

**KINGSFIELD ELEMENTARY**  
**2025-2026**  
**PARENT/STUDENT**  
**HANDBOOK**



**900 W. KINGSFIELD RD.**  
**CANTONMENT, FL. 32533**  
**850-937-5200**

# **WELCOME TO KINGSFIELD ELEMENTARY**



**“HOME OF THE CUBS”**



**Principal – Quinn Evans**

**Assistant Principal – Maury Cowart**

**School Colors – Maroon and Yellow**

**School Mascot – Tiger Cub**

**School phone number – 850-937-5200**

**School fax number – 850-937-2205**

## **MISSION**

Kingsfield Elementary is a place where all students are encouraged to strive for excellence academically, socially, and emotionally in a safe supportive atmosphere. Our goal is to work with our parents and community to create an environment where students are empowered to discover their strengths and to achieve their full potential through personalized learning. We set high expectations for all students. Our entire school community shares the belief that all children can and will learn.

## **VISION**

Reaching the hearts and minds of every student every day.



## PRINCIPAL'S MESSAGE



Welcome to the 2025-2026 school year at Kingsfield Elementary School! What an exciting time to be a member of the cub family! We are, for the third year in a row, an A rated school in the state of Florida. We teach with passion and lead with excellence. Kingsfield Elementary School is seeking and supporting the most rewarding opportunities for our children. We provide a strong foundation in Reading and Mathematics as it is critical for all students to have. We will continue our S.T.E.A.M. nights and the integration of Science, Technology, Engineering, Arts, and Mathematics that will fuel and empower our children. Our Military grants provide us with many opportunities throughout the year as well! I look forward to an exciting year serving you as principal. We are Kingsfield Cubs.

Sincerely,

*Quinn Evans*

### **HOLIDAYS/DATES:**

<b>August 11</b>	<b>First Day of school for students</b>
<b>September 1</b>	<b>Labor Day - School closed</b>
<b>October 13</b>	<b>Non student/Teacher Plan Day</b>
<b>November 11</b>	<b>Veterans Day Holiday - School closed</b>
<b>November 24-28</b>	<b>Thanksgiving Break</b>
<b>December 19</b>	<b>Half day/Last day before Christmas Break</b>
<b>Dec. 22-Jan. 5</b>	<b>Christmas Break</b>
<b>January 6</b>	<b>Students return</b>
<b>January 19</b>	<b>Martin Luther King Jr. Holiday - School closed</b>
<b>February 16</b>	<b>Non student/Teacher Plan Day</b>
<b>March 16-20</b>	<b>Spring Break</b>
<b>April 3</b>	<b>Non student/Teacher Plan Day</b>
<b>May 22</b>	<b>Half day/Last day for students</b>



## STUDENT ARRIVAL/DISMISSAL



### **Morning procedure:**

Car riders will enter the first set of gates at the west end of campus and form two lines of traffic. Drivers will be directed by an adult to merge into one line as you get closer to the drop off area.

Please remain in your vehicle while in the drop off area and follow the instructions of our staff.

Cars must remain in line at all times – passing is not permitted.

**Parents are not permitted to park in the parking lot and walk students across to the building as this disrupts the flow of the car line and is a safety issue. There will be an adult on duty at the entrance to the parking lot. If you need to come into the school, please stop at the adult on duty and inform him/her of the reason you need to enter the parking lot. If you only want to come into the parking lot to walk your student in you will be directed to continue in the car line and drop your student off at the designated drop off point.**

When exiting the campus, please turn right at the exit gate toward Ransom Middle School, drive passed their parking lot, turn left and exit onto Kingsfield Rd. Please note that you have a stop sign when exiting Kingsfield and there is occasional cross traffic. There will be an adult on duty at this spot. Please abide by his/her directions.

### **Walkers:**

Walkers will enter campus from the bus ramp gates.

Parents are only permitted to walk students to the bike racks. Students are not permitted in the building until 6:50

Please wait with your student at the crosswalk until our crossing guards are on duty and at the crosswalk.

6:50 a.m. - Doors open, cars and buses will begin unloading.

\*1<sup>st</sup>-5<sup>th</sup> grade students who need to eat breakfast must go directly to the cafeteria upon arrival.

\*KG students who need to eat breakfast will go to the classroom first at the beginning of the year and as the year progresses, will go directly to the cafeteria with all other grade levels.

**Breakfast ends promptly at 7:10 a.m.**

7:10 a.m. - Tardy bell rings and classes begin. The front doors close and school personnel are no longer on morning duty.

There is no supervision available for students before 6:50 a.m. Please do not allow students to get out of your vehicle until teachers are on duty and unloading vehicles.

