



LISD TECH Center Student Handbook 2025-26



LISD TECH Center
1372 North Main Street
Adrian, MI 49221
(517) 263-2108
www.lisdtechcenter.com

TABLE OF CONTENTS

Handbook Introduction.....	3
LISD TECH Center Mission.....	3
Student Outcomes.....	3
LISD Board of Education.....	3
LISD Administration.....	3
LISD TECH Center Administration.....	4
LISD Non-Discrimination Statement.....	4
TRADES.....	5
Attendance.....	5
Reporting an Absence.....	5
Absence Definitions.....	5
Attendance Escalation.....	6
Student Driving/Transportation.....	6
Student Parking.....	7
Student Parking Lot Regulations.....	7
Student/Responsibility/Conduct.....	7-8
Sexual and Other Forms of Harassment.....	8
Smoking, Drinking, Drugs, Tobacco, Electronic Smoking Devices.....	8-9
Student Dress Code.....	9
Search and Seizure.....	9-10
Safety Glasses, Hard Hats, Lab Coats, Lockers.....	10
Electronic Communication Devices/Cell Phones.....	10
Technology Acceptable Use Policy.....	11
Student Use of Artificial Intelligence (AI).....	11
Student Services.....	11
Counseling and Social Work Services.....	11
Free College Credit (Articulation & College Now).....	11
Enrollment Requirements.....	12
Change of Program.....	12
Student Agreement.....	12
Student Records.....	12
JC@LISD TECH.....	12
Telephone Messages.....	12
Visitations.....	12
Emergencies.....	12
Fire.....	12
Severe Weather.....	12
Student Accident, Injury, Hospitalization.....	12
School Safety Procedures.....	13
School Safety Bulletin.....	13
Distance/Remote Learning.....	13
Student Recognition.....	13
Student Awards.....	13
Student Evaluations.....	13-14
Scholarships.....	14
Student Organizations.....	14

STUDENT HANDBOOK

This Student Handbook contains information specifically for the high school students enrolled in a program at the LISD TECH Center. This is information students must understand for the success of their one or two years at the LISD TECH Center. The information contained in this Guide is intended to conform to LISD Board Policy and Administrative Regulations and applicable law. However, to the extent there is a conflict between the information contained in this Guide, LISD Board Policy and Administrative Regulations, and applicable law, LISD Board Policy and Administrative Regulations and applicable law will take precedence and supersede this Guide.

LISD TECH Center Mission

Most students attending the LISD TECH Center are from Lenawee County's eleven public high schools, although students from private schools, home schools, and schools in bordering counties also attend. Career Technical Education is changing to meet the needs of the students we serve as well as the needs of business and industry. The LISD TECH Center offers technical education programs in a flexible and technology-based environment.

The mission of Lenawee Intermediate School District Career Technical Education is to provide, through partnerships, the best life-long, learner-centered education; and, by using applied technology, continue to be a leader in preparing learners for a changing world.

LISD TECH Center Student Outcomes

The Student Outcome describes what we want a student to know (be like), and/or be able to do as a result of participating in the program or service.

Career Training

LISD TECH Center students gain the knowledge and skills to support their future education, employment, and career choice in an increasingly interconnected local and global economy.

Employability Skills

LISD TECH Center students learn the necessary skills for securing, maintaining, and exiting their employment in an increasingly interconnected local and global economy.

Citizenship

LISD TECH Center students learn to be responsible citizens and contributing members of society.

LISD Board of Education

James Hartley, President
Dale Wingerd, Vice President/Secretary
Paula Holtz, Treasurer
Carrie Dillon, Trustee
Kevin Fry, Trustee

LISD Administration

Mark Haag, Ed.S. Superintendent
Jenny Heath, Assistant Superintendent, CTE & Instruction/General Services
Dan Garo, Executive Director, Staff Resources
Wendy Rokita, Executive Director, Finance & Business Services
Alena York, Executive Director, Special Education

