



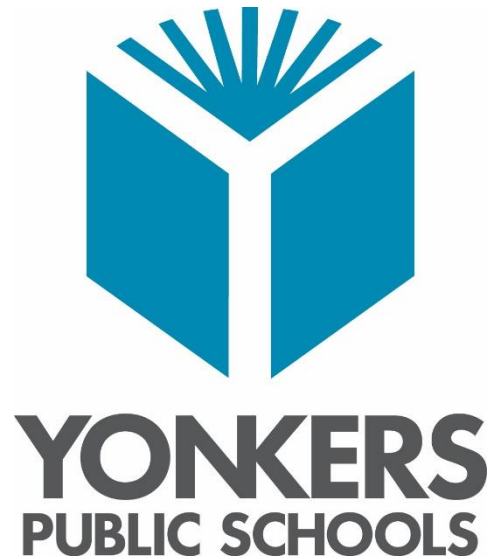
Kahlil Gibran School

COLLABORATING FOR SUCCESS



Parent/Student Handbook

2024-2025



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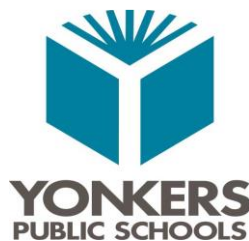
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The *Educational Contract* is the last page of this booklet. All students in grades Pk-8 are required to *return the signed contract by Monday, September 30, 2024*. Please review this handbook, sign the contract, tear it out and return it to your child's teacher. Thank you for your continued support!



KAHLIL GIBRAN ELEMENTARY SCHOOL YONKERS, NEW YORK

Dear Kahlil Gibran Families,

The faculty and staff of Kahlil Gibran welcome you to the learning community. At Kahlil Gibran, we believe that developing family and community partnerships through active engagement, participation and communication will support stronger and meaningful connections. This handbook has been prepared to provide both parents and students with important information about the day-to-day operation of our building. We are hopeful you will have a better understanding of the procedures, expectations, and policies of our school after reviewing the content within the handbook. We urge all families to review this booklet carefully with their children.

All students in grades PK-8 are required to return the signed “Educational Commitment” page found at the end of this document. The parent’s signature, as well as the student’s signature (for grades 3-8), indicate that you have read completely and fully understand the policies and procedures outlined by the Kahlil Gibran Administration in the 2024/2025 Student/Parent Handbook. Please keep this book accessible throughout the year. It will provide ready reference for questions you may have and contact information for you to obtain answers to questions you may need assistance with.

I am honored to serve this entire community as the Principal of Kahlil Gibran. I am committed to supporting our school’s vision and mission, and to creating a safe, supportive environment that is conducive to learning. I am passionate about creating a positive school culture where everyone knows they are welcome, appreciated and important to the success within the building. Together, let’s celebrate success and show school spirit; let’s share the enjoyment of community-wide events, and let’s show our future leaders that teamwork makes the dream work!

I thank you in advance for your support and I encourage your feedback, inquiries, and involvement. Please contact me at labanca@yonkerspublicschoolsorg or by calling the main office at 914-376-8580 for any reason.

Sincerely,

Ms. Laura LaBanca
Principal

KAHLIL GIBRAN ELEMENTARY SCHOOL YONKERS, NEW YORK



OUR VISION

Creating a Foundation for Success:

Ambitious Instruction, Supportive Environment, Involved Families and Excellence for All

OUR MISSION

The faculty and staff of Kahlil Gibran are committed to creating a culturally responsive, supportive, and sustaining environment that builds upon the strengths, interests, and needs of our diverse community. Our goal is to ensure that all learners are prepared to think critically, collaborate confidently, and are equipped with the academic, social-emotional, and digital tools to succeed today and lead tomorrow.

OUR MOTTO

"Kids Who Read, Succeed"



Kahlil Gibran

Faculty & Staff Roster

2024 - 2025

Administration

Ms. Laura LaBanca	Principal	llabanca@yonkerspublicschools.org
Ms. Sonja Sharif	Assistant Principal	ssharif@yonkerspublicschools.org

Building Staff

Jessenia Quirindongo	Principal's Secretary	jquirindongo@yonkerspublicschools.org
Kelly Foley	PowerSchool Clerk	kfoley@yonkerspublicschools.org
Ashley Voss	School Nurse	avoss1@yonkerspublicschools.org
Nancy Maldonado	Public Safety Officer	
Ricky Cagua	Head Custodian	
Roger Layne	Custodian	
Kevin Fitzsimmons	Custodian	
Mariama Jack	Cafeteria Staff	
Ruth Moulier	PK Classroom Aide	
Christine Rosenbaum	PK Classroom Aide	
Jarick Williams	Classroom Aide	
Lisa Mazzuocolo	Classroom Aide	
Jazeara Castaneda	Classroom Aide	
Gloria Ramirez	Classroom Aide	
Suman Chandar	Classroom Aide	
Joan Delango	Classroom Aide	
Vanessa Pierorazio	Classroom Aide	
Afrime Gardica	Classroom Aide	



