

George M. Shirakawa, Sr. Elementary School



Parent & Student Handbook 2024-2025

Dr. Elizabeth Cord, Principal



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Welcome Letter from Dr. Cord, Principal



Dear Shirakawa Students and Families,

I am excited to be a part of your amazing Shirakawa family as we welcome students back for the 24-25 school year! As we open our doors, we are excited to announce the continuation of a new program - Starting Arts. Starting Arts will provide movement classes to our students in Grades K-4 and art lessons for our students in Grades 5-8. Also continuing this year is our Art Classroom. Teachers will be able to bring students here to explore, learn and create art. In addition, we have expanded our Little Heroes program to include after-school sports for our 4th-6th grade students.

To support student wellness, we will again be opening up our Zen Zone: Wellness Space for All. Our school social worker will oversee the space where students can come during their recess to connect with other students and participate in activities.

Our library also has been updated to include new books. We want our students to have access to more culturally relevant genres reflective of our vast diversity.

Lastly, this handbook will provide information about Shirakawa School. Please use it as a reference. If there is anything that is not answered in this handbook, please do not hesitate to contact the front office.

The Shirakawa Staff is looking forward to working with the families during this upcoming year to ensure the success of all the students!

Sincerely,

Dr. Elizabeth Cord
Principal

Administration, Support, and Community Contact Information

CERTIFICATED

George M. Shirakawa, Sr. Elementary School

DIRECTORY FOR SCHOOL YEAR 2024-2025

Grade	Teaching Staff	Email	Room	EXT
K	Sandlin, Wendy	wendy.sandlin@fmsd.org	Room A7	3297
K	Lopez, Adoracion	adoracion.lopez@fmsd.org	Room A6	3296
1st	Volpe, Maria	maria.volpe@fmsd.org	Room 103	3217
1st-2nd	Roberts, Carol	carol.roberts@fmsd.org	Room 106	3220
2nd	Hilton-Nickel, Darlene	darlene.hiltonnickel@fmsd.org	Room 105	3219
2nd-3rd	Ho, Linh	linh.ho@fmsd.org	Room A1	3291
3rd	Commiciotto, Alison	alison.commicotto@fmsd.org	Room A4	3294
3rd	Heuerman, Loan	loan.heuerman@fmsd.org	Room A3	3293
4th	Sanchez, Mar	mariadelmar.sanchez@fmsd.org	Room 101	3215
4th	Petersen, Kristen	kristen.petersen@fmsd.org	Room 102	3216
5th	Ferreira, Kim	kim.ferreira@fmsd.org	Room 110	3224
5th	Nguyen, Mai	mai.nguyen@fmsd.org	Room 108	3222
6th	Divine, Stacy	stacy.l.divine@fmsd.org	Room 203	3227
6th	Flores, Luisa	luisa.flores@fmsd.org	Room 205	3229
6th	Wilkins, Emily	emily.wilkins@fmsd.org	Room 201	3225
6th	Talarico, Stephanie	stephanie.talarico@fmsd.org	Room 204	3228
7th	Rivero, Maria	maria.rivero@fmsd.org	Room 208	3232
7th	Lee, Jade	jung.lee@fmsd.org	Room 206	3230
7th	Wilkins, Emily	emily.wilkins@fmsd.org	Room 207	3231
7th	Rivero, Maria	maria.rivero@fmsd.org	Room 208	3232
7th	Lee, Jade	jung.lee@fmsd.org	Room 206	3230
PE 7/8	Ruff, Sean	sean.ruff@fmsd.org	Room A8	3298
8th	Perry, Charlotte	charlotte.perry@fmsd.org	Room 210	3234
8th	Dinh, Angie	angie.dinh@fmsd.org	Room 209	3233
SDC 4th - 6th	Jeanty, Viviane	viviane.jeanty@fmsd.org	Room B1	3281
RSP K - 6	De Bello, Marie	marie.debello@fmsd.org	Room 221	3235
RSP MS	Wade, Rebecca	rebecca.wade@fmsd.org	Room 223	3236

