

Abilene Recovery Council, Inc.
104 Pine Street, Suite 205
Abilene, Texas, 79601

DWI EDUCATION & DRUG OFFENDER EDUCATION PROGRAM
REMOTE LEARNING POLICIES

- 1) You **MUST** participate from a private, well-lit room, free of all distractions (do not drive, cook, or complete other household chores during class). No one else can be present in the room (including children). **You cannot be the primary caregiver for children during this class.** If you have children, you will need to get a babysitter just like you would if you were attending this class in person.
- 2) **You must have a functioning webcam and microphone. Your face must be completely visible at all times while class is in session.** Do not participate from a dark room. Lighting must be sufficient for your face to be clearly visible on the screen.
- 3) Please make sure your **internet connection is functioning and fast enough to support video streaming.**
- 4) **You must be fully clothed at all times.** Please remember that other participants will be able to see you.
- 5) **Do not sleep during class.** If you do, you will be required to pay another registration fee and take the class again.
- 6) **Please actively participate in the discussions.** The instructor will give online participants the opportunity to contribute to the discussion.
- 7) **You cannot be under the influence of alcohol or drugs during class. Use of tobacco and electronic nicotine delivery devices is also prohibited while class is in session.**
- 8) At the conclusion of the class, you will be required to **schedule an appointment with your instructor to return to our office to take your post-test and receive your certificate.**
- 9) Make sure you **have received a copy of all class materials from the Office Manager at the time of registration or prior to the start of class.**
- 10) If you **do not adhere** to these rules **at all times**, you will be **removed** from class and **required to pay the registration fee in full again and take the class at a later date.**