



ROSS ELEMENTARY
Principal: Amanda Anderson
Assistant Principal: Jessica Seago
4600 N. Everglade Ave, Odessa, Texas
Phone: (432)- 456-1199



Student & Family Handbook

2026–2027 School Year

Important Daily Times

- Doors open: 7:15 a.m. (no supervision is provided before 7:15 a.m.)
- Morning assembly and student recognition: 7:30–7:40 a.m.
- Instructional day: 7:40 a.m.–3:20 p.m.
- Tardy bell: 7:45 a.m.
- Breakfast: 7:40–7:50 a.m.
- Specialized classroom dismissal: 3:00 p.m.
- Pre-K dismissal: 3:10 p.m.
- No early pickups: 2:55–3:20 p.m.

This campus handbook gives families the most important Ross Elementary procedures in clear language. It supplements the ECISD Student Handbook and Student Code of Conduct. If a campus statement conflicts with district policy or law, ECISD policy and law will apply.

Safety & Contact Information

- **Approved contacts:** Anyone entering the building or picking up a student must be listed as an approved contact in Focus and present a valid photo ID.
- **Keep Focus updated:** Keep phone numbers, addresses, emergency contacts, and dismissal information current in Focus. Contact the office immediately when information changes.
- **Ross Elementary:** 4600 N. Everglade Ave., Odessa, Texas | 432-456-1199

Arrival

- **Before 7:15 a.m.:** Exterior doors remain locked until 7:15 a.m. Ross staff are not on duty, and school supervision is not provided before 7:15 a.m. Parents and guardians should not leave students unattended before the doors open. If a student arrives before 7:15 a.m., the school cannot provide supervision until staff duty begins.
- **Drop-off locations:** Families may use the main circle drive for drop-off or park at Sherwood Park and escort students to the designated entrance. Do not drop students in the street or along the side of the building.
- **Student entry:** Students will walk independently to the cafeteria/morning assembly area with staff assistance. Parents may not walk students to classrooms during arrival.
- **Students arriving after 7:** 45 a.m. are tardy. A parent or approved adult must sign the student in through the office and show a valid photo ID.
- **Breakfast arrival:** Students must arrive on time to receive breakfast.

Dismissal

- **Dismissal time:** Dismissal begins at 3:20 p.m. Students picked up after 3:45 p.m. will be recorded as a late pickup. Parents may not walk to the front doors during dismissal.

Pickup Options

- **Parent drive-up:** Stay in your vehicle in the front circle drive. Display the Ross dismissal card so staff can bring your child to the correct cone.
- **Parent walk-up:** Park on 49th Street and walk to the north-side entrance. Bring the student dismissal card. Without the card, a valid photo ID is required.
- **Walkers:** Students must walk directly home and may not remain on campus or wait at Sherwood Park. The home address must be within a reasonable walking distance.
- **Specialized classrooms:** Students are released at 3:00 p.m. from the 49th Street circle drive near the staff parking lot.
- **Pre-K:** Students are released at 3:10 p.m. from the north double doors on 49th Street. Pre-K is parent walk-up only. Families with older children may use car pickup after picking up the Pre-K student.
- **Camp Fire:** Registered students report to the Camp Fire location at dismissal. Follow Camp Fire pickup procedures.

Dismissal Changes & Early Pickup

- **Dismissal changes:** Dismissal changes must be reported to the office by 2:30 p.m. A signed, dated note or a phone call from a parent/guardian is required. A student's verbal message alone will not change dismissal.
- **Authorized pickup:** Students will not be released to anyone who is not listed in Focus.
- **Early pickup procedure:** For early pickup, the adult must come to the front office, show ID, and sign the student out. Students are called from class only after the adult arrives.
- **Early pickup cutoff:** Early pickups interrupt instruction. Please schedule appointments outside school hours when possible and arrive before 2:55 p.m. No early pickups are permitted from 2:55–3:20 p.m.

Attendance & Absences

- **Daily attendance:** Regular and punctual attendance is essential. Parents are responsible for ensuring that students attend school every day unless an absence is necessary.

Reporting an Absence

- **Report each absence:** Call Ross Elementary each day your child is absent. When the student returns, provide an explanation for the absence. The campus may require a signed written note.
- **Absence coding:** A phone call or parent note documents the reason for an absence but does not automatically make the absence excused. Ross will code absences according to Texas law and ECISD policy.
- **Submit documentation:** Documentation must be provided promptly. Medical documentation required by district policy must be submitted within five school days after the student returns.

