

Dear Parent/Guardian of KHS student(s),

There appears to be much confusion and concern surrounding the new “Work Responsibly Policy” that we have decided to implement at KHS starting second quarter. The purpose of the policy is to increase the likelihood for student success and keep you informed of potential academic issues prior to course failure. We want all students to be successful. In order to be successful at the high school level, assignments must be completed and turned in. Any student who does not complete assignments will be provided with additional opportunities to make-up missing work. We have designed several levels of interventions to assist students.

**Work Responsibly Policy: Steps taken when a student has incomplete work....**

1. The instructor will inform the student of the missing work. The instructor will make a contact home to a parent/guardian to notify them of the incomplete work. The student will be granted a minimum of a 2 school day extension for completion. The instructor will offer the student an opportunity to come in before or after school if the student needs extra help or access to technology for assignment completion.
2. If the assignment is not completed and turned in at the end of the 2 day extension period, the instructor will contact an administrator.
  - a. The administrator and the student will work together to complete a form that outlines the steps of the process. The administrator and student will contact the parent to explain the process.
  - b. The administrator will assign the student to a “Lunch Bunch”. During lunch bunch, the student will meet with Mrs. Harrington or a designated staff member in the cafeteria at the start of lunch. The student will have an opportunity to get a lunch (from locker or cafeteria) and will take the lunch to the lunch bunch location. The student will work on missing assignments while eating lunch. Subsequent lunch bunches will occur until all make-up work is completed.
3. If the student fails to appear for the lunch bunch, they will be assigned to the “Room of Opportunity”. The student will report to the Room of Opportunity for all subsequent study hall times/class times until the assignments are complete.
4. If the student fails to complete assignments in the Room of Opportunity, they will be assigned to an entire day in the “Productivity Pod” and an additional home contact will occur.

It is possible for a student to receive a 0. All work must be completed prior to the unit test/unit project or a 0 will be assigned by the instructor for missing assignments. We would hope that you receive at least two contacts, one from the classroom instructor and one from an administrator, before the zero is assigned for missing work. The classroom instructor reserves the right to penalize an assignment for being late (may deduct up to 25% of the score given). We want all students to succeed at KHS. If you have a question or a concern, please contact Mr. Frakes or Mrs. Harrington for additional information.

Thank you for allowing us the opportunity to serve your student(s),

Mr. Larry Frakes  
Principal  
Keokuk High School

Mrs. Lisa S. Harrington  
Associate Principal  
Keokuk High School