ADMINISTRATION, CLASSIFIED, & COMMUNITY

Front Office	Email	Title
Elizabeth Cord	elizabeth.cord@fmsd.org	Principal
Angie Perez	angie.perez@fmsd.org	Secretary II
Anabel Garcia	anabel.garcia@fmsd.org	Secretary I

Library	Email	Title
Jean Agra-Gandia	jean.agra@fmsd.org	Media Aide

Support Staff	Email	Title
Jennifer Pham	thao.pham@fmsd.org	RSP Paraeducator
Ninfa Torres	ninfa.torres@fmsd.org	RSP Paraeducator

Nelda Villafuerte	nelda.villafuerte@fmsd.org	PEBs Paraeducator
Jasmin Ramos	jasmin.ramos@fmsd.org	SLS
Marcy Gitan	marcella.gitan@fmsd.org	Speech Para

Yanelli Esparza	yanelli.esparza@fmsd.org	Paraeducator
Krystine Martinez	krystine.martinez@fmsd.org	Kinder Paraeducator

Lorena Gutierrez	myrna.gutierrez@fmsd.org	Noon Duty Supervisor
Dung Nguyen	dung.nguyen@fmsd.org	Noon Duty Supervisor
Nancy Ta	nancy.ta@fmsd.org	Noon Duty Supervisor

Food Services	Email	Title
Maria Sanchez	maria.sanchez@fmsd.org	Manager
Carmen Casillas	carmen.casillas@fmsd.org	Assistant
Erica Zamaniego	erica.zamaniego@fmsd.org	Assistant

Custodial Staff	Email	Title
Tomas Sanchez	tomas.sanchez@fmsd.org	Custodian
Juan Uribe	juan.uribe@fmsd.org	Custodian
Adolfo Ramirez	adolfo.ramirez@fmsd.org	Custodian

CORAL	Email	Title
Nelda Villafuerte	villafuerte@catholiccharitiesscc.org	Director

Important School Dates

Franklin-McKinley School District 2024-2025

Board Approved: 12/13/2022



Superintendent
Juan Cruz

- SCHOOL CLOSED
- STUDENTS IN ATTENDANCE
- ★ FIRST DAY AND LAST DAY OF SCHOOL
- S STAFF DEVELOPMENT

CLASSIFIED HOLIDAYS	
JULY 4	INDEPENDENCE DAY
SEPTEMBER 2	LABOR DAY
NOVEMBER 11	VETERANS DAY
NOVEMBER 27-29	THANKSGIVING
DECEMBER 24-25	CHRISTMAS DAY
DECEMBER 31 & JANUARY 1	NEW YEAR'S DAY
JANUARY 20	MLK DAY
FEBRUARY 17-18	PRESIDENT'S DAYS
APRIL 21	SPRING (EASTER)
MAY 26	MEMORIAL DAY
JUNE 19	JUNETEENTH

July 2024							August 2024 (18)							September 2024 (20)							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	S	S	S	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	★ 12	13	14	15	16	17	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
28	29	30	31				25	26	27	28	29	30	31	29	30						

October 2024 (18)							November 2024 (15)							December 2024 (10)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

January 2025 (19)							February 2025 (15)							March 2025 (21)							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4							1							1	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	
26	★ 27	28	29	30	31		23	24	25	26	27	28		23	30	31	25	26	27	28	29

April 2025 (17)							May 2025 (21)							June 2025 (10)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	★ 13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

