



**Meridian campus:
ISMT
1626 S Wells Ave., Suite #105., Meridian, ID 83642**

▶ Student Handbook ◀
Effective 7/1/2025



Mission Statement

Our mission is to promote and provide a consistent evidence-informed educational environment that facilitates the development of ethical massage therapy professions who are well versed in both Western and Eastern models of manual medicine and eligible for Idaho state occupational licensure. The Courses of study align closely to national massage therapy courses of study.



School Philosophy

We believe safe touch and healthy communication to be as necessary to wellness as breath, water and food. We believe NOW is the time to weave touch therapy back into the fabric of our health care system. Massage is a supportive adjunct to every other physical, mental, emotional and spiritual therapy. The Massage Therapist, Nurse, M.D., Chiropractor, Physical Therapist, Counselor, human who knows how to give and receive healthy touch has a powerful tool for the healing of the whole person.



School History

Idaho School of Massage Therapy (ISMT) is one of the oldest “massage only” schools in the state, founded in 1983 in Eagle, Idaho by Bobbi Priest and Diana Trainer. Cynthia Mason, ISMT Class of '84 partnered with Ruth Haefer, Class of '85, in running the school. Together they grew the ISMT brand and expanded course work to 500 hours. In 2006 Ruth passed away and the Franklin Rd. location closed. Cynthia moved her private practice and ISMT classes to the Idaho Physical Medicine and Rehabilitation clinic in Meridian in 2008, increasing the utilization of massage therapy in medical applications, for the overall goal of improving outcomes. In 2012 Cynthia purchased Three Oaks Academy (TOA) in Boise as its course offerings include lymphatic, visceral and myofascial bodywork furthering the prime directive: advance clinical remedial and restorative manual therapies to align with legislated massage therapy scope of practice. In 2016 the two schools merged in Meridian and today the ISMT Massage Therapy Program is 650 hours, blending western clinical and holistic eastern allied modalities with Cynthia at the helm. After 40+ years, ISMT remains a non-accredited, post-secondary vocational training school registered with Idaho Board of Education. As such, federal financial aid is not an option and students instead pay as they go, exceeding the minimum requirements of Idaho Professional Licensing. By design, ISMT leans in to being an evidence-informed establishment. Our teaching staff is qualified to teach across the spectrum of body sciences, massage therapy, allied modalities and movement classes.

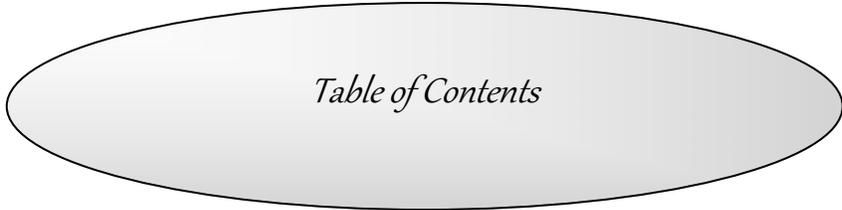


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100. Admissions

See Admission Requirements in School Catalogue.

All admissions materials are due prior to Enrollment/Registration and Student Orientation for the Trimester. An applicant having completed the admissions process and in good standing with the school is free to Enroll in any or all of the courses offered, one Trimester at a time.

01. Enrollment:

Each student (new, returning or transfer) must Enroll and Register for the courses offered; one trimester at a time. At a specific date and time each Trimester, (see Catalog, page 1) Enrollment/Registration is held on campus; Students are required to attend and enroll themselves. We offer a Day section and an Evening section as well as combined Day/Evening classes. The maximum number of students is 8 students in the Day Class and 8 Students in the Evening Class. Combined classes such as Business/Ethics and Movement shall not exceed 16 students. Minimum number of students per class is 2.

02. Readmission

1. Applicants who, having been admitted, then fail to register, enroll or attend any classes for longer than one (1) Academic year, for any reason, must repeat the application process, **in its entirety**, obtaining permission for Readmission, prior to registration. All registration fees and requirements apply. See Admission Requirements in School Catalogue.
2. Any students reentering the massage program following a Leave of Absence, family emergency, or academic discipline for any reason, has a 90 day window (from date of class end) to complete/satisfy outstanding class assignments. Failure to do so will require a retake of class (es) at additional cost. Beyond 90 days, but within one (1) Academic year, a student must schedule and appear for a readmission interview. This interview serves to study the feasibility of the student to meet and satisfy academic requirements, ethical standards and attendance policies.
3. A student who needs to retake a class for a passing grade, having dropped, withdrawn or failed, may be readmitted if they attend Enrollment and Register for the class(es) in the respective Trimester. When a readmitted student repeats a class (to satisfy academic requirements) the class cost is discounted 50 %. Tuition payment remains: pay $\frac{1}{2}$ at midpoint and $\frac{1}{2}$ at end of class.
4. Past Alumni of ISMT who have successfully completed the program and who wish to attend classes to refresh or audit, for no credit, may inquire with the director to do so and space permits after the current cohort has completed the Trimester registration and orientation.
5. Students who have been expelled or terminated are not eligible for readmission without written expressed permission from the current Director of ISMT.

03. Denial of Admission

ISMT reserves the right to deny or revoke admission for any of the following reasons:

- Applicant does not meet the stated admission requirements or comply with procedures;
- Is unable to meet time requirements, personal and/or financial obligations to the school;
- Is unable or unwilling to safely give and receive massages, or follow school infection and disease protocol;
- Demonstrates and/or exhibits a lack of motivation or ethical incompatibility with stated school mission, academic standards or code of ethics;
- Inability or failure to pass background check or ineligibility for State Licensing requirements.