LISD TECH Center Administration

Ben Murray, Principal

Jake Graf, Assistant Principal, Curriculum & Instruction

Ryan Walentowski, Assistant Principal, Student Services

LISD Nondiscrimination Statement

The Lenawee Intermediate School District (LISD) does not discriminate in any of its educational programs and services, activities, or employment practices, on the basis of sex, race, color, national origin/ancestry, religion, height, weight, marital status, age, limited English-speaking ability, sexual orientation, or disability. Direct inquiries to: Dan Garno (dan.garno@lisd.us) or Heather Reau (heather.reau@lisd.us), Lenawee Intermediate School District, 4107 N. Adrian Hwy., Adrian, MI 49221, (517) 265-2119. Persons with hearing impairments, please call the Michigan Relay Center at (800) 649-3777 (TDD).

Declaración de No Discriminación del LISD

El Distrito Escolar Intermedio de Lenawee (LISD) no discrimina en ninguno de sus programas o servicios educativos, actividades, o prácticas de empleo sobre la base de género, raza, color, origen nacional / ascendencia, religión, estatura, peso, estado civil, edad, la habilidad limitada de hablar inglés, orientación sexual, o incapacidad. Para conseguir más información: Dan Garno (dan.garno@lisd.us) or Heather Reau (heather.reau@lisd.us), Lenawee Intermediate School District, 4107 N. Adrian Hwy., Adrian, MI 49221, (517) 265-2119. Personas con problemas de audición, por favor llamen al Michigan Relay Center (800) 649-3777 (TDD).

Please be aware that anyone, at any time, may contact the following offices, as well as the Lenawee Intermediate School District (LISD) Staff Resources Office:

Le aseguramos que cualquier persona, a cualquier momento, puede comunicarse con las siguientes oficinas, así como las oficinas del Distrito Escolar Intermedio Lenawee (LISD).

■ Office for Civil Rights
United States Department of Education
400 Maryland Avenue Southwest
Washington D.C. 20202-1100
(202) 245-6800

OR

Office for Civil Rights
United States Department of Education
600 Superior Avenue East
Cleveland, OH 44114-2614
(216) 672-4970

TRADES

Programs at the LISD TECH Center use the acronym TRADES to teach and instill positive traits of Teamwork, Responsibility, Attitude, Dependability, Effort, and Safety. Each and every day at the LISD TECH Center, students are evaluated on their TRADES, also known as work habits. Through an extensive network of partners, it has been deemed that students who excel in demonstrating appropriate TRADES are on the pathway to success. TECH Center staff use TRADES to establish a positive culture in our school community for students and staff while preparing students for postsecondary goals.

ATTENDANCE

Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussions and other related learning experiences.

Regular attendance is critical in the development and learning of all students. Absences are lost hours of learning and instruction, rather than a simple tally of days. The mission of our attendance policy is to clearly and effectively communicate the ways in which absences will be defined.

Research shows that chronic absence is a directly linked factor contributing to lower test scores, an increased dropout rate, and significantly lower levels of reading and math abilities. Chronic absence is defined as missing 10% or more of any school period for any reason. Therefore, when interventions take place, it is not necessary to determine whether absences are excused or unexcused.

Reporting an Absence

- All absences must be communicated to the school office by the parent or guardian on the day of. Absences will either be counted or not counted, depending on the circumstances surrounding the absence.
- The attendance office phone number is (517) 265-1659. It is in operation 24 hours per day. Please state the student's name, program, session, and reason for absence.

Not-counted absences (with proper documentation) are defined as:

- School-related activity including suspensions
- Funeral Visitations
- The day of a doctor's visit
- Hospitalization
- Court Dates

Counted absences are defined as:

- All other absences.
- Counted absences may be blocked with approval for recurring health issues where a doctor's visit is made. This will allow for several related absences to be blocked as one.

Missed Assignments:

- For all absences, assignments will be allowed to be made up with the rule of one day per absence.

Students are not permitted to leave LISD TECH Center property after they have arrived without the permission of a parent/guardian and the LISD TECH Center administration. Signing out to leave early is done only with the permission of the instructor, Assistant Principal, and parent/guardian. Signing out without an acceptable, approved reason can result in being charged with an absence and further disciplinary action.

