

Sister

**ROBERT JOSEPH
BAILEY**

ELEMENTARY SCHOOL



**FAMILY AND STUDENT
HANDBOOK**

2026-2027

Sister Robert Joseph Bailey Elementary School
Family Handbook
2026-2027

SCHOOL TELEPHONE NUMBER

702-799-7510

SCHOOL FAX NUMBER

702-799-7515

SCHOOL ADDRESS

4525 Jimmy Durante Blvd
Las Vegas, NV 89122

REGULAR OFFICE HOURS

7:30 a.m. - 4:00 p.m.

PRINCIPAL

Sandra Baeza

ASSISTANT PRINCIPAL

Timothy Granger

Behavior Specialist

Stacy Collins

Home of the Broncos

STUDENT HOURS

Breakfast	9:00 a.m.-9:15 a.m.
Lunches (varies by grade)	11:15 a.m.-1:00 a.m.
Instructional Day	9:05 a.m.-3:26 p.m.
Dismissal	3:26 p.m.
Morning Pre-K	9:15 a.m.-11:45 a.m
Afternoon Pre-K	12:56 p.m.-3:26 p.m.

LUNCH SCHEDULE

Kindergarten	12:05 p.m. - 12:40 p.m.
1st Grade & Ms. Carrera	11:15 a.m. - 11:50 a.m.
2nd Grade	11:45 a.m. - 12:15 p.m
3rd Grade & Ms. K	11:35 a.m. - 12:10 p.m.
4th Grade & Ms. Torres	12:25 p.m. - 1:00 p.m.
5th Grade	12:50 p.m. - 1:25 p.m.

The purpose of this Family Handbook is to provide a general overview of the policies and procedures of our school and the Clark County School District. Please refer to it frequently for convenience and to assist you in answering questions about matters of common concern. It will be changed, edited, and updated as needed. Sister Robert Joseph Bailey Elementary School is an extraordinary place. It is, above all, a place for kids. Our main goal is to make your child's school experience positive and exciting. As a staff, we believe it is essential to create a safe environment that allows every student to be productive, and it is important to provide the necessary tools for each child to grow both socially and academically. At Sister Robert Joseph Bailey Elementary School, we know that effective education is a combination of involvement between home and school. Please review the contents of this handbook together with your child and feel free to contact the school with any questions or concerns that you may have.

GENERAL SCHOOL INFORMATION

Acceptable Use Policy (AUP)

All students are required to sign and abide by the Acceptable Use Policy agreement and must obtain parental permission to participate in the use of filtered technology networks. This form is usually completed as part of registration. Students are responsible for proper conduct on District technology networks. The use of these electronic resources shall be consistent with the purpose, mission, and goals of the Clark County School District and shall be used for educational and professional purposes. The purpose of providing these services is to facilitate access to information and resources, promote educational excellence, and enhance communication between schools and the community.

The Internet is a network connecting computers throughout the world. The internet can bring a wealth of educational material to the classroom, but it may also contain material that is objectionable. The Clark County School District filters websites believed to be inappropriate for students. However, no filtering system is perfect. The District makes every reasonable attempt to limit access to inappropriate material by using an internet filtering system, providing teacher training, and encouraging responsible use amongst students through a digital citizenship curriculum. The District cannot and does not represent that

inappropriate or objectionable material can be completely filtered. Parent(s) and guardian(s) must consider this in deciding whether to permit their children access to the District's computer network resources. When using District technology systems, users shall have no expectation of privacy. Access to District technology is a privilege, not a right. Please see [CCSD Regulation 3991](#) for more specific information.

Accident or illness

Every accident or injury having occurred during school hours or during a school-sponsored event must be reported immediately to the staff in charge and to the School Health Office. A student who is too ill to remain in class must report to the Health Office so that parents/guardians can be notified by school staff. Students may not call parents/guardians from their cell phone (outside of the Health Office) to inform families that they are sick and need to be picked up. School health personnel are not able to diagnose illness or injury. Any child with a fever of 100 degrees or higher will be sent home and must remain fever-free without medicine for 24 hours before returning to school.

