated spot to retrieve walkers. Please understand that parents will not be allowed in the building for dismissal. All car riders may have the same number as the previous year. You can pick up your number at our “Orientation Night.”

If a change in transportation is needed, a note must be sent. **ALL TRANSPORTATION CHANGES MUST BE IN WRITING, FAXED, or SCANNED WITH A SIGNATURE BEFORE 2:00 PM.** No transportation changes will be honored by phone. This is a safety precaution. If there is any question of where a student should be dismissed, the student will be kept at school until a parent or guardian is contacted. Please send transportation changes sparingly and early in the day. **Do not email teachers or write changes in planners.**

## **BUS RIDERS:**

Bus riders will always be dismissed first due to the district bus schedule. Buses will begin loading at 2:35 p.m. and exit the campus at 2:40 p.m.

## **Kindergarten Car Riders Without Siblings:**

All kindergarten car riders without an older sibling will be given a car tag number. These students will be dismissed from the back campus near the cafeteria. Kindergarten parents will need to enter the campus from Green Valley and exit the same way. **This is for afternoon dismissal only.**

## **ALL OTHER CAR RIDERS:**

Returning car riders will be issued the same number as the previous year. Car tags must be displayed on the rear view mirror, daily. Only original tags from Sandersville should be displayed. Do not make your own tags. We will have extras, if you lose one. You will be given two tags at orientation, or the beginning of the school year. Kindergarten students from the previous year will be picked up from the front car line.

Those picking up car riders will enter the school campus from the lower entrance on Sandersville Road (closest to Spurr Road) marked “Cars Only” and line up beginning in the lower, front parking lot. We will begin loading cars immediately after buses exit the parking lot. Due to the large number of afternoon car riders, we will stagger dismissal times using the schedule below.

Group Number	Tag Numbers	Loading Time
1	1 – 150	2:35 p.m. – 2:45 p.m.
2	151 and higher	2:45 p.m. – 2:55 p.m.

To avoid frustration, please follow the above schedule and try to not get in line before the

designated time. We have over 200 car riders, and traffic moves very quickly, but in order for it to work, it must be followed. Similar schedules are currently being used successfully at other large schools, where people have found the staggered dismissal reduces the amount of time wasted waiting in line. Officers with both the Lexington Police Department and Fayette County Schools Law Enforcement have requested that parents and guardians not park on nearby streets or wait around the school campus while waiting for dismissal. They have advised us that citations will be issued if this becomes a problem.

**All car riders need to be picked up by 2:55.** We are unable to monitor students after that time. If there is an emergency that requires you to pick up a car rider after 3:00 you will need to park your car, bring in your car number or photo identification, and sign your child out in the office. Dismissal is a busy time and we want to ensure that unauthorized folks do not enter the building. All student checkouts must occur before 2:15 p.m. so the office remains distraction free at dismissal.

### **WALKERS:**

**Walkers are defined as those who actually leave the building and walk home. Do not wait on Sandersville Road for walkers.** If this is the case, then your child is a car rider and not a walker. It ties up traffic and is discourteous to those who follow the procedures.

Walkers will be dismissed between 2:40-2:45. They will be escorted by school staff to the crosswalk where a crossing guard will assist them safely across the street. Kindergarten parents may walk up to our bike rack and wait for their student. It is better if you can wait at the crosswalk as we have over 100 walkers, and we want to ensure their safety so as not to be allowed to go with unauthorized people.

### **DAYCARE VANS:**

Daycare vans will enter the school parking lot using the upper entrance on Sandersville Road (the one closest to Masterson Station Drive) marked "Buses and Staff Only," continue along the side of the building toward the back parking lot and pick up students from the side entrance only. They will leave the campus using the Green Valley Drive exit in the rear of the building.

### **Shark Time After School Care**

Our "Shark Time" after school care program is fully licensed by the state of Kentucky and follows all state regulations and guidelines.

**Shark Time does not discriminate on the basis of gender, race, or students with disabilities, including those with medical needs. Students with disabilities may participate in afterschool programs with their non-disabled peers, to the extent appropriate.**

Mission: Shark Time provides a safe environment to reinforce academic learning creates opportunities for children to discover their unique talents/abilities and nurtures socially appropriate behavior through daily interactions with peers.

Shark Time is only open on days school is in session. The hours of operation are 2:35-6:00pm. Shark Time is not available in summer or any day which school is not in session including snow

days. On days that schools have early release due to weather, the program will remain open on regular hours, but will attempt to contact all parents to have students picked up early for their safety and the safety of the employees.

**Shark Time is available through an application process only and spots are limited.** Students currently enrolled in Shark Time with no outstanding balances will have priority spots for the next academic year. Applications for Shark Time are available during the program hours 2:30-6:00 p.m. and Orientation night prior to the beginning of school. There is no summer registration.