Kahlil Gibran Faculty

Faculty/Staff	Assignment	Email
Teresa Biancardi	Pre-K	Tbiancardi@yonkerspublicschools.org
Lori Castellani	Pre-K	Lcastellani@yonkerspublicschools.org
Michelle Mangan	K	Mmangan@yonkerspublicschools.org
Antoinette Messina	K	Amessina@yonkerspublicschools.org
Sandra Khader	1 st Grade	Skhader@yonkerspublicschools.org
Anne Troiano	1 st Grade	Atroiano2@yonkerspublicschools.org
Gayle Jamesley	2 nd Grade	Gjamesley@yonkerspublicschools.org
Stefanie Shaggura	2 nd Grade	Sshaggura@yonkerspublicschools.org
Jenna Bruno	3 rd Grade	Jbruno@yonkerspublicschools.org
Anna Whelan	3 rd Grade	Awhelan@yonkerspublicschools.org
Anita Costa	4 th Grade	Acosta@yonkerspublicschools.org
Suzanne DosSantos	4 th Grade	Sdossantos@yonkerspublicschools.org
Christopher Figueroa	5 th Grade	Cfigueroa2@yonkerspublicschools.org
Michelle Zarychta	5 th Grade	Mzarychta@yonkerspublicschools.org
Terriann Marolla	6 th Grade	Tmarolla-bernstein@yonkerspublicschools.org
Michele Romano	6 th Grade	Mromano@yonkerspublicschools.org
Frances Farrell	7 th /8 th Grade Science	Ffarrell@yonkerspublicschools.org
Robert Rizzo	7 th /8 th Grade S.S.	Rrizzo@yonkerspublicschools.org
Tina Samuels	7 th /8 th Grade English	tsamuels@yonkerspublicschools.org
Richard Scamarone	7 th /8 th Grade Math	rscamarone@yonkerspublicschools.org
Maria Forchetti - Paska	7 th Grade Special Ed.	Mforchetti-paska@yonkerspublicschools.org
Nitanya Windham	7/8 Foreign Language	Nwindham@yonkerspublicschools.org
Elyssa Orenzow	Health	Eorenzow@yonkerspublicschools.org
Brendan Mannion	Physical Education	Bmannion@yonkerspublicschools.org
Luis Gondar	Art	lgondar@yonkerspublicschools.org
Maria Lukic Dzikovic	Reading	MLukic-dzikovic@yonkerspublicschools.org
Lamar Walton	Resource	Lwalton@yonkerspublicschools.org
Clare Zelenka	ENL	Czelenka3@yonkerspublicschools.org
Jessica Scaringella	Speech	Jscaringella@yonkerspublicschools.org
Dara Zweiman	Psychologist	Dzweiman@yonkerspublicschools.org
Lauren Baiocco	Guidance Counselor	Lbaiocco@yonkerspublicschools.org
Tamara Mero	Social Worker	Tmero@yonkerspublicschools.org
Abir Alaouie	Teaching Assistant	Aalaouie@yonkerspublicschools.org
Andrew Hattar	Preparatory Substitute	Ahattar2@yonkerspublicschools.org

GIBRAN SCHOOL PROFILE

Who is Kahlil Gibran?

Kahlil Gibran was one of the most significant and influential Arabic-American authors of the 20th century. He is well known and respected for many inspirational and powerful literary works such as, “*The Prophet*” (1923).

What is the Kahlil Gibran School Theme?

The Kahlil Gibran School Theme is Reading/Literature

What is the Kahlil Gibran School Motto?

“Kids Who Read, Succeed”

Who are Kahlil Gibran students?

Students at Kahlil Gibran School are children with initiative, desire, enthusiasm, and a respect for diversity. They are independent thinkers, active learners, and positive young members of society.

Kahlil Gibran’s School’s Mascot: The Tiger

Why the Tiger? The Tiger is an incredibly wise and innovative creature. Like the students, administration, faculty and staff of Kahlil Gibran School, the Tiger can be creative and use his intelligence to overcome obstacles set in front of him. Tigers at Kahlil Gibran



R.O.A.R.

(**R**espect **O**wnership **A**ttitude **R**esponsibility)

Kahlil Gibran’s school colors: Blue and White

Why Blue? Blue represents that the sky is the limit for each student at Kahlil Gibran School. It symbolizes the need for each student to dream and reach for those dreams more and more each day.

Why White? The color white represents a new beginning. It symbolizes that each day starts with a fresh slate for the students to start new smarter and wiser than the day before

I. Code of Behavior

A. Students Responsibilities and Expected Behaviors

1. Students are responsible for COOPERATING WITH OTHERS AND TREATING OTHERS WITH RESPECT
2. Students are responsible for their PERSONAL CONDUCT and CHARACTER
3. Students are responsible for their LEARNING
4. Students are responsible for respecting the PROPERTY OF OTHERS
5. Students are responsible for helping to maintain a SAFE SCHOOL COMMUNITY

Please visit the YPS Code of Conduct pages 5 & 6 to see specific examples of behaviors that support the student responsibilities and expected behaviors listed above. The Code of Conduct is available at www.yonkerspublicschools.org

B. Personal Electronic Devices

The use of any personal electronic devices between the hours of 8:15 a.m. and 3:15 p.m. is strictly prohibited. If students choose to bring cell phones, wear smart watches, and/or use Air Pods before school, these items MUST be turned off and stored away BEFORE entering the building. Cell phones, or other personal electronic devices may be confiscated if students use them during the school day without permission. Further disciplinary measures will be considered depending on the personal electronic device use.

C. Computer and Internet Use

Students are prohibited from recording and /or posting any class, event or occurrence during the academic day on any social media pages, unless otherwise permitted by School Administration. Any behavior not conducive to the policies outlined above, and/or in the YPS Code of Conduct will be subject to disciplinary action.

1. Standards of Behavior Relating to Technology Usage:

- Individual teachers reserve the right to decide how/if personal laptops/tablets may be used during their classes.
- Students should never use inappropriate or offensive websites.
- Students should not reveal personal passwords or use or try to learn others' passwords.
- If students encounter material online that is inappropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) they are responsible for not pursuing this material and reporting the matter to appropriate school personnel.

