



# The Addictions Care Center of Albany, Inc.

## CASAC, CPP, CPS STUDENT CODE of CONDUCT

The following Code of Conduct has been implemented by ACCA in order to maintain a professional working/learning environment at all trainings. By signing below, you agree to abide by the following guidelines as a condition of your coursework:

- Participants are expected to arrive to class on time. All classes begin at 5PM. Participants are expected to sign in between 4:40 and 4:50. In the event of an emergency when lateness can not be avoided, please notify Community Education at 518-465-5829. Late arrival without notification may result in denied entrance to the class.
- Participants must refrain from speaking with fellow classmates and engaging in disruptive behavior during the training, including talking loudly in the hallway.
- Participants are expected to be respectful of classmate’s comments and opinions during group discussions, in order to maintain a congenial and professional atmosphere.
- Participants must turn off cell phones before the beginning of each training.
- Participants are expected to dress in “business casual” attire. (See dress code.)
- Participants will be given designated breaks for meals, snacks, and smoking. Participants are expected to be respectful when using the coffee machine and snacking during class. During class time, only the coffee machine in the hallway should be used.
- The ACCA will is a smoke free and a tobacco-free campus.
- Participants are expected to return from breaks at the designated time, and remain at the class until it is finished.

I, \_\_\_\_\_ have read the ACCA Code of Conduct and agree to abide by these guidelines in order to maintain a professional working/learning environment during the CASAC, CPP, CPS training.

### **Failure to adhere to the ACCA’s Student Code of Conduct Bears Consequences:**

Failure to understand and abide by the Student Code of Conduct and associated Guidelines will have serious consequences. "Not knowing about it" will never be an acceptable excuse. If you are unsure or have any questions about the Student Code of Conduct and expected behavior, contact the Training Manger at any time. Your failure to follow the trainer’s instructions or any other ACCA instructions related to any class, assignment or project or if your behavior is disruptive and has an impact on the ability of other students to learn or interferes with their work or interferes with the instructors ability to discharge their responsibilities, the consequence will be immediate dismissal from that session of coursework with no credit or refund.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
DATE

*She Mawdesley, SPHR*  
\_\_\_\_\_  
She Mawdesley, Program Director

\_\_\_\_\_  
DATE