DISTRICT SAFETY

Installation, Storage, and Deployment of Nightlock Secondary Locking Devices

Policy 8301-P2: Nightlock Secondary Locking Devices in Schools

The Billings Public School Board is committed to ensuring the safety and security of students, staff, and visitors. This procedure establishes guidelines for the installation, storage, and deployment of Nightlock Secondary Locking Devices in all school classrooms to enhance emergency preparedness. It also outlines the consequences for misuse or tampering with these devices.

1. Installation and Training of Nightlock Devices

1.1. Nightlock Secondary Locking Devices shall be installed in all classrooms as an additional layer of security during emergency situations, such as active threats.
1.2. Installation shall be overseen by district-approved contractors or trained personnel to ensure compliance with safety regulations and local building codes.
1.3. Devices will be installed in a manner that ensures accessibility and ease of deployment while avoiding interference with regular door operations.

2. Storage and Accessibility

2.1. Nightlock devices will remain stored near the classroom door, and will be easily accessible for teachers and staff.
2.2. The location of each device will be clearly communicated to all staff members assigned to the classroom.
2.3. Devices shall not be removed from their designated storage locations except during authorized drills, emergencies, or maintenance.

3. Deployment and Use

3.1. Nightlock devices are to be used only during:

- District-authorized lockdown drills.
- Actual emergencies requiring the immediate securing of a classroom.
  3.2. Training for staff on proper deployment procedures shall be provided annually.
  3.3. Unauthorized deployment during non-emergency situations is strictly prohibited.

4. Misuse and Tampering

4.1. Misuse of the Nightlock devices, including unauthorized deployment or engaging the device to interfere with normal school operations, is prohibited.
4.2. Tampering with, removing, or damaging the devices is considered a serious violation.

5. Consequences for Misuse and Tampering

For Staff:

- First violation: Verbal warning and retraining on the proper use of the devices.
- Second violation: Written reprimand and potential suspension, subject to administrative review.

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- Subsequent violations: Disciplinary action up to and including termination of employment, as provided in Montana law.

For Students:

- First violation: Conference with administration and notification of parents/guardians.
- Second violation: Detention or suspension, and mandatory participation in an educational session on school safety.
- Subsequent violations: Suspension or other disciplinary action consistent with the School District's code of conduct, student discipline and due process policies.

For Unauthorized Individuals:

- Any unauthorized individual found tampering with or misusing Nightlock devices may be referred to law enforcement for further action.

6. Monitoring and Review

6.1. The district shall conduct regular inspections of Nightlock devices to ensure they remain in proper working condition.
6.2 This procedure will be reviewed annually, and updates will be made as necessary to reflect best practices in school safety and security.

7. Reporting

7.1. Any incidents involving misuse, tampering, or malfunction of Nightlock devices must be reported immediately to school administration.

Procedure History:
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