2. Use of Chromebooks:

Students in grades 3-8 have access to a 1:1 Chromebook for the year. These Chromebooks are for school use only and are not permitted to be removed from the building. Students are expected to adhere to the same standards of behavior that are outlined above in regard to technology. Parents should speak to children regarding these expectations. If students demonstrate inappropriate use of Chromebooks at any time, they risk losing the privilege to utilize the electronic device within the school day.

D. Hallway Conduct

Students are expected to walk quietly, keeping their hands to themselves. Students should be mindful of the work posted on bulletin boards. Students must be considerate of everyone's work. Students can look but should not touch.

E. Bathroom Conduct

Students are expected to conduct themselves appropriately while using the restroom. This is not a place to hang out. Any student who has demonstrated misconduct of any kind while using the restroom will be subject to consequences. Misconduct includes but is not limited to misuse of paper goods, destroying school property, and demonstrating inappropriate conduct towards other students.

F. Cafeteria Expectations

Students are expected to enter the cafeteria and proceed directly to their assigned class table. Students must wait for the administrator/supervising adult to call their class up for lunch. Students must obtain a pass from an adult to leave the cafeteria at any time. Students are expected to:

- Clean up after themselves
- Remain seated
- Demonstrate respect for others
- Demonstrate respect for school property

G. Nurse

If a student is ill, he or she may report to the Nurse's office only with a teacher or an administrator's permission and a pass. The nurse will not see students who arrive without a pass. Students should not call parents directly when they are ill. It is important that the nurse is made aware of any health issues.

H. Fire / Shelter / Evacuation Drills

In the case of a Fire Drill or a need to evacuate the building, all students must follow the assigned teacher(s) out of the school building quickly and quietly. To ensure that every student is accounted for, attendance will be taken by the teacher / supervising adult. Students will remain outside the school building until otherwise instructed. Students must re-enter the building with their assigned teacher.

I. Assemblies

During the course of the school year, various assemblies may be scheduled. Assemblies can be scheduled for an entire grade or the entire school. During the assemblies, it is essential that you demonstrate the appropriate conduct. Failure to do so will result in removal and maybe subject to further disciplinary action.

II. Daily Arrival Procedures

A. Student Arrival Procedures (Bus Students and Walkers)

- Every morning, exit #6 doors will open at 8:15 a.m. All students in grades PreK-8 will enter through exit #6 beginning at 8:15 am.
- Students who are eating breakfast at school will enter and go directly to the cafeteria.
- Students who are not eating breakfast at school will proceed to the gymnasium and must remain seated at their assigned location.
- Teachers meet their students daily at 8:35 a.m.

B. Parent Drop-Off

- Drop off begins at 8:25 a.m.
- Parents should stop along the RIGHT side of Rosedale Road
- Students in grades PreK-3 should be escorted to the Exit #6 doors
- Students are not permitted to cross Rosedale Road alone

C. LATE STUDENTS:

- Exit Door # 6 will close at 8:40 a.m.
- Any student who arrives after 8:40 a.m. will be marked late
- Late arrivals should enter through Door #1
- Late students (after 8:40 am) must obtain a late pass
- Repeated late arrivals will meet with the principal

At Kahlil Gibran, we take pride in our rigorous instruction and high expectations for our students. Students are expected to be in class at the start of the school day. Arriving to school late may cause the student to miss important information and it interrupts the learning process for the entire class.

III. ABSENCES / ATTENDANCE

The Yonkers Public Schools Board of Education Attendance Policy #5100 is based on the principle that regular school attendance maximizes students' interaction with their teachers and peers and is a major factor in achieving academic success. The goal of our district is to have each student attend school 100% of the time.

New York State Education Law classifies absence from school as either legal or illegal. The following are considered legal reasons for school absences:

- ✓ Death in the Family
 - ✓ Court required appearance
 - ✓ College visitation
 - ✓ Military obligation
 - ✓ Illness
 - ✓ Religious observance
- ◆ All other reasons for absence are considered illegal.
 - ◆ A student shall be considered chronically absent when he or she has missed at least ten percent of the enrolled school days. When determining chronic absenteeism, both unexcused and excused absences shall be considered.
 - ◆ Chronic Absenteeism is one of elementary schools' four new indicators used by the New York State Education Department to measure school performance. Our school will earn a score of "1" (the lowest) to "4" (the highest) for all students and for all subgroups for chronic absenteeism. Our goal is to score a 4 for all students! Students need to be in school to succeed.
 - ◆ An unexcused absentee rate that has a detrimental effect on a student's education and can serve as the basis for a finding of educational neglect against a parent. Additionally, habitual unexcused absence or irregular attendance by a student at compulsory school age may constitute grounds for referral to Child Protective Services (CPS) or constitutes grounds for filing a person in need of supervision (PINS) petition in family court.
 - ◆ If your child has a legal reason for being absent from school, please call our school office before 8:30 a.m. to notify us that your child will not be in school. If a student is absent from school, the parent/guardian is required to submit a written note to the attendance office upon returning to school.

A. Pre-K – 6

- ♦ Attendance at the elementary level encourages good learning habits, study skills and responsibility in young children. Parents need to contact their child's teacher if there is a prolonged absence from school. Participation in all school programs promotes appropriate social and emotional development in children.
- ♦ Attendance will be considered when making a judgement about promoting a student to the next grade level. An extremely poor attendance record can severely impact a child from achieving the skills and knowledge required to be successful at the next grade level. Please review the Code of Conduct for detailed information on the District's Attendance Policy.