Animals on Campus

For safety and health reasons, pets(or animals) are not allowed on the school campus at any time. This includes parents/guardians who walk to school to pick up their child. Service animals are permitted.

Attendance

Absences: Attendance is mandatory in the state of Nevada for all children between the ages of seven and seventeen. It is the parents'/guardians' responsibility to see that regular attendance is maintained. We expect a student to be in school every day that she/he is physically able. If a child is absent for more than two days, families should notify the office by a written note. A student may make up work and will be given 3 days for each day absent to make up the missing assignments. Students must turn in a written excuse within 3 days of returning to school after an absence to the Front Office. A written excuse must accompany students within 3 days of their return to school after an absence. A doctor's note may be requested to ensure the student is healthy enough to return to school. An excused absence is when the student is physically unable to attend

school due to health or mental reasons. An unexcused absence is when the student is physically well, but not in school. If the school is not notified of the reason for the absence, the absence is recorded as unexcused. Students arriving after 11:10 p.m. are considered absent for a half day. Students leaving before 1:35 p.m. are considered absent for a half day. Elementary students with unexcused absences in excess of 20 days during the school year may be referred for educational neglect. The importance of regular attendance cannot be overemphasized. Please see [CCSD Regulation 5113](#) for more information.

Tardies: The opening minutes of the day set the tone, so please see that your child arrives on time. Students arriving at school after 9:15 a.m. must report to the office to be checked in. Please help your child arrive at school on time.

Early Dismissal: Students are not allowed to leave campus early without an authorized adult present to pick them up. All authorized adults' information must be on file as either the parent/guardian or an emergency contact in Infinite Campus in order for the child to be released. To ensure your child's safety, it will be necessary for you to show a picture I.D. in the event you need to check him/her out of school early. The staff will arrange for your child to come to the office. The practice of signing students out between 3:00 pm and 3:26 pm is highly discouraged due to the disruption that it causes to classroom instruction and routines.

Before and After School Safekey

Students in grades Kindergarten through fifth will have opportunities to participate in before and after-school care through Safekey. Safekey information can be found [here](#).

Bicycle, Scooter, Skateboard Safety

Students riding bikes/scooters/skateboards are to walk them once they reach school grounds. Students are to park their bike/scooter/skateboard inside the bike rack. Bikes are not to be locked to the fence outside of the bike rack. Families are encouraged to provide locks for their students' bikes or scooters. Each bike or scooter should have its own lock. The school is not responsible for any loss or damage to bikes/scooters/skateboards. Please discuss safety with your

child before allowing him/her to ride to and from school. We strongly encourage every student to wear a helmet if they plan to ride to school.

Breakfast & Lunch

At Sister Bailey ES, all students receive breakfast and lunch at no charge due to our participation in the Community Eligibility Provision Program. Monthly menus can be found at <https://schools.mealviewer.com/school/BaileySisterRobertJosephES>

Cell Phones and Electronic Devices

Students must keep their cell phones off and put away while at school. A student's cell phone will be confiscated if the student takes out their cell phone or has it turned on in class or during any other part of the instructional day (between 9:15 a.m. and 3:26 p.m.), including lunch and recess. A parent/family member will be required to come and pick up the cell phone, as it will not be returned directly to the student. Please discuss responsible cell phone usage with your student, should you allow them to bring one to school, including the use of social media and video. Handheld video games and other electronic devices are not to be brought onto our school campus. We understand the importance of communicating with your student. Should you need to reach and speak with your child during the school day, please visit or call the main office (702) 799-7510, and we will ensure that you can speak with your child or relay your message to them.

CCSD Code of Conduct

Sister Robert Joseph Bailey will adhere to and enforce the CCSD Code of Conduct. Click [here](#) for the entire code of conduct.

