



ACORN School of Herbal Medicine

Footprints in Medical Herbalism

Student Handbook
2022-23



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School Information

The Acorn School of Herbal Medicine (referred to as ACORN) offers education in medical herbalism, clinical nutrition, basic physiology, field botany, herbal pharmacy, and other aspects of natural health. Our faculty members are certified herbalists with professional clinical experience and strong backgrounds in clinical nutrition. Our programs are not accredited by any educational agency in the State of California.

ACORN is affiliated with the North American Institute of Medical Herbalism (referred to as NAIMH). ACORN teaches the curriculum created by Paul Bergner, Medical Herbalist and Clinical Nutritionist for NAIMH. Paul founded NAIMH in 2003, and from 2003 until 2012, NAIMH was approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board. In July 2012 NAIMH relocated to Portland, Oregon. Oregon does not regulate this type of school, but NAIMH has kept and maintain the coursework approved by Colorado. NAIMH is not academically accredited, and students are not eligible for federal government loans. Each ACORN instructor has completed courses with NAIMH, under the instruction of Paul Bergner.

ACORN is owned solely by Heather Luna Keasbey, CCH, CN.

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Our classroom is now online. All classes are held online using video conferencing technology. Students will join online for “live” classes taught by Heather Luna and still listen to audio recording of Paul Bergner’s course curriculum. Medicine making care packages will be mailed to each student on a monthly basis and will contain all material needed to complete the herbal pharmacy and medicine making requirements for that month.

Footprints in Medical Herbalism students are dually enrolled at both the ACORN School of Herbal Medicine and the North American Institute of Medical Herbalism. Upon completion of this course, you will receive two separate certificates: one certificate from ACORN and one from NAIMH.



Work with the forces of Nature
to establish a better quality of life for modern living



Our Philosophy

In the practice of herbalism, we seek to treat the whole person, not the disease. In doing so herbalists employ healing methods intended to increase vitality and support the natural forces within us to restore balance on all levels. Our educational programs emphasize Vitalist principals in which to elevate the quality of life to facilitate deeper and more meaningful relationships with ourselves, our bodies, our community and to the Earth. We offer both a traditional and clinical platform from which to launch herbal practitioners into the life long journey. Using herbs as a way of life is an art. We support the creative process of self-care as a means to offer our services to others.

Our Vision

We invite you to participate in paving the way for a cultural shift in healing the landscape of the human being. As herbalists we employ healing methods that support Nature's innate ability to flourish. On this journey we learn to work with the forces of Nature. We seek to establish a better quality of life in modern living, knowing that health and wellness are not limited to what is perceived in physical form, but must be addressed at all levels of our being. This approach to personalized health care fosters an enriched human experience which directly affects the well-being of our relationships, our communities, and our culture.

Understanding Vitalism

“Vitalism in healing is a clinical strategy based on the principle that Life, Nature, and the Great Spirit from which they arise are fully present in all the tissues of the body, and also in the psyche, the spiritual heart, and the soul, sustaining life and health, providing momentum for personal evolution on all levels, and for the fulfillment of the highest purpose in social and spiritual life. Vitalist practitioners employ clinical strategies and methods which support this life power through encouragement of nourishment, digestion, rest, and appropriate activity, identification of purpose in personal life, connection with nature, an active spiritual life, identification and removal of obstacles to cure on all levels, and avoidance of methods which suppress or distort life processes. The Vitalist incorporates all aspects of science, especially physiology and pathophysiology, but equally values knowledge from traditional herbalism, empirical observation, instinct and intuition, and is not confined to the narrow materialistic world view that dominates much of modern science, medicine, and social life.” – Paul Bergner



A.C.O.R.N.