Students entering class late will be sent by the instructor to the Attendance Office for a tardy pass. If a student is late three (3) times, it shall equal one (1) counted absence. Student driving privileges may also be revoked.

Attendance Escalation (Per Semester)

<i>Number of Counted Days Absent</i>	<i>Action</i>
3	A letter will be mailed home to notify the parent/guardian or a phone call will be made to the parent/guardian.
5	A letter will be mailed home to notify the parent/guardian or a phone call will be made to the parent/guardian. An e-mail will be sent to the student. Students will be required to meet with AP of Student Services.
8	Students with eight (8) or more absences during a semester may receive a reduction of one whole letter grade in their overall semester mark.
9	In conjunction with the local school district, the school administrator will determine if an Attendance Improvement Meeting with the students and parents is appropriate. The reasons for the absences will be taken into account when determining the need for a meeting. The goal of the meeting will be to address the root cause of the absences, offer academic support, and alternative education if appropriate, and attendance expectations to include an attendance agreement. Interventions may include, but are not limited to mental health screening, problem-solving, tutoring, outside agency referral, and mentoring. The results of the Attendance Improvement Plan will be sent to the LISD truancy officers and the Lenawee County Prosecutor for review and follow-up. The school administrator will determine if an Attendance Improvement Meeting with the students and parents is appropriate. The reasons for the absences will be taken into account when determining the need for a meeting. The goal of the meeting will be to address the root cause of the absences, offer academic support, and alternative education if appropriate, and attendance expectations to include an attendance agreement. Interventions may include, but are not limited to mental health screening, problem-solving, tutoring, outside agency referral, and mentoring. The results of the Attendance Improvement Plan will be sent to the LISD truancy officers and the Lenawee County Prosecutor for review and follow-up. Students are no longer eligible for the following: Individual Work-Based Learning Placements, Participation in Student Organization Competition Events, Excellence Awards, TRADES Recognition, National Technical Honor Society, LENTECH, Parking Pass, etc. 10th and 11th Grade students hoping to return the following year to the TECH Center will no longer be recommended to return.
11	Students with 11 or more absences during a semester may receive a total reduction of two whole letter grades in their overall semester mark.
14	Students with 14 or more absences during a semester may receive a total reduction of three whole letter grades in their overall semester mark.

STUDENT DRIVING/TRANSPORTATION

- Each local district provides bus transportation to and from the LISD TECH Center. Students are expected to follow their local district's policies concerning transportation to and from the LISD TECH Center.
- In order to ensure a safe environment in the student and staff parking area, there will be a security person monitoring the lot. Students are expected to identify themselves and respond to the security person's directions and requests.
- If there is reasonable suspicion that a student vehicle contains controlled substances or other items in violation of LISD Board Policy, the Student Code of Conduct, or this Guide, the administration reserves the right to search the

vehicle when it is parked on LISD TECH Center property with or without student/parent consent. Vehicle searches will be consistent with the LISD Search and Seizure Policy.

- From time to time, law enforcement representatives may conduct suspicion-less sweeps of the LISD TECH Center campus, including parking lots, with dogs or other animals capable of identifying controlled substances. Students have no expectation of privacy in their vehicles when parked on school property.

Because of circumstances and/or conditions approved by the school administration, driving privileges may be granted with a permit. This permit has been granted under the following rules and regulations for student vehicles at the LISD TECH Center. Please read them carefully. ANY VIOLATION OF THESE RULES WILL RESULT IN LOSS OF THE DRIVING/PASSENGER PERMIT.

PLEASE NOTE: The TECH Center North parking lot is prohibited from LISD TECH Center student use.

Student Parking

There are a limited number of student parking permits available. Temporary passes may be obtained for Work-Based Learning, special events, and special circumstances as approved in advance by the Assistant Principal or Principal. Student parking is in the large south lots closest to the LISD TECH Center/Jackson College loop road. Students are prohibited from parking behind or along the building or in any other areas except the designated student parking area mentioned above. Students who park in unauthorized areas may have their vehicle towed at the vehicle owner's expense, and the student may lose driving privileges.