Illness & Medical Documentation

- **Parent-documented illness:** A parent may document up to three separate illness-related absences during the school year by calling or sending a parent note.
- **Fourth illness absence:** Beginning with the fourth separate illness-related absence, the principal or designee may require documentation from a doctor or health clinic for the absence to be considered excused. If requested documentation is not provided, the absence may be coded unexcused.
- **Extended illness:** A student absent for more than four consecutive school days because of illness must bring a statement from a doctor or health clinic within five days of returning.
- **Attendance patterns:** The principal or attendance committee may require medical documentation sooner when a student develops a questionable or excessive pattern of absences.
- **Serious illness:** Serious or life-threatening illness and related treatment require physician certification as described in the ECISD Student Handbook.

Excused Absences

Some absences must be excused by law when required documentation is provided and missed work is completed. Examples include:

- **Religious holy days:** Religious holy days
- **Court appearances:** Required court appearances
- **Citizenship activities:** Activities related to obtaining U.S. citizenship
- **Healthcare appointments:** Qualifying healthcare appointments when the student returns to school the same day and provides a note from the healthcare provider
- **Other protected absences:** Certain serious or life-threatening illnesses, military-family circumstances, and other legally protected events

Family trips, vacations, and being out of town are not excused. Other temporary absences will be reviewed by the principal or designee based on ECISD policy and the documentation provided.

Attendance Interventions & Truancy Prevention

- **Early intervention:** Ross will contact families when students develop a pattern of absences, tardies, or early checkouts.
- **Three unexcused absences:** At three or more unexcused absences within a four-week period, the school will notify the parent, request a conference, and begin truancy-prevention measures.
- **Ten unexcused absences:** At ten or more unexcused absences within a six-month period, ECISD may take additional action as required by law and district policy.
- **Excessive absences:** Excessive absences—even when excused—may result in a parent conference and an attendance improvement plan because missed instruction affects student progress.

The 90% Attendance Rule

- **90% requirement:** Students must attend at least 90% of the days a class is offered to receive a final grade or credit.
- **18 or More Absences:** A student who misses 18 or more school days may fall below the 90% attendance requirement. The student may be required to complete an attendance recovery plan and may be considered for retention based on attendance, academic progress, and the decision of the campus attendance committee.
- **Absences that count:** Except for certain serious or life-threatening illnesses, both excused and unexcused absences may count toward the 90% requirement.
- **Attendance recovery plan:** Students and parents may be required to complete an attendance plan or meet with an attendance committee when attendance falls below required levels.

Tardies, Early Checkouts & Attendance Activities

- **Students arriving after 7:45 a.m.** are tardy. Students leaving before 3:20 p.m. are recorded as leaving early.
- **Repeated concerns:** Repeated tardies and early checkouts may result in a parent conference or attendance improvement plan.
- **Attendance incentives:** A student with more than three tardies may be ineligible for a Perfect Attendance Award or certain attendance incentive activities.

Makeup Work

- **Student responsibility:** Students are responsible for completing missed assignments.
- **Makeup-work timeline:** Students generally have the number of days absent plus one additional school day to submit makeup work, unless the teacher provides a different deadline consistent with district grading guidelines.

Health & Medication

- **When to stay home:** When a child is ill, contact the school. Students with a fever of 100°F or higher must remain home until fever-free for 24 hours without fever-reducing medicine. Contact the nurse with questions about returning to school.
- **Illness at school:** The school nurse will contact parents when a student becomes ill at school and needs to go home.
- **Student medication:** Students may not carry medication, including prescriptions, over-the-counter medicine, cough drops, or medicated lozenges, unless specifically authorized by the nurse and district procedures.
- **Medication delivery:** Medication must be brought by an adult in the original container with the required school forms. Contact the school nurse at 432-456-5670.

Communication

- **School communication:** Ross uses the district-approved communication platform, phone calls, letters, newsletters, Facebook, and parent conferences to share information.
- **Teacher response time:** Teachers generally have 24 hours to respond to calls or messages. Teachers do not respond during instruction.
- **Classroom calls:** Calls are not connected directly to classrooms. Office staff will collect information and route the message appropriately.
- **Chain of communication:** For classroom concerns, contact the teacher first. If the concern is not resolved, contact the principal. District personnel may be contacted after campus-level steps are completed.
- **Calling the office:** When calling the office, be prepared to provide a brief description of your question or concern so staff can direct it correctly.

