



(Ver. 2024-2025)

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.

Room 115



No Talking
No Cell Phone Usage
No Headphones/ Music
No Sleeping

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.

Parents are notified by school administration on the 5th - 9th lockout. Excessive lockouts will result in the following penalties:

1st-4th: Automated call through Powerschool & Message through Parentsquare

5th: Parental Contact by grade level Administrator

6th: Parental Contact by grade level Administrator/Lunch Detention

7th :Parental Contact by grade level Administrator/ After School Detention

8th:Parental Contact by grade level Administrator/restricted movement for quarter

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.

**Failure to uphold any assigned consequence is considered insubordination which will result in ISS or OSS.

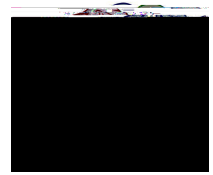
(link student handbook)

If a student cannot do ASD and they will be expected to do ISS

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 [Palisades High School Discipline matrix](#). If the Administrator is not available, they will be taken to ISS, and a referral will be written.

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.

- 1st Block
 - See "1st Block Lockout" in the



	○ If a student does not have documentation for their tardiness, they will be sent to lockout for the remainder of the block.
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