

Denver Integrative Massage School, Inc
dba School of Botanical & Medical Aesthetics

CLINIC Attendance Policy

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

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 2:00p, then the student needs to be at school by 1:30p 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 the **Clinic Protocols & Policies** document the student will receive at Orientation. That document will be discussed at Orientation, and the student must sign the Acknowledgment Page that's connected with the Clinic Protocols & Policies before the student is able to schedule at the school's student clinic. In addition, the student must attend a **Clinic Orientation** and pass the **Sanitation Test** before participating at the student clinic. In addition, if a student demonstrates disrespect to any School staff members and/or demonstrates a lack of proper communication about clinic absences, the student will be put on probation and potentially asked to leave the program. We take clinic very seriously and expect you to do the same as well.

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 SBMA:

(print name)

(signature)

(date)