B. GRADES 7 AND 8

- ♦ The middle school years bridge the learning between elementary and high school. Fostering the responsibility and importance of attending all classes is critical to the learning and success a student will exercise in their middle school years.
- ♦ Attendance may impact promotion to the next grade. Promotion will be based on passing three out of four core subjects (English, Math, Social Studies, and Science) during the year and two non-core subjects. Please review the Code of Conduct for detailed information on the District's Attendance Policy.

Students are expected to make up for any class or homework missed when they are absent. If extenuating circumstances exist, the student and the parent must inform the school to schedule a meeting with the guidance counselor and the school administration.

**See page 12 in the YPS district calendar for more general information regarding the attendance policy and/or the YPS Code of Conduct.*

IV. DISMISSAL PROCEDURES

There is a staggered dismissal process for students who are picked-up or are designated as walkers. It is important that parents/guardians commit to following the dismissal procedures for time and location. These procedures have been put in place for everyone's safety.

A. Pre-Kindergarten: 2:45 p.m. Signature required at dismissal by parent or guardian.

- The pre-K class will begin dismissing at 2:45 p.m. from **Door #10**.

B. Kindergarten: 2:45 p.m. Signature required at dismissal by parent or guardian

- Both kindergarten classes are dismissed from **Door # 13**.

C. Grades 1 & 2: 2:45 p.m. Signature required at dismissal by parent or guardian

- Students in grade 1 will be dismissed from **Door #14.**
- Students in grade 2 will be dismissed from **Door #9.**

D. Grade 3: 3:00 p.m. Signature required at dismissal by parent or guardian

- Students in grade 3 will be dismissed from the modular classroom door.

E. Grade 4: 3:00 p.m.

- Students in grade 4 will be dismissed from **Door #1**

F. Grade 5: 3:00 p.m.

- Students in grade 5 will be dismissed from **Door #4**

G. Grade 6: 3:10 p.m.

- Students in grade 6 will be dismissed from **Door #1**

H. Grades 7 & 8: 3:12 p.m.

- Students in grades 7 & 8 will be dismissed from **Door #6**

Any student in grades PK – 6 who hasn't been signed out as of 3:15 p.m. will be escorted by the teacher to the main office. The parent/caregiver MUST come to the main office to sign the dismissal log when picking up.

I. Parent Pick-Up:

- ◆ Parents are asked to refrain from parking alongside the Rosedale Road curbside after 2:30 p.m. We have 11 large buses and 4 vans that must line up on a daily basis. The Rosedale Road curbside must be clear of cars otherwise it will interfere with bus dismissal.

J. Walkers:

- ◆ If a student in grades 4-6 has permission to walk home, a letter written and signed by the parent must be submitted to the main office.
- ◆ The letter must include the contact information for the parent, the student's name and grade, and the duration for which the student has permission to walk home. For example, "My child has permission to walk home every day for the 2024-2025 school year."
- ◆ All letters will be verified by the main office and must include a working contact number. Until this information is verified, the child **MUST** be signed out by the parent/guardian.

K. Bus Students are expected to:

- Proceed to assigned bus location in the gymnasium
- Be attentive and responsible
- Remain seated until bus number is called
- Drinking and eating are NOT permitted in the gymnasium at dismissal
- All water bottles **MUST** remain in the backpack while in the gymnasium
- **WALK** to the bus
- Adhere to all bus rules as noted in the YPS Code of Conduct

L. Change in Dismissal Plan for Students

- ◆ If there is any change in a child's normal dismissal routine, a written note, signed by the parent/guardian, must be submitted that morning. The note must be dated and must state the change in dismissal procedures. The letter will be authenticated; therefore, it is imperative that a working number is provided. If the letter cannot be authenticated, the student's original dismissal arrangements will be followed.
- ◆ Any parents requesting a bus student to refrain from taking a bus on a particular day **MUST** communicate this to the main office by 12:00 p.m.

M. Requests for Early Dismissal

- ◆ Parents must send a written request for permission to pick up a child before regular dismissal time. Children are to be picked up in the main office for early dismissal by 2:30 p.m.
- ◆ Students will only be released to authorized adults who are listed on the student's emergency card. The authorized adult **MUST** present a valid ID and it must match the name written on the emergency card.

- ◆ Parent/Guardian should contact school immediately related to any changes in guardianship and/or legal orders so that the school can make note of those changes in PowerSchool.

V: Parent Portal

All parents are expected to have access to the PowerSchool Parent Portal. This portal will give parents access to student's attendance, grades, assignments, interim reports, and report cards. The school cannot create an account for the family. Parents must create the account. The central office has been creating the parent portal accounts since last year. Once created, an email is sent to the parent containing a letter with their login credentials and instructions. If you do not recall receiving this information, parents must check their junk/spam folder.

If any parent is having difficulty or needs support, please

- Call the Parent Portal Support Team at: **914-376-8229**
- Email: [http:// parentportal@yonkerspublicschools.org](http://parentportal@yonkerspublicschools.org)

Please find the PowerSchool Parent Portal User Guide at the end of this handbook. (appendix A)

VI: Marking Periods and Report Card Schedules

Parents/guardians will no longer receive a hard copy of student report cards. All report cards and interim reports will be viewed through the Parent Portal

A. Prekindergarten and Kindergarten (Grading System)

4	Exceeding Learning Standards
3	Meeting Learning Standards
2	Partially Meeting Learning Standards
1	Not Meeting Learning Standards
NA	Not Assessed at This Time

B. Prekindergarten and Kindergarten (Report Cards)

1st Marking Period: September 5 – January 24

- Report Cards will be available on PowerSchool during the week of February 3.

2nd Marking Period: January 27 – June 27

- Report Cards will be available on PowerSchool during the week of June 23.