Visitors, Volunteers & Campus Access

- **Visitor check-in:** All visitors must enter through the front door, show a valid photo ID, complete the Hall Pass check-in process, wear a visitor badge, and report back to the office when leaving.
- **Approved areas:** Visitors will be directed or escorted to the approved location and may not enter classrooms or other areas without permission.
- **Secure entrances:** Do not open or prop exterior doors for anyone. All visitors must use the front entrance.
- **Visitor conduct:** Visitors may not disrupt instruction, record students or staff without permission, or violate student privacy.
- **Parent volunteers:** Ross welcomes and encourages parent and family volunteers. Volunteers must complete the district volunteer application and required background-screening process before serving on campus. The school will send families information about available volunteer opportunities and how to apply.

Communication Devices & Personal Items

- **Device storage:** Cell phones and smartwatches must be turned off and turned over to the classroom teacher for secure storage during the school day. Devices are returned at dismissal.
- **Unauthorized device use:** A device that rings, vibrates, receives a signal, or is used without permission may be confiscated. A parent may be required to pick it up from the office, and disciplinary consequences may apply.
- **Personal responsibility:** Ross is not responsible for personal devices or valuables that are lost, stolen, or damaged.
- **Items left at home:** Toys, trading cards, electronic games, laser pointers, large amounts of money, and other valuables should not be brought to school unless specifically authorized.
- **District technology:** Students may use district devices only for approved educational purposes and may not access unauthorized sites.

Cafeteria & Food

- **Breakfast:** is served from 7:40–7:50 a.m. in the classroom. Students who arrive late may miss breakfast.
- **Lunch options:** Students may bring lunch from home or receive a school meal.
- **Parent lunch visits:** Parents and approved guardians may eat lunch with their child during the child’s scheduled lunch period. Visitors must check in through the front office and eat in the designated cafeteria area.
- **Who may join lunch:** A visiting adult may eat only with the student they came to visit. Parents may not pull siblings or other students from class to join the lunch.
- **Food sharing:** Parents may bring food only for their own child. Students and visitors may not share food with other students at any time because of allergy and safety concerns.
- **Snacks and forgotten lunches:** The cafeteria sells snacks. Students may purchase no more than two snacks per day from the cafeteria (this does not pertain to snack attacks from PTA). A forgotten lunch should be delivered before 10:30 a.m. so it reaches the student on time.

Celebrations, Birthdays & Parties

- **Birthday treats:** Families may send store-bought cupcakes or treats for the teacher to distribute at the end of the day. Contact the teacher in advance regarding allergies and class procedures.
- **Birthday deliveries:** Flowers, balloons, gifts, and classroom visits for birthdays are not permitted because they interrupt instruction.
- **Party invitations:** Non-school party invitations may be distributed at school only when every student in the class is included.
- **Class parties:** Two formal class parties may be held during the school year: winter and end-of-year. Parties are limited to the final hour of the day.
- **Food requirements:** Food served at school must follow district nutrition and allergy procedures.

Dress & Grooming

- **District dress code:** Ross follows the current ECISD dress and grooming requirements. The district handbook controls if any rule changes during the year.
- **Appropriate coverage:** Clothing must provide appropriate coverage and may not be see-through, backless, or expose the midriff or undergarments.
- **Length requirements:** Dresses, skirts, shorts, and skorts must meet district length requirements.
- **Sleeveless clothing:** Spaghetti straps, strapless garments, and muscle shirts are not permitted unless worn with an appropriate shirt underneath.
- **Footwear:** Students must wear safe footwear. Shoes with wheels, cleats, or metal plates and footwear not intended for outdoor use are prohibited.
- **Head coverings:** Hats, caps, visors, bandanas, and other head coverings are not worn inside unless allowed for religious, medical, or approved school purposes.
- **Prohibited clothing:** Clothing or accessories that are unsafe, disruptive, or display prohibited language, images, substances, or affiliations are not allowed.

