



## Recovery Education Institute New Student Registration Packet

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Recovery Education Institute Student Code of Conduct

Students are expected to conduct themselves in a manner compatible with the function of REI as an educational institution and respect and obey all civil and criminal laws.

#### Attendance and Guidelines:

Regular attendance is important to the educational process and supports student success and achievement. Instructors will discuss attendance and tardiness requirements for each workshop or course. Students are expected to follow these guidelines.

1. If unable to attend class, the student should notify REI and/or the workshop/course instructor in a timely manner.
2. Students tardy in excess of fifteen minutes will be counted absent at the instructor's discretion.
3. If a student misses' class, he or she may be contacted by REI staff to offer support and assistance.
4. Students missing one or more classes can be dropped from the workshop/course. To register, students should contact their Academic Advisor.

#### Participation:

Active participation in REI workshops and classes is expected of each student. Students who receive services from DOR (Department of Rehabilitation) must agree to have REI staff contact DOR counselor to discuss student's academic plan.

1. Academic Advisors and Success Coaches are available to assist students in developing skills in active classrooms participations.
2. To create an optimal learning environment, cell phones and accessing electronic media (unless directed by the instructor) are prohibited during classrooms to take important or emergency phone calls.

#### Classrooms and Campus Behavior:



Students are expected to behave in a manner conducive to a supportive educational atmosphere. Any disruptive or disrespectful behaviors, or those behaviors perceived by others as disruptive or disrespectful, will be addressed by REI staff and/or instructor.

1. Respectful behavior towards staff and students is expected at all times. Behaviors that are in any way perceived to be disruptive, profane, vulgar, harassing, threatening, bullying, or abusive are not permitted. Any students engage in these behaviors may be subject to disciplinary action up to and including expulsion from the campus (which includes the Wellness Center and Coastal Star).
2. Smoking and vaping is permitted in designated areas.
3. The possession or use of any firearms, explosives, dangerous chemicals, weapons, or other potentially harmful implements or substances while on campus is prohibited.
4. This is a Drug free campus. Use, possession, or distribution of alcoholic beverage and/or illegal narcotics/drugs on campus is prohibited. Authorities will be contacted for any offenses/concerns relating to illegal substance.
5. Cheating, Plagiarism and Copying from another student's test, paper, lab report or other types of academic dishonesty would be a violation of the code of conduct.
6. Due to confidentiality laws and regulations, the use any electronic listening or recording device on campus or in any classroom without the prior consent of the instructor/staff is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students. Any person, other than a student, who willfully violates this section shall be guilty of a misdemeanor. Any student violating this section shall be subject to appropriate disciplinary action.
7. Performing obscene or inappropriate acts on campus is prohibited.

#### **Dual-Enrolled Students:**

Students who are dual-enrolled in college credit and/or extended education classes offered on the REI campus through our educational partners must follow the policies of the respective college and/or educational institute.

1. Students are encouraged to read all applicable policies and procedures of the college(s) with which they are dual-enrolled. REI Academic Advisors will assist students in understanding any policies and procedures of the college(s) for which they are dual-enrolled.
2. Saddleback College Student Code of Conduct can be viewed and obtained at: <http://www.saddleback.edu/edia/pdf/handbook.pdf>
3. Santiago Canyon College and Orange Education Center Student Code of Conduct can be viewed and obtained at: <https://www.rsccd.edu/Trustees/Pages/BP-5500.aspx>

Types of violations (depending on the severity, police will be called):

- Assault and/or aggressive behavior
- Possession of firearm or concealed weapon



- Spitting
- Causing property damages. Student will be asked to pay for damages
- Physical and verbal fights on campus
- Harassment and/or bullying
- Provoking others, yelling and screaming
- Performing obscene or inappropriate acts
- Cheating on class assignment and exam
- Stealing or attempting to steal college/private property or knowingly receiving stolen college/private property
- Lewd, indecent or obscene conduct
- Disrespectful to others
- Committing sexual harassment as defined by law or by campus policies and procedures
- Being disruptive in class and students in library and computer lab
- Invading personal space/belongings
- Foul Language
- Threats