**We have designed procedures so the car line is a safe place for our students and families. Staff members are on duty to assist students and parents with the flow of traffic in and out of the loading area both in the morning and after school. Please have your students ready to exit the vehicle and open their car door in the morning.**

**If your child arrives after 7:10 a.m., an adult must come inside and sign the child in. You must wait with your child until they have signed in and received a tardy pass.**

**Afternoon procedures:**

**Car Riders:**

Enter the first set of gates at the west end of campus and form two lines. Please continue moving forward as the traffic flow permits.

Please remain in your vehicle and follow the instructions of our staff members at all times.

**Anyone picking up a child in the car line must have a school issued car tag. Anyone not having a car tag will be asked to park and come inside,**

show identification, be listed on the child's contact list, and get a car tag. This person will then be required to get back in the car line in order to pick up the child.

If you are picking a student up in a vehicle, you must pick up in the car line only. You **MAY NOT** park nearby and have your student walk to your vehicle.

### **Walkers:**

Parents are not permitted to walk onto campus or to the building to pick up walkers. Our crossing guards will escort students out to the bus ramp gate. Please wait there for your student to be brought out. **Only students that live in the Walk Zone will be allowed to be Walkers! (Must have a current neighborhood walker parent request).**

1:25 Regular day dismissal. No check outs after 12:50 p.m.

10:35 Half Day dismissal. No check outs after 9:50 a.m.

**Written notification will be required in order to change afternoon transportation. For security reasons, this will be the only accepted method of changing afternoon transportation or requesting that a student stay/not stay for an afternoon club, tutoring, etc. We will NOT take transportation changes via phone, text, email or any other form of communication.**

**Our children's safety is top priority and these policies and procedures will be strictly enforced.**



## BUS PROCEDURES



In order to ride the bus to and from school, a student is required to have a bus ticket. Bus tickets will be generated using the address that is on file in FOCUS. For this reason, it is important that the front office have every student's current address on file at all times. Any time that a student moves, the school should be notified immediately. Please assist us as well in making sure that your child knows the bus that he/she is supposed to ride.

### **IMPORTANT – School Board Policy**

Students will not be granted permission to ride a bus other than the one assigned, nor will they be granted permission to get on/off the bus at a stop other than their regularly assigned stop. Any request for a change must be submitted through the transportation department for prior approval and will become the permanent stop for the entire school year. The phone number for the transportation department is 850-469-5591.



## ATTENDANCE



Good school attendance is an important habit to develop and nurture within children, not only for their success as students in school, but also for their success as responsible adults in their chosen careers. Your cooperation in ensuring your child is at school on time daily is appreciated and very important. Attendance is critical so we can achieve the state mandated requirements for teaching and learning. Most importantly, it is impossible to make up the direct instruction and hands-on learning experiences your child misses when absent, tardy, or

checked out early. Teachers at Kingsfield work hard to make every minute count with bell to bell instruction.

**All students should arrive on time. Students should be in their classrooms by 7:10 a.m to avoid being marked tardy.**

We encourage you to schedule your child's doctor and dental appointments after school hours whenever possible as check-outs disrupt the learning environment at the close of each day. Anyone checking out a student must provide a photo ID and be listed on the child's contact list for pick up.

When a student must be absent, parents should provide a parent note or Dr. note within 3 days of the student's return to school or the absence will remain unexcused. All notes sent in should include the student's full name, teacher's name, date/s of absence/s, reason for the absence/s, and parent's signature. Absences related to illness or injury that exceed 5 consecutive days or a total of 10 days in a 90 calendar day period may require a physician's statement. Any student who accumulates 5 unexcused absences in a 30 calendar day period or 10 days in a 90 calendar day period will be referred to an attendance child study team.



## PHYSICAL EDUCATION



Students need to wear or bring tennis shoes to school every day. Students have Physical Education and/or recess every day and must wear appropriate shoes. It is sometimes difficult for Kindergarten students to change shoes, therefore, it is preferred that all Kindergarten students wear tennis shoes each day.



## **STUDENT DRESS**



Flat, closed-toe shoes shall be worn and be securely fastened to the feet. Slides, house shoes, bedroom slippers, Birkenstocks, sandals/crocks with no back strap, Heelies and flip flops are not permitted. Tube tops, spaghetti straps or any clothing that exposes the torso or the midriff, either front, back or sides, shall not be worn. Underwear shall not be visible. Hemlines shall be not shorter than fingertip length with relaxed shoulders. Garments and/or jewelry that display or suggest sexual, vulgar, drug, gang, weapons, tobacco, or alcohol-related wording or graphics, or that provoke violence or disruption in the school, shall not be worn. Make up shall not be permitted. Hats and hoods shall not be worn inside the building unless required for a religious observance, health related reasons, or a school sponsored event. Please see the Student Rights and Responsibilities Handbook for further guidelines.