Communication

Communication between the family and school is critical. We encourage parents/guardians to communicate with their child's teacher at any time. Regular parent-teacher conferences (PTC) will be held as necessary. Communication between teachers and families will occur through Canvas or another platform of the classroom teacher's choice (Ex. Class Dojo). Mass family phone messages and emails will also be sent as reminders of important events through DOJO. Please be sure we have a current telephone and/or email address on file to receive these

messages. We also maintain an active website (<https://www.sisterbailey.com>) and the SRJ Bailey ES Facebook Page to communicate with families.

School Social Worker/Safe School Professional

SRJ Bailey ES is proud to have our social worker, Ms. Elliot, on campus daily to support our students and families. The components of the program include the following:

- **Role of Social Worker-** The Elementary Social Worker serves as a resource for parents, teachers, and other staff members within the school. This staff member offers suggestions to students to support their personal, social/emotional, and academic growth through the development and consistent delivery of equitable, relevant, comprehensive wraparound services. The Social Worker also acts as a liaison for community services, including supporting the education of children in the foster care system.
- **Social Emotional Learning and Support-**
 - The Elementary Social Worker works with small groups throughout the year to help build healthy relationships, reduce social isolation and negative emotions, and increase positive peer relations and a sense of belonging.
- **Referrals-**
 - *Homelessness:* When a family is in transition, the Social Worker/Safe School Professional can provide resources to support them.
 - *School Bell:* School Bell is a program designed to help students living in poverty access food, clothing, and school supplies.
 - *Students with Unresolved Issues:* A staff member or family member can refer a student who is having difficulty adjusting to the school setting due to personal issues such as divorce, grief, anger, friendship issues, study skills/organization, and social skills.
 - *504 Referrals-* Students who are experiencing classroom difficulty in completing school work due to a medical condition may qualify for 504 services under the Free Appropriate Public Education, the Individuals with Disabilities Education Act, and Public Law 105-17. Students identified as having disabilities under Section 504 require academic adjustments from general education staff for general education services and the curriculum. These adjustments occur only when the

nature and extent of a student's physical or mental impairment substantially limits one or more of the student's major life activities.

- *Referrals for Outside Counseling Therapy-* Occasionally a student and/or a family is in need of more than what a Social Worker/Safe School Professional can offer. The Social Worker/Safe School Professional will supply community resources who can attend to student or familial needs.

Daily Schedules

In an effort to provide consistency and structure, each teacher will follow a daily schedule, which includes access to a daily Special (Art, Music, Science, PE and Library). Should the need arise to pivot to distance learning, the daily schedule will include live lessons on Google Meet and practice time (independent work or small group work) in reading, math, language, social studies, science, and social-emotional learning. Students in K-5 will also participate in a digital special each day (Art, Music, Science, PE, or Library) if the need for distance learning arises. During distance learning, teachers will also have daily office hours to answer questions and provide additional support.

Delivering items and messages during school hours

It is our goal to keep interruptions of the instructional program to a minimum. If you need to deliver an item, including lunch or school work, please drop it off in the office, and our staff will ensure that it gets to your child's teacher. Please ensure that your child has all pertinent after-school information before school starts each day. **We will not interrupt instruction to deliver messages to students.**

Dress Code:

1. No see-through tops, bare midriffs or backs. Shoulders must be covered by at least 3 inches.
2. All attire must be hemmed and at least fingertip length.
3. Shoes must have a sole and go around the ankle. Shoes with wheels are not permitted.
4. Headgear (hats, hoods, caps, bandanas, etc.) is not permitted on campus.

On Spirit Days, exceptions will be made; students must still follow the CCSD dress code, which can be found [here](#) in the CCSD PreK - 12 Student Code of Conduct.

Drop Off and Pick Up at School

Arrival and dismissal are busy times at school. To help ensure student safety, please follow the procedures below:

Kindergarten through 5th Grade Arrival

All Kindergarten-5th-grade students will enter through the gate located on **Slow Bluff Drive** using the **Kiss & Go** area.