200. Attendance

Online classes and webinars **cannot be** substituted for class attendance or makeup hours, except as allowed by board of occupational licensing or board of education. Approved supervised instruction in a classroom setting is required by law.

01. Regular attendance

A student is academically and financially responsible for the classes in which they enroll. Arrive to class on time and prepared for your studies. Regular attendance totaling 90% or more of class hours and 100% of practicum is required. Unsatisfactory attendance is missing 11%-40% of any class and results in an Incomplete on transcript. A student may reconcile unsatisfactory attendance with a Makeup Class within 90 days of class end. Some restrictions apply. Student is to contact ISMT or their instructor providing notice if they will miss a class. Non-attendance does not constitute a “drop.” A student has the primary responsibility for withdrawal, cancellation written notification and arranging class makeup with their instructor or the school.

- a. A minimum attendance of 60% of every ISMT course is required BEFORE there is eligibility to reconcile unsatisfactory attendance through class makeup. And no class Makeup is required if student misses less than or equal to 10% of class time. For example: A student may miss 4.8 hours maximum of a 48 hour class or 1.2 hours of a 12 hour class; no makeup required. Whereas a student must attend 28.8 hours minimum of a 48 hour class before they are eligible for the class makeup option.
- b. A “substantially similar” class designation (upon discernment by Director of provided class/course description, syllabus, objectives and it’s applicability as being “substantially similar” to our massage therapy program) qualifies for class makeup.

02. Irregular attendance may delay program completion. Completion of all Trimesters (A, B & C) according to Schedule of classes will take a minimum of 10 months when beginning with A, followed by B, then C. Any other order will take a minimum of 1 year. Each Class is offered one time per academic year on the same schedule annually (See Class Schedule.) Retaking classes, doing makeup classes and/or delaying Student Clinic practicum will prolong program completion. Extensive delays may require readmission (see Readmission.)

03. The Massage Program can be completed in a minimum of 10 months with regular class and clinical attendance. A student may choose to take longer than 10 months to complete the program for personal or financial reasons but are subject to minimum competency standards and may be required to demonstrate through additional evaluation or testing a “current, working knowledge” of any massage program course objectives.

04. Holidays, Snow days and Global Pandemics: ISMT is closed for these **Holidays**: Thanksgiving Day, Christmas Day, New Year’s Day, Labor Day and Memorial Day. Any other holiday that falls on a regularly scheduled class or clinic day is a school day, unless notified otherwise. **Snow days**: The school is closed when, due to snow fall, the Meridian, Ada County public K-12 school system is publically declared Closed. Students are to check with local public media 1st and reach out to the ISMT 2nd. Snow makeup days will be held at no expense to the student. **Global Pandemics and public emergencies**: In the event of a publically declared State of Emergency, it is ISMT policy to abide by all local, State and National mandates regulating Infection and Disease protocol, and public safety precautions including but not limited to mandated school closure, social distancing, gathering sizes, personal protective equipment and specific disease prevention and disinfection protocol. ISMT staff and students shall be obliged to follow same protocol. Inability to follow evidence-informed protocol, you need to pursue alternative educational institution. Instruction and meetings may be rescheduled and/or completed through video chat/conference call where possible.

300. Makeup and Drop-in classes for unsatisfactory Attendance

Use this option to reconcile missed class hours when attendance is unsatisfactory (more than 10% missed, but not more than 39%).

01. Makeup Class: must cover the objectives missed in class and be scheduled outside of normal class hours with class instructor or approved staff. Due to the efficiency of this setting (fewer distractions) 1 hour of makeup = 3 hours of missed class.
 - a. The fee for this is \$30/hour, to be paid directly to the instructor by student for time provided outside of normal class hours.
 - b. Makeup class must cover material that is substantially similar to missed content.
02. Drop-In class: When possible, student in attends the equivalent class material in a different section; i.e. "Night" student drops in on the "Day" class or vice versa. The course syllabus contains a schedule of classes and subject matter making this logistically simple. It is required that the student alert the teacher before making the Drop-In. 1 hour of Drop-In class = 1 hour of missed class. There is no fee for this option.

400. Leave of Absence: Requires a written or emailed request that must be pre-approved prior to leave.

01. The school gives each student 90 days (from the class end date) to complete any missed assignments, practical and/or exams. We intend this so as to reduce or eliminate the need to take a Leave of Absence (LOA), but acknowledge the need for one in certain emergency situations. Student will receive full credit for all materials satisfactorily completed within the 90 day window.
02. Student may take a school approved LOA (pre-approved absence from classes, but this will be treated as a Cancellation and Withdrawal from the classes in that Trimester only. The student must submit a request in writing to the school director (Cynthia Mason) for approval. Prior to LOA approval, a student must remit payment for Tuition on enrolled classes to remain in good standing. See Cancellation, Withdrawal or Dropped Classes below.
03. Classes with an Incomplete or Unsatisfactory attendance after the 90-day window require a retake to complete the program. Classes are only offered 1 time each year in their respective Trimester, so it is highly recommended that a Trimester, once started be completed and LOA be a last resort.
04. LOA extending beyond 30 days, but less than 1 year do not require reapplication nor readmission fee.

500. Cancellation, Withdrawal, and Dropped classes: ALL Require a 1.) legibly written or emailed, signed and dated notice (no text message, no voice mail) bearing valid contact information, including phone number and email, *stating which classes are being "dropped"*, and 2.) receipt of said notification returned and verified by any designated agent of ISMT. Drop notices are only effective as per the date of receipt verification.

