

**Adult Learning Services @ LISD TECH Center  
Handbook**

**2023-2024**

# STUDENT INFORMATION GUIDE

## WELCOME

Welcome, and thank you for choosing Adult Learning Services @ LISD TECH Center for your personal and professional development. Please familiarize yourself with this informational handbook. It will be helpful in answering most questions you have about policies and procedures related to your enrollment. During your first session, you will be given an emergency information sheet and the LISD's Technology Acceptable Use Policy. Information regarding these documents is within this handbook and will be further explained in class.

## EMERGENCY INFORMATION SHEET

Please complete the emergency information sheet. If we already have an emergency information sheet on file from the current school year (September-June), it is not necessary to complete another one unless you have new information to add. At the bottom of the emergency sheet, be sure to let us know of any medical condition(s) you may have and what to do in case of an emergency.

## STUDENT CONDUCT

LISD Adult Learning Services students are expected to act in a professional, respectful, and courteous manner. Students must follow all applicable laws, LISD board policies, and program policies at all times. Furthermore, students are expected to follow all reasonable requests and directives of Program staff and faculty members and to treat other students with dignity and respect. Student conduct which violates these expectations will not be tolerated and may result in dismissal from the program without refund and/or referral to law enforcement or other authorities.

### **Discrimination, Harassing, or Other Inappropriate Conduct**

The Lenawee Intermediate School District (LISD) desires to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, discrimination, and other inappropriate conduct. LISD Adult Learning Services students who are subject to or aware of behavior by another student, LISD staff member, volunteer, contractor, or other school representatives should immediately report such to a school staff member. Individuals who do not feel comfortable reporting the conduct to a teacher or program/building administrator may contact one or both of the LISD's Compliance Officers:

Daniel Garno, Executive Director, Staff Resources  
4107 N. Adrian Highway  
Adrian, Michigan 49221  
517-265-1608  
Dan.Garno@lisd.us

Heather Reau, Special Education Coordinator of Compliance  
2946 Sutton Road  
Adrian, Michigan 49221  
517-266-6973  
Heather.Reau@lisd.us

The LISD takes seriously all reports of discriminatory and/or harassing conduct and will investigate all complaints pursuant to the District's Board Policies and applicable law.

## **PARKING**

Please park only in the spaces provided in the parking lots. We need to reserve lanes around the perimeter of the buildings and entrances for emergency vehicles. Vehicles parked in unauthorized areas may be towed, and vehicle recovery will be the responsibility of the vehicle owner at his/her expense.

## **CERTIFICATES**

Students wanting a certificate of completion for their records may request one by calling (517) 265-1650 or emailing a request to [adultlearning@lisd.us](mailto:adultlearning@lisd.us). The certificate is not a license but rather a verification of successful course completion. If you require a grade in order to be reimbursed by your employer, please email the request to [adultlearning@lisd.us](mailto:adultlearning@lisd.us) on or before the first day of the course.

## **EVALUATIONS**

We are constantly striving to improve the program. Evaluations help us document our progress and areas in need of improvement. You will receive an evaluation form on the last day of the course. However, if you are not satisfied with any part of the course, please communicate the problem to the instructor as soon as possible. Do not wait until the last day of the course to let us know of a correctable problem. If the instructor is not available, or you are not comfortable discussing the situation with the instructor, please contact the Supervisor of Placement and Adult Learning Services by calling (517) 265-1650.

## **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. The use of 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 Educational 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.

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. The LISD may, at its discretion, share information accessed through the LISD's Educational Technology (including on personal devices that access the internet through the LISD's wireless internet network) with third parties, including law enforcement.

### **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 realizing certain 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.

### **WEATHER**

A decision to cancel evening classes is generally made by 4 p.m. However, weather patterns are not always predictable, and the weather may change after that time. Once a decision has been made to cancel classes, they will stay canceled, and the information will be relayed to our local radio station: WLEN (FM 103.9), emailed to each student and listed on our website, [www.lisd.us](http://www.lisd.us). Please note that evening classes may still be conducted on days when daytime classes are canceled if it is determined that road conditions have improved.

All canceled classes will be rescheduled if possible.

### **VENDING MACHINES**

Vendors are responsible for the maintenance of the vending machines. However, if you experience a problem with the vending machines, please report it to the main office. Vendors have supplied the main office with funds to reimburse customers who have lost money in the machines.

### **SMOKING**

Thank you for not smoking. State law prohibits smoking on campus inside or outside the building, including parking lots. Additionally, tobacco, vaporizers, and look-a-like products are prohibited on District property. Please leave these items at home.

### **ALCOHOL AND DRUGS**

In accordance with Federal and State law, the use, possession, sale, concealment, delivery, or distribution of alcohol, any drug, or any drug-related paraphernalia at any time on LISD property or at any District-related event is strictly prohibited. Furthermore, while the District cannot control the use of these products outside of school, the District 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.