Kindergarten Dismissal

Kindergarten students will be picked up at the north side of the gate in front of the school.

In order to keep students safe, parents may not inhibit the flow of traffic by double parking, boxing in other cars, making U-turns, etc. There is a designated drop-off area on Slow Bluff Drive-The Kiss and Go, in which families may safely drop students off. **Students may not be dropped off at school before 9:00 a.m. unless they are participating in a before-school activity under the supervision of staff or a badge-wearing organization or volunteer.**

Grades 1-5 Dismissal

Teachers will release students on the blacktop after school. You may use the gate on Slow Bluff Drive to enter the playground once the bell rings at 3:26 pm. Walk to your child's grade-level area, and notify the teacher whom you are picking up.

Although we know it is wonderful to have conversations between you and the teacher about your child's day, this is a time when your child's teacher needs to stay focused on the safety of the remaining students. Please help us by quickly picking up your child and exiting the playground.

Parents/Contacts picking up students early/late must show their photo ID to office staff before the student is called to the office or released. The person must be listed as an emergency contact for the student to be released to them. Teachers will not release any student until they have been notified by the office.

Students will not be released early or late to anyone under the age of 18 years old. It is of utmost importance to have an afterschool plan with your child to avoid confusion and late pickup. **Students must be picked up no later than 3:31 p.m.** There is a progressive protocol that the school will follow should a student not be picked up multiple times, up to and including transportation of the child to Child Haven. Safekey is available before and after school. A protocol for students who are not picked up after school will be as follows:

1. Student(s) will be sent to SafeKey. Parents/guardians will be responsible for any associated fees.
2. If a parent/guardian cannot be reached or the student is not picked up within a reasonable timeframe, the Clark County School District Police Department (CCSDPD) may be contacted.
3. Repeated late pick-ups will require a meeting with the principal to develop a plan for timely student pick-up

To avoid these situations, families are encouraged to enroll in SafeKey before- and after-school care and ensure that emergency contact information is kept current.

Emergency Information

The school must have a current address, home telephone number/cell number, work telephone number, and emergency number on file. This information is essential in case of student illness or accidents. Please notify the school of any changes in this information. If, for any reason, the parent or emergency contact listed on the enrollment card cannot be reached, the administration and/or designee (nurse, FASA, office manager) will use his/her best judgment in deciding on medical attention.

Emergency Procedures

Various types of emergency drills, including fire drills, lockdown drills, and shelter-in-place drills, are done on a monthly basis. Instructions are posted in each room of the building and all staff members are trained in proper procedures. Students are taught to follow directions quickly and safely in order to implement the protection of all students and staff.

Enrollment and Withdrawals

Students must receive placement through the school office before they can attend classes. If they are enrolling from another Clark County School, a transfer form is required to enroll the child. Parents/Guardians of Kindergarten children and students new to the District must present verification of the date of birth, one proof of address, and immunizations at the time of registration. Student enrollment is completed through an online process via Infinite Campus. Parents will be issued a code unique to their student and must complete the process online. School computers are available for family use. Proof of registration in the form of a utility bill within 30 days is required. Students will not be assigned a new teacher for the next school year without all of the requested documents. When you are planning to withdraw a child, the office must have proper identification in order to prepare the withdrawal form.

Field Trips

We are proud to offer students at Sister Robert Joseph Elementary School the opportunity to learn outside the classroom by attending field trips throughout the year. It is important that families sign and return the permission slip provided by the teacher for each field trip. Students must ride the bus to attend the field trip and are not permitted to be driven by parents/guardians to the location. If families choose not to allow students these educational opportunities or do not return the required permission slip, students will be placed in another classroom on campus and provided with classwork for the duration of the trip. Certain field trips have associated fees, which we ask families to remit prior to the trip. Students will not be excluded from any trip should they not be able to pay the fees.

