

The Northwest School for Botanical Studies

Policy Statement and Rules Form

Read the following rules affix your signature and date on the final page. This form must be signed in order to register for the class.

Tardiness - Students are expected to arrive on time and to be prepared for class. Students can arrive to class a maximum of ten minutes early.

Cell Phones - Please leave your cell phones in your car. If for any reason you have them with you, make sure to turn them off during class hours.

Absent for Class - If a student is unable to attend a class, handouts that were distributed during the missed class can be picked up the following day of class. The student is responsible for obtaining their own copies of all other notes from their peers.

Classroom hours - Each hour of class is approximately fifty minutes. However, break times may be modified to suit the needs of the class. There will be a 30-45 hour break on Fridays for lunch.

Transportation - Students are responsible for providing their own transportation to and from class. Carpooling is strongly encouraged.

Parking - Please make sure to park around the property: you can either in the driveway, next to the fence on the left side of the street, or on Fieldbrook road. Please do not park in front of the mail box or on the right side of street. A map will be emailed upon receipt of your deposit.

Pet Policy - Please do not bring pet/s to the school or on the fieldtrips. The school does not have facilities for pets.

Friends and Family - The classes and the fieldtrips are only for registered students of the school. Family members (partners, spouses, children, pets, etc), friends, and anyone other than the student, are not permitted to attend the classes or fieldtrips.

Smoking Policy - Smoking cigarettes or marijuana is not permitted on the school grounds, or on the field-trips. Please be considerate of smoke related odors.

Perfumes, Fragrances, Aromas - Many individuals are highly sensitive and / or allergic to synthetically scented perfumes, fragrances, detergents, and dyes. Please avoid wearing any fragrances, lotion, body care products to class.

Food and Lunch - You are welcome and encouraged to bring food and snacks to class; Please be responsible for your own recycling. There is no stove access.

Student Grievance Policy - The NWSBS encourages direct and open communication. If a student has a complaint or a grievance regarding any class, teacher, or any other concern, he/she needs to discuss the situation with the instructor, director, or the other involved party outside of class time. Failure to communicate directly with the instructor, student, or other involved party is grounds for dismissal.

Notice of non-discrimination - The NWSBS admits students of any race, national origin, color, sex, or sexual orientation.

Student Conduct Policy - The NWSBS expects that the students will be responsible for all of their own actions. Students are expected to be self-motivated, responsible, and respectful of other students, faculty, the facility, and the grounds. Students are expected to behave professionally, ethically, and to maintain professional boundaries throughout the program. The classroom and fieldtrips are places of learning, healing, and respect. Privacy, confidentiality, and safety of the students, teachers, and clients must be maintained at all times. Drugs, alcohol, and weapons are not allowed on the school property.

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An instructor reserves the right to ask a student to leave the classroom and grounds if the student's behavior is disruptive, disrespectful, or unsafe. An instructor also reserves the right to dismiss a student if any of the policies listed above are not maintained during the course of the program.

Wildcrafting - I agree not to return to harvest any plants at any of the sites or places that Christa Sinadinos reveals to us for herb walks, harvesting; nor will I bring other individuals or classes to the respective areas. I understand that not harvesting will help to manage the plant population.

Handouts - Any materials handed out during the classes are for the student's or Teacher/s personal use. "Materials handed out during the classes" includes class handouts, class notes, homework assignments, papers, quizzes, tests, workbooks, handbooks, manuals, and website material."

The Northwest School for Botanical Studies (NWSBS) materials has been developed with care and is under the full protection of U.S. and International copyright law. The unauthorized distribution of copyrighted or altered copyrighted materials in any form is prohibited by law. Plagiarizing is illegal. Written permission must be obtained from Christa Sinadinos in order to duplicate any handouts. If you create published works or data basis from information covered in the PHT curriculum; we ask that you site Christa Sinadinos or The Northwest School for Botanical Studies.

Dismissal - Any student may be dismissed for violation of the policies and procedures of the NWSBS as set forth by this publication, for failure to abide by financial commitments, or for unsatisfactory academic progress. The director, after consultation with all parties involved, makes the final decision regarding dismissal. Students who are dismissed are not guaranteed re-admittance. The Director may temporarily suspend a student whose conduct is disruptive or unacceptable to the academic setting. The Director will review the cases of students who have been suspended for potential dismissal. If the student is not dismissed, she or he is responsible for any instruction and / or assignments missed during the suspension. Dismissal notification will either be given to the student in person or will be sent by certified mail.

Tuition Refunds - I understand my tuition is non-refundable, as of June 5th, 2009.

If you have experienced any of the following circumstances, please check the appropriate column; and discuss with Christa after orientation. Leave blank if it does not/or has not applied to you.

_____ *I have been dismissed from other schools or programs.*
_____ *I have been institutionalized.*
_____ *I have been incarcerated or committed crimes of violence.*

Liability

I release Christa Sinadinos, Howard Kaufman, The Northwest School for Botanical Studies, and the guest teachers, from any liability I may incur while I attend both classes, fieldtrips, and on Christa's property.

I, _____ (your name) have read and agree to the terms and conditions set forth; I plan to uphold these agreements to the best of my ability. I understand this is a legally binding agreement between me, Christa Sinadinos and The Northwest School for Botanical Studies.

I hereby affix my signature.

_____ Your signature _____ Date

_____ Witness signature _____ Date