There is an application fee each year and a daily rate. You will receive this information when accepted to the program, but an average is \$30 application fee per child or \$40 for family and then daily rates depending on full time (5 days per week) or part time (minimum of 3 times per week). Rates are subject to change but are regulated for all after school programs that are operated by the school and district.

Shark Time offers homework help, technology lab, daily snack, physical play, game time and other activities throughout the course of the evening. Our enrollment is approximately 100 students; or 15 per grade level as our mandated ratio is 15 children to 1 adult supervisor. There will be a waiting list for each grade level and children will be called from the waiting list by grade level and by the date on their registration form.

For more information on Shark Time please call one of the directors:  
Monica Mobley, Director and School Guidance Counselor, 859-381-4980 (during school hours)  
Kathleen Richardson, Director of Shark Time, 859-381-3667 (3:00-6:00 pm)

## Getting Involved at Sandersville

### Volunteers:

All parents/others wishing to volunteer at the school or for field trips must apply for volunteer approval through our central office. Kentucky state law requires a background check for all adult volunteers in public schools every four years. Human Resources in FCPS keeps a list of approved volunteers. There is no charge to the volunteer for this background check. To apply please complete the FCPS volunteer application located on the FCPS Website, <https://apps.fcps.net/volunteer/>. For questions, call (859) 381-4345.

### PTA

Take time to join our PTA. You may sign up to be a member of the PTA at orientation night or throughout the year. Parent membership and commitment to work on a volunteer committee is encouraged. Every school needs a strong PTA that supports the needs of the students and school. Sandersville has established a strong partnership between the school and the PTA. Several

projects need completed this year meaning participation is key. The PTA has monthly to quarterly meetings that will be posted on our website and marquee.

### Parent Conferences

Parent conferences are required to be held at least twice yearly. Ideally, these conferences would be held in the fall and spring semesters. During the conference, student progress including strengths and areas of concern will be addressed. The conferences offer an opportunity to engage in supportive dialogue to address the needs of the student. By exchange of information, both the teacher and parent can work together to develop an action plan to address student achievement. Some questions to ask during the conference may include:

1. What is my child's reading level? How can I encourage his/her reading habits?
2. What is my child's performance level in writing? What things can I do at home to encourage my student to use the writing process to develop skills as a writer?
3. How is my child performing in math? What are some activities at home that will promote problem solving and application of math skills?
4. How does my child perform in special classes?
5. How does my child respond behaviorally and socially with others?

### Chaperones on Field Trips

In order to serve as a chaperone on a school-sponsored field trip (supervising your own child or a group of children), adults must follow the same procedures listed above for volunteers. An adult cannot attend a school-sponsored field trip unless he/she has completed a background check and is an approved volunteer. If a family member, parent, guardian, caregiver, etc. wants to attend a school-sponsored field trip, the same procedures listed above must be followed in order to become an approved volunteer.

### School Based Decision Making Council

The council consists of three teachers, two parents and the principal. Non-voting members of the council can include a classified employee and an SBDM secretary. SBDM guidelines are outlined by the Kentucky Department of Education. We encourage participation in the council as it functions as the legal arm of the school that helps to determine policies that govern the school's use of curriculum, space, professional development and budget needs. Parent elections for SBDM are run by the PTA. Elections are held each May. State law requires background checks for the parents serving as SBDM Council Members. These background checks are conducted free of charge for SBDM parents through the district Human Resource Office. The SBDM parent would need to bring a Driver's License and Social Security Card to the Human Resource Office, Monday-Friday, 8:00AM-4:00PM to have these background checks completed.

### Parent Portal and School Listserv

Students' grades, schedules, attendance and transportation information is now available to be viewed online through the Infinite Campus Parent Portal. The address for this website is below.

**<https://infinitecampus.fayette.kyschools.us/campus/portal/fayette.jsp>**

If you received information last year about this, the username and password should remain the same. If you have not received any information about the Parent Portal, or need further information, email **[parent.portal@fayette.kyschools.us](mailto:parent.portal@fayette.kyschools.us)** to enroll in this service.

There are also links for you to sign up for your children's grade level listserv and for the entire school listserv at **<http://www.sandersville.fcps.net/listserv>**. It is very important that you respond to the confirmation email that you will receive at the email address you provide.

For a parent to make phone number and/or email change requests in Parent Portal:

1. Log into Parent Portal on a desktop or laptop computer. Parents will be unable to make changes through the Campus Portal App.
2. Under Family, click Family Members.
3. Click update on the appropriate family member.
4. Make changes as needed.
5. Click send update.
6. The request will be sent to IAKSS. Requests will be monitored Monday through Friday, 9 AM to 5 PM. Our goal is to have all requests approved or denied within 48 hours.