## **CELL PHONES/ELECTRONICS**



No student, unless authorized by the school principal or his/her designee, shall use, or operate any cellular telephone (and/or watch), personal computer, laptop, electronic instrument, iPad, iPod, tablet device, e-reader, or similar devices during the normal school hours of operation in any school building or on the grounds thereof. Refusal to relinquish a device shall constitute willful disobedience and shall be handled accordingly. The school shall not be responsible for confiscated items if not picked up by a parent or guardian within ten (10) days of the last day of school.



## CURRICULUM MATERIALS



All curriculum materials, textbooks and library books are loaned to students for their use during the school year. All items are to be kept clean and handled carefully. Students are required to pay for lost or damaged books or technology. Any lost or damaged book must be paid for before another book is issued.



## LOST AND FOUND



Please label all outerwear and any possessions with the child's name and homeroom teacher. Any unmarked or unclaimed items will be taken to a charitable organization at the end of each 9 weeks grading period.



## ARTICLES/MONEY BROUGHT TO SCHOOL



**STUDENTS WILL NOT BE PERMITTED TO HAVE CUPS OR WATER BOTTLES WITH STRAWS. THEY MUST HAVE A SPOUT THAT CAN BE PUSHED INTO THE CUP/BOTTLE OR A SOLID LID.**

Children are not to bring any items to school that detract from the educational process. No stuffies or stuffed animals should be brought to school. The teacher will take items which are brought to school without teacher approval. These items may be claimed by the parent or will be given to the student only at the end of the school year. All money sent to school with younger students should be sent in an envelope labeled with the child's name, the teacher's name, the amount of money included and the purpose for the money.



## BIRTHDAYS/PARTIES



Classrooms have two parties each year. Please do not send candy or treats unless this has been approved by the teacher. *Because of Health Department regulations we are not allowed to hand out home-made food items to students at school. All birthday cupcakes, etc., must be store bought and in unopened packages. You may send cupcakes, cookies, or doughnuts for your child's birthday. No whole cakes, treat bags or any items other than the three approved items listed are permitted.*

Birthday party invitations for off campus parties must be sent home to **all students in the class**. The **only exception** is if the party is just for boys, then all boys must be invited. If the party is just for girls, then all girls must be invited. If you choose to only invite individual students and not the entire class, you must send invitations from home, not from school.

**STUDENTS MAY NOT RECEIVE DELIVERIES OF FLOWERS, BALLOONS, ETC. AT SCHOOL FOR ANY REASON.**



## SCHOOL PICTURES



School pictures are taken 4 times a year. These are individual Fall pictures (yearbook), holiday and Christmas, class, and individual spring pictures.

The picture information will be sent home in advance of the days that pictures are to be taken. The dates are as follows:

Fall individual pictures - Tues. August 26th

Holiday/Make up pictures - Tues. October 21st

Class pictures - Tues. February 26th

Spring individual pictures - Mon. March 31st



## BREAKFAST AND LUNCH



Breakfast is served from 6:50 a.m. until 7:10 a.m. Students arriving tardy after 7:10 a.m will not be able to get breakfast. Students are not permitted to bring breakfast with them in the morning and eat as they are going to class. If your child will not be going to the cafeteria for breakfast please make sure that they finish eating before arriving at school. If your child brings a packed lunch, please be sure that the child can open all containers. Please limit sweets. Include a spoon/fork and napkin. No **soft drinks are permitted** in the cafeteria (even in sack lunches). **NO OUTSIDE FOOD SERVICE FOODS (i.e. restaurants, fast food) will be brought in except in a sack lunch from home (must be removed from restaurant-labeled cartons, wrappers, bags, etc.)**

There are two microwaves in the cafeteria for student use. Parents should teach their students how to properly use the microwave and send food in microwave safe containers.

*Children unable to consume milk or other foods because of medical or special dietary needs must present, to the principal, a Dr.'s statement supporting this condition.*

**Due to space limitations and the number of students we have we will not be able to accommodate visitors for lunch.**

Parents/Guardians are asked to complete an online lunch application within the first three days of school. You can access the application at [myschoolbucks.com](http://myschoolbucks.com). Food services will not provide printed menus and encourage families to utilize online menus found on the School District website ([escambiaschools.org](http://escambiaschools.org)) or through the Nutrislice app.



## **CLINIC AND MEDICATIONS**



The Clinic is staffed with a full time tech and a part time nurse. Please be sure that the school always has current phone/emergency numbers. Please adhere to the Medication Protocol at school (See guidelines in the Elementary Code of Conduct Handbook). Please contact our clinic staff if you have any questions. 850-937-5209.



