

# **George M. Shirakawa, Sr. Elementary School**



## **Parent & Student Handbook 2025-2026**

---

**Ms. Espitia, Principal**

# Table of Contents

<b>Welcome Letter from Dr. Espitia, Principal</b>	<b>4</b>
<b>Administration, Support, and Community Contact Information</b>	<b>5</b>
CERTIFICATED	5
ADMINISTRATION, CLASSIFIED, & COMMUNITY	6
<b>Important School Dates</b>	<b>7</b>
<b>School Year Bell Schedule</b>	<b>8</b>
<b>School Dress Code Policy</b>	<b>10</b>
<b>Shirakawa Student Expectations</b>	<b>12</b>
<b>Communication</b>	<b>12</b>
<b>COVID Safety Protocols</b>	<b>13</b>
<b>Safety Drill Procedures</b>	<b>14</b>
<b>Bus Schedules</b>	<b>15</b>
<b>Policies and Procedures</b>	<b>20</b>
School Supplies	20
Breakfast/Brunch/Lunch	20
Arrival and Departure Procedures	20
Gum / Candy / Soda	21
Cafeteria	21
Absences and Tardiness	21
Independent Study	21
Late/Tardy Policy	21
Report Cards	21
Eating Areas	22
Textbooks / Library Books	22
First Aid and Medication	22
Telephones/Cell Phones	22
Toys / Trading Cards	22
Closed Campus	22

## Excited to Return Home! Welcome Letter from Ms. Espitia, Principal

---



Dear Shirakawa Students and Families,

I am beyond excited to return to Shirakawa Elementary as your Principal for the 2025-2026 school year! This school holds a special place in my heart, and I feel truly honored to be returning to this incredible community. In many ways, this feels more like a homecoming than a new beginning, once a Shark, always a Shark 🦈!

A little about me: I was born and raised in the Bay Area and have dedicated over 15 years to education as a Teacher, Special Educator, Assistant Principal (right here at Shirakawa!), and Principal. I hold a Bachelor's and Master's in Education from San Jose State University and am currently working on my Doctorate in Educational Leadership at USC. My passion lies in creating equitable learning environments where all students, especially those from diverse and historically marginalized communities, can thrive.

As we prepare for the 2025-2026 school year, my goal is to continue building on Shirakawa's legacy of academic excellence and strong community values. I believe that student success is best achieved through strong partnerships between educators, families, and the community. Together, we will foster a positive and inclusive school culture, support our dedicated teachers, and ensure that every child has the tools and opportunities to succeed.

I look forward to reconnecting with familiar faces, meeting new families, and working together to make this a fantastic school year. My door is always open, and I welcome your thoughts, ideas, and hopes for our school. Thank you for your partnership and support. I look forward to seeing all that we will accomplish together!

🦈 Go Sharks! 🦈

*Ms. Espitia*, Principal

# Administration, Support, and Community Contact Information

## CERTIFICATED

### ADMINISTRATION, CLASSIFIED, & COMMUNITY

Front Office	Email	Title
Rochelle Espitia	rochelle.espitia@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

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

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

<b>CORAL</b>	<b>Email</b>	<b>Title</b>
Nelda Villafuerte	villafuerte@catholiccharitiesscc.org	Director