Grading, Assessments, and Late Work Policy

Grading: 1st-5th Grades

Grading Reform is underway in CCSD. Frequent updates and opportunities to give input on grading practices will be ongoing throughout the year.

The CCSD Elementary Division follows CCSD Regulation 5121 and uses these grades for basic skill subjects in Grades 1-5, showing accomplishment relative to other students at the assigned grade level:

A.....Excellent Achievement	90	-	100
B.....Above Average Achievement	80	-	89
C.....Average Achievement	70	-	79
D.....Below Average Achievement	60	-	69
F.....Failure to meet acceptable Standard of Achievement	55	-	59

A grade of "F" or "N" may not be given on the report card unless the parent is notified in advance (CCF-772-Unsatisfactory Notice).

The following supplementary grading symbols are used for other subjects and sub-skill areas showing accomplishment relative to individual potential:

E.....Exceptional Progress (90% of the time or higher)

S.....Satisfactory Progress (70% - 89% of the time)

N.....Needs Improvement (0% - 69% of the time)

X.....Not presently being evaluated

Infinite Campus is a computer based tool that allows parents access to their child's grades through the Parent Portal. Grades are shown in "real time" and are available as soon as they are entered into the system. In an effort to keep families informed of student progress, student progress reports will be available on Infinite Campus on 10/9/26, 12/11/26, 2/26/27, 4/30/27. Unsatisfactory notices are sent home at the midpoint of each grading period, on 10/16/26 and 3/12/27. Report cards will be issued twice a year on 12/18/26 and 5/20/27.

Grading: Kindergarten

Grading is different for Kindergarten students than for 1st-5th grade students. Students in Kindergarten in CCSD receive grades of a "1" or a "2." A "1" indicates that a student is approaching mastery of a standard and a "2" indicates that a student has met standards.

Harassment Policy

Harassment is any verbal, visual, or physical conduct which is sufficiently severe, persistent, or pervasive so that it adversely affects, or has the purpose or logical consequence of interfering with the student's education program or creates an intimidating, hostile, or offensive school atmosphere. Harassment is prohibited by

students, staff, or third parties in the school community. Students and families have the ability to report harassment and/or bullying via the website at safevoicenv.org

Infinite Campus

Infinite Campus is a web-based tool that allows parents access to their child's grades through the Parent Portal. Grades are shown in "real time" and are available as soon as they are entered into the system. Infinite Campus can also be used to track a student's attendance and serves as the system we use for registration each school year. It is also available as an app on most cell phones.

<https://ccsd.net/parents/infinite-campus.php>

Lost and Found

Students should not bring items to school that are not a part of the educational program, or with pre-arranged permission from the classroom teacher. Please use ink to label students' coats, lunch boxes, and personal possessions. The school will have a "Lost and Found" located in the multi-purpose room for clothing items. The office will have a "Lost and Found" box for small items. Please have your child check both places when an item is lost. Unclaimed items will be donated to charity every quarter.

Make-Up Work

Teachers are expected to give students the opportunity to complete make-up work. [CCSD Regulation 5513](#), Attendance Enforcement, Section VII, entitled Makeup Work, specifies:

Teachers shall provide an opportunity for a student to make up missed work due to any absence, and students shall be held accountable for the work. When a student is absent, however, the educational experiences lost during that absence might be irretrievable because the instruction and interaction in the instructional setting cannot be duplicated through makeup work.

Additionally, the appropriate number of days in which to complete makeup work is identified—"a minimum of three (3) days." It is customary to give students the same number of days to make up work as the number of days they were absent from school.

Medication

A school nurse is available on a limited schedule; however, there is a First Aid Safety Assistant (FASA) in the Health Office during school hours. If a physician has prescribed medication for your child to be taken during the school day, a medical release form must be obtained from the office and completed by the parent or guardian. This record gives permission for authorized school personnel to administer medication to your child and is kept on file in the school health office. Parents/Guardians must bring the medication in the original bottle to school along with the authorization form. Do not send the medication to school with your child. Non-prescription medication, such as cough drops and Tylenol, may not be dispensed by school personnel. Students cannot bring over-the-counter medication to school to give to themselves, including inhalers. The staff recognizes the seriousness of all food allergies. Please notify the office if your child has a food allergy that requires medication.