Academic Community Of Radical Nature-cure

In order to practice herbalism effectively one must turn towards Nature as the original instructor. Working with plants is working with the forces of Nature. Nature Cure is a healing modality as old as humanity itself. Our contemporary expression of it originated in the mid-1800s. Practitioners used whole food diets, restoration of the circadian rhythm, bathing in healing waters, movement in the fresh clean air, and the skilled application of herbs. This was practiced while spending ample time in natural landscapes and wild places. They found these methods to be curative of many conditions. It is from this tradition that modern naturopathic medicine was developed. In order to facilitate a cure, we must unpack the habits of modern lifestyle and restore the balance of Nature's original instructions in human life. It is our mission to resurrect these principles in the practice of western herbalism today.

We are a learning community and each of us comes to this calling with something to offer. We learn directly from experience, from our own and from each other. Every student on this path has the ability to become a teacher for ourselves, for those we serve, and for one another. The unique effects of herbs on one individual offer experience for all of us in the setting of shared community learning.

We cultivate a ferocious appetite for learning with in-depth study and rigor in our academic work. In defense of Nature's ability to heal, we take a radical stand against those dominant medical practices that suppress life's innate healing processes. We are the resistance against the distorted views of suppression which are known to cause harm and illness.

We have come to call our school the Academic Community of Radical Nature-cure. Servants of Life. Lovers of trees. Humble nuts of the mighty oak. ACORN.



"Flipped" Classroom Model

We offer a "flipped" classroom model for most of the academic portions in each program where reading materials and instructional audio recordings are done prior to class time. Class time is then spent engaging in further discussion, answering questions, and delving deeper into the world of healing and plant medicine. This approach allows for community learning as we practice key components with feedback. This is a teaching model that is being adopted by universities and colleges across the globe. The benefits of a flipped classroom is that students are able to learn more deeply, there is more active participation in learning, and the students get to interact more and learn from each other.



Core Faculty Members



Heather Luna, Clinical Herbalist, Clinical Nutritionist

Founder & Director of the ACORN School of Herbal Medicine

Main instructor ~ daily classes, herb walks, medicine making, plant spirit medicine

A Clinical Herbalist, Clinical Nutritionist, and resident of Nevada County since her teens, Heather Luna is a graduate of the John Woolman School, the Rocky Mountain Center for Botanical Studies, and the North American Institute of Medical Herbalism. Her teachings are rooted in both medical and folk herbalism. Her passion for Nature has guided her in a practice of herbs, nutrition, bodywork, and the body/mind/spirit phenomenon for the past 20 years.

Trained in various Western and Earth Centered traditions, Heather's understanding of herbal medicine is drawn from the wisdom of the Earth and the knowledge passed down from herbal teachers before. Heather weaves the spiritual and scientific aspects of herbalism into a wealth of information that is steeped in wisdom. Private sessions with Heather offer appropriate guidance in herbal and nutritional counseling, specific dietary programs, coaching through food allergies, connecting with plant and animal allies, therapeutic and uterine massage, vaginal steams, foot bathing, flower essences, relaxation techniques, plant brushings, bee venom therapy and a wide variety of custom herbal preparations.

Heather teaches full time at the ACORN School, manages and runs the Medicine Garden at a local farm in Nevada City and operates the school's Free Clinic Online. She has instructed classes in Western Herbalism in the Sierra Foothills for more than a decade. A lifelong student, mother, beekeeper, massage therapist, and plant medicine whisperer, Heather hunts inspiration and cooks it up in service to inspire others. Her free time is spent gathering plants, making herbal medicines, walking in the woods, enjoying the Yuba River, and spending time with her amazing daughter and her dog. Heather specializes in teaching how to properly "self-care" and nourish oneself to good health through herbs, nutrition, rest, bodywork and the art of simple living close to nature.



Paul Bergner, Medical Herbalist, Clinical Nutritionist

Founder of North American Institute of Medical Herbalism

The creator of our course curriculum ~ he is the voice on all audio teachings and it is his work in Western herbalism that we will primarily study.