C. Grade 1 and Grade 2 (Grading System)

4	Masters Grade Level Standard
3	Achieves Grade Level Standard
2	Approaches Grade Level Standard
1	Below Grade Level Standard (area of concern)
NA	Not Assessed at This Time

D. Grade 1 and Grade 2 (Report Cards)

- **Fall Marking Period:** September 5 – November 27
- **Winter Marking Period:** December 2 – March 21
- **Spring Marking Period:** March 24 – June 27

E. Grade 3, Grade 4, Grade 5, and Grade 6 (Grading System)

GRADE	STANDARD
A 90-100	AG – Achieved Grade
B 80-89	PS – Progressing Satisfactorily
C 70-79	PG – Progressing Gradually
D 65-69	NP – Not Progressing
F 64 and below	NA – Not Assessed (At this time)

F. Grade 3, Grade 4, Grade 5, and Grade 6 (Report Cards)

- **Fall Marking Period:** September 5 – November 27
- **Winter Marking Period:** December 2 – March 21
- **Spring Marking Period:** March 24 – June 27

G. Grade 7 and Grade 8 (Grading System)

- ◆ Passing grades shall include all numerical grades ranging from sixty-five (65) through one hundred (100) in increments of one (1).
- ◆ Failing grades shall include all numerical grades ranging from fifty (50) through sixty-four (64) in increments of one (1).
- ◆ A failing grade of fifty (50) shall be the lowest grade awarded to any student in any marking period, except that a grade of forty (40) may be awarded to those students who are chronically absent as defined by the New York State Education Department (See Board of Education Policy 4710 & 5100) if appropriate due to incomplete work or lack of class participation (no credits earned).

H. Grade 7 and Grade 8 (Interim Reports)

- ◆ Middle school Interim Reports will be available for parents/students to view midway through each marking period: the **week of October 14, December 23, March 10, and May 26**, to alert parent/guardian about a student's performance.
- ◆ Teachers may send an Interim Report if your child is not completing class work and is falling behind. If your child receives an Interim Report, it is important that you contact the teacher for an explanation of the comments.

I. Grade 7 and Grade 8 (Report Cards)

- ◆ Students in grades 7th/8th shall receive grades four (4) times per year and report cards will be available on PowerSchool during the weeks of:
 - **November 18, 2024; February 3, 2025; April 14, 2025; June 23, 2025**
- ◆ The final report card may be withheld if a student has not returned textbooks or other school property.
 - **1st Marking Period:** September 5 – November 8
 - **2nd Marking Period:** November 12 – January 24
 - **3rd Marking Period:** January 27 – April 4
 - **4th Marking Period:** April 7 – June 27

J. Honor Roll Awards

Middle School

There are three honor rolls in each middle school. The honor rolls are based upon grades received in each marking period according to the following criteria:

- **PRINCIPAL'S HONOR ROLL:** A student must achieve a grade of 90 or higher in all assigned courses during the marking period, including physical education.
- **HIGH HONOR ROLL:** A student must achieve a cumulative average of 90 or higher in all assigned courses during the marking period, including physical education.
- **HONOR ROLL:** A student must achieve a cumulative average of 85 or higher during the marking period, including physical education.

NOTE: STUDENTS ARE DISQUALIFIED FROM ALL HONOR ROLLS IF THEY:

- Fail any subject during the marking period
- Receive an Incomplete grade (INC) in any subject, including physical education, during the marking period for which the honor roll is being determined. However, once the Incomplete (INC) has been made up, the student can be placed on the appropriate honor roll retroactively, if qualified.

K. Elementary Awards

- **MOST IMPROVED AWARD:** Teachers will select students from areas within their grade level curriculum, who demonstrate significant effort and progress throughout each marking period.
- **CITIZENSHIP AWARD:** A student who shows a positive attitude towards classmates, school and community throughout each marking period.

L. PERFECT ATTENDANCE AWARD

- Students in Pre-K – 8th grade will receive a Perfect Attendance award for every month they demonstrate perfect attendance.

VI. Other Important Information

A. Lost and Found

Lost and Found is located in the cafeteria. Articles found by students should be brought there. Students are expected to search for lost items after school. They are not to search for lost items during instructional time. The school cannot be held responsible for any lost or stolen property.

B. Visitors

During the school day, only Kahlil Gibran students and staff are permitted in the building. All doors will be locked throughout the school day and after school when students are in the building. Visitors must sign in at the front desk and are directed to the Main Office for further assistance. In some instances, visitors may be asked to produce appropriate identification.

C. Change of Address / Phone Number

Notify the main office of any phone number changes so that school records may be accurately maintained. Current addresses are necessary so you can receive all school mailings. We are unable to make address changes at the building. All address changes must take place at 1 Larkin Plaza, The Board of Education, accompanied with: Three (3) proofs of address (i.e. cable bill, phone bill, lease, etc.)

D. Student Emergency Cards

In the event of an injury or need for parent contact, it is imperative that parents complete three (3) emergency cards for each student. These completed cards should be brought to the Main Office by your child within the first week of your child's entry to Kahlil Gibran. Be sure to update emergency card information as needed.

E. Support Staff

The following is an outline that briefly describes the functions of our support staff. Please use these resources to help deliver the appropriate services to our students.

School Psychologist – Ms. Zweiman (Monday – Friday)

- The Psychologist works in conjunction with the Committee on Special Education. They perform counseling as per the I.E.P.'s and referrals from the administration.

School Guidance Counselor – Ms. Baiocco (Wednesday & Thursday)

- The Guidance Counselor assists students who exhibit any attendance, academic, behavioral or adjustment problems. They are also involved in scheduling parental interactions and coordinating information.