**Failure to comply with the expectations listed above may result in suspension and/or termination from participation in Pacific Clinics Recovery Education Institute. I have read and understand the Recovery Education Institute Code of Conduct. By signing this Form, students agree that they are over 18 years of age, live in Orange County, and have lived mental health experience.**

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**Student name (printed)**

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**Student signature                      Date**

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**REI staff member name (printed)**

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**REI staff member signature      Date**

**Recovery Education Institute**



## **Student Guidelines for Acceptable Use of Technology Resources**

These guidelines are provided to ensure students of Recovery Education Institute (REI) are aware of the responsibilities that students accept when they use REI-owned digital devices and internet access. Access to the internet is provided to students through REI for limited educational purposes, particularly specific class-related activities, as well as other educational and career or professional development activities, and other activities approved by REI. In general, acceptable use requires efficient, ethical, and legal utilization of all technology resources. *Use of all technology resources on campus are reserved for only active students who are currently enrolled in classes at REI.*

### **All use of REI technology resources must adhere to these principles:**

- Be aware only Recovery Education Institute (REI) provided USB drives are approved for use. All other devices are prohibited
- Be mindful of the shared nature of REI technology resources and your impact on the ability of others to use them effectively.
- Be consistent with the purpose of the resources, namely for educational purposes.
- Be a good citizen; students must comply with local, state, and federal laws to observe copyrights, licenses, contracts, and the Student Code of Conduct.

### **Prohibited practices include, but are not limited to:**

- Using the network for illegal activities, including copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- Using the network for financial or commercial gain, advertising, or political lobbying.
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites, social networking sites (i.e. Myspace, Facebook, Xanga, etc.) as well as chat and/or blog sites.
- Vandalizing and/or tampering with equipment, storage devices, programs, files, software, system performance, or other components of the network. Use or possession of hacking software is strictly prohibited.
- Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.



- Intentionally wasting finite resources (i.e., online time, streaming music and/or video not for educational purpose).
- Coaching, helping, observing, or joining any unauthorized activity on the network.
- Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, stalking, or slanderous.
- Obtain copies of or modify files, data, or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or network.
- Students may not encrypt communications or files, except as specifically authorized by a staff member. Students may not alter the software or hardware configuration of the computer used for system access in any manner, or attempt to bypass security or filtering systems set in place by REI.
- Student may not use personal communication and/or storage devices such as iPods, mp3/mp4 players, flash/pen drives, or cell phones which require a data connection to REI technology resources.
- Students may not use personal media with REI technology resources (i.e. personal music CDs, DVDs, digital media players including, but not limited to iPods, cell phones and/or flash/pin drives containing audio or video).
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**I have read the Student Guidelines for Acceptable Use of Technology Resources. I agree to follow the rules contained in this policy. If I violate the rules. I will lose my access privilege to REI technology resources and may face other disciplinary action.**

**Student Initials & Date** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ **REI Staff Initials & Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Recovery Education Institute  
Book and Laptop Rental Policies**



The Recovery Education Institute offers books and laptops for rental to REI students at no charge. For students not participating in college courses, books and laptops may be borrowed from REI and are required to remain on the REI campus. Students must provide 1 form of state-issued identification and/or a credit card when borrowing a book. Identification/credit card will be returned to the student upon return of the borrowed materials.

Students are responsible for returning all borrowed materials after the allotted time. If a book/laptop is not returned, the student will not be permitted to check out books/laptop for the remainder of the semester. For REI to offer this resource to students, proper care of materials is extremely important. If a book/laptop becomes damaged, lost, or stolen, the student must report this immediately to REI. Damage includes:

1. Water damage or other liquid spills
2. Warped or stained pages
3. Missing or torn cover or pages
4. Damage to the binding
5. Excessive odor
6. Highlighting and/or writing on or throughout the book
7. Scratches or breakage of laptops

**I have read the Student Guidelines for Acceptable Use of Book and Laptop Rentals. I agree to follow the rules contained in this policy. If I violate the rules. I will lose my access privilege to REI Book and Laptop Rental resources and may face other disciplinary action.**

**Student Initials & Date** \_\_\_\_\_/\_\_\_\_\_  
**REI Staff Initials & Date:** \_\_\_\_\_/\_\_\_\_\_