Morning Announcements

School-wide morning announcements are shown by each teacher in student classrooms. As a school, students will participate in the Pledge of Allegiance, observe 30 seconds of silence, review positive affirmation/Pledges, and recite our school Vision, Motto, and Values together before beginning instruction. The Morning Announcements will be led by different students from each classroom on a rotating basis.

Student Passwords

If a student needs to reset a password for their CCSD account, they can reset passwords at myaccount.ccsd.net.

Personal Possessions

Students are not to bring items to school that are not part of the educational program without prior approval from the teacher. These items include toys, electronics, and items of personal and monetary value. Confiscated items will either be returned to the student at the end of the day or kept in a secure location until the parent/guardian can retrieve them. The exception to this is cell phones, which may not be used during the instructional day and will be secured by an

administrator until a parent/guardian can come in for a conference. The school cannot be responsible for lost items.

School Organizational Team

In compliance with AB469, there is a School Organizational Team (SOT) in place at Sister Robert Joseph Bailey Elementary School. The team will comprise support staff, licensed staff, and parents, who will each be elected by their respective groups by October 1st of each year. This group is responsible for providing input and guidance to the principal on the Plan of Operation, which comprises the School Performance Plan and Strategic Budget. This group will review each Request for Funds submitted by staff members for any item or service that will be paid for from the general budget. SOT meetings will be held once a month and are open to the public. More information about the elections process, the purpose of the SOT, and the roles and responsibilities of the SOT can be found at <http://reorg.ccsd.net>

School Telephone

While we have a phone available for student use in the office, students are not allowed to use it without permission from the Office Staff. Arrangements on how a student will get home from school should be made in the morning to avoid afternoon phone calls or confusion. We ask all students who call home to leave a message if no one answers. This will allow the parent/guardian to know why a phone call came from the school.

School Expectations and Procedures

School procedures and expectations maintain an environment in which instruction and learning can occur. At SRJB ES, students engaging in undesirable behavior are treated fairly and with respect, giving them the opportunity to learn from their mistakes and build positive relationships with adults on campus. The school-wide guidelines for SRJB ES include **"Be Safe," "Be Kind," "Be Scholarly," and "Be Honest."** We have a zero-tolerance policy for bullying and/or harassment. Students are held responsible for their actions. Rules are in effect at all times and apply to all students while at school, while off campus taking part in a school-sponsored event, and while getting to and from school. All staff members

have been asked to be accountable for observing all students to make sure that school procedures are being followed. If students choose not to follow the guidelines, the following consequences will apply:

First Offense	The problem will be discussed by the teacher and the student
Second Offense	Parent contact via phone call and email
Third Offense	The parent/guardian will be contacted by the teacher and establish a plan to increase acceptable behaviors.
Fourth Offense	Parent-Teacher Conference
Repeated Offenses	Referral to the main office

NOTE: Some behaviors are considered so serious that they will result in the student being sent home until a parent, teacher, and an administrator conference can be scheduled. These include: fighting, physical aggression, leaving campus without permission, stealing, possession of a weapon or illegal substance, and bullying. Please refer to [CCSD Reg. 5141.1](#) for the description of a weapon, which includes toy guns, toy knives, and the like.

School Parties and Birthdays

In accordance with the Clark County School District (CCSD) Student Wellness Regulation R-5157, we are unable to accept birthday treats for classroom celebrations. This policy applies to all foods and beverages given away to students during the school day and is designed to promote a healthy and safe environment for everyone.

School-Wide Recognition

At the conclusion of each semester, students demonstrating outstanding academic achievement and attendance will be recognized in a ceremony with certificates. Students from each grade level who demonstrate exceptional citizenship and academics will be recognized as the recipient each semester.