Student Parking Lot Regulations

- Parking permits must be displayed on the rear-view mirror or driver's side front windshield.
- There is a \$1 charge for a permit.
- Upon arrival at the LISD TECH Center, the vehicle must be immediately parked in the designated area of the student parking lot.
- Student(s) must immediately vacate the vehicle, enter the LISD TECH Center, and report to their lab/classroom.
- Remaining in vehicles to eat lunch, talk, smoke (including electronic devices), or general horseplay, etc., is not permitted.
- At the end of each session, students must remove vehicles from the parking lot and leave the LISD TECH Center property. No loitering will be allowed. Abandoned vehicles will be towed away at the owner's expense.
- The driving permit is issued only to the student indicated in the permit application. Other students shall not be transported in the same vehicle unless proper permission has been obtained. (Passengers, as well as the driver, will be suspended for violation of this rule.)
- Students may only transport passengers when the proper permission form has been completed. Obtain this form from the Student Services Office.
- Speed limit is 10 miles per hour or less if a lesser speed is necessary to maintain a safe environment.
- Reckless, dangerous, and/or unsafe driving is prohibited and will result in the loss of the driving permit and other consequences as outlined in the Student Code of Conduct, including, but not limited to, referral to law enforcement.
- Students are not permitted to ride on the hoods, fenders, or roofs of vehicles or in the back of pick-up trucks.
- Entry and exit into the parking lot are to be made only at the south drive. Use of the bus entrance or exit (one-way drive) and the Jackson College parking lot and drives is prohibited by LISD TECH Center students.
- Any act or acts that can bring about unsafe conditions or cause a disruption in the parking lot are prohibited.
- The LISD TECH Center parking lot is under video surveillance. The LISD reserves the right to use video as evidence to support student violation of these regulations, the Student Code of Conduct, and/or law. The LISD may also share videos with local law enforcement.

STUDENT RESPONSIBILITY/CONDUCT

Student Conduct

(Please see the attached Student Code of Conduct for a more detailed list of offenses and disciplinary action)

- All misconduct will be referred to the administration for disciplinary action pursuant to the Student Code of Conduct. The parent/guardian and local district Principal will be notified. Misconduct may result in the loss of privileges of clinical experiences, student organization activities, cadet teaching, and/or off-campus activities.
- Any misconduct that violates federal, state, or local law that occurs on LISD TECH Center property is, in addition to any disciplinary action imposed by the LISD, subject to disciplinary action and penalties as prescribed by law.
- LISD TECH Center programs may maintain program, classroom, and/or laboratory policies and procedures that are in addition to the LISD's Student Code of Conduct. Students are also expected to adhere to all applicable program, classroom, and/or laboratory policies and procedures. Failure to do so may result in disciplinary action.
- All programs at the LISD TECH Center are considered extensions of the local districts; therefore, dismissal from a program at LISD TECH Center results in reassignment to the local district.
- School-sponsored, off-campus events are governed by school district rules and regulations, including the Student Code of Conduct.
- Upon entering the building, students are to report directly to their classroom/lab. If the classroom/lab is not open, students should remain by the door.
- The Student Code of Conduct defines inappropriate display of affection as the physical touching of another person in an intimate or sexual manner. Students are required to use discretion and good judgment in these matters.
- Food is not to be brought into the building during instructional time.

Sexual and other forms of Harassment

- The LISD TECH Center acknowledges and supports the right of all students to be free from all forms of harassment, including sexual harassment. Students engaged in any type of harassment will be subject to disciplinary measures as described in the Student Code of Conduct. Students are strongly encouraged to report any harassment, including any observed sexual harassment of another person, to the instructors or the school administration. The LISD Board of Education has designated the following individuals to serve as "Anti-Harassment Compliance Officers" for the LISD. Student complaints should generally be directed to the Special Education Coordinator of Compliance; however, complaints may be directed to the individual with whom they feel most comfortable, including any LISD staff member.
 - Daniel Garno
Executive Director, Staff Resources
517-265-1608
4107 N. Adrian Hwy.
Adrian, MI 49221
dan.garno@lisd.us
 - Heather Reau
Special Education Coordinator of Compliance
517-266-6973
2946 Sutton Rd.
Adrian, MI 49221
heather.reau@lisd.us
- A full copy of the LISD policy and complaint procedure can be obtained from the Assistant Principal or another school administrator or can be found on the LISD's website (www.lisd.us) (see Board Policy 5202 – Unlawful Discrimination, Harassment, and Retaliation Against Students and Board Policy 3115 Title IX Sexual Harassment).

