

Odessa College, ECISD and the early college high schools (ECHS) are committed to improving the safety and security of school facilities for staff, students, and visitors. As such, the early college high schools and the college have adopted Governor Abbott's directives to support the safety and security of Texas public schools. The college in coordination with the early college high schools will adopt the following safety protocols to the campus is safe and supportive for our students and our employees.

### **BUILDING AND CLASSROOM PROTOCOLS**

- All ECHS and OC instruction will be conducted behind locked doors, where possible.
- One-on-one student conferences or student tutoring in instructional classrooms is considered instruction. Instructors are encouraged to conference or tutor students in open/common learning support spaces. Instructors may choose to conference or tutor in locked classroom provided cameras record the session and are stored for conduct or criminal investigations.
- Classroom doors cannot be propped open during instruction.
- ECHS and OC instructors will open classroom doors between blocks and during passing periods as follows:
  - 7:50 am – 8 am
  - 9:20 am – 9:30 am
  - 10:50 am – 11 am
  - 12:20 pm – 12:30 pm
  - 1:50 pm – 2 pm
  - 3:20 pm – 3:30 pm
  - 4:50 pm – 5 pm
  - 6:20 pm – 6:30 pm
  - 7:50 pm – 8 pm
- College building entrances and exits will remain open during the instructional day.
- Employees (both ECHS and OC) will receive keys or proximity card access as appropriate and per instructional assignments including offices, classrooms, labs and learning support spaces.
- ECHS employees assigned to classrooms will receive classroom keys.
- OC employees will not receive keys to assigned classrooms, Rather, OCPD will revise morning duty orders to open, not unlock, college classroom doors each morning during instructional terms.
- ECHS and OC will further develop and implement standards for tardy students, campus visitors, etc. The standards may vary by program and classroom location. As a matter of practice, dismissing ECHS students due to tardiness is discouraged. Excessive ECHS student tardiness should be reported directly to the ECHS principals via email: OCTECHS Karl Miller [karl.miller@ectorcountyisd.org](mailto:karl.miller@ectorcountyisd.org) and OCA James Ramage [james.ramage@ectorcountyisd.org](mailto:james.ramage@ectorcountyisd.org).

### **ENFORCEMENT**

- OCPD will audit current camera placement and make recommendations to ensure that ECHS and college entrances/exits are adequately covered. The cameras will not be used for live surveillance; however, the recordings may be used during conduct and criminal investigations.
- OCPD and the OC Safety Committee will conduct random audits of classroom doors throughout the term. Employees who are found not in compliance will be reported to their respective Vice President.
- ECISD will conduct weekly audits and reporting will follow the ECISD safety/security protocol.

### **REPORTING AND POINTS OF CONTACT**

Employees who need classroom doors opened or locked should immediately contact the on call OCPD officer via text or phone at 432-238-6334. Employees who observe threatening or criminal behavior should call 911.