School Social Worker – Ms. Tamara Mero (Monday & Friday)

- The school Social Worker assists students in developing insight into their responses to surrounding situations, improve their interactions with both peers and adults, improve their self-esteem and helps them develop coping strategies that enable students to obtain the optimal, positive educational experience. They provide counseling as per the I.E.P.'s and referrals from the administration.

Emergency School Closing/Delayed Opening

Kahlil Gibran School
Main Office: 914-376-8580

- ◆ **Emergency School Closing Information will be reported on the district website:**

www.yonkerspublicschools.org

- ◆ You can also check our school Instagram
[@Kahlil_gibran_elementary_](#)

Bell Schedule for Grades 7 & 8

Period 1	8:35 – 9:22
Period 2	9:25 – 10:12
Period 3	10:15 – 11:02
Period 4	11:05 – 11:52
Period 5	11:55 – 12:42
Period 6	12:45 – 1:32
Period 7	1:35 – 2:22
Period 8	2:25 – 3:12

In the event of a delayed opening, all **middle school** students should report to their first period class where they will receive a schedule for the remainder of the day.

Door # 6 will open at 10:15 a.m. for all students.

Early Dismissal

On days where there will be 12:00 p.m. dismissal for students, dismissal locations remain the same. Please refer to the chart below for dismissal times.

Grade	Time
Pre K – 2	11:30 a.m.
3-6	11:45 a.m.
7-8	11:55 a.m.

School Bus Expectations

BE SAFE

- Enter the bus and walk to your seat and sit down
- Face front-backs to the back, seats to the seat, feet point toward the floor (Sitting safe)
- Keep your body inside the bus.
- When riding the bus, remain seated at all times
- Keep your hands, feet, and belongings to yourself
- Keep aisle clear

BOARDING AND EXITING THE BUS

- Walk don't run to the bus
- Do not push or shove, wait your turn to get on and off of the bus
- Use handrail for safety
- Go directly to your seat
- Always sit facing forward with your back against your assigned seat
- Never place head, arms, or any object out of the bus window
- Keep aisles and exits clear at all times
- Respect others and their property
- Keep bus clean

BE RESPECTFUL

- The bus driver is in charge, follow the driver's instructions
- Keep hands, feet, and property to yourself
- Use quiet voices and be courteous
- Remember to walk and not push

BE RESPONSIBLE

- Stay in your seat until the bus comes to a complete stop
- Remember to take your belongings with you

Student Dress Code

All students are expected to dress appropriately for school and at school-sponsored functions. Students and their parents are responsible for ensuring that student dress (including jewelry) and appearance is safe and appropriate, and does not disrupt or interfere with the educational process.

The following dress code shall be enforced.

1. Students can not wear extremely brief (revealing) garments such as, but not limited to, tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), midriff tops, see-through fabrics, short, shirts or dresses.
2. Undergarments, such as but not limited to underwear and/or undershirts, must be completely covered with clothing. Pants and/or shorts are to be worn at the waist.
3. Footwear must be worn at all times. Footwear that is a safety hazard, such as, but not limited to, flip-flops or sandals without a heel strap and lace up shoes without laces, is not allowed.
4. Clothing which promotes inappropriate products or activities prohibited by school policies or that is likely to cause a material and substantial disruption in the school will not be allowed. This shall include, but is not limited to, t-shirts and other clothing that display, promote, or endorse abusive language, profanity, illegal organizations and/or gangs, violent activities, or the use of alcohol, tobacco, or illegal drugs or substances.
5. Clothing shall be deemed inappropriate if it contains items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, disability, or any other protected class.
6. Clothing that is associated with or identifiable as a symbol of a gang is not permitted.
7. Headgear of any kind including, but not limited to, hats, caps, and hoods may not be worn in school; with the exception of headgear for a religious or medical purpose.
8. Clothing generally accepted as "outer wear" may not be worn in the classroom.
9. Jewelry that is capable of being used as a weapon is not allowed. This shall include, but is not limited to, rings covering multiple fingers, spiked necklaces or belts, belts with large removable buckles, heavy and/or large neckwear, martial arts gear, chain link wallets, and key rings.

Students who violate the dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.

Students who refuse to modify their dress or repeatedly fail to comply with the dress code will be subject to discipline as indicated in the Yonkers Public Schools' Code of Conduct.



PowerSchool Parent Portal User Guide

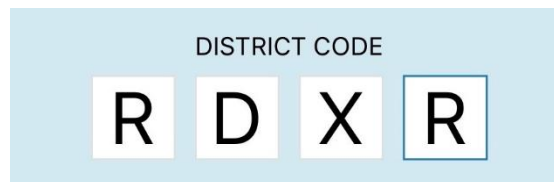
Access to the PowerSchool Parent Portal

The PowerSchool Parent Portal is accessible from any device with Internet access (i.e. computer, tablet, smartphone). The Yonkers Public Schools' PowerSchool Parent Portal can be accessed by typing the following URL in your web browser address bar: <http://yonkersps.powerschool.com/public>.

Additionally, you can to access the PowerSchool Parent Portal via the free mobile app available in both iOS (iPhone or iPad) or Android devices. On iOS devices, the PowerSchool app can be downloaded via the App Store and on Android devices, the PowerSchool app can be downloaded via the Google Play Store.



In order to access the Yonkers District site via the mobile app, you will need to enter the Yonkers district code as follows:



Creating a PowerSchool Parent Portal Account

To access the PowerSchool Parent Portal, you will need to create 1 (one) account to access the information for all children you currently have enrolled in Yonkers Public Schools. Prior to creating your account, you are required to:

- Have an e-mail address
- Obtain an access ID and Password for each child you have enrolled in Yonkers Public Schools

Your child(ren)'s school's administration can assist you with any of the above referenced items.