Smoking – Drinking – Drugs – Tobacco – Electronic Smoking Devices

- The use (this includes being under the influence from prior use outside of the school/educational program), sale, and/or possession of any form of tobacco (including chewing tobacco), drugs, drug apparatus, alcohol, look-alike nonalcoholic beverages, and any form of electronic smoking devices or related products are prohibited on all

LISD TECH Center property and at all LISD sponsored activities. Disciplinary action will be taken according to the Student Code of Conduct.

- The LISD TECH Center is a designated drug-free zone. The penalties for use (this includes being under the influence from prior use outside of the school/educational program), sale, or distribution of controlled substances are significantly increased. THIS POLICY APPLIES TO ALL LISD TECH CENTER PROPERTY - EITHER IN OR OUT OF THE BUILDING AND ALSO APPLIES TO LISD VEHICLES AND LISD-SPONSORED ACTIVITIES. Disciplinary action will be taken according to the Student Code of Conduct.
- Tobacco use is prohibited in all school buildings, property, and at school-sponsored student activities by Act No. 140, Public Acts of 1993, State of Michigan. Violation of this Public Act is punishable as a misdemeanor, subject to a fine. Violators will be referred to the appropriate law enforcement agency.
- Because we are concerned with the negative effect drugs have on students' mental and physical health, there will be regular visits by the specially trained drug (controlled substances) dog of the appropriate law enforcement agency. A parent/guardian will be notified immediately if drugs are found, and appropriate disciplinary and/or legal action will be taken. School discipline will be administered pursuant to the Student Code of Conduct. If the student agrees to have an assessment/evaluation completed by a licensed drug assessment agency, the suspension may be reduced at the discretion of the LISD.
- Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student that cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. Please refer to [LISD Board Policy 5207 – Anti-Bullying](#) for additional information, including complaint procedures.
- While the District cannot control student use of alcohol and/or drugs outside of school (whether legal or illegal), the LISD reserves the right to prohibit anyone who is under the influence or appears to be under the influence of alcohol or drugs from participating in an educational program if that individual's conduct is disruptive to the educational program and/or presents a health or safety hazard to the individual and/or other students and staff.

Student Dress Code

Students must follow their local districts' policies for dress; however, it needs to be emphasized that student dress and appearance in the various instructional programs should be appropriate for future employment. Certain programs at the LISD TECH Center require students to wear protective clothing, which may include but is not limited to, safety glasses, lab coats, etc. Refusal to comply with the standards of dress is subject to disciplinary action as described in the Student Code of Conduct.

- Shirts and shoes must be worn at all times.
- Halter tops are not permitted.
- All shirts and tops must have a strap width of no less than two (2) inches.
- Bare midriffs are prohibited.
- All shorts, skirts, and dresses must be at least fingertip length.
- Holes in jeans or pants must be below fingertip length.
- All undergarments, including leggings, must be covered by another garment at least at the fingertip length.
- Sleepwear, such as slippers and pajamas, are not permitted.
- Participation in local district spirit days is encouraged; however, students are expected to be prepared to change clothing for participation in LISD TECH Center programs and activities.
- ~~● Hats, hoods, and bandanas are also not permitted in the common areas.~~
- Coats/jackets are not to be worn during class time.
- Chains hanging outside clothing present a potential safety hazard and are prohibited.
- Any student whose dress is inappropriate or considered too revealing will be required to change into appropriate dress.
- Any student whose fashion, dress, or accessory which displays profanity, is discriminatory in nature, or portrays an inappropriate message is prohibited. This includes, but is not limited to shirts, jackets, hats, and jewelry.