01. Effective Date of a Drop notice is the day and time of receipt of said notice, not the date of last attendance, the date it was written or the date it was sent. If you do not get a receipt notice promptly, do call, text or speak to a designated Agent. Students may opt to pick up a dropped class at a later date. Dropped classes will result in 0 credit hours and all makeup options forfeited. If a student does not indicate with class or classes are being dropped ISMT is to assume that all classes are being dropped.

02. The student bears the full responsibility to submit a drop notice in a timely fashion to avoid incurring tuition charges at the halfway and at the end point of each class. A student in good standing with the school may re-enroll in the class they dropped or a substantially similar class within 1 year without paying another application fee.
03. A Student in good standing, who Cancels, Withdraws or Drops class per the Effective Date
- When 0 - 49% of class has transpired, NO Tuition is owed.
 - When 50%-59% of class has transpired, Tuition is owed for class transpiring up to receipt of written drop notice, calculated at \$18/class hour. Student forfeits all class makeup options, gets 0 class credit hours.
 - When 60%-89% of class has transpired, Tuition is owed for class transpiring up to receipt of written drop notice, calculated at \$20/class-hour. Student forfeits all class makeup options, gets 0 class credit hours. *
- * A student should strongly reconsider this option! A student who drops a class having completed nearly all of it may incur additional fees exceeding original tuition. Talk with the Director (ISMT) or Student Advisor about alternatives to dropping at this point; such as class Makeup.
6. A student who in good standing Cancels, Withdraws or Drops their classes and later wishes to, may re-enroll; some limitations apply. (See Readmission.)

600. Tuition, Fees and Supplies

Tuition refers only to the cost of classes a student is enrolled in and it **is not paid up front or in advance of classes, therefor refunds do not apply**. Fees, Books and Supplies are not included in tuition and Books are not supplied by ISMT.

01. **Tuition:** The ½ and ½ or “pay as you go” payment system affords student a chance to finish the program or course without any debt to the school. Consider carefully the class load that is the best fit for your finances, time and energy BEFORE Registration.
- Students indicate in their Application payment preference. Choose to pay by Trimester or Class. Student’s Registered classes are invoiced at the ½ point of the Trimester/Class, when payment of 50% is collected and the balance is due at the end of Trimester/Class.
 - For Tuition payment dates and amounts, see Catalog, Day or Evening Class Schedule, “Class Payments” for details.
 - Tuition is due on the due dates whether the student is present or not. There is a fee for late payment, so make arrangements with a School Agent to take care of the matter ahead of time or pay the fee.
 - A schedule of all classes with tuition payment due dates is part of each Student Application, available for download at www.IDSchoolmassage.com, and posted on premises. Students are responsible for tuition payments on time. Failure to process tuition payments according to the payment schedule (and 3 day grace period) will incur additional charges of \$15 for every late or missed payment due date.
 - Student Clinic Practicum does not incur tuition. Students will provide their own supplies, but the school provides the massage tables and bolsters. See Student Clinic Syllabus for detailed list of supplies as well and the Catalog and Schedule Book and Supply List.
 - Tuition Work-off Program** is an option available at ISMT. Students may participate in the program one they have completed their 110 practicum hours. A Law passed by ID Legislature in 2016 allows massage students to work-off their tuition in schools where such an option exists. At ISMT an LMT staff provides supervision and recipients or supervision only and student provides own recipients, providing onsite massages in excess of their program requirements. Where ISMT provides recipients 50% of the

collected proceeds are applied to the student's account balance. Where the Student provides the recipients, the scheduling and reminding, 100% of the proceeds are applied to the student's account balance.

02. **Fees;** charges incurred by the student that are in addition to tuition and supplies. These include:
- a. Non-refundable Application Fee of \$100 payable to the school (ISMT) for administrative costs of student admissions and record keeping setup/maintenance.
 - b. Student Insurance \$120.00 (payable to ISMT), includes ABMP insurance while enrolled, plus 1 year of Professional Insurance, Exam Coach and study resources..
 - c. Hydrotherapy Lab \$50 for RT transportation and hot spring access on Field Trip.
 - d. Make-up classes – 1 hour of make-up = 3 hours of missed class. Fee of \$30/hr. payable to the class instructor providing the make-up.
 - e. Failure to Appear for Student Clinic (less than 24-hour notice) - \$30/shift (AM and or PM) payable to the school unless student arranges other coverage and/or gives at least 24-hr. notice to Clinic Supervisor or School Agent.
 - f. Linen usage (if student fails to provide their own) - \$2.00/sheet. \$5.00/set including face cradle cover
 - g. Challenge fee: \$30/exam for administering Exam and assessing the knowledge and skills of individual seeking to who possess considerable (if dated) education in closely related fields or individuals who have started their massage training elsewhere and are looking to bypass a required class. No retakes of a Challenge exam.
 - h. 1 Official Transcript provided free of charge. Additional copies are an additional cost of: \$15 with written, emailed or faxed request bearing authorizing signature, name of student (at the time of enrollment) and current contact phone, email, and mailing address. Direct Transcript requests to Cynthia Mason.
 - i. Late Payment Collection fees: \$15/class for every late or missed tuition due date.
 - j. Damage Fee (\$50 -\$500) for breaking, misplacing, losing or damaging school property, includes: massage table, portable massage chair, class room table, folding chairs, text books, teaching aids/models, laptop, and audiovisual equipment.
 - k. Private Tutoring: \$45/hr. for one-on-one help with course work, technique, assignments, etc. by appointment only with approved Staff. Alumni are eligible for \$15 discount on ISMT student clinic or professional massage services.

Official Transcripts can and will be withheld until all financial obligations to ISMT have been met and school property, including borrowed books, returned and/or replaced.

Enrollment in subsequent Trimesters may be delayed due to unpaid fees from previous Trimesters.