## **WEAPONS**

Unless a lawful exception applies, the LISD prohibits all persons from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the LISD, including, but not limited to, property leased, owned, or contracted for by the LISD, a school-sponsored event, or in an LISD-owned vehicle. Weapons include but are not limited to, firearms, guns of any type, including air- and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. If you believe that a lawful exception allows you to possess a weapon while on District property, please contact the LISD's Supervisor of Placement and Adult Learning Services by calling (517) 265-1650 prior to possessing a weapon on District property or at a District-sponsored educational program, activity, or event.

## **VIDEO SURVEILLANCE**

The LISD takes seriously its obligation to provide for the safety and protection of students, staff, visitors, and property. In an effort to promote safety and security, portions of LISD property, including both exterior and interior areas, are subject to video surveillance.

Students, parents, staff, and visitors should be aware that video surveillance may occur in LISD-designated public areas and that individuals have no expectation of privacy in those areas.

The LISD reserves the right to use images, video, and audio captured by video surveillance equipment as is necessary to provide for the safety and protection of LISD students, staff, visitors, and property. The LISD also reserves the right to share images, video, and audio captured by video surveillance equipment with law enforcement and other third parties.

## **FIRE ALARM**

The fire alarm is an intermittent horn sound accompanied by flashing lights. When the alarm is set off, everyone is to evacuate the building. The Building Supervisor will announce when it is safe to return to the building.

## **SEVERE WEATHER WARNINGS**

Severe weather warnings are received by radio transmission from the Lenawee County Sheriff's Department. On such occasions, there will be a public address announcement throughout the buildings. You are to move to the shelter designated on a map located by your classroom door and remain until an "all clear" announcement has been made.

## **REFUND POLICY**

The LISD TECH Center makes educational programming decisions based on program enrollment. We are obligated to operate the program prudently to ensure cost-effective educational opportunities for residents of Lenawee County and surrounding areas. Therefore, policies regarding finances must be administered.

For Adult Learning Services ("ALS") courses (this does not include ALS courses, which are provided by a third party through contract), tuition refunds upon withdrawal from a course will be made on the following basis:

**\*\* Please Note: There are NO refunds, transfers, or discounts for Motorcycle Safety courses.**

1. Notification of withdrawal before the first-class meeting -- 100% refund minus a \$10 registration fee.
2. Notification of withdrawal before the second-class meeting – the percentage of tuition eligible for reimbursement will correspond to the percentage of the course completed minus the \$10 registration fee. (Example: if 25% of the course is completed, 75% of tuition [minus registration fee] may be reimbursed).
3. There will be no refunds or transfer of tuition if withdrawal occurs after the second class of any course.
4. Books and materials that have been used are NOT refundable.
5. Refunds will be mailed or issued within 1-2 weeks.
6. CNA students will receive a refund policy applicable to their course.

For third-party courses, you may need to process your refund request through the third-party agency, and the refund policies of that third party will apply. Please contact Adult Learning Services @ LISD TECH Center for more information.

### **DROPPING A COURSE**

Please notify the Adult Learning Services office as soon as possible if you decide to drop or withdraw from a course. Failure to attend a course does not constitute an official drop or withdrawal. Tuition and fees will still be assessed with the exceptions stated in the refund policy.

#### 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 executive Director of Staff Resources, 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: Executive Director of Staff Resources, 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).

### **ADULT LEARNING SERVICES STAFF**

The office staff is here to assist you. Most instructors are part-time staff and do not have direct telephone numbers at the LISD TECH Center. You may leave a message for an instructor with the office staff.

#### **OFFICE STAFF**

Amy Hinkley, Supervisor of Placement and Adult Learning Services  
Angie Williams, Workforce Development Coordinator  
Svetlana Bielenda, Adult Learning Services Secretary

#### **OFFICE HOURS**

Monday – Thursday: 7:30 a.m. to 7:00 p.m.  
Friday: 7:30 a.m. to 5:00 p.m.

**SUMMER HOURS**

Monday – Friday: 7:30 a.m. to 5:00 p.m.

Adult Learning Services @ LISD TECH Center

1372 N. Main Street

Adrian, MI 49221

Telephone: (517) 265-1650

FAX: (517) 263-9433

Web Site: [www.al.lisd.us](http://www.al.lisd.us)

***LISD Board of Education***

**Richard Germond, President**  
**James Hartley, Vice President/Secretary**  
**Paula Holtz, Trustee**  
**Dale Wingerd, Trustee**  
**David Pray, Trustee**

***LISD Administration***

**Mark Haag, Ed.S. Superintendent**  
**Jody Howard, Assistant Superintendent, Special Education/Strategic Initiatives**  
**Judy Pfund, CPA, Executive Director, Finance/Business Services**  
**Dan Garno, Executive Director, Staff Resources**  
**Jenny Heath, Executive Director of CTE & Secondary Programs**  
**Brian Jones, Executive Director, General Services**