Search and Seizure

- To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances outlined below. In addition, the LISD TECH Center parking lots are part of school property and subject to random inspection and search, including drug dogs, at any time. Any illegal, unauthorized, or contraband materials discovered in the search may be seized. Contraband materials are items deemed to be a threat to the safety of the campus including, but not limited to, illegal controlled substances, firearms, knives, explosives, etc. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.
- A student's failure to permit searches and seizures as provided in this Guide and/or LISD Board Policy will be considered grounds for disciplinary action. A student and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the search will reveal evidence that the student has violated or is violating the law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. If a search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for action.

Safety Glasses – Hard Hats – Lab Coats – Lockers

- Some programs require the use of safety glasses, hard hats, and protective clothing. The LISD TECH Center is responsible for furnishing these items. Failure to wear safety glasses, hard hats, or other safety equipment, provided for student protection, will result in disciplinary action.
- In addition, students will be provided with a locker and a combination lock that is changed yearly. It is the student's responsibility to keep track of any issued item(s), to keep the locker combination private, and replace (AT STUDENT'S OWN EXPENSE) any lab coat, hard hat, coverall, or safety glasses that are lost or stolen.

Electronic Communication Devices/Cell Phones

In order to maintain a learning environment that is safe and optimal for student performance, students are prohibited from using electronic communication devices/cell phones during instructional hours unless such is part of the educational program. Instructional hours are defined as 9:00 a.m. - 11:30 a.m. and 12:00 p.m. - 2:30 p.m. During instructional hours, and in the event of an emergency necessitating contact with an outside individual or entity, school telephones are available in every classroom, as well as the office, for student use. Messages can be left for students in the office throughout the school day. Such devices shall not be used or be visible during instructional hours unless permission has been granted by a teacher or school administrator. Individual teachers may grant permission to utilize electronic communication devices/cell phones as an educational tool to enhance instruction. Students may use electronic communication devices/cell phones before or after instructional hours in the common areas of the LISD TECH Center including lobbies, hallways, and sitting areas. Students who violate this policy will be subject to the following disciplinary action:

- **1st Offense:**
 - Device will be taken to the office where the student may pick it up at the end of the session. Parents will be notified.
- **2nd Offense:**
 - Device will be taken to the office and parents must pick it up at the end of the day.
- **3rd Offense:**
 - One-day out of school suspension.
- **4th Offense or more:**
 - Three-day out of school suspension for each occurrence.

- Students who violate this policy may also be disciplined in accordance with the LISD's Student Code of Conduct for behavior that would be considered disruptive to the educational program/school environment and/or insubordination. Students who connect to the LISD's wireless internet network from their personal electronic resources must abide by the LISD's Technology Code of Conduct and Acceptable Use policies. Students have no expectation of privacy while using the LISD's network.

*****Note - Refusing to turn over an electronic communication device/cell phone when asked by a staff member will be considered insubordination and result in a Level 2 Offense under the LISD's Student Code of Conduct resulting in up to a 10-day suspension for a first offense (subsequent offenses may result in additional disciplinary action in accordance with the LISD's Student Code of Conduct).***

Technology Acceptable Use Policy

Students are authorized to use the LISD's computers, laptops, tablets, personal communication devices (such as cellular phones, tablets, and smartwatches), network, and Internet connection and online educational services (collectively, "Educational Technology") for educational purposes. Use of the Educational Technology is a privilege, not a right. When using Educational Technology, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Educational Technology, including any violation of the LISD's educational technology policies, may result in cancellation of the privilege, disciplinary action, and/or civil or criminal liability. Prior to accessing the Educational Technology students and parents of minor students must sign the Student Education Technology Acceptable Use and Safety Agreement. Parents are encouraged to discuss their values with their children and encourage students to make decisions regarding their use of Educational Technology that is in accord with their personal and family values, in addition to the Board's standards. Use of LISD Educational Technology by students off campus must have prior instructor approval as to content and standards. A full copy of the LISD's Technology Acceptable Use Policy is available in the LISD TECH Center office.