## **Important School Dates**

---

# Franklin-McKinley School District

## 2025-2026

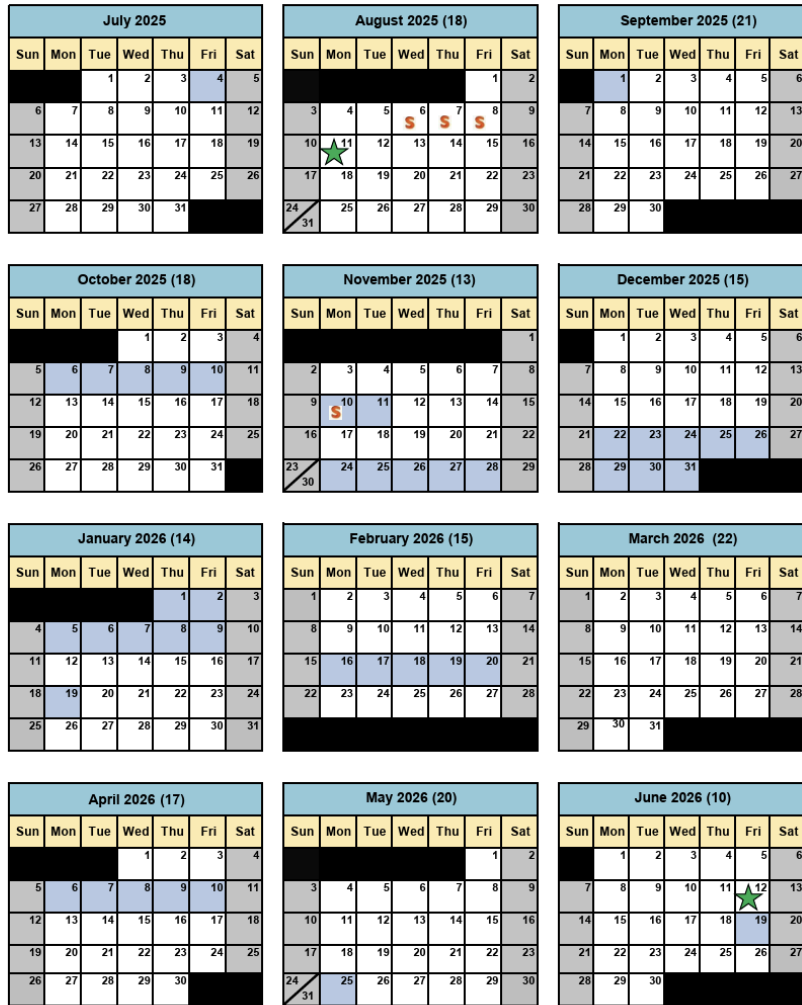
Board Approved: 12/10/2024



**Superintendent**  
Juan Cruz

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

CLASSIFIED STAFF HOLIDAYS	
JULY 4	INDEPENDENCE DAY
SEPTEMBER 1	LABOR DAY
NOVEMBER 11	VETERANS DAY
NOVEMBER 26-28	THANKSGIVING
DECEMBER 25-26	CHRISTMAS DAY
JANUARY 1-2	NEW YEAR'S DAY
JANUARY 19	MLK DAY
FEBRUARY 16-17	PRESIDENT'S DAYS
APRIL 6	SPRING (EASTER)
MAY 25	MEMORIAL DAY
JUNE 19	JUNETEENTH



## 2025-2026 School Year Bell Schedule

Students have the option to have BREAKFAST (7:30-7:55 AM) or BRUNCH during their AM Recess.

Grade	Start Time	AM Recess	Lunch	PM Recess	Dismissal
TK	8:00 AM	Recess 9:00 - 9:15 AM  Brunch/Snack 9:15-9:30 AM	10:30-11:00 AM	12:15 PM N/A on Thursdays	M T W F 1:15 PM  Thursdays 12:15 PM

Grade	Start Time	AM Recess	Lunch	PM Recess	Dismissal
Kinder	8:00 AM	9:15 - 9:30 AM	10:30-11:00 AM	12:15 PM N/A on Thursdays	M T W F 1:15 PM  Thursdays 12:15 PM

Grade	Start Time line up at 7:50 A.M.	AM Recess	Lunch	PM Recess	Dismissal
1, 2, & 3	8:00 AM	9:30 - 9:45 AM	11:00 - 11:40 AM	1:00 to 1:15 PM No PM recess on Thursdays	M T W F: 2:15 PM
4, 5, & 6	8:00 AM	9:50-10:05 AM	11:30 AM-12:10 PM		Thursdays: 1:15 PM

## 2025–2026 RAINY DAY LUNCH SCHEDULE

Grade Level	TK & Kinder	1 & 2 & 3	4 & 5 & 6
Time	10:30 - 10:45	11:00- 11:30	11:40 - 12:10

## 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. Wearing a school common dress will help minimize disruptive behavior, promote respect for oneself and others, build school/community spirit, and, more significantly, help 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
- Crop Tops, Half Shirts, Low Cut Shirts
- 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:



**School-to-Home Communication** - Shirakawa School will be switching to ParentSquare as our primary form of communication. To receive an email invitation to join, we require a current email address. If you have recently changed your email address, please update it with the Front

Office. You can also submit a request to join via their website [parentsquare.com](https://parentsquare.com).



Visit our official website [shirakawa.fmsd.org](https://shirakawa.fmsd.org) for more information about our school.



Join our Instagram to be informed about upcoming events and see some of the amazing things happening at Shirakawa!

## 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 which guides the school staff in an emergency, can be found on our website at [shirakawa.fmsd.org](https://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/ Active Shooter Drill** – Completed twice a year; Students practice how they will respond to a threat on or near the campus.

Parents are asked to ensure that their students actively participate in 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 water, food, first aid supplies, search and rescue equipment, and sanitation items. These supplies are regularly checked by school staff and inspected by Office of Environmental Health and Safety inspectors.

A school may initiate a lockdown to ensure the safety of all students, staff, and visitors on its premises. 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

<b>R2 Shirakawa home • (Mon, Tue, Wed, Fri)</b> <b>After School → Home</b>	
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.

<b>R1 Sp Ed &amp; Other into Shirakawa/Franklin • (Mon, Tue, Wed, Fri)</b> <b>Morning → To Shirakawa</b>	
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

<b>R2 Shirakawa K • (Mon, Tue, Wed, Fri; not on Thu)</b> <b>After School → Home</b>	
Time	Pick up location
1:15 PM	Shirakawa PU
1:20 PM	Leave Shirakawa
1:27 PM	2135 Little Orchard
1:32 PM	25 Eshafan 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

<b>R3 Shirakawa home • (Mon, Tue, Wed, Fri; not on Thu)</b> <b>After School → Home</b>	
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

<b>R5 Shirakawa SDC and others home • (Thursday)</b> <b>After School → Home</b>	
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.

<b>R1 Sp Ed &amp; Other into Shirakawa/Franklin • (Mon, Tue, Wed, Fri; not on Thu)</b> <b>Morning → To Shirakawa</b>	
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.

### **xLate/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.