PRINCIPAL	SCHOOL	ADDRESS	TELEPHONE
Edwin Avarca	BRIDGES ACADEMY	1702 McLaughlin Avenue, San Jose, CA 95122	(408) 283-6400
Michelle Quilantang	CAPTAIN JASON M. DAHL ELEMENTARY	3200 Water Street, San Jose, CA 95111	(408) 363-5650
TBD	***COLLEGE CONNECTION ACADEMY	1855 Lucretia Avenue, San Jose, CA 95122	(408) 347-4827
Joseph Hanna	DANIEL LAIRON ELEMENTARY	3975 Mira Loma Way, San Jose, CA 95111	(408) 363-5775
Kristen Kovac	FRANKLIN ELEMENTARY	420 Tully Road, San Jose, CA 95111	(408) 283-6375
Jose Jacinto	HELLYER ELEMENTARY	725 Hellyer Avenue, San Jose, CA 95111	(408) 363-5750
Magdalena Moore	JEANNE MEADOWS ELEMENTARY	1250 Taper Lane, San Jose, CA 95122	(408) 283-6300
Mariana Alvarez	KENNEDY ELEMENTARY	1602 Lucretia Avenue, San Jose, CA 95122	(408) 283-6325
Rochelle Espitia	LOS ARBOLES ELEMENTARY	455 Los Arboles Street, San Jose, CA 95111	(408) 363-5675
Daniel Dennedy Frank	MCKINLEY ELEMENTARY	651 Macredes Avenue, San Jose, CA 95116	(408) 283-6350
Kamilah O'Connor	RAMBLEWOOD ELEMENTARY	1351 Lightland Road, San Jose, CA 95121	(408) 283-6275
Maria Reyes	SANTEE ELEMENTARY	1313 Audubon Drive, San Jose, CA 95122	(408) 283-6450
Elizabeth Cord	SHIRAKAWA ELEMENTARY	665 Wool Creek Drive, San Jose, CA 95112	(408) 938-3200
Ian McCray	STONEGATE ELEMENTARY	2605 Gassman Drive, San Jose, CA 95121	(408) 363-5625
Brian Walton	SYLVANDALE MIDDLE	653 Sylvandale Avenue, San Jose, CA 95111	(408) 363-5700
Becky Roussin	WINDMILL SPRINGS ELEMENTARY	2880 Aetna Way, San Jose, CA 95121	(408) 363-5600

*** College Connection Academy (CCA) is on the same calendar as East Side Union High School (ESUHSD), not FMSD.

School Year Bell Schedule

2024–2025 Daily Bell Schedule

Grade	Start Time	Morning Recess	Lunch	Afternoon Recess	Dismissal M-F	Dismissal Schedule 3 Days
Kinder	8:00 AM	9:15 AM	10:30 AM to 11:00	12:15 PM	1:15 PM	12:15 PM

Grade	Start Time	Morning Recess	Lunch	Afternoon Recess	Dismissal Times
1 st , 2 nd	8:00 AM	9:30 AM to 9:45 AM	11:00 AM to 11:40 AM	1:00 PM to 1:15 PM	<u>M, T, W, F</u> 2:15 PM <u>Thursday</u> <u>Dismissal</u> 1:15 PM
3 rd			11:20 AM to 12:00 PM	No afternoon recess on Thursdays	
4 th			9:50 AM to 10:05 AM	11:40 AM to 12:20 PM	
5 th		12:00 PM to 12:40 PM			
6 th					
7 th , 8 th					

Students have the option to have Breakfast from 7:30 AM to 7:55 AM OR Brunch during morning recess from 9:15 to 9:45 AM for Grades K-4 and 9:50 AM to 10:05 AM for Grades 5-8.

Lunch times change on RAINY DAYS. Students have a 30-minute lunch on rainy days.

School Dress Code Policy

The Franklin-McKinley School District believes a safe and disciplined learning environment is the first requirement of a high-performing school. School common dress will help minimize disruptive behavior, promote respect for oneself and others, build school/community spirit, and, more significantly, help to maintain high academic standards. Please see below for our district's common dress options.

