

**HIGHPOINT  
& AFFILIATED ORGANIZATIONS**

**ACT STUDENT GUIDELINES**

**PRINT YOUR NAME:** \_\_\_\_\_

**PROGRAM YOU WORK AT/AGENCY:** \_\_\_\_\_

**YOUR TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

The ACT Program Instructors, Administrators and Support Staff are working diligently to make this learning experience extremely valuable to you and to the clients with addiction and substance abuse disorders you service.

We hope these guidelines provide you with essential information to make your involvement with the ACT Program more distinct. Therefore, we are outlining our commitment and responsibilities to you as well as your commitment and responsibilities to the ACT Program.

**What we will provide for our ACT Students:**

1. All six nine-week courses conducted through virtual learning.
2. The most current information available to the addiction field from State, Federal and Medical agencies.
3. An Orientation Class;
4. An Examination Preparation Class;
5. An In-House Practicum, if needed.
6. An academic culture that promotes individualized learning, that is free from any form of discrimination, harassment or favoritism.

**The ACT Program Administrator Will:**

1. Provide an invoice of student financial responsibility, if applicable;
2. Meet with each student individually to better assist them as they progress through the ACT Program, as needed;
3. Assist with the coordination of each student's Practicum, as needed;
4. Be a source of information and support for the ACT Instructors and Students;
5. Maintain all academic records for each course.

**The ACT Instructors Will:**

1. Provide you with a syllabus that outlines course content, independent study responsibilities, the weight and numeric grade of assignments, quizzes, exam, papers, and/or presentation which will contribute to one's overall grade;
2. Will grade all students fairly within a numeric model;
3. Will respond to phone or email communication between students and themselves within 48 business hours;
4. Formally submit the final grades to the ACT Program administrator within 14 days of the final class.

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### **Students are Expected To:**

1. Treat each other and the Instructors with respect and dignity and work effectively as a group.
2. Notify the ACT program administrator if any accommodation or special arrangements need to be requested as outlined in the HPAO American Disability Act Policy.
3. Will pay student balance prior to the start of each course, if applicable;
4. Be committed to complete all academic responsibilities by assigned due dates, complete each course with a Passing Grade (70% or higher), fulfill practicum requirements, and complete the licensing exam. Complete all required assignments by the due date, unless a 30-day extension is approved by the ACT Instructor; to avoid receiving an IncompleteGrade;
5. Not miss more than 2 classes per course. If accommodations are requested to miss greater than 5 hours of course instruction, the student must email the ACT program administrator with 3 business days' notice to approve or deny the request;
6. Arrive to classes on time unless approved prior by the Instructor;
7. May not utilize electronic devices other than needed for virtual learning unless instructed by the ACT Instructor or be disruptive during class or may be requested to leave;
8. If for any reason is unable to temporarily attend the ACT Program, must meet or communicate with the ACT program administrator, who may collaborate with the ACT Instructor to plan the makeup class requirements or may be approved to attend future courses;
9. May have a subsequent meeting, or request a meeting with the ACT program administrator;
10. Will, after completion of the course, complete an anonymous Instructor Course and ACT program administrator Evaluation Survey;
11. Will be able to attend the LADC Examination Preparation;
12. May request to meet with the ACT program administrator at any time;
13. Will adhere to the HPAO Drug Free Workplace Policy by not reporting to class under the influence of any substance, whether legal or illegal, that may place themselves or others at risk;
14. If there are extenuating circumstances, they may be approved by the ACT Instructor to completed course work within 30 days of the end of the course, at which time the Incomplete grade will be changed to a numeric grade;
15. Will direct any questions, concerns or consultation about the ACT Program to the ACT program administrator or Chief Quality and Clinical Officer;
16. Must report to the ACT program administrator if an ACT Instructor is not holding the classes for the required 2.5 hours or any additional ethical concerns;
17. May not discuss other Instructors or the ACT program administrator during class or with another Instructor;
18. Must not discuss any other employees with students or Instructors during the class or if on a break;
19. Will not breach patient confidentiality by using any or part of the patient's name or using too many specifics about a case that other employees in their class could assume was a specific patient;
20. Will not breach confidentiality of any student's personal information shared during a class;

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21. Report to their Instructor if they have concerns about other students having possibly committed plagiarism.

**Student Zoom Expectations:**

1. Cameras cannot be off for an extended period of time; if you need to break, please notify your instructor by posting to the Zoom chat;
2. During a quiz or exam cameras must be on at all times;
3. Not be walking around or engaging in other activities while on the ACT class Zoom, if you have a disability, please notify your instructor;
4. Participate in the group discussion with fellow students and instructor and be within listening range;
5. Not be driving in a car or other activity which requires your attention;
6. Laying down in any capacity. Participants should be in a comfortable, upright position;
7. Appropriate attire is required for all meetings with no drug or alcohol references visible on clothing;
8. Eating is permitted as long as you are not disrupting the class;
9. Smoking or the use of e-smoking, vaping is prohibited during class;
10. Overlapping conversations or taking the conversation off the instructor's topic;

*I \_\_\_\_\_, ACT Student agree to adhere to all expectations and responsibilities as outlined above.*

*Signed \_\_\_\_\_ Dated \_ / \_ / \_*

*I, ACT program administrator, \_\_\_\_\_ have received a copy of these ACT Student Guidelines from the above-named student and answered any questions.*

*Signed \_\_\_\_\_ Dated \_ / \_ / \_*