03. **Supplies and Books;** required for classes are posted on premises, included with the Catalog (see Classes, Books and Supplies for each Trimester), provided at orientation and listed in each class syllabus. It is the student's responsibility to obtain all of their supplies.
- a. Consult book and supply list for each trimester which specifies book title, author and edition. Price will vary depending of supplier and condition (new versus used). Purchasing NEW texts is not an ISMT requirement, though a publisher may not offer access to online materials for USED texts. Prices indicated therein are estimates only based on full retail cost available at a national book-store chain.
 - b. Supplies can be obtained on a trimester by trimester basis. Some texts are used across multiple Trimesters. Professional lotion is available for sale on premises.

700. Academic Progress

Each class syllabus specifies the rubric for measuring academic performance, listing the weight given for quizzes, mid-term, exam, assignments, attendance and participation, research and/or projects.

- a. A passing grade of 70% minimum is required for class credit hours. A student with less than a passing score overall at class end is automatically placed on **academic probation**, and has a 90 day window from class end date to complete assignments, rewrite reports, retest, etc. in hopes of bringing their grade to passing, at or above 70%, automatically removing them from academic probation. Students are responsible to schedule their own retakes and makeup classes; a maximum of 2 retest attempts for a passing score per exam/test/quiz.
 - Final grade is adjusted at end of 90 day window to reflect makeups, retakes, and assignment submissions. Final grade is computed according to class rubric using the most recent retest score.)
- b. A Student, who requires assistance with quizzes/homework or assignments due to learning disabilities, or physical, mental or emotional diagnosed conditions, can make a request for oral delivery or use of a translator app. Exams are the exception. Students must be able to perform in conditions consistent with those allowed by the Federation of State Massage Therapy Boards during the MBLEX as it is only offered in English or Spanish and Translation apps are not admissible in the test center. Students remaining with a failing grade at the end of class and retesting will have to retake the class for credit the next time it is offered (see Readmission.)

01. Grading System for all classes are to be recorded on a percentage basis or letter grade A-C, where 70% or higher is a passing grade. The grading system represents academic performance trends as well as enrollment status.

A grading rubric is provided in each class syllabus and all staff shall use the following equivalents of a percentage or Letter equivalent, without regard for a "+" or "-" designation:

A = 100 – 90 %; Excellent; Full credit for class.

B = 89 – 80 %; Good; Full credit for class.

C = 79 – 70%; Satisfactory; Full credit for class.

D-F <= 69 Failing; Unsatisfactory; No credit for class. Automatic academic probation

- a. Student has 90-day window from class end date including 2 chances to retest Exams and/or quizzes, do class makeups, rewrite reports; all toward an overall grade of at least 70% and automatic removal from academic probation.
- b. A student with 69% or less overall after 90 day window has pass, has failed the class and must retake the class the next time it is offered, and earn a passing grade to get credit for this class or earn a 70% passing grade thru a course Challenge (\$30/fee).

P = Pass; equivalent to >= 70%; Satisfactory; Full credit for class.

W = Withdrawal, Cancellation or Drop of Class, Classes or Program; No credit for class

I = Incomplete attendance and/or academics. No credit for class unless all requirements are reconciled.

- a. An Incomplete will automatically revert to a Failing if coursework is not completed within 90 day window of class end date.
- b. The class instructor or Director may convert an F to another grade upon satisfactory completion of assignments and/or retesting if within 90 day window of class end date.

A = Audit. Admission requirements apply. No credit hours and no required testing.

Repeating or retaking a class for reason of reconciling unsatisfactory attendance or academic performance requires class enrollment and 50% class tuition. Some limitations apply (see Readmission) or ask a School Agent or Director (ISMT) for details.

02. Progress Reports. Class reports are available by request at end of each Trimester. All quizzes are returned to students for their Exam preparation and record. Exam scores are shared with students, but Exams themselves are retained as part of their academic record physically. Students are encouraged to use their course syllabus to record and track their quizzes and homework progress according to the grading rubric. Tests and homework are graded in class, when time allows, so students have the data to calculate their progress at any time. Sometimes Final grades may not be recorded until an assignment, retake or Makeup is complete. Final grades are available 10 days from class end or after the 90 day grace period is over. The Director collects the Course sheets from Instructors 10 days beyond the end of the Trimester. Director prepares and disseminates Class Reports via email; with a copy placed in their student file. Class Reports detail grades and outstanding assignments. Students may inquire at any time for updates on academic progress with their instructors or a School Agent.

- a. Student is responsible to reconcile their own academic probation. Options include: schedule and complete all Class Makeups (see Makeup policy) and Retakes, attend drop-in classes, complete assignments and/or obtain private tutoring within the 90 day grace period calculated beyond date of class end,.
- b. Private tutoring incurs additional cost (\$45/hour by appointment with the Director or approved staff) beyond class tuition.
- c. Grades are recorded for classes at the end of each academic trimester. Class reports available upon request which provided description of all grades and any incomplete assignments needed to remove academic probation. Grade reports in the form of an unofficial transcript are available upon request by the students. Please see the Student Advisor or Director to obtain additional information regarding your academic progress.
- d. Students should retain a copy of their transcript as a permanent record.

03. Examinations. Written and practical Examinations, tests and quizzes measure academic progress, are administered on campus, with the instructor or approved staff present as a proctor. A student who requires special assistance with Examinations may address this with their instructor, the Director or a School Agent. Exams are administered in English only. Practical Exams are considered “hands-on”. Exam scores of less than 70 points accrue 0 points. Students will have 2 chances to retest. Please schedule a retake with your instructor or the Director and provide at least 3 business days advance notice.