Paul Bergner has studied and practiced natural medicine since 1973, with formal studies in naturopathy, medical herbalism, clinical nutrition, traditional Chinese medicine, Ayurvedic medicine, flower essences, yoga therapy, and bodywork, including undergraduate studies in pre-medicine and psychology, and 50 semester hours of doctoral level medical studies at National College of Naturopathic Medicine. He has

edited the Medical Herbalism journal since its founding in 1989, and has written seven books on medical herbalism, nutrition, Chinese medicine, ethnobotany, and naturopathic medicine. He has also edited periodicals on clinical nutrition and naturopathic medicine.

Paul directed the clinical herbalism programs at Rocky Mountain Center for Botanical Studies and the NAIMH for eighteen years, training more than 230 certified clinical herbalists in an 1100-hour or more education that culminates in an eight-month internship program. He is currently on the regular and clinical faculties of the Colorado School for Clinical Herbalism in Boulder, CO, and the School for Traditional Western Herbalism in Portland, OR. He has been adjunct faculty in nutrition at Naropa University, visiting faculty in nutrition and pathophysiology at the Tai Sophia Institute, and nutrition faculty at the Seven Bowls School of Nutrition. In addition to directing the NAIMH, he teaches herbal materia medica and therapeutics, clinical nutrition, basic medical sciences, clinical skills, medical history and philosophy, and nature studies.





Footprints in Medical Herbalism 2022-23

September 6th, 2022 - June 1st, 2023

Tuesdays & Thursdays 10 am – 1 pm PST

Course Description

This is an entry level, in-depth program that provides essential training in the foundations of Western Herbalism with a total of 342 hours of study. The core curriculum was created by Paul Bergner for the North American Institute of Medical Herbalism. Completion of the *Footprints in Medical Herbalism* program grants students a certificate from ACORN for 186 hours of class time plus an additional certificate from NAIMH for 156 self-study hours.

“This is an entry level course for the study of herbal medicine, and presents the context of the vitalist approach to healing, nutrition and lifestyle, and also a basic introduction to formulation, with case-based study ... you will learn how to study an herb, which will establish a foundation for effective future learning. This is a project-oriented course, you will taste the herbs, journal their effects, make your own tinctures, devise formulas, and study actual clinical cases. Do not mistake this to be a simplistic introductory course, it contains within it the inspiration, hands-on experience, tools, terms and concepts, and methods of application, and case-based learning that many contemporary herbalists missed out on in their own education.” - NAIMH

This certificate program includes the ‘First Course in Medical Herbalism’, which covers Paul Bergner's introduction to herbs from different categories. It introduces students to tasting herbs and journaling their experience, as well as the essentials of Vitalism, and also formulation. Students listen to Paul's audio recorded lectures outside of class, write and submit a reflection paper, and then we discuss it in class with practical examples of illustrative cases. In each chapter of the material, students read outside the class, and then do the tasting and journaling in group, with discussion and comparison. The course also includes making tinctures, reviewing case studies, and devising formulas. Students learn about alteratives, immune herbs, tonics, female herbs, and humoral temperament of herbs (such as hot, dry, cold, moist).

This program goes on to introduce 50 more herbs, learning them in practical categories such as nutritive, topical, hot/cold, moist/dry, fever, pain. The focus in these elementary categories is so often necessary for self-care or for family and friends. These pieces get students up and running to use herbs as part of a lifestyle, and includes Paul Bergner's personal best "clinical pearl" type formulas and simple Materia medica. The last piece of this program is the Vitalist Treatment of Acute Symptoms. This teaches how to treat more than 40 different chief complaints, with patho-physiology, conventional treatment, folk remedies, Materia medica, along with practical formulas and preparations. Finally, the Footprints in Medical Herbalism program offers essential elements for developing the skill set of a traditional herbalist. Additional classes have been woven throughout the program to include areas such as: Medicine Making, Flower Essences, Intro to Aromatherapy, Plant Communication, and Vitalist Practices.