Snack Shack and Fundraising

The Snack Shack will be open after school from 3:26 p.m. to 3:45 p.m. Various snacks and drinks will be available for sale. Items range in price from \$1.00 to \$3.00. Various student groups may also sell food items after school as a fundraising activity. All of these requests must comply with CCSD nutritional guidelines and be approved by the Principal before selling.

School Supplies

SRJB ES will provide all of the instructional supplies needed for each student. At times, teachers may request a donation of specific or general items to supplement the regular instructional supplies provided by the school. These donations are voluntary.

Toys, Balls, and other things from home

Balls

Students may not bring any balls or other play equipment from home. The school provides basketballs, soccer balls, footballs, and other equipment for the students to use during recess. Any student with a ball from home will have their ball confiscated. The first time a ball is confiscated, the student will be allowed to take their ball at the end of the school day. Any additional times the same student brings a ball, it will be confiscated and kept in the front office, and will need to be picked up by a parent or guardian.

Stuffed Animals

We don't recommend that students bring stuffed animals to school. Some students use a small stuffed animal as a comforting item, but if a stuffed toy becomes a nuisance or distraction, the item may be confiscated by a staff member. Returning this item to the student or family will be at the discretion of the staff member in possession of the item.

Toys

Bringing toys to school is not permitted. Toys are often a distraction and are also prone to theft. If a student is playing with a toy, the item may be confiscated by a staff member; returning this item to the student or family will be at the discretion of the staff member in possession of the item.

Truancy Letters

Attendance is mandatory. Truancy letters will be mailed home after 6 and 9 unexcused absences are recorded in Infinite Campus as a way of encouraging families to have their child attend school regularly and communicate needs with the school to make this possible. Please note that more than 20 unexcused absences in a school year may result in retention in the same grade level for the following year.

Visitors

To maintain the safety of students and staff, visitors must report to the office with their photo ID, sign in and get a visitor's pass before going to another area of the campus. Siblings not enrolled at SRJB ES, including students not yet of school age, will not be allowed to visit classrooms during the instructional day. It is expected that all visitors report to the office upon arrival, unless otherwise stated, for special events. Classroom observations lasting longer than 10 minutes must be scheduled with the teacher in advance. Please keep in mind that visitors who come to our school more than four times per month or have unsupervised contact with students are considered Volunteers and must comply with [Regulation 4100](#) as described below.

Volunteers

SRJB ES will comply with [Regulation 4100](#), which requires all volunteers at schools with either unsupervised and/or regular contact with students to be fingerprinted and issued a badge from CCSD. Volunteers will be expected to report to the Office prior to working in the building or visiting classrooms/students/common areas.

Teachers who utilize the services of volunteers are expected to clearly communicate the duties to be performed and the scope of the volunteer's responsibility. Siblings who are not enrolled at SRJB ES are not able to be on campus with the volunteer without prior consent from the Administration.

Volunteers should:

- Sign in at the office each day that he/she is volunteering in the building.
- Follow the established schedule created by the teacher.
- Be familiar with emergency procedures.
- Maintain confidentiality.

Website

We maintain a school website for the purposes of easy and quick communication. You can find updated events, information about our staff, and important school and District information. The website can be found at <https://www.sisterbailey.com>.

Values, Vision and Mission

Values: Every student can learn and grow! We are not defined or limited by our circumstances. What we achieve is a direct result of OUR effort. We recognize that intelligence is not fixed; we KNOW that all things are difficult before they are easy.

Vision: At SRJ Bailey Elementary, we cultivate social and academic excellence for ALL students, no excuses!

Mission: SRJ Bailey Elementary School is dedicated to cultivating social and academic excellence for ALL students. We value and embrace diversity, maintain high expectations, and encourage our students to ALWAYS try. We are grounded in the belief that each child can forge their path toward success.