04. Transfer of Credits from other Massage Programs and Course Challenges

An applicant may request consideration for Transfer of Credit and Course Challenges directly on their School Application, when the requisite information is provided to do so. ISMT reserves the right to accept or reject the transfer of class credits at the Directors discretion. Proper evaluation of a Transfer request or Challenge this requires evaluation of proper documentation from the transfer school, such as transcripts, course descriptions, class outlines and/or syllabi provided by the applicant to the school Director (ISMT.) An approved transfer of credits is granted on the basis of “substantially similar” content of classes comprising approved course content and/or a passing score on a Challenge exam.

Where no such information is provided or substantive similarities apparent, Transfer of Credit shall not transpire. ISMT will not guarantee the transferability of credits from, nor to, any other educational institution.

05. **Course Challenge Exams or “Testing-out”**. This option establishes a current working knowledge and understanding of course objectives. A course challenge may be used for students seeking credit for professional experience and education for classes that are eligible for Challenge. Anatomy, Physiology and Pathology are ideal classes to consider for a Challenge. Please inquire on your School Application prior to Registration. Business I/Ethics and Clinic Practicum are not available for Challenge or Transfer.

An applicant requesting a class “Challenge” for credit will get only 1 attempt at a passing score on the Challenge Exam for each class challenged. A passing score will result in full class credit hours. Applicants who get a failing score (< 70%) must take the class in its entirety to complete the massage program.

Applicants requesting a credit “Transfer” or “Challenge” shall: Complete the admission process and:

- a. ISMT does not guarantee a Challenge option for all classes.
- b. There is a \$30 Challenge Fee payable to ISMT, for each course “challenged.” No more than one third (1/3rd) of the massage program is eligible for challenge, “testing out” or transfer.

800. Code of Ethics and Student Conduct

The following outlines the expectations for student ethical behavior based on the Ethical and Academic standards promulgated by the professional trade associations that also foster the setting and promoting of school standards for the profession of massage therapy and bodywork through our past and present active School Membership.

01. Professional Code of Ethics (ABMP)

Client Relationships

- *I shall endeavor to serve the best interests of my clients at all times and to provide the highest quality service possible.*
- *I shall maintain clear and honest communications with my clients and shall keep client communications confidential.*
- *I shall acknowledge the limitations of my skills and, when necessary, refer clients to the appropriate qualified health care professional.*
- *I shall in no way instigate or tolerate any kind of sexual advance while acting in the capacity of a massage, bodywork, somatic therapy or esthetic practitioner.*

Professionalism

- *I shall maintain the highest standards of professional conduct, providing services in an ethical and professional manner in relation to my clientele, business associates, health care professionals and the general public.*
- *I shall respect the rights of all ethical practitioners and will cooperate with all health care professionals in a friendly and professional manner.*
- *I shall refrain from the use of any mind-altering drugs, alcohol or intoxicants prior to or during professional sessions.*
- *I shall always dress in a professional manner, proper dress being defined as attire suitable and consistent with accepted business and professional practice.*
- *I shall not be affiliated with or employed by any business that utilizes any form of sexual suggestiveness or explicit sexuality in its advertising or promotion of services, or in the actual practice of its services.*

Scope of Practice/Appropriate Techniques

- *I shall provide services within the scope of the ABMP definition of massage, bodywork, somatic therapies, and skin care, and the limits of my training. I will not employ those massage, bodywork, or*

skin care techniques for which I have not had adequate training and shall represent my education, training, qualifications and abilities honestly.

- *I shall be conscious of the intent of the services that I am providing and shall be aware of, and practice good judgment regarding the application of massage, bodywork or somatic techniques utilized.*
- *I shall not perform manipulations or adjustments of the human skeletal structure, diagnose, prescribe, or provide any other service, procedure, or therapy which requires a license to practice chiropractic, osteopathy, physical therapy, podiatry, orthopedics, psychotherapy, acupuncture, dermatology, cosmetology, or any other profession or branch of medicine unless specifically licensed to do so.*
- *I shall be thoroughly educated and understand the physiological effect of the specific massage, bodywork, somatic, or skin care techniques utilized in order to determine whether such application is contraindicated and/or to determine the most beneficial techniques to apply to a given individual. I shall not apply massage, bodywork, somatic or skin care techniques in those cases where they may be contraindicated without a written referral from the client's primary care provider.*

Image/Advertising Claims

- *I shall strive to project a professional image for myself, my business or place of employment and the profession in general.*
- *I shall actively participate in educating the public regarding the actual benefits of massage, bodywork, somatic therapies, and skin care.*
- *I shall practice honesty in advertising, promote my services ethically and in good taste, and practice and/or advertise only those techniques for which I have received adequate training and/or certification. I shall not make false claims regarding the potential benefits of the techniques rendered.*

02. Student Conduct

Any and all behavior not aligned with the Professional Code of Ethics and/or the following Conduct standards shall be met with the following: 1.) Education: a verbal and demonstrated correction; 2.) Warning: a verbal reminder and/or written warning, and 3.) Grievance process. See Academic Discipline; Grievance. Repeated infractions, depending on severity of student conduct and/or issues of personal and interpersonal safety may result in immediate dismissal without readmission. Student Conduct shall align itself with and grow into professional conduct. ISMT is the garden where professionalism is sown and reaped; as follows

- **Appropriate Behavior**

Students will support the mission, standards and objectives of the school as set forth. Address each other, clinic recipients and staff honestly, respectfully and effectively. Practice good hygiene and sanitization protocols. Examples of inappropriate behavior include, but are not limited to: disruptive attendance, cheating, sexualizing the class or session, physical or verbal aggression, stalking, intimidation, failure to appear as scheduled, substance abuse, discrimination and harassment.