✓ Appropriate:

Black, Gray or Denim Bottoms

- Size appropriate/fitted
- Shorts hemmed not more than 5 inches above knees
- Belt should not be worn below waist

Black, Gray or White Shirts

- Dress or casual Shirts
- T-Shirts with appropriate logos are acceptable
- Short or long sleeves
- Turtleneck is acceptable
- Closed toe shoes



Not appropriate:

- Clothes with visible underwear
- Tank tops or spaghetti straps
- Crocs or open toe shoes
- No Cortez shoes, or red or blue shoes
- No bikers shorts
- Pajamas, blankets, or slippers
- Gang-related clothing or articles
- Logos or images that depict drugs, alcohol, or any illegal item or activity
- Images and or language that create a hostile or intimidating environment based on any protected class
- No cologne/scented sprays of any kind

APPAREL	COLOR	ADDITIONAL INFORMATION
Shirts, Polos, and Blouses (no collars required)	Solid Only (School or College Logos acceptable) Black, White or Gray	*ALL shirts must have sleeves and be properly sized. *Shirakawa and other school-sponsored t-shirts are acceptable as dress code.
Shorts, Pants, Skirts, and Jumpers	Black, White, or Gray (Denim is acceptable)	*No leggings as pants *No baggy pants or jeans. *No sagging of pants. *Skirts, jumpers, and shorts no shorter than 3 inches above the knee.
Socks, Tights, Leggings	White, Gray, or Black	Leggings are allowed when worn with skirts or under shorts.
Shoes	Closed-Toe Shoes	*Needs to be appropriate for classroom, recess, and PE activities. *Sandals, wheelies, Crocs, boots, Cortez shoes, and high heels are not acceptable.
Cardigans, Outer Long Sleeves, Sweaters, Sweatshirts	Solid Black, White or Gray School or College logos is acceptable	
Heavy Winter Jackets and Coats	No red or blue	*No inappropriate language or images
Hats		*No bandanas. *Headgear to be worn OUTDOORS ONLY. (Exceptions: religious or medical reasons)
Jewelry		*No excessive jewelry, heavy chains, or spiked earrings. *Nothing that can be a distraction from classroom learning or a safety concern.

Dress code checks will occur periodically. Free Dress Days will be announced.

Communication

Scan the following QR codes:



 ParentSquare

School to Home Communication - Shirakawa School will be switching to Parent Square as our main form of communication. In order to receive an email invitation to join, we must have a current email address. If you have changed your email recently, please make sure to update it with the Front Office. You can also submit a request to join via their website parentsquare.com.



GEORGE SHIRAKAWA
SENIOR ELEMENTARY

Visit our official website shirakawa.fmsd.org for more information about our school.

Safety Drill Procedures

Emergency Preparedness

George M. Shirakawa, Sr. Elementary School works diligently to make sure that students and staff are prepared for emergencies. Our school's emergency plan that provides guidance for the school staff in an emergency can be found on our website at shirakawa.fmsd.org. We conduct regular emergency drills that meet or exceed the state-mandated requirements and accommodate persons with disabilities.

DRILLS:

- **Fire Drill** – Completed once a month; Students will evacuate the classroom and line up with their class in their designated area on one of our two blacktop areas.
- **Earthquake Drill** – Completed 4 times a year; Students will duck, cover, and hold. When instructed by the teacher to evacuate when it is safe, classes will line up in their designated area on one of our two blacktop areas.
- **Lockdown Drill** – Completed twice a year; Students practice how they will respond to a threat on or near the campus.

Parents are asked to make sure that their students actively participate and take emergency drills seriously. These drills help make public schools the safest place for students during an emergency.

Our site also stocks emergency supplies to sustain students and staff. These supplies include the following: water, food, first aid supplies, search and rescue supplies, and sanitation items. These supplies are checked regularly by school staff and inspected by the Office of Environmental Health and Safety inspectors.

A school may initiate a lockdown to ensure the safety of all students, staff, and visitors at a school site. A lockdown is only instituted if there is a clear and present danger to the safety of the people in the school. Parents/guardians will not have access to students and/or staff during a lockdown. Parents/guardians are expected to cooperate with the directions of the public safety incident commander during a lockdown. After the lockdown is concluded, we will send a factual notice to parents/guardians regarding the day, time, duration, and reason for the lockdown.

