

**LOHN ISD**

**DUAL CREDIT  
ACADEMY**

**High School  
Student Handbook**

**2023-2024**

## **To Our Lohn Dual Credit Academy Families,**

Welcome to Lohn Dual Credit Academy High School. We want to congratulate you on taking the next step in your life. Along with being a Lohn High School Student, you are now a Western Texas College (WTC) Student. Lohn ISD is committed to each student, as we will support you throughout this journey. You will face challenges along the way, and many sacrifices will be made, but know that there is a remarkable outcome when you have completed our programs. Our programs will take a huge commitment from the students, families, and the school, but through this experience, our students will learn characteristics that will define each and every one of them. Our student body will understand the true meaning of respect, integrity, and excellence. Acquiring these traits will be beneficial to our students as they will continue to prosper. You will see that through this transition, you will be stronger individuals who are prepared for the next milestone in your life.

Once again, you have made a significant commitment that will broaden your future. We look forward to the results that lie ahead of this journey, and we wish you the best of luck!

Sincerely,

**Lizette Pacey, Ed.D.**  
**Lohn Superintendent**

## **ATTENDANCE**

**\*\* It is the expectation for Lohn DCA students to have perfect attendance.**

If the student is ill or has a family emergency and must miss school:

- The student is expected to contact the college professor/instructor to discuss the absence prior to missing the class or email them if an emergency arises. A parent/guardian is expected to call the Principal or school office to report the absence.
- The student must provide a parent/doctor's note to the front office upon the student's return in order to receive an excused absence.

If a student becomes ill or has a family emergency and must leave school:

- A parent/guardian must travel to your child's designated campus to sign the student out of school.

Upon Return:

- It is the students' responsibility to obtain all missing assignments from their instructors/professors. Students are required to complete all missing work within the allotted time.

It is the students' responsibility to:

- Ensure the accuracy of his/her attendance record. Monitor his/her attendance record in order to maintain academic credit.

## **DISCIPLINE**

Students will comply with Lohn Independent School District's Code of Conduct and ASU expectations. Students are responsible for conducting themselves properly in an appropriate manner for a college student.

Student responsibilities for achieving a positive learning environment at school or school related activities include:

- Attending all classes regularly and on time. Being prepared for each class with appropriate materials and assignments. Avoiding violations of the student code of conduct Obeying all school rules including ASU rules and expectations. Cooperating honestly with staff in investigation of disciplinary cases and volunteering known information to a serious offense.

\*Students may be placed on probation or dropped from the program if they do not comply with ASU and/or Lohn ISD expectations.

## **TEXTBOOKS**

College textbooks are provided free of charge for each class. Students will be given access codes to electronic books for specific Program classes. They will be able to access the electronic books wherever an internet connection is available. Books must be covered by students as directed by the teacher/professor. Students will be responsible for the condition of the books. Any student that loses or damages a book will have to pay for the cost of the book. Books for the next semester will not be assigned until the cost of the book is replaced and all balances are cleared. Any student failing to return a book issued by the school loses the right to free textbooks and will not be allowed to register for the following semester until the book is returned or paid for by the parent/guardian.

## **ACADEMIC INTEGRITY**

Academic integrity is essential in all education settings. Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties and grade penalties set forth by Lohn ISD for high school courses and ASU for college coursework. Academic dishonesty includes cheating from or copying the work of another student, plagiarism and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

CLASSIFICATION at ASU, student classification is defined as follows: Determined by the number of HOURS completed and earned:

**0-29 = Freshman**

**30-59 = Sophomore**

**60-89 = Junior**

**90 + = Senior**

## **CLASS SYLLABI**

Students will receive a syllabus for each of their classes, including their college classes. The student must be familiar with the class requirements, assignments, and assessments. It is important for parents and students to keep due dates for all college class assignments and tests. The student should use a planner to organize assignments.

## **GRADING POLICIES**

Grades are recorded from "A" to "F", inclusive and available via the web to each student at the end of each semester. However, the faculty has the autonomy to change the grading policy in order to meet the course objectives. Hence, students are to use their respective course syllabi for any changes in grading policy.

Numerical values corresponding to these letters are as follows:

**A 90-100, excellent**

**B 80-89, good**

**C 70-79, average**

**D 60-69, passing (not a passing grade for High School)**

**F Below 60, failure**

**W Dropped or withdrawn**

**I Incomplete**

*W, Dropped/Withdrawn: Given when a student has officially dropped or withdrawn from the University by the deadline in the official University calendar, regardless of student's standing in class.*

*I, Incomplete: Given to a student who is passing but has not completed a term paper, examination, or other required work. Students electing to complete unfinished work in the course must sign an incomplete contract along with the instructor specifying assignments to be completed and the due date. Failure to sign contract, and have on file in the Office of the University Registrar, will result in the "I" being converted to an "F."*

A student may not register for a course for which he/she has a current grade of "I".

Teachers will track the students weekly progress on a grade sheet kept in a centralized location for each student that is taking college courses. Parents will be notified when a student reaches a grade below a "C" average. If a student is failing a college class, they must attend every Optional Friday until the grade is at passing.(i.e., 70 or higher).

## **MINIMUM GRADE POINT AVERAGE FOR GOOD STANDING**

Standards for good standing are based on an institutional 2.0 GPA.

The grade point average for a semester is computed by dividing the total grade points earned by the number of semester hours of courses with "A", "B", "C", "D", and "F" grades.

The cumulative, or overall, grade point average is computed by dividing the total grade points earned by the number of hours of "A", "B", "C", "D", and "F".

## **ACADEMIC CONDUCT**

As a member in an academic community, students at Angelo State University are expected to exhibit a high level of honesty and integrity in their pursuit of higher education, be mature, self-directed and able to manage their own affairs. Students who are unwilling to abide by these basic expectations will find themselves facing academic and/or disciplinary sanctions.

## **VIOLATIONS OF ACADEMIC HONESTY**

Academic dishonesty is any act (or attempt) which gives an unfair academic advantage to the student. Academic dishonesty includes, but is not limited to:

Plagiarism -- Plagiarism is the act of passing off some other person's ideas, words or works as one's own. It includes, but is not limited to, the appropriation, buying, receiving as a "gift", or obtaining by any other means another's work for the submission as one's own academic work.

Cheating -- Cheating is an act of deception in which a student misrepresents that he/she has mastered information related to an academic exercise. Examples include:

Copying, without the professor's authorization, from another student's test, lab report, computer file, data listing, logs, or any other type of report or academic exercise is strictly prohibited.

Using unauthorized materials during a test is also strictly prohibited.

Using, buying, selling, stealing, transporting, soliciting, copying or possessing (in whole or in part), the contents of an unadministered test, a required assignment or a past test which has, by the professor, not been allowed to be kept by their students.

Taking a test for someone or permitting someone to take a test for you. This also includes attending class for someone else or allowing someone to attend class for you.

## Lohn Dual Credit Academy

I, \_\_\_\_\_, hereby acknowledge the receipt of the copy of the Lohn Dual Credit Academy Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

I received a hard copy of the Lohn ISD Dual Credit Program handbook. The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this book. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Guardian Name: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and date this receipt and return to the Office by Thursday, August 31, 2023.