- **Respectful use of Telephones and Information Technology**

Turn cell phones off or "silence" them during class time and please conduct your personal communications during breaks, stepping outside whenever possible. Use of cell phones, laptops or iPads for internet research, e-book use and English translation is acceptable. However, use of computers/phones to access online subject matter or translation apps during Exams is unacceptable and grounds for academic discipline. Abuse or unauthorized use of the school telephones, computers and other devices for information technology is prohibited.

- **Clean Classrooms, Facilities, Tools and Equipment**

Keep our shared supplies and areas safe by cleaning and disinfecting after use; put away your food, wash your dishes, wipe down tables, chairs and equipment, take out a full trash bag, etc. Universal sanitary measures are part of professional behavior for all Massage Therapists and students are expected to demonstrate it in school as well as in clinic.

- **Lost and Found**

Clearly mark your personal items and supplies so lost items can be identified. Any unclaimed items will be taken to Lost and Found in the office. Items will be retained for a maximum of 30 days after the end of the academic term for which the student is enrolled at the school, after which they will be donated to charity or discarded.

- **Children and Pets in Classes**

ISMT is an adult educational facility. Your Children (17 years of age and below) and your pets are not allowed in classes nor are they to be left unattended anywhere on campus. ISMT does have a service dog allowance, but is subject to allergy tolerances of fellow students and staff. Inquire with Clinic Manager regarding service dogs.

- **Release of Information and Client privacy**

All proprietary coursework, personal and health information is protected as it is the intellectual property of ISMT and Cynthia Mason, personally. Students and Staff will protect the rights of the School, other Staff, other students and clients in that order. No one is permitted to use the information gleaned during school or clinical practicum for personal benefit or in any way that exposes personal or medical information and choice of health care outside of the School setting. Student will not share ISMT coursework, Client records outside of the school itself, nor release any information about the school or belonging to the school to any outside agency. Inquiries from newspaper, etc., should be directed to the Director or school agent.

- **Draping and Informed Consent**

ISMT respect the modesty of all students, staff and clinic recipients. We practice non-sexualized therapeutic touch with informed consent. As a massage school, participants give and receive skilled touch with consent. Any sexualized behaviors: touching, fondling, public nudity, exposure of genital areas or women's breasts, all body shaming, or personal objectification is not professional conduct.

- i. Students, Staff and Clients who disrobe will undress behind closed doors, curtains, in the restroom or under the sheet. Breasts, gluteal cleavage and pubic regions shall remain draped with a sheet or towel, even when wearing briefs/panties/bra. Consider modesty your responsibility. Student will conduct sessions at all times with modest draping and consent. Practice giving precise Instruction and recipient correction as is necessary to maintain modest draping. Provide assistance with consent. Practice this until you engender trust around modesty, dignity and comfort for both the therapist and the recipient.
- ii. Student will both give and a receive massage techniques while in class (refer to your instructor's specific course requirements.) Expect to partner with every person in your class at some time, including those of opposite gender. It is not uncommon to come up against resistance when working on areas that customarily are associated with control, sexuality and image. Student will experience and practice intervention and management of potentially embarrassing and/or emotional situations that can arise in response to touching areas such as the chest, inner thigh and gluteal region (buttocks) when giving and receiving massage.
- iii. Student will honor pressure tolerances and potential chemical sensitivities of themselves, their classmates and clinic recipients. Students will practice safe inquiries about and establishment of safe physical, mental and emotional boundaries.

- **Attire and Appearance**

Student will present themselves as an appropriate role model for success and uphold a professional atmosphere for learning as follows:

- i. In classrooms: Attire will be clean, neat, comfortable, non-sexualizing, and within the dictates of professional standards: no bare midriffs, cut-offs, strappy shirts or plunging necklines. Be aware that certain class subjects will dictate specific attire ahead of time.
- ii. Student Clinic: Attire is to be consistent with professional standards for modesty, neutrality and cleanliness. Smock tops aka “scrub” tops with matching bottoms are acceptable. Cover your shoulders, midriff, and cleavage (breast and gluteal). Avoid sexualizing attire; short skirts, strappy tops, see-through cloth, form fitting athletic attire, ripped jeans and items which are similarly sexually alluring. Comb your hair and otherwise attend to your personal grooming. If “the work” is not the focus of the client, something is not right. Correct and adjust until it is. Wear shoes in common areas shared with the general public and Clinic clientele.
- iii. Off-site events: Scrubs or Attire that will reflect the specified event setting, i.e. sporting events, corporate meetings, community programs, senior centers or other medical facilities, etc., and will be consistent with the Student Clinic attire requirements.

- **Personal Hygiene**

- i. Students will keep their hands clean, skin intact, nails short enough that a recipient does not feel pain; attend to any sharp or jagged edges during all massage techniques to avoid the risk of tearing, or cutting skin during the proper execution of technique. Student will wash hands and forearms for 30 seconds before and after each massage and use disinfectant or a sanitizer at class end on tables, tools, and supplies.
- ii. Avoid exposing yourself and linens to strong odors including perfume, cologne, air fresheners, scented detergent, or smoke and shower or bath before coming to class. Use breath mints after consuming onion, garlic and coffee. The school reserves the right to require students to modify their hygiene on site or off.
- iii. Student will remove jewelry from hands, wrists and neck. It may tickle, dangle, snag, tear or cut skin. There are disadvantages to wearing jewelry when receiving a massage: Necklaces can be a source of throat and neck constriction when lying in the face cradle and can become an abrasion device during petrissage. Also, be aware that watches, bracelets and rings though comfortable to wear, can harbor dirt and germs against the skin.
- iv. When sick, student will refrain from contact with other students, clients and staff. Contact your instructor or the school if you are sick and need to arrange makeup.
- v. Due diligence where the transmission of pathogens is concerned takes a team approach. Student will not only supply the school with a physician’s clearance regarding communicable disease prior to beginning classes, but they will inform the school if they develop a known communicable disease during classes. When containment is reasonably assured with the use of medications, vaccinations or other proven strategies consult with the Director for approval to proceed with class attendance. Use a mask and gloves when in doubt. Full disclosure is the responsibility of student/applicant.

