

# Palisades High School

## Lockout / Tardy Policy



# LOCKOUT



# POLICY

(Ver. 2024-2025)

<b>Purpose</b>	Time management is an essential skill required for success in both college and careers. Our duty as educators is to ensure that students learn both academic skills and essential skills to ensure a smooth transition after high school. Our lockout policy is one of the many tools that we use to teach these skills. Students who are late not only miss instruction but also disrupt instruction for other students.
<b>Location</b>	Room 115
<b>Unexcused Tardies to Class</b>	Unexcused tardies are unacceptable and will not be tolerated at Palisades High School. Students will report directly to lockout each time they have an unexcused tardy for any class. At the ringing of the bell, all teachers are to shut their locked doors. Students who report late to class cannot enter the classroom and must report to lockout. Lockout will be recorded as an unexcused absence and will count toward the total number of class absences. It is the student's responsibility to contact his or her teacher(s) for makeup work, tests missed, etc. within five (5) school days. Palisades Lockout policy will restart at the beginning of each semester.
<b>1st Block Lockout</b>	<p><b>Between 7:08 am - 7:29 am</b></p> <ul style="list-style-type: none"><li>→ All arriving students receive a pass showing their time of arrival</li><li>→ Front office DOES NOT issue 1st block tardy passes</li></ul> <p><b>Between 7:15 am-7:29 am - STUDENT IS <b>TARDY</b></b></p> <ul style="list-style-type: none"><li>→ Student reports directly to 1st block <b>with VALID pass</b></li><li>→ Teacher records tardy in PowerSchool &amp; collects pass from Student</li><li>→ Teacher contacts parents for tardies 1-4</li><li>→ Teacher writes a major referral for tardies 5+</li></ul> <p><b>After 7:30 - STUDENT IS <b>ABSENT</b></b></p> <ul style="list-style-type: none"><li>→ Student reports to lockout for the remainder of 1st block</li><li>→ ISS/Lockout teacher will keep record and provide parent communication</li><li>→ Lockout consequences in effect and managed by Ms. Brown</li></ul> <p><a href="#">View 1st Block Lockout 1-Pager &gt;&gt;&gt;</a></p>
<b>Lunch Tardy Policy</b>	Teachers will manage this process: <ul style="list-style-type: none"><li>→ Do not send student to lockout</li><li>→ 1st-4th: Call parent and record a minor referral in Educator's Handbook</li><li>→ 5th: Call parent and major referral to appropriate administrator</li></ul>

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<p><b>Student Lockout Expectations</b></p>	<ul style="list-style-type: none"> <li>→ No Talking</li> <li>→ No Cell Phone Usage</li> <li>→ No Headphones/ Music</li> <li>→ No Sleeping</li> </ul> <p><i>Students are expected to work on their classwork assignments. Students are expected to request assistance for any needs by raising a silent hand to ask the staff member on duty.</i></p>
<p><b>Lockout Consequences</b></p>	<p>Parents are notified by school administration on the 5<sup>th</sup> - 9<sup>th</sup> lockout. Excessive lockouts will result in the following penalties:</p> <ul style="list-style-type: none"> <li>→ 1st-4th: Automated call through Powerschool &amp; Message through Parentsquare</li> <li>→ 5th: Parental Contact by grade level Administrator</li> <li>→ 6th: Parental Contact by grade level Administrator/Lunch Detention</li> <li>→ 7th :Parental Contact by grade level Administrator/ After School Detention</li> <li>→ 8th:Parental Contact by grade level Administrator/restricted movement for quarter</li> <li>→ 9th:Parental Contact by grade level Administrator/1 day parent intervention and loss of parking privileges or 3 days After School Detention and loss of parking privileges.</li> </ul> <p>**Failure to uphold any assigned consequence is considered insubordination which will result in ISS or OSS. (link student handbook) If a student cannot do ASD and they will be expected to do ISS</p>
<p><b>Students who Refuse to Report Lockout</b></p>	<p>Students who fail to report to lockout when directed by any staff member will be considered insubordinate. Insubordinate student(s) will be escorted to lockout by a security associate. A referral for insubordination will be processed according to the <a href="#">Palisades High School Discipline matrix</a>. If the Administrator is not available, they will be taken to ISS, and a referral will be written.</p>
<p><b>Students Removed from Lockout</b></p>	<p>Any student removed from Lockout will be placed in ISS for the remainder of the day. Subsequent removals will result in multiple days of ISS and eventually OSS.</p>
<p><b>Students who arrive late to school.</b></p>	<ul style="list-style-type: none"> <li>● 1st Block             <ul style="list-style-type: none"> <li>○ See "1st Block Lockout"</li> <li>○ All students that arrive late, but before 7:30 am, will report to the first block. Teachers are to record their tardies in Powerschool and make the appropriate parental contacts.</li> <li>○ Once a student has 5 tardies in the first block, the teacher is to put a referral in the Educator's Handbook.</li> <li>○ Students who arrive after 7:30 am, without documentation for their tardiness, will stay in lockout until 8:40 am, when the first block ends.</li> </ul> </li> <li>● 2-4th Block             <ul style="list-style-type: none"> <li>○ All students who <b>arrive late to school</b> will report to the front office</li> </ul> </li> </ul>

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|  | <ul style="list-style-type: none"><li>○ If a student does not have documentation for their tardiness, they will be sent to lockout for the remainder of the block.</li></ul> |
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