

I. ATTENDANCE

A. ATTENDANCE REQUIREMENT

1. You are expected to attend all the theory and clinical classes as scheduled.
2. You are expected to be on time as scheduled.
3. In case you have an emergency which would prevent you from attending a portion of the course, please call V.N.S. (707) 645-9714. Please leave a message for the instructor that you will be absent and stat your reasons.
4. You must make arrangements with your instructor the day after your absence for make up class.
5. Absence of more than one day may require you to repeat the entire course.

B. GROUND FOR DISMISSAL

1. Repeated tardiness of 16 minutes or more (3 or more times) and/or class absence (2 or more) without prior notification to the instructor.
2. Failure to make up excused absences.
3. Disruptive behavior, foul language, possession of unprescribed drugs or alcoholic beverages.
4. Theft of property from the school, clinical, sites, staff or other student.
5. Failure to wear appropriate uniform at a clinical class. One warning will be given before dismissal.
6. Failure to pay tuition as scheduled on printed copy of schedule of class.

C. PERSONAL CODUCT

1. Students are expected to be courteous and pleasant during theory ad clinical classes.
2. Smoking is not allowed in either theory or clinical class site.
3. Students are not to receive or make calls during classes unless it is an emergency.
4. Students are not allowed to carry any firearms or deadly weapons, narcotic drugs or liquor of any items considered to be dangerous to class.
5. Students are required to come to clinical in white shoes. For theory classes, appropriate clothing suggested.

D. LEAVE OF ABSENCE

If the student requires a leave of absence due to a legitimate emergency, he/she must request it in writing. If granted the student may repeat the course (If the student still meets all the of the original conditions of enrollment). **Without re-registering within 3 months of the first day of the leave of absence.**