



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 more than fifteen minutes will be counted absent at the instructor's discretion.
3. If a student misses class, they may be contacted by REI staff to offer support and assistance.
4. Students who miss, fail, and/or withdraw from three or more high demand classes will be dropped unless students notify REI staff ahead of time about their absence.

Student Engagement Expectations:

- We are here to support you in developing the academic and employment skills necessary to thrive in a behavioral health career. Active participation in REI workshops, classes, and appointments with staff is expected of each student.
- **Appointment Attendance & Participation:** Students who miss 4 or more appointments will not be able to schedule another appointment other than a half-hour phone check-in with their AA to review REI policy for student engagement. To participate in any REI courses or programs students must meet with their academic advisor for enrollment.
- **College Classes Class Attendance & Participation:** College classes are dual contracted with Saddleback and Santiago Canyon Colleges; dual enrollment and matriculation steps are required. Due to the high demand for college classes, attendance is also required. It is students' responsibility to alert their Academic Advisor if they wish to stop taking a college course or PSS training to ensure it does not negatively affect their transcript or certification. If you fail 3 college courses, students may be put on a "drop-list" and will need to meet with their AA to develop a plan moving forward before being able to rejoin college class programs. Students are encouraged to read all applicable policies and procedures of the college(s) with which they are dual-enrolled. Saddleback College Student Code of Conduct can be viewed and obtained at: www.saddleback.edu. Santiago Canyon College and Orange Education Center Student Code of Conduct can be viewed and obtained at: <https://sccollege.edu/>
- **Peer Support Specialist (PSS) Training Attendance & Participation:** Attendance is required due to the high demand for PSS Training. Students are responsible for alerting their PSS team if they wish to stop

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taking PSS training. It is a CalMHSa policy that if a student misses 3 classes in their 80-hr PSS training, they will be dropped from the training. At the student's request, they can be added to the next available interest list for a future PSS cohort.

- **Extended Ed Attendance & Participation:** Extended Ed classes are dual contracted with Santiago Canyon College Division of Adult Ed. They are open entry/open exit. Students must complete the SCC registration sheet on their first day of class each semester. For Studio Art and other high demand EE classes, students who miss 3 consecutive classes without notifying REI will be dropped. They may request to be added back onto a waitlist for the class. Consistent attendance for EE classes is expected to ensure student success and retention of class content.
- **Workshops Attendance & Participation:** Students who register for workshops must attend and participate in the workshop. Students who register frequently to workshops and are routinely absent may be required to meet with their Advisor before enrolling in future workshops and may be exempt from any REI rewards programs. Students are expected to call or contact REI staff to notify absences prior to class.

PHI Form: Students must complete a PHI form for REI staff to communicate with specific parties authorized by the student. PHI forms expire yearly from the date they are completed. Students who receive services from DOR (Department of Rehabilitation) must be authorized to have REI staff contact their DOR counselor to discuss their academic plan.

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. To create an optimal learning environment, cell phones and accessing electronic media (unless directed by the instructor) are prohibited during class or instruction, unless to take an important or emergency phone call/text outside of the classroom.
2. Respectful behavior towards instructors, 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 who 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).
3. Smoking and vaping are permitted in designated areas only.
4. The possession or use of any firearms, explosives, dangerous chemicals, weapons, or other potentially harmful implements or substances while on campus is prohibited.
5. 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.
6. Cheating, Plagiarism and Copying from another student's test, paper, reports or other types of academic dishonesty would be a violation of the code of conduct.

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7. Due to confidentiality laws and regulations, the use of 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 student violating this section shall be subject to appropriate disciplinary action.
8. Performing obscene or inappropriate acts on campus is prohibited.
9. Other 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 damage. 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

In-Person Courtesy: We want to ensure that a comfortable learning environment is maintained throughout the course. Please keep in mind proper hygiene and avoid wearing colognes/perfumes when coming to campus.

Eating in the Classrooms: We also want to ensure that a safe learning environment, free from distractions, is maintained throughout the course. There is no food allowed in the classroom. If you need to enjoy a snack, please do so outside. This policy also ensures the safety of students with food allergies.

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Communication: We strive to provide students with timely feedback and welcome questions and suggestions from the students. The most efficient way to reach our staff is through email. We will respond as soon as we can (usually within 48 business hours).

Letters of Recommendation: We are unable to provide Letters of Recommendation but can provide Enrollment Verification statements upon request.

Crisis Support: Additionally, we prioritize student mental health. If you are struggling, please reach out to the NAMI line for support, as we are not trained mental health professionals. California NAMI Warm Line, 1-855-845-7415.

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 impacted by a mental illness/substance use.

Student name (Printed)

Student Signature

Date

REI staff name (Printed)

REI staff signature

Date

Student Guidelines for Acceptable Use of Technology Resources

These guidelines are provided to ensure students at 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 is 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 that 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 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. Instagram, Twitter, 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 purposes).
- 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.
- Students 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 iPods, cell phones and/or flash/pin drives containing audio or video).

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:** _____/_____/_____

Book and Laptop Loan Policy

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. _____ (student initial)

Students are responsible for returning all borrowed materials after the allotted time by their assigned rental return due date. _____ (student initial)

If a book/laptop is not returned, the student will not be permitted to check out additional books/laptops. Not returning REI rentals may result in a hold on student's enrollment in college classes/trainings and/or on their eligibility to rent materials from REI in the future. _____ (student initial)

Students must bring their REI laptop to campus to re-check out materials each semester with their Academic Advisor. _____ (student initial)

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.** _____ (student initial)

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 Loan Policy. 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 Loan resources and may face other disciplinary action.

Student Initials & Date _____/_____/_____ REI Staff Initials & Date: _____/_____/_____