## **INNOVATION CENTER POLICIES**



The Innovation Center (I.C.) has wonderful books for students. The I.C. has a modified “open schedule”. Children may come to the I.C. at given times during the day. Books are due two weeks from the day they are checked out. Students are encouraged to return materials on time. Students are required to pay for lost or damaged materials before additional materials may be checked out. Students and parents are requested not to attempt to repair damaged materials. Students should show the damage to the I.C. Specialist so that repairs may be made. The records must be examined to see if a student has any materials checked out. Students are encouraged to browse, read, and do research in the I.C.!



## **VISITORS AND VOLUNTEERS**



All volunteers and visitors must check in at the front office, show valid ID and be listed on the student’s contact list whenever you are on campus. A visitor is identified by wearing a visitor badge obtained in the office. All volunteers must attend a volunteer training session every school year.

Volunteer training will be announced soon after school starts. **To participate in class activities in the classroom, attend a field trip, or any event where you would interact with a student other than your own, you must be volunteer trained at a Kingsfield ES training and cleared each school year! This includes district employees or anyone with a district badge from another school or department.**



### **CHANGES IN STUDENT INFORMATION**



Parents are requested to keep all phone numbers up to date in the event of an emergency. Any changes that need to be made to your child's contact list must be made in person by the individual who last completed the verification form.



### **CLASSROOM INTERRUPTIONS**



We ask for your cooperation and assistance in maintaining a classroom environment conducive to the development of good study habits and uninterrupted academic instruction. You can help by:

- \*Arriving to school on time.
- \*Establishing a system at home which helps prevent forgotten lunches, homework, chromebooks, etc.
- \*Not expecting communication from the teacher during the school day. They are teaching and working with students.
- \*Not checking students out early unless it is an emergency as they miss instruction.



## **REQUEST FOR TEACHER CONFERENCE**



We will set aside designated days for each teacher to have conferences with all parents during in the school year. This is a time for the teacher to meet with you face to face. If you are unable to attend a conference on campus and request a conference via phone, the teacher will set a time for that on another day before school, after school, or during the teacher's plan time. You may contact the teacher to set up a conference aside from the day designated for that purpose. However, we do ask that you allow the teacher the first two weeks of the school year to get to know your child before requesting a conference.



## **LEGAL DOCUMENTS/CHILD CUSTODY**



If there is a problem of child custody, the original signer on the verification form should come to the school to update who can/cannot check the student out. Legal documents should be brought to Enrollment Services at the J.E. Hall Center at 30 E. Texar Dr. Pensacola, FL. 32503. Visitation arrangements should be handled outside of school.



## **TRANSFERRING AND WITHDRAWING**



When withdrawing a child from Kingsfield to attend a school out of district or out of state, parents are asked to give school personnel at least 24 hours prior notice to complete withdrawal paperwork. If you are transferring your child to another Escambia County public school, please inform the office at Kingsfield of your child's last day here, then go to the school you are transferring to and enroll the child.



## **REPORT CARDS**



Report cards will be issued/posted to FOCUS every nine weeks. Progress reports are posted to FOCUS each mid nine weeks. These are a report of the child's progress. Each nine weeks covers new material, therefore, a child's progress might not be the same each nine weeks in every subject area. If there are questions, please contact the teacher.

### **Report card dates:**

**October 20**

**January 14**

**March 30**

**May 22**

### **Progress Report dates:**

**September 9**

**November 12**

**February 5**

**April 21**



## **FOCUS PARENT PORTAL**



Parents are encouraged to set up a Parent Portal in FOCUS in order to view student absences, grades, test history and in order to communicate with your child's teacher. You can set up a Parent Portal through the school district website, [escambiaschools.org](http://escambiaschools.org). Click on the Families tab, scroll down and click on FOCUS Parent Portal Registration. You can also access the portal on the Kingsfield website, [escambiaschools.org/kes](http://escambiaschools.org/kes). Under Useful Links, click on FOCUS Parent Portal.



## **TECHNOLOGY CONTRACT**



Providing Chromebooks for instructional use by our students is an important part of the Kingsfield Elementary instructional program. Students will use technology in the classroom each day to support learning. Certain guidelines are necessary to protect our students, technology, and our school network. The Chromebook Contract must be signed for students to take the Chromebook home. To view the Chromebook Contract, go to the Kingsfield Elementary School Website, [escambiaschools.org/kes](http://escambiaschools.org/kes), click on Student Links, then Chromebook Contract.



**2025-2026 Kingsfield Elementary**  
**Parent/Student Handbook signature form**

Please complete this page and return it to your child's teacher. Signing this document certifies that you and your child, understands and will follow the rules and procedures stated in the Kingsfield Elementary Parent/Student Handbook, and that you have talked to him/her to make sure that all the contents in the handbook are understood.

This is to certify that I have read the paper form of the 2025-2026 Kingsfield Elementary Parent/Student Handbook.

Student's name \_\_\_\_\_

Student's signature \_\_\_\_\_

Parent's name \_\_\_\_\_

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_