Behavior & Discipline

Ross Elementary uses Emergent Tree and CHAMPS to teach, practice, and reinforce positive behavior. Our schoolwide expectations are Be Safe, Be Respectful, and Be Kind.

- **Be Safe:** Keep hands, feet, and objects to yourself. Follow directions and use school spaces, materials, and technology safely.
- **Be Respectful:** Use appropriate words and actions, listen when others are speaking, and follow adult directions.
- **Be Kind:** Treat others with care, include others, and make choices that help everyone feel welcome.
- **All settings:** These expectations apply in classrooms, hallways, the cafeteria, playground, buses, dismissal areas, and all other school settings.

Discipline decisions are made in accordance with the ECISD Student Code of Conduct and will consider the student's behavior, circumstances, age, needs, and applicable law. Consequences may include conferences, loss of privileges, restorative actions, detention, or other appropriate interventions. Parents are responsible for transportation when after-school detention is assigned.

Homework & Academic Responsibility

- **Purpose of homework:** Homework is intended to build responsibility, strengthen skills, and support family involvement. New material will not be assigned as homework.
- **Homework expectations:** Grade-level teams and teachers will communicate homework expectations. Parent notes do not automatically excuse students from completing assigned work.
- **Honesty and responsibility:** Students are expected to be honest and take responsibility for their words, work, and actions.

Additional Campus Procedures

Field Trips

- **Field-trip expectations:** Field trips are an extension of instruction and a privilege. Students must follow school expectations. Behavior, safety concerns, attendance, and required documentation may affect participation consistent with district policy.

Fire, Safety & Emergency Drills

- **Safety drills:** Students, staff, and visitors must follow directions and participate in required safety drills.

PE & Playground

- **PE participation:** Students participate in PE unless a parent note is provided. A doctor's note may be required when nonparticipation lasts more than two consecutive days or when requested by the school.
- **Playground access:** Parents and visitors are not permitted on playgrounds during school hours. Gates remain locked for safety.

Textbooks, Library Books & School Property

- **Student responsibility:** Students are responsible for school materials and equipment issued to them. Lost or damaged items must be returned, replaced, or paid for according to district procedures.
- **Library materials:** Overdue library notices may be sent home throughout the year. Lost or damaged library books should be resolved before the end-of-year deadline communicated by the library.

Building Care

- **Campus care:** Students are expected to help maintain a clean, safe campus by cleaning their own area, disposing of trash properly, and respecting school property.

Parent & Family Engagement

- **Parent conferences:** Parent conferences are held at least once each semester and may also be requested by a parent or teacher.
- **Family involvement:** Families are encouraged to participate in PTA, school events, family learning activities, and volunteer opportunities. Ross will share information throughout the year about ways families can help on campus.

Smoking, Tobacco & Vaping

- **Prohibited products:** Tobacco products, e-cigarettes, vapes, and related devices are prohibited on all school property. Violations should be reported to campus administration.

School Telephone & Messages

- **Classroom interruptions:** Classes are interrupted only for emergencies. Routine messages are delivered at an appropriate time.
- **Dismissal messages:** Make after-school plans before the school day begins. Report necessary dismissal changes to the office by 2:30 p.m.

Awards & Recognition

- **Student recognition:** Ross celebrates student growth, achievement, attendance, character, and effort throughout the year. The annual awards assembly will be held in May. Due to space and instructional needs, siblings will not be removed from class to attend.

Our Shared Commitment

- Students will attend, work hard, behave safely, and treat others with respect.
- Families will communicate with the school, keep information current, support attendance, and follow campus procedures.
- Ross staff will provide a safe, welcoming environment, communicate clearly, and work with families to help every student succeed.

Handbook Acknowledgment

2026–2027 School Year

I understand that the Ross Elementary Student & Family Handbook supplements the ECISD Student Handbook and Student Code of Conduct. I understand that district policy, the Student Code of Conduct, and law control if there is a conflict or if policies change during the school year.

I have reviewed the Ross Elementary Student & Family Handbook for the 2026–2027 school year and understand the campus expectations and procedures.

Student Name: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Teacher: _____

Grade: _____

Date: _____

Please Keep This Handbook

- Save the handbook for reference throughout the school year.
- Contact Ross Elementary at 432-456-1199 when you have questions or need help.
- A copy of the current ECISD Student Handbook and Student Code of Conduct is available through the district website or upon request from the campus.