

Denver Integrative Massage School, Inc.

DbA - Herbalism Roots

Class Attendance Policy

100% attendance is expected in all classes. Students not meeting the Herbalism Roots attendance policy are subject to the disciplinary actions listed below.

Attendance Requirements:

Students are expected to arrive on time for class with proper materials. Please be respectful and on time for all classes and you will need to plan ahead for parking. Students are only allowed to have **three absences** for the whole program, **with no more than 2 in each of the 3 following categories**. An absence is missing 1) A Thursday night Materia Medica class, 2) An Herbalism class on either day of the weekend, and 3) A Tuesday night Pathophysiology class. The student is expected to be in the entire class to receive full credit of attendance for that day. If a student misses any class the class must be made up before the next class of its kind (Materia Medica, Pathophysiology, and Weekend Classes). If the class happens to be the last class of its category, then it still will need to be made up in some fashion. Students can make up missed courses through: 1) Private instruction with Herbalism Root's instructor at the cost of \$70 per hour, which may be required if the student has surpassed the three allowed absences, or 2) Assigned Makeup Homework that must be completed before the next class of its time. Ultimately, all required private instruction and/or assigned makeup homework is based on the discretion of the instructors and the director of the school. Consistent and/or repeated tardiness demonstrates a lack of respect for the instructor and fellow participants and is strongly discouraged. Any more than three total absences could be grounds for ineligibility to receive a certificate and dismissal from the program.

Students who are unable to continue classes for medical reasons or severe personal problems may be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

Students who present symptoms of a possible communicable illness, you may be required to present documentation from a medical professional stating you are eligible to continue to attend class.

Your tardiness and/or absences affect everyone—the teacher and the students—so please make sure you **show respect** for everyone's time throughout this program.

By signing below you agree that you have reviewed and understand the attendance policy as stated, and that you commit to integrity and authenticity with your words and actions as a student of Herbalism Roots:

(print name)

(signature)

(date)