Step 1: Access the YPS Parent Portal webpage



PowerSchool SIS

Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

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Step 1: Access the Yonkers Public Schools PowerSchool Parent Portal at yonkersps.powerschool.com. You will see the screen on the left.

Step 2: Click on Create Account tab



PowerSchool SIS

Student and Parent Sign In

Sign In **Create Account**

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

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Step 2: Select the Create Account tab on the sign-in page and click on Create Account.

Step 3: Enter the information below to create a Parent/Guardian account:

Create Parent Account

Parent Account Details

First Name	<input type="text"/>	1. Type in First Name
Last Name	<input type="text"/>	2. Type in Last Name
Email	<input type="text"/>	3. Type in Email Address
Desired Username	<input type="text"/>	4. Type in Desired Username
Password	<input type="password"/>	5. Type in desired password and re-enter password
Re-enter Password	<input type="password"/>	
Password must: •Be at least 8 characters long		

Step 4: Enter the information below to link students to a Parent/Guardian account:

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1				
Student Name	<input type="text"/>	1. Enter Student First and Last Name		
Access ID	<input type="text"/>	2. Enter Parent Access ID from Letter for Student		
Access Password	<input type="password"/>	3. Enter Access ID Password from Letter for Student		
Relationship	-- Choose			
2				
Student Name	<input type="text"/>	4. Select your respective relationship to the student from the drop-down		
Access ID	<input type="text"/>			

You can repeat Step 4 to link up to seven (7) students to a Parent/Guardian account with the required fields of information for each student.

Step 5: Click Enter at the bottom of the page to complete setting up your account:



It is important that you keep your Username and Password confidential so only **you** can access the information.

Logging Into the PowerSchool Parent Portal

To log in to the Yonkers PowerSchool Parent Portal, enter the URL below into your web browser address bar:

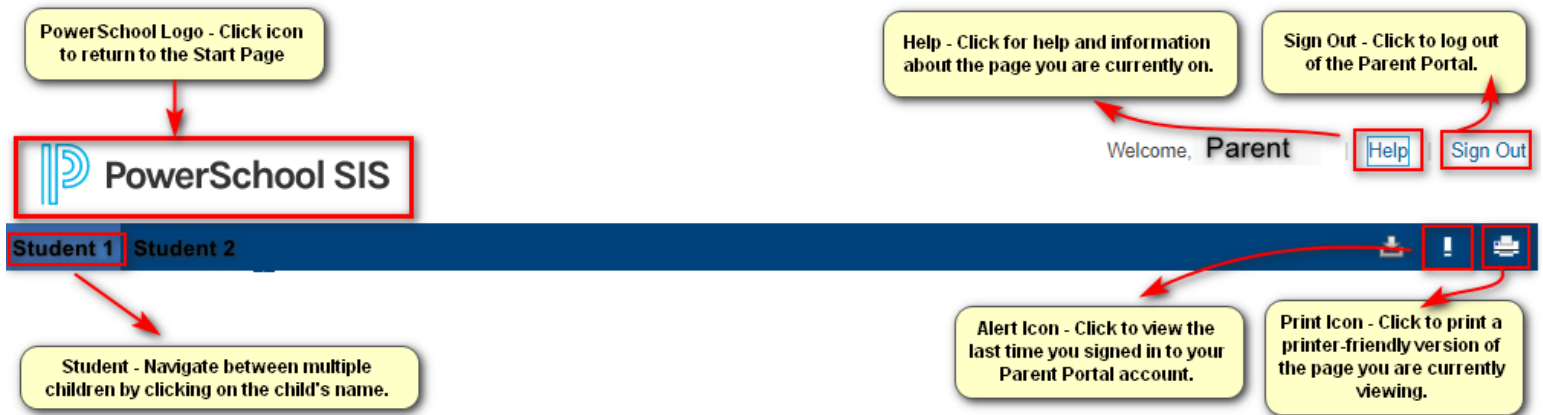
<http://yonkersps.powerschool.com/public>

The image shows the "Student and Parent Sign In" form on the PowerSchool SIS website. At the top is a dark blue header with the "PowerSchool SIS" logo. Below the header, there are two tabs: "Sign In" (selected) and "Create Account". The main section contains two input fields: "Username" and "Password". A yellow callout box with the text "1. Enter your Username and Password." has two red arrows pointing to the Username and Password fields. Below the Password field is a link that says "Forgot Username or Password?". At the bottom right, there is a yellow callout box with the text "2. Click Sign In" and a red arrow pointing to a blue "Sign In" button.

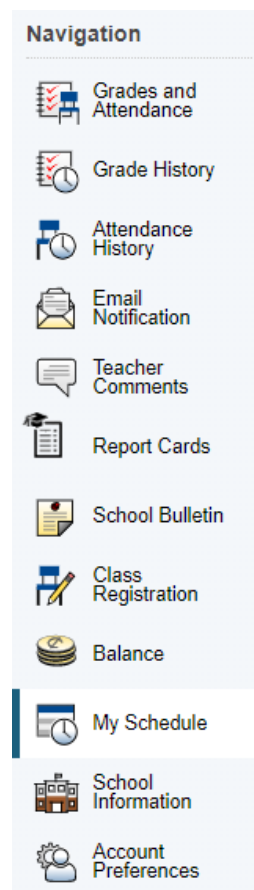
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Navigating the Parent Portal

The following Navigation Bar appears at the top of every page in the PowerSchool Parent Portal:



Once you have logged into the Parent Portal, you will now have real-time access to the following items for your child(ren) located in the Navigation Menu panel on the left-hand side of the page:



- Grades and Attendance (Current)
- Grade History
- Attendance History
- Email Notification (Set-up)
- Teacher Comments
- Report Cards
- School Bulletin for Important Messages
- Student Schedule
- School Information
- Account Preferences

The PowerSchool Parent Portal automatically opens to the Grades and Attendance page. It is the default quick lookup page, which displays student's classes, attendance, teachers and grades, which are pulled from each respective teacher's gradebook.