Overview of the Footprints Program

Our rigorous Footprints Course curriculum was created by Paul Bergner, Medical Herbalist and Clinical Nutritionist, founder of the North American Institute of Medical Herbalism (NAIMH). Paul has almost 50 years of experience studying and practicing naturopathy, medical herbalism, clinical nutrition, traditional Chinese medicine, Ayurvedic medicine and more. The course curriculum and supporting herbal materials provided by Paul are in-depth, well researched, and draw from years of practical experience. Heather Luna, Clinical Herbalist and Clinical Nutritionist, has been a student and colleague of Paul Bergner's for over 20 years and brings her own personal herbal experience to the foundation created by Paul. Heather Luna has the experience and knowledge of a seasoned herbal instructor that brings this course to life. Classes are thoughtful, engaging, and exciting as you explore plant medicines and their applications. This course has everything you need to set you firmly on the path of the herbalist.

The Footprints Program has 4 main components to the curriculum. The 3 Courses of the original Foundations program at NAIMH plus the ACORN School's Traditional Herbalism skill set.

<p>1) First Course in Medical Herbalism</p> <ul style="list-style-type: none">• Lesson 1. How to study herbalism, herbal forms, and herbal actions• Lesson 2. Alterative herbs.• Lesson 3. Immune-enhancing and antiseptic herbs• Lesson 4. Sedative herbs• Lesson 5. Herbs for women• Lesson 6. Energy tonics• Lesson 7. Healing strategies, with case studies• Lesson 8. Herbs and common medical conditions	<p>2) Practical Herbalism</p> <ul style="list-style-type: none">• Lesson 1. Journaling Herbal Experience• Lesson 2. Practical Uses for Garlic• Lesson 3. Nutritive Herbs• Lesson 4. Topical Herbs• Lesson 5. Herbs to Support Digestion• Lesson 6. Moistening and Drying Herbs• Lesson 7. Heating and Cooling Herbs• Lesson 8. Herbs to Support Relaxation• Lesson 9. Herbs for Pain• Lesson 10. Herbs for Infection and Fever
<p>3) Vitalist Treatment of Acute Symptoms</p> <ul style="list-style-type: none">• Lesson 1. Upper, Middle, and Lower Gastrointestinal Tract Conditions• Lesson 2. Blood Purifiers, Alteratives, the Bad Blood Syndrome, and the Skin• Lesson 3. External and Internal Treatments for the Skin• Lesson 4. Wounds, Burns, and Chronic Ulcers• Lesson 5. Catarrh, Chronic mucous and Lymphatic conditions• Lesson 6. Fever• Lesson 7. Coughs, Eyes, and Ears• Lesson 8. Fatigue, Depression, Anxiety, Insomnia• Lesson 9. Pain• Lesson 10. Bladder and Kidney• Lesson 11. Menses• Lesson 12. Pregnancy and Breast Health	<p>4) Traditional Herbalism</p> <ul style="list-style-type: none">• Medicine Making• Flower Essences• Intro to Aromatherapy• Plant Communication• Vitalist Practices



Prerequisites

High School diploma or equivalent. Students must be at least 18 years old to attend classes.

General Enrollment Information

- **We can now accept applications from all over!** Since classes are now online you do not have to live nearby to attend our school.
- Students must fill out an application for enrollment.
- There is a non-refundable \$50 application fee.
- Once you are accepted there is a deposit required to hold your place in the program.

How Class Works

Regular Classes

1st Day of Class: September 6, 2022 ~ Last Day of Class: June 1, 2023

Regular class times are Tuesdays and Thursdays from 10:00 am until 1:00 pm PST. Our classes will be held online using Zoom. Heather Luna will teach every class for the Footprints program. Paul Bergner will guest teach periodically as his schedule permits. For the complete class schedule see our Footprints Program Calendar on the last page of this handbook.

Self-Study/Audio files (NAIMH Course Materials)

Listening to Paul's recorded classes is an essential aspect of our herbal learning environment. His audio lectures are full of valuable information and experience that drives the entire program. You will listen to the assignment (audio file) on your own time and complete the given homework projects before the next class. The Footprints Program Course Materials is a library of digital files that will come as a download which includes: audio recorded lectures with Paul Bergner, notes and slides to accompany each lesson, data files, clinic forms, and PDF text references. We recommend saving these files to some type of external hard drive. The cost of the Course Materials is in addition to tuition and is non-refundable.