Bus Schedules

Route #8 Please note the drop-off times on Thursdays due to adjusted days.

R4 Shirakawa home • (Thursday) After School → Home	
Time	Pick up location
1:15 PM	Shirakawa PU
1:20 PM	Barnard at Pomona MHP entrance
1:24 PM	350 San Jose Ave
1:27 PM	2135 Little Orchard
1:32 PM	25 Eshafan Dr
1:34 PM	80 Montecito Vista Dr

R2 Shirakawa home • (Mon, Tue, Wed, Fri) After School → Home	
Time	Pick up location
2:15 PM	Shirakawa PU
1220 PM	Leave Shirakawa
2:30 PM	Barnard at Pomona MHP entrance
2:37 PM	350 San Jose Ave
2:41 PM	2135 Little Orchard
2:48 PM	25 Eshafan Dr
2:50 PM	80 Montecito Vista Dr

Route #9 Please note the drop-off times on Thursdays due to adjusted days.

R1 Sp Ed & Other into Shirakawa/Franklin • (Mon, Tue, Wed, Fri) Morning → To Shirakawa	
Time	Pick up location
6:30 AM	Leave yard
6:45 AM	Narvaez at Shadow Creek
6:52 AM	William Manly St (at park)
6:57 AM	Altino Blvd at park
7:00 AM	595 Helzer Rd
7:03 AM	Hillsdale between Woodmere and Vista Park
7:17 AM	25 Esfahan Dr
7:20 AM	80 Montecito Vista Dr
7:30 AM	Shirakawa DO

R2 Shirakawa K • (Mon, Tue, Wed, Fri; not on Thu) After School → Home	
Time	Pick up location
1:15 PM	Shirakawa PU
1:20 PM	Leave Shirakawa
1:27 PM	2135 Little Orchard
1:32 PM	25 Esfahan Dr
1:40 PM	Vista Park at Vista Roma
1:44 PM	Sandpebble by the park
1:49 PM	Hillsdale between Woodmere & Vista Park
1:52 PM	3637 Snell Ave Cal Hawaiian MHP

R3 Shirakawa home • (Mon, Tue, Wed, Fri; not on Thu)

After School → Home

Time	Pick up location
2:15 PM	Shirakawa PU
2:20 PM	Leave Shirakawa
2:37 PM	Narvaez (Shadow Creek MHP)
2:24 PM	Hillsdale between Woodmere and Vista Park
2:39 PM	William Manly St (at park)
2:42 PM	Altino (by the park)
2:46 PM	595 Helzer Rd

R5 Shirakawa SDC and others home • (Thursday)

After School → Home

Time	Pick up location
1:15 PM	Shirakawa PU
1:20 PM	Leave Shirakawa
1:30 PM	Narvaez (Shadow Creek MHP)
1:32 PM	Hillsdale between Woodmere and Vista Park
1:37 PM	William Manly St (at park)
1:42 PM	Altino (by the park)
1:49 PM	595 Helzer Rd

Route #10 Please note the drop-off times on Thursdays due to adjusted days.

R1 Sp Ed & Other into Shirakawa/Franklin • (Mon, Tue, Wed, Fri; not on Thu) Morning → To Shirakawa	
Time	Pick up location
6:50 AM	Vista Park at Vista Roma
6:53 AM	Hillsdale (after Tower Hill by fire hydrant)
6:55 AM	Sandpebble by the park
6:59 AM	3637 Snell Ave Cal Hawaiian MHP
7:13 AM	Bernard at Pomona MHP entrance
7:18 AM	2135 Little Orchard
7:30 AM	Shirakawa DO

