



## Lock out- BEGINS MONDAY

**Kerry Kawamura** to: 214All

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From: Kerry Kawamura/LEILEHUA/HIDOE

To: 214All@HIDOE,

On Monday, 8/22 we will begin Lock out in the morning, after recess, and after lunch. Here are the procedures to follow for lock out:

1. When the bell rings to go to class, please begin making your way to your classroom door and encourage students to get to class.
2. When the bell rings to begin class, please close your doors.
3. Students will be re-directed to the cafeteria by the NCTs and administration. (NCTs- see the map below for your locations)
4. Students will be marked Tardy in Infinite Campus in the cafeteria.
5. After 10 minutes, students will be sent back to class. Please open your doors to allow them in.
6. When doing your attendance, you should see that students who were at lock out should have been marked tardy. You should still verify this and mark any student tardy who may walk in after this point and mark the time they walked in. (Reminder: Any student who walk in after half the period should be marked absent)

Please follow the attached tardy procedures which is similar to the complex attendance procedures which was shared with you earlier.

Please keep in mind that lock out only works with the cooperation of ALL - classroom teachers, NCTs, and administration. Keep in mind that the purpose of lock out is to gather all the tardy students walking around in one area and marking them tardy so teachers can begin class when the bell rings without students walking in at random times.

In order to reduce tardies, we need a collaborative effort from everyone to encourage students to get to class on time as well as making class time meaningful. Please read the attached



article sent by Mrs. Okuma on CPCON. [tamingtardies.pdf](#)

NCTs- you have all been assigned an area to assist. You have all been paired with someone. Please be sure that at every lockout one of you can be there. Please make arrangements with your partners on who will be there at each lockout. Thank you.



LHSTardyProcedures (1).pdf



Lock-out NCT Map1.pdf