Medicine Making/Herbal Formulations (Supplies Fee)

Feeling, smelling, and tasting herbs are important aspects of herbalist training. Normally we would make herbal medicines together in a classroom setting. Since we are now holding classes online, all students will receive a Medicine Making Care Package at the beginning of each Course (4 packages total), that will contain all the herbs and medicine making materials needed to complete the lessons for that Course at home. Students will read the lessons and make the herbal preparations on their own time, then do the tasting and journaling exercises at home, and then we will have a discussion and comparison together as a class online.

Hours

The Footprints in Medical Herbalism Program is a total of 342 hours.

- 186 Class hours (online)
- 156 Independent Study hours (audio recorded lectures)

Tuition

Total \$4100

- \$610 - Deposit
- \$590 - NAIMH Course Materials
- \$900 - Medicine Making Care Packages "Supplies Fee"
- \$2000 - Tuition



Payment Due Dates

Once you apply and are accepted into the Footprints in Medical Herbalism program you will receive an Enrollment Packet with complete details, due dates and next steps to help prepare you for school starting.

Total of \$1300 due by 8/23/22 includes:

- Tuition Deposit of \$610**
 We encourage you to pay your deposit as soon as you can to help offset the initial costs for the program. This deposit counts towards your total tuition. The deposit helps keep the monthly payments affordable.
- Course Materials Purchase of \$590**
 The Course Materials must be paid in full by this date. This purchase is non-refundable. You will receive payment forms to fill out to purchase the Course Material files from NAIMH, Paul Bergner's North American Institute for Medical Herbalism. These forms will be in the Enrollment Packet you will receive. Once payment has been made, you will receive a link to download these files.
- Supplies Fee Deposit of \$100**
 You will be emailed an invoice to pay the deposit, and this counts towards your total Supplies Fee.

Tuition Monthly Payment Plan

Once your deposits and Course Materials are paid for you will have monthly payments, see the payment schedule below. Monthly payments are due on the 1st Tuesday of the month. You will be sent an invoice via email each month to pay your tuition. The schedule below is recommended and helps make the monthly payment affordable. Custom payment schedules can be made to meet your financial needs. Please contact ACORN directly to make specific arrangements.

8/23/22	9/6/22	10/4/22	11/1/22	12/6/22	1/3/23	2/7/23	3/7/23	4/4/23
\$610 Tuition Deposit + \$100 Supplies Fee Deposit + \$590 NAIMH Course Materials Payment	\$250 Tuition + \$100 Supplies Fee							
= \$1300	= \$350							

Required Class Materials

1. NAIMH Course Materials

This is a library of digital files that will come as a download. We recommend saving these files to some type of external hard drive, since the files are approximately 8 GB of data. The cost of the Course Materials is in addition to tuition, must be paid in full and is non-refundable.

NAIMH Course Materials includes:

- Audio recorded lectures with Paul Bergner for each of the main courses
- Course study guides & Lecture notes



- PDF Library of herbal references and classic herbal texts including Culpepper, Grieve, Lloyd, Felter, Cook, Ellingwood, Kneipp, and more
- NAIMH Actions Database of 150 herbs
- *Healing Power of Minerals and Trace Elements* by Paul Bergner (abridged)
- *The Healing Power of Ginseng and the Tonic Herbs* by Paul Bergner
- *The Folk Remedy Database* by Paul Bergner
- More than 800 pages of article reprints from the *Medical Herbalism Journal*

2. Supplies Fee (Medicine Making Care Packages)

The Medicine Making Care Package will include herbs, bottles, menstruums (alcohol, oil, honey, vinegar, etc.), labels and other necessary items.

