

Denver Integrative Massage School, Inc.
dba, School of Botanical & Medical Aesthetics
dba, Herbalism Roots
Class & Clinic Attendance Policy

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

Attendance Requirements For Class:

Students are expected to arrive on time for class with proper materials. Please be respectful and on time for all classes. Plan ahead for parking. Students are only allowed to have five absences for the whole program to be able to graduate, with no more than THREE absences in either category, meaning that only THREE absences are allowed for the weekend hands-on classes (or weekday immersion) and no more than THREE absences for the Pathophysiology classes. For example, if the student misses three of the weekend classes (Saturday, Sunday & another Saturday) then the student can only miss two pathophysiology classes. Also, if the student misses three pathophysiology classes, then the student can only miss two weekend classes (Saturday &/or Sunday), and if the student is taking the Pathophysiology portion all online, the student can only miss three of the weekend classes.

Certain classes are required to be at or they need to be made up privately with an instructor at \$70 per hour, and they need to be made up prior to the next class so the student is on track with the class order and safe to practice with other students in class. Those classes are: Table Thai (2 full days), Swedish (2 full days), and Level 1 Thai (4 full days). If the student misses any of these classes, then the student must pay to make up these classes privately with an instructor prior to the next class, and it's the student's responsibility to immediately be in touch with the school to make up these days & times. For any other classes missed, there will be makeup assignments for that missed class, whether a hands-on or Pathophysiology class in order for the student to graduate & the appropriate number of hours. If the student misses more than the above-mentioned absences, then the student may need to pay to make up classes privately at \$70 per hour, do additional clinic hours, &/or additional homework assignments. The decision is up to the discretion of both the instructors & director of the school.

The student is expected to be in the entire class to receive full credit of attendance for that day. If the student is tardy or leaves class early, the class will be considered a full absence, included in this situation is after lunch on the hands-on massage days. All students are expected to be on time for the beginning of class, after breaks, & after lunch; otherwise, they will receive a full absence for that day. Consistent and/or repeated tardiness &/or leaving class early demonstrates a lack of respect for the instructor and fellow participants and is strongly discouraged and will be grounds for 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.

Attendance Requirements For Clinic:

A student is only allowed to have 3 clinic absences for the program. After the 3rd clinic absence, the student will not be able to participate in our school's clinic but will need to find an internship outside of the school that the school pre-approves to complete the practicum/clinic hours. A clinic absence is defined as: 1) Not showing up to a scheduled clinic day for any reason (sickness, car issues, etc), 2) Needing to cancel a committed clinic day for any reason, and 3) Being late or leaving early for a scheduled clinic day. Being on time for clinic means arriving 30 minutes before the student is scheduled to work with clients. For example, if a student is scheduled to work with clients at 1:00p, then the student needs to be at school by 12:30p to prepare for the clinic day. A student will need to submit proof in order not to receive a clinic absence for any of the above-mentioned situations. Proof of an absence would be a doctor's note, a receipt from a car emergency, etc. More clinic requirement details are outlined in Clinic Procedures & Policies handout, which you have received at Orientation, stating full awareness of our policies around last-minute clinic cancellations and around finding student coverage for a clinic date.

Your tardiness and/or absences affect everyone—the supervisor, the other students, and the clients that are scheduled with you, 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 DIMS:

(print name)

(signature)

(date)