Students have no right or expectation to privacy when using the LISD's Educational Technology. The LISD reserves the right to access and inspect any facet of the Educational Technology, including, but not limited to, computers, laptops, tablets, personal communication devices, networks or Internet connections, online educational services, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein.

Student Use of Artificial Intelligence (AI)

Artificial Intelligence (commonly referred to as AI) uses technologies to perform tasks and produce information that would historically require human intelligence. While AI has the potential to improve work product and decision-making, while also contributing to efficiencies in work, AI also poses ethical, privacy, safety, and equity risks.

The LISD believes strongly that original authorship and work is an important facet of the educational experience and individual growth. While AI is a tool that may be helpful in certain circumstances, over- and/or inappropriate use has the potential to limit student demonstration of their own knowledge and abilities, which is an essential part of the educational program.

Unless expressly authorized by the educational program teacher, the use of AI by students is prohibited. AI generated work is not original to the student author and will be considered plagiarism. Students using AI when such is not expressly allowed will be disciplined in accordance with the student code of conduct and/or classroom rules.

AI use which has been expressly authorized by a student's teacher should be properly cited and/or credit should be given to AI tools whenever used.

STUDENT SERVICES

Counseling and Social Work Services

Counseling staff provides leadership for and support to students as well as coordinating resources and services as needed.

- The LISD TECH Center counselors are available as a student resource for career and technical counseling Monday-Friday in Student Services. Appointments recommended.
- The School Social Worker is available for student support by appointment.
- The LISD TECH Center participates in the South Central Student Assistance Program. Referrals are available for students needing assistance.

Free College Credit (Articulation & College Now)

Students may be able to earn free college credit using the knowledge and skills learned through their LISD TECH Center programs. Students have an additional opportunity to enroll in college courses that are required to obtain a post-secondary degree in their CTE pathway at no cost to the student or local district through the College Now program. Students should see their counselor for more information.

Enrollment Requirements for New Students

- Proof of required immunizations, LISD residency, and a certified birth certificate must be provided to the LISD **prior to a student's enrollment** at the LISD TECH Center, **except** for students already enrolled in their local school or district. Specific requirements are available via the school office.

Change of Program

- Students who wish to change to a different program should contact, and have approval from, their local district school counselor and LISD TECH Center counselor. A change of program should be based on occupational goals or other valid reasons. Program changes will not be approved unless they meet this criterion. Program changes must be made within the first two weeks of the school year. Extenuating circumstances will be handled on a case-by-case basis.

Student Agreement

- Soon after orientation at the LISD TECH Center, students will be asked to sign a "STUDENT AGREEMENT." The student's signature on the agreement indicates their wish to be in the program, agreement to complete the requirements, and understanding of the rules and regulations as explained in this Student Handbook. This is important to student success at the LISD TECH Center and should be given serious thought and consideration.

Student Records

- Student records are kept on file in the Student Services Office. These include evaluations, attendance records, On-the-Job Training (OJT) records, and Co-op/Work Experience records acquired during a student's time at the LISD TECH Center.

JC @ LISD TECH

- Please remember, if students are enrolled in a JC course, **in addition** to an LISD TECH Center program, all rules and policies listed in this **LISD TECH Center Student Handbook and the Student Code of Conduct** will, in addition to all JC rules and policies, still apply.

Telephone Messages

- Students will not be given phone messages during class time unless it is an emergency.
- Persons with hearing impairments please call the Michigan Relay Center at 800-649-3777 (TDD).

Visitations

- Many interested visitors from the county and state tour the LISD TECH Center. In addition, Lenawee County students tour the LISD TECH Center to assist them in their decision to attend the LISD TECH Center. Students should continue to work, answer questions, and conduct themselves in a mature fashion. Students should not bring visitors to LISD TECH Center programs without advance approval from the instructor.

EMERGENCIES

Emergency Procedure – Fire

- Students should follow the directions of their instructor and leave the building per the posted floor plan.

Emergency Procedure – Severe Weather

- Students should follow the directions given by their instructor and the posted floor plan.