- **Long distance students:** We will mail your Care Package just before the next Course begins.
- **Local students:** Pick up Care Packages at the ACORN School!
 1. You will receive an email when your Care Package is ready to be picked up.
 2. Then go to the ACORN School during normal business hours to receive your package.

Go to our Contact page on our website for directions & school hours:

<https://www.acornherbschool.com/contact>

Field Classes

We are excited to continue our in-person, outdoor Field Classes! These classes will be held independently from the Footprints curriculum and anyone is welcome to join (students or the greater community). Students enrolled in the Footprints Program 2022-23 will receive a discount for attending these Field Classes. Details and registration in on our website: <https://www.acornherbschool.com/field-classes>

School Policies

Postponement of Start Date

If the Footprints of Medical Herbalism Program has a postponement of its starting date, due to unforeseen circumstances, all students will be notified immediately via phone, text or email. A new date will be set as soon as possible.

School Closures & Holidays

ACORN may cancel or reschedule a class due to an unforeseen circumstance. If this happens students will be notified as soon as possible by phone, text or email. Any classes missed because of ACORN's decision will be rescheduled at the earliest possible date as determined by ACORN. Students will have plenty of notice.

Classes are not held on the following national holidays:

- New Year's Eve & New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving & the following Friday
- Christmas Eve & Christmas Day

Please see the School Calendar at the end of this handbook for the full class schedule.



Entrance Requirements

- No previous herbal experience is necessary to take this course.
- The school does not discriminate based on disability, race, creed, color, sex, sexual orientation, transgender status, marital status, national origin, or ancestry.
- Prospective students must have a High School diploma or equivalency to be accepted for enrollment. Students also must be 18 years of age or older to be accepted.
- All students must complete an application and any applicable entrance exams specific to the program they wish to attend.
- Completion of a program does not guarantee acceptance into the next level program. ACORN will consider attendance record, completion of assignments, behavior and entrance exam scores when considering admittance to the next level program.

Previous Training & Transfer Credits

Previous training, experience, or education from another institution will be evaluated on a case-by-case basis. ACORN does not guarantee transferability of our credits to any other institution unless there is a written agreement with another institution.

Enrollment

Prospective students may enroll at any time until two weeks before the first day of a program. Late enrollments will be accepted at the discretion of ACORN.

Requirements to Earn Certificate

- 1) **Attendance:** You must attend all online classes.
- 2) **Tardiness:** You must attend class on time.
- 3) **Homework:** You must complete ALL assigned coursework to earn a certificate, no exceptions.

Attendance & Tardiness

Students are expected to arrive on time for class with proper materials and all assignments completed. An overall attendance rate of at least 90% is required to pass the Footprints Program. The student may be put on probation, with written notice, if attendance requirements are not being met during a course. Instructors may request your withdrawal from a course or program if absences or tardiness are excessive.

Absences

- **Excused Absences**
 - Students are allowed 3 Excused Absences during the Footprints Program. Any further absences will be treated as Unexcused and a loss of credit hours will result.
 - If you are sick, ill or unable to attend class for any reason you are required to do the following in order to have an Excused Absence:
 1. Notify ACORN via phone or email no later than 24 hours before class. List your reason(s) for missing class and when you expect to return.
 2. Turn in all homework due for the class by the due date. If this is not possible you must contact your instructor to discuss this.
 3. Contact the Director to schedule a make-up class. This session will be scheduled at the convenience of the class instructor. Make-up classes are available at a rate of \$50/hour.



- **Unexcused Absence**

- If you miss class and do not have an Excused Absence, you will lose credit for those classes. Excessive Unexcused Absences will result in poor attendance record that will prevent the student from earning their Certificates.
- 3 Unexcused Absences constitute a meeting with the Director and a written probation. Specific terms will be determined by the Director at the time of the meeting.

- **Tardiness:**

- Students arriving late for 3 classes will be docked the equivalent of one full 3-hour class, which may, at the school's discretion, be made up with a special assignment.
- Excessive tardiness will constitute a meeting with the Director and a written probation. Specific terms will be determined by the Director at the time of the meeting.