R2 Shirakawa home • (Mon, Tue, Wed, Fri; not on Thu) After School → Home	
Time	Pick up location
2:15 PM	Shirakawa PU
2:20 PM	Leave Shirakawa
2:30 PM	Vista Park at Vista Roma
2:33 PM	Hillsdale (after Tower Hill by fire hydrant)
2:36 PM	Sandpebble by the park
2:40 PM	3637 Snell Ave Cal Hawaiian MHP

R4 Shirakawa home • (Thursday)
After School → Home

Time	Pick up location
1:15 PM	Shirakawa PU
1:20 PM	Leave Shirakawa
1:30 PM	Vista Park at Vista Roma
1:32 PM	Hillsdale (after Tower Hill by fire hydrant)
1:34 PM	Sandpebble by the park
1:37 PM	3637 Snell Ave Cal Hawaiian MHP

Policies and Procedures

SHIRAKAWA SCHOOL Important School Information

School Supplies

The school provides the following items:

- textbooks
- pencils
- art supplies
- paper

Absolutely no permanent markers of any kind are allowed in student possession.

Kindergartners should have a change of clothing that may be left at school.

Breakfast/Brunch/Lunch

Breakfast and Lunch will be FREE to all families this year. We ask that All families fill out the [Education Benefit Form](#). One form per family is required. To ensure that our school receives proper funding, it is necessary that families complete the lunch application even if your child is going to bring lunch from home.

Breakfast. Breakfast is served from 7:30 to 7:55. Breakfast is available Free for all students. The breakfast menu includes juice, milk, cereal, and fruit. Pancakes and waffles are frequent choices as well.

Brunch. If you did not eat breakfast, you may go to the cafeteria for brunch. The brunch menu includes: yogurt, muffins, granola bars, breakfast burritos, fruit, and milk.

Lunch. Students in grades K-8 will attend lunch between 10:30 to 1:00 daily. Lunch is FREE for all students. Students choose between three different entrees daily, including one vegetarian option.

Arrival and Departure Procedures

For the safety of all, we ask that families, who park to drop off or pick up, please **USE the CROSSWALK** to access the school campus.

Arrival Routines. Most of our students arrive by bus or car. **Students may not arrive on campus before 7:30 A.M.** as there is no adult supervision available until that time. **School gates will open at 7:30AM to receive students.**

Students eating breakfast at school should go directly to the green tables or cafeteria. After breakfast, students can join friends on the campus, where you need to remain until the bell rings.

The school day begins promptly at 8:00 A.M. Please arrive at school on time. We understand that circumstances may not always make this possible, but we ask that families respect our schedule and help your child learn the important responsibility of punctuality. After 8:00 A.M. you will be marked late or tardy. The Principal or Assistant Principal will address excessive lateness or tardiness.

Dismissal procedures. The school day ends at 1:15 PM for all Kindergarteners and 2:15 PM for Grades 1-8. On Thursdays, Grades 1-8 dismiss at 1:15 PM. Students will line up and walk with their teacher to the departure areas.

Buses leave from the semi-circular drive at the side of the school building. **No cars are allowed in this area prior to the departure of all buses.** Staff members are stationed at the main driveway where those of you who are leaving by car wait for your ride.

Students **must** be picked up by 2:30 P.M. at the latest. If your parents are going to be late, they must make arrangements with someone else for your pick up. These arrangements must be made before school ends. Students can only be released to people who have been authorized on the Emergency Card. For the safety of students in various after-school programs, gates to the school will be closed at 2:30 PM.

Gum / Candy / Soda

No Takis or hot cheetos, gum, sunflower seeds, candy, and soda are **not allowed** in any area of the campus at any time – including after-school activities and dances. **No colored snacks(Red/Blue Dye)**

Caffeinated Beverages

No energy drinks, no sports drinks that contain caffeine.

Red Dye

Red dye can permanently stain our textbooks. Takis, Hot Cheetos, and other foods with red dye should not be brought to school.

Delivery

Students may not receive commercially delivered food at school, including DoorDash, UberEats, etc.