Student Accident – Injury – Hospitalization

- If a student is injured, the instructor will send the student to the office. A decision will be made by LISD TECH Center personnel whether further treatment is needed. It is essential that we have a signed Emergency Card on file. We use the Emergency Card to help us reach a student's parent/guardian or designated neighbor or friend. If treatment is needed from a doctor or the hospital emergency room and the student is under 18 years of age, we must contact the parent/guardian. If, in our judgment, it is a life-threatening or other situation requiring immediate medical attention, 911 will be called.

School Safety Procedures

The Following safety and security procedures are in place:

- LISD Photo ID Badges are provided to all staff. All visitors and volunteers have an ID badge provided by the reception desk.
- Communication systems throughout each building include telephones in classrooms and a building-wide PA system.
- Emergency power generators are installed to enhance our ability to safely provide services and monitor students during power outages.
- Access to each building can be limited to only one or two main entrances, with visitors signing in and out at the reception desk.
- In response to a threat or concern to students and/or staff, security (Lockdown) procedures may be implemented.

If there are questions about school safety, please call Ryan Walentowski, Assistant Principal, at 517-265-1658 or ryan.walentowski@lisd.us.

School Safety Bulletin

Should a High Threat Level be declared by the LISD Threat Assessment Team:

- **Before school hours:** Schools will be CLOSED. All activities and events scheduled for any district facility will be canceled until further notice. Normal school operations will remain closed until authorized to re-open by the Lenawee County Emergency Services Coordinator and/or the appropriate law enforcement agency.
- **During school hours:** School buildings will be secured until regular dismissal time unless otherwise directed by the Lenawee County Emergency Services Coordinator or the appropriate law enforcement agency. All after-school activities and events will be canceled.

DISTANCE/REMOTE LEARNING

Circumstances may present where LISD TECH Center courses/programs are provided through remote means. This may include but is not limited to, the provision of instruction, student work, and assessments through electronic or other means which do not require face-to-face interaction between the student and instructor. Student instruction and engagement may occur through participation in live video conferencing, watching pre-recorded video lessons, engaging in online communities, completing assigned work and assessments on an electronic device, or through other means. Students who participate in a LISD TECH Center course/program that is provided through remote means must have access to reliable internet service. If you do not have access to reliable internet service, please contact your LISD TECH Center instructor. To the extent feasible, the LISD TECH Center will work with the student and his/her parent/guardian to obtain reliable internet service that will allow for the student's participation in the distance/remote course/program.

Students who participate in LISD TECH Center courses/programs provided through remote means are expected to abide by the same rules as students who attend in-person programs. This includes abiding by the requirements described in this

handbook. Additionally, students will be expected to remain fully engaged and participatory and must abide by the LISD's Technology Acceptable Use policies when accessing and/or using LISD-provided technology, including online programs.

STUDENT RECOGNITION

Student Awards

- Students in each LISD TECH Center program are eligible to receive an award in recognition of outstanding achievement. A good attendance record, developing job skills, demonstrating positive work habits, and contributing to the program are criteria used in the selection process. Plaques are located in each lab or shop bearing the names of student award recipients. In addition, pictures of award winners will be displayed in the hallway the following year.

Student Evaluations

- A student's grade at the LISD TECH Center is more than receiving an A, B, or C, etc. Teachers will evaluate students on skill development, job performance, work habits, and other important traits for the workplace. They will evaluate how well students are achieving employable skills. Periodic evaluations may take place during the year as well as the regularly scheduled semesters.

Scholarships

- Students who attend the LISD TECH Center and successfully complete one of the LISD TECH Center's career technical education programs may be eligible to apply for several scholarships. For a complete and updated list of scholarships please visit our website at www.lisd.us.
- Bulletins which describe eligibility requirements for each scholarship, the selection process, and other considerations are available during the month of February. Bulletins may be obtained from the LISD TECH Center instructor or local district counselor. Many students have benefitted from the generosity of scholarship sponsors as they have gone on to trade schools, community colleges, four-year colleges, and universities. Scholarships are in the amount of \$500 and \$1,000. Students should consider applying if eligible.

Student Organizations

- Students will have the opportunity to participate in a student organization. Students must be in good standing. A student's participation may be in jeopardy if attendance or discipline has been issued.