- **Leave of Absence:**

- Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. There are no fees due to this type of absence. The Director will require proper documentation to grant this request.

Incomplete & Late Assignments

- All homework assignments must be completed by their due date in order to participate in the next class. If an assignment is not turned in by the due date the student will lose attendance credits for the class that it was assigned for. This is imperative to keep up with the pace of the classes. Each assignment prepares you for the next class.
- Assignments turned in late will be accepted with a late fee of \$25 per assignment and a scheduled make-up class at the rate of \$50/hour.
- All late work must be turned in at once with the late fee(s) in order to received credit.
- Assignments must be completed in order to earn a grade in a class.
- **If incomplete assignments are not resolved within 7 days after the last day of the Footprints Program, a certificate will not be awarded.** In order to earn your certificates, all missing and incomplete assignments must be turned in, late fees paid, and a reinstatement fee of \$100 paid to grade and determine if certification criteria has been met.

Progress Reports & Grades

Footprints Program students will receive periodic progress reports. Grades on homework, quizzes and exams will be reported to students via email.

Conduct Policy

All students are expected to act with common decency and respect to the other students and faculty members. Showing up to class intoxicated, making rude and derogatory comments, and being disrespectful to anyone in our class setting is against our standards of respect and human dignity. Any violation of school policies may result in permanent dismissal from school of the faculty member, staff member and/or student.

Dismissal

Any student may be dismissed for violations of school policy, as specified in this Student Handbook. A student also may be withdrawn from classes by ACORN if he or she does not prepare sufficiently, neglects



assignments, or makes unsatisfactory progress. The Director, after consultation with all parties involved, makes the final decision. The Director may temporarily suspend a student whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and comply with the school standards of conduct may be allowed to resume attendance. The Director will review each case and decide upon re-admittance.

Student Complaints

Student complaints of any nature should be brought to the attention of the school Director in order to be resolved. The Director has the final word on all disagreements and issues.

Payment Policy

All payments are expected to be made by the due date given. Payments not received on time are subject to Late Fees, and students may be prohibited to attend class until payment has been made.

Late Tuition Payments

- Payment is considered late on the second day after the due date (there is a one-day grace period to submit payment). ACORN charges a Late Fee for tuition payments received after this time.

Late Fees for Late Payments

- A late payment fee is assessed at \$10.00 per day until the payment is made. Late fees will be due at the same time as the past due payment.

Credit Card Declined or Bad Checks Written

- If the credit card provided declines or if the check written for tuition comes back as insufficient funds, the student will be given notice immediately and will have 48 hours to provide payment before Late Fees are assessed and further action is taken.

Bad Check Fees

- In addition to Late Fees, there will be a one-time bad check fee of \$25.00 that will be added to the payment due. After two Bad Checks written to ACORN, we will decline that form of payment and require a Credit Card moving forward.

Financial Hardship

- If you experience a financial hardship that prevents you from making tuition payments, please contact the Director as soon as you know you cannot make your next payment. The Director can hear your case and try to work out a reasonable arrangement to keep you enrolled.

Refund Policy / Disenrollment

- **Withdrawal from the Footprints Program:** if you decide not to attend the Footprints Program after you have paid your deposit and signed the Enrollment Agreement, please send your *request to withdraw* in writing (letter or email) to ACORN, attn: Heather Luna.
 - **Deposit for Tuition:**
 - Withdraw from the program before the 1st day of class: you will receive half of your paid deposit back.
 - Withdraw from the program after classes begin: you will not receive any deposit back.
 - **Monthly Payments:** Monthly tuition payments made to ACORN are non-refundable. If you withdraw from the Footprints Program mid-month after you have paid the monthly payment, you will not receive a refund for that month.





Footprints in Medical Herbalism

School Calendar 2022-23

Tuesday & Thursday 10am – 1 pm PST

September 2022						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2022						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 1st Day of School
- Regular School Days
- No School
- Last Day of School