900. Program Completion, Academic Standards and Responsibilities

01. Program Completion

Fulfillment of the ISMT 650-hour Massage Therapy Program and an official transcript reflecting a Satisfactory score overall is required for eligibility to sit for the MBLEx and apply for a Massage License with the Idaho Department of Professional Licensing. Check with Idaho Board of Licensing for full details at: www.DOPL.Idaho.gov

Upon completion of our Massage Therapy Program with a “C”, 70%, or better in each and every class, an ISMT student must additionally:

- Complete 110 hours of Student Clinic with a passing grade, in a supervised setting
- Complete Final Demonstration of Skill, parts A & B with a passing grade. See appendix A for details.
- Return all school property, library books and equipment.
- Pay any outstanding fees, fines or unpaid tuition.

02. Academic Standards – In pursuit of high standards and quality control ISMT retains qualified staff and collects information from its students and staff using Course and Performance Evaluations. We ask participants to rate their own contribution, participation and readiness as well as the course and instruction. This information is used to make ongoing improvements to our program.

A. Academic Satisfaction and Graduation

Upon completion of the ISMT Massage Therapy program, with satisfactory grades in every subject, (70% or better, Passing, A, B or C Letter grades) the student will be considered a graduate, having successfully aligned with academic standards according to Idaho state licensing Rule 600 defining an approved education program. The graduate is then eligible to sit for an independent State Licensing Exam (MBLEX) and apply for State Licensure. When the student is ready to apply for an Exam Date, they apply with an independent agency, Federation of State Massage Therapy Boards, FSMTB to obtain a test date. FSMTB will notify ISMT, requesting Education Verification and ISMT will UPLOAD the student's School transcript.

B. Academic Probation and Unsatisfactory Progress

When a student fails to meet academic standards (a final grade of "Incomplete", "D or F" or below 70%) by class end date, they are automatically **ON academic probation**. ISMT allows a grace period (90 days from last day of respective class) to rectify their grade without penalty. Academic probation is neither punitive nor does it constitute a disciplinary action by the school, but it may delay completion of the program and graduation. During academic probation and within the 90-day grace period:

- i. Student completes all outstanding assignments, makeup classes, and retakes; submitting course work toward earning a satisfactory grade. They may, at their own prerogative and expense, obtain additional tutoring, private lessons, additional study, or mentoring toward this end.
- ii. Student requests and consults a Class Report, which lists all class grades. It also contains Remarks, which detail any outstanding assignments of record. If Students do not rectify the Unsatisfactory grades, they may either retake the course in the following academic year, or request to Challenge the course. When all grades are satisfactory, the student is automatically OFF academic probation.

03. Responsibilities Student is to have a responsible attitude toward and respect for the regulations and standards of the school, the laws of the community, state, nation and the public we seek to serve.

The responsibilities set forth are to guide the development of personal character and integrity, based on an adherence to honesty, clarity, integrity and service which ISMT believe ensures success in most aspects of life. In recognition of the importance of the above-mentioned values to the discipline of Massage Therapy, the student is compelled to adhere to academic standards as set forth: (I) consistent alignment with academic honesty and integrity; (II) respectful use of School facilities; and (III) clear, professional, direct communication and service to others so a quality education and the implementation of improvements shall benefit the students, staff and the school.

Academic responsibilities go into effect at the time a student is admitted and continues until the time of program completion, dismissal, or withdrawal. By the act of course registration, and the affixing of their signature herein, the student assumes an acceptance of the standards, responsibilities and regulations stated in this handbook, course syllabi and in other publications of ISMT.

I. ACADEMIC HONESTY

- a. Academic honesty protects the equity and validity of the grades and certification process for the development of the standards and attitudes appropriate to a massage therapy career. Any act, or attempted act, designed to give any student an unfair advantage, is prohibited in any form at the school.
Such prohibited acts include, but are not limited to, cheating, collusion, and falsifying any fact presented in any reports, research, essays or academic records. The term “academic dishonesty” includes aiding and abetting another student in committing academic dishonesty.
- b. Student may not have access to the quiz nor exam prior to its administration. Student shall not provide or furnish any other student with quizzes, or any material which contains the questions or answers to any quiz or exam scheduled to be given at some subsequent date or time in any course of study offered by the school.
- c. No student shall appropriate, buy, receive as a gift, or obtain by any means including the internet, another’s work and then offer such work as the student’s own academic work, for credit in any course. Plagiarism is unacceptable.

II. RESPECTFUL USE OF SCHOOL FACILITIES

- a. Student will demonstrate care for the facility, materials and premises. Accidental or purposeful destruction, lost or misplaced property, equipment and library items will be replaced or Fee paid to the school for full replacement of said item.
- b. Student will not remove any School property from its proper place without Staff authorized documentation. Unauthorized removal of property affects everyone. Student will be liable for replacement costs.
- c. Student will not misuse school records, documents, or property. Misuse includes, but is not limited to, unauthorized acquisition or dissemination of school records syllabus, class outlines or other school documents.