Grades and Attendance: Student 1

Grades and Attendance
Standards Grades

2. Grade by Term(s)

Exp	Last Week					This Week					Course	Attendance By Class												Absences	Tardies	
	M	T	W	H	F	M	T	W	H	F		M1	T1	M2	E1	S1	T2	M3	M4	E2	T3	S2	Y1			
EA(A-E)											HR Attendance - 1st Grade Email Teacher Name Rm: 3	[i]	[i]	[i]	[i]	[i]	[i]	[i]	[i]	[i]	[i]	[i]	[i]	[i]	10	0

1. Attendance with Codes for last two weeks.

3. Total number of absences and tardies

- Attendance:** Provides a snapshot of the last two weeks of the student's attendance. A legend is located at the bottom of the quick lookup screen with more information regarding attendance codes.

Legend

Attendance Codes: Blank=Present | ILA=Illegal Absence | UT=Unexcused Tardy | ILL=Illness | LA=Legal Absence | ET=Excused Tardy | ECA=Excused Class Absence | ED=Early Departure | REL=Religious | OSSU=Out of School Suspension | ISSP=In-School Suspension and Present | ISSE=In-School Suspension and Excused Absence | ISSU=In-School Suspension and Unexcused Absence | ISST=In-School Suspension and Tardy | IDT=IDT | HH=Home and Hospital |

- Course Grades (by term):** When grades become available for each specified term, you are able to click on the class grade to see class assignments (if posted by the course teacher) for the current academic year.

Class Score Detail: Student Name

Grades and Attendance
Standards Grades

Course	Teacher	Expression	Final Grade ¹
HR Attendance - 1st Grade	Teacher Name	EA(A-E)	— _%

Teacher Comments:

Section Description:







Assignments






Due Date	Category	Assignment	Flags	Score	%	Grade	
No Assignments found.							
No Assignments Scored							

3. **Absences/Tardies Total:** To view the list of attendance dates for absences and tardies, click on the number for either column. You will be directed to the Dates of Attendance page.

Dates of Attendance:

Dates of all absences for HR Attendance - 1st Grade Exp. EA(A-E) for M1:		
1.		- ILA
2.		- ILA
3.		- ILA
4.		- ILA
5.		- ILA
6.		- ILA
7.		- ILA
8.		- ILA
9.		- ILA
10.		- ILA

Navigation Icon	Description
 Grade History	The Grades History page displays term grades for the selected student.
 Attendance History	The Attendance History page displays information about a student's attendance record for the current term.
 Email Notification	The Email Notifications page provides you will the ability to manage your parent account email preferences, including what information you would like to receive, how often you would like to receive the information, and any additional email addresses that you would like the information sent to. Email preferences may be applied to a single student or all students associated with your parent account.
 Teacher Comments	The Teacher Comments page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior.
 Report Cards	The Report Cards page displays report cards for the selected student.
 School Bulletin	The School Bulletin page serves as your child(ren)'s school's message board whereby the school(s) can post a variety of information for you to view.

Navigation Icon	Description
 Class Registration	<p>In the Class Registration page, students and their parents can manage their course requests for the next school year.</p>
 Balance	<p>The Balance page displays a student's lunch balance or fee transaction information for the current term. This page will not be active for the Yonkers Public Schools PowerSchool Parent Portal.</p>
 My Schedule	<p>The My Schedule page will display the selected student's schedule, which can be viewed in two ways: a Week View schedule and a Matrix View schedule.</p>
 School Information	<p>The School Information page displays the physical address and contact information for the selected student's school.</p>
 Account Preferences	<p>The Account Preferences page provides you will the ability to manage your parent account information, including your name, user name, password, and email address. In addition, you can add any and all students for whom you have legal and parental rights to your account in order to view their information by way of your account.</p>

Kahlil Gibran Elementary School

EDUCATIONAL CONTRACT

Student's Name _____ Grade: _____

We, the undersigned, have **read completely and fully understand the policies and procedures** outlined in the 2024-2025 Student/Parent Handbook. Our signature(s) signify compliance with these policies and procedures. We understand that failure to comply with the academic, behavioral and attendance obligations will result in specific consequences, as outlined in the YPS Code of Conduct in is located on the Yonkers Public School website.

The student and parent/guardians must complete the information below and sign where indicated.

STUDENT SIGNATURE _____

DATE _____ CELL PHONE NUMBER _____

MOTHER/LEGAL GUARDIAN SIGNATURE _____

EMAIL ADDRESS _____

DATE _____ CELL PHONE NUMBER _____

FATHER/LEGAL GUARDIAN SIGNATURE _____

EMAIL ADDRESS _____

DATE _____ CELL PHONE NUMBER _____

STUDENT RESIDES WITH: please check one:

☐ Both parents ☐ Mother ☐ Father ☐ Other _____

☐ Check here if you would like the contact information above updated in our PowerSchool system.

This form is due back to the student's Teacher no later than Monday, September 30, 2024.

Middle School students should return this form to their 1st period teacher