Cafeteria

Students are to take their place in line, advance in an orderly manner, and observe a well-mannered atmosphere while eating. Students are to clean up after themselves and remain seated at assigned tables until the entire table is dismissed.

Absences and Tardiness

Whenever a student arrives late or is unable to attend school, a parent or guardian should call the attendance secretary, before 9:00 A.M. at **(408) 938-3200**, to report your absence. The secretary will make a record of the reason. If the parent or guardian has not been able to contact the school office, students must bring a note upon returning to school, explaining why the student was absent.

State law requires **regular** school attendance, and the Franklin-McKinley Board of Education has clear policies regarding student attendance, absences and communication from the student's parent or guardian.

Students who have excessive absences or tardies face possible referral to a special program operated by the District Attorney's office.

Independent Study

If there is a family emergency requiring you to miss school, the Principal or Assistant Principal may authorize emergency leave, and a special contract, which requires schoolwork to be prepared, can be granted.

Teachers must have **at least a 10-day notice** in order to prepare a packet of work. A minimum of five and a maximum of fifteen days of leave are granted in emergency situations. If the terms of the contract are not met, your absences must be referred to the SARB Program at the District Attorney's office.

ISP will not be granted at the start and the end of the school year.

Late/Tardy Policy

Students are expected to be in class on time every day. The first bell rings at 7:40 to walk to class. Students who are not in their seats at 8:00 AM will be marked late. Students who persist in arriving late to class will be subject to the SARB Referral.

Report Cards

You will receive report cards three times during the school year. These written reports are completed in November, March, and June. The first report is handed out at a parent/teacher conference; the second and final reports are sent home. These reports are designed to help you and your parents evaluate your school progress.

Eating Areas

Students are expected to assist in keeping the campus free of litter by cleaning up after themselves and reminding their friends. No food is allowed on playgrounds. All food must be eaten in the cafeteria and/or designated areas by staff.

Textbooks / Library Books

Students are responsible for the care of all books issued to them. Textbooks must be covered to protect them from damage. Lost or damaged books must be replaced by the student to whom the books were issued.

First Aid and Medication

Students, who have been given written permission, may go into the nurse's office. Students will be allowed to lie down in the nurse's office with permission from the secretary, or an administrator. Medications, even aspirin or Tylenol, are not given to students. Only emergency first-aid treatment can be administered by school personnel. Students taking medication during school hours must have a note from their doctor. **All medications must be kept in the nurse's office.**

Telephones/Cell Phones

Student use of office phones is not allowed except for illness and emergencies with permission from their teacher or staff. Arrangements for after-school pick-up need to be made in the morning before students are dropped off at school. **Cell phones may be brought to school but must be turned off and put away upon arriving at school and remain off for the remainder of the school day. Earbuds, smart watches, tablets, or any other communication devices are not allowed at school as they may be distracting to students.** The use of cell phones is limited to after school only. Abuse of this policy will result in cell phones being confiscated. The school assumes no responsibility for the loss, damage, or theft of these items should they be brought to school.

Toys / Trading Cards

Toys and trading cards create distractions on campus and are targets for theft. Students may not bring toys or trading cards to school. **Money, jewelry and sharpies are not allowed either.**

Closed Campus

No one is to be on our campus without first clearing through the office. Authorized persons need to sign in and receive a visitor's sticker.

Delivery Services

Students are not allowed to order DoorDash or any other delivery services. All deliveries to students will be turned away.

Micromobility

If bringing any form of micromobility such as scooters or bikes they need to be locked to avoid them from easily taken. The school/district will not be responsible for any items that are not locked/chained to the bike rack.

****Disclaimer****

By no means is this manual all-inclusive. Not every situation is included or addressed. The school retains the right to alter or vary the application of the rules and policies. This handbook is intended to help parents, students and school personnel work together. As new policies or regulations are developed by the school Board, the State or Federal Statutes, additions and/or deletions will be made to this manual. Every effort will be made by school employees to help students understand what is expected of them.