III. COMPLIANCE WITH SCHOOL POLICIES

- a. By signing the last page of this manual student is acknowledging awareness of an agreement to comply with the school policies.
- b. Student further acknowledges that choosing to engage in prohibited activities or holding oneself outside of the school policies, will result in academic discipline which may incur additional costs and/or prolong the length of time needed to complete the massage program and may result in dismissal.
- c. In the event that attempts to reconcile compliance result in the filing of Grievance, a copy of the Official Grievance Form is included in this student handbook (see Appendix B.) All parties involved in a written grievance, student, staff, or clinic recipients shall have the opportunity to contribute to the outcome. Possible outcomes may include but are not limited to creative modifications to behavior, environment, staff, and teaching methods, learning styles, campus locations or student academic status.

1000. Academic Discipline and Disciplinary Actions

An allegation of violation of the Academic Responsibilities, breach of Professional Ethics or Student Conduct is to be handled in his order:

- Direct Communication (to warn), Re-Educate and Apply
- Remind and Positive Reinforcement
- Grievance Processing

A grievance is to be handled in a respectful manner for all parties, and each party will be encouraged to communicate and attempt to empathetically understand the situation before agreeing to disciplinary and/or restorative actions; as defined below.

1. **Grievances:** A spirit of openness, empathy and cooperation is the heart of communication and personal growth at ISMT. A student, staff or client that is unable to reach a mutually beneficial resolution using direct communication or positive reinforcement has another tool in the tool box: submit a Grievance. This formal process guides the users to incorporate effective communication in a non-judgmental, collaborative format for solutions, which are in the best interests of the school, students, staff and clients. Find the Grievance forms in Appendix B of this handbook; make copies as needed. To use the grievance process effectively, complete the form and submit it to a school agent, staff and/or Director as follows:
 - a. Follow Criteria for Effective Communication Guidelines when communicating, period (See Addendum.) First, verbally communicate grievance directly to the party(s) of concern in a timely manner and document it on the Grievance form. Second, bring the completed form to a student advisor, staff member and/or Director. The other party(s) will be informed and using a similar process will complete a grievance response, to be collected by the student advisor, staff and/or Director.
 - b. A roundtable discussion with the parties involved together with the advisor or one at a time as safety allows. As this is collaborative, all parties are apprised of the opportunity to make suggestions, ask questions, and discuss concerns openly and feel heard. The goal is ultimately restoration of a cooperative and trusted learning environment for all involved.
 - c. Issues, which cannot be resolved directly or through a (roundtable discussion), shall be resolved through the use of an independent mediator whose decision shall be binding upon the basic understanding that all reconciliatory or disciplinary actions taken shall always be those which are in the best interests of all students, staff and the school. Students who are unresponsive to these reconciliatory disciplinary actions can expect punitive actions to follow; such as suspension, dismissal or expulsion.
2. **Suspension:** Involuntary 1 Trimester separation from the School with eligibility for readmission if specified conditions resulting from Grievance Process have been met such as counseling, compensation for damages, or restorative justice, for example.
3. **Dismissal:** Involuntary separation from the School for a minimum of 1 Academic Year with eligibility for readmission if specified conditions from Grievance Process have been met such as counseling, compensation for damages or restorative justice, for example.
4. **Expulsion/Termination:** Permanent involuntary separation from the ISMT with no possibility of readmission. **Two repeated non-expulsion offenses may result in expulsion from the School.**

1100. Student Records and Privacy

All student files are confidential. Director, Student Supervisor and Financial service Staff have access to student files. Students may request a review of their personal files from Director, or student advisor by appointment. Official transcripts, when requested (in person, writing or email)

by student are sealed in an institution envelope and hand delivered, mailed or emailed directly to the student or another institution. Official transcripts can and will be withheld until all student is in good standing, school property returned and account balances are settled, with no monies owing.

1200. Placement Services

Student is essentially self-placed through opportunities developed and shared through ISMT community connections and Job Fair. Licensed massage therapists customarily take up private practice, are employed at massage establishments, day spas, medical spas, resort destinations, on cruise lines, in hospitals and rehab clinics. All placement opportunities are to be made available, equally to all students, as they come available through physical postings, job fairs, direct notifications and electronic postings. An important part of every student's education at ISMT is the creation and employment of a personal Business Plan outlining your business purpose, priorities and goals within a realistic, objective support system.

Over a period of 3 years, 2021-2024, 39 students enrolled at ISMT and of those, 26 completed the program (66% completion). Of those 26 that complete, 21 have their Massage Therapy License (80% licensed). Of the 21 that are licensed, all 21 are working in the field (100 % working

Idaho and most other states License the practice of massage therapy at this time, though holding an Idaho massage License does not guarantee licensure in another state. If you are hoping to train in one state but practice in another, be sure to check all the regulations pertaining to massage in the state AND the municipality in which you will be working.



It is our sincere hope that you experience the opportunities and challenges of a profession many practitioners refer to as “A vocation someone *is*, not a vocation someone *does*.”

Student is to read the entirety of this Handbook, and having done so, sign the Disclosure Forms (This AND Appendix C), stating they have read and understand ISMT student handbook as written and agree to cooperate and abide by all school policies. Provide ISMT Appendix C along with other required documents as part of the Attendance Requirements.

Disclosure Form (For Student personal use):

“I understand that Idaho School of Massage Therapy is registered with Idaho state Board of Education in accordance with Section 33-2403, Idaho Code. I also understand that the State Board of Education has not accredited or endorsed any course of study being offered by Idaho School of Massage Therapy and that these courses may not be accepted for transfer into any Idaho public postsecondary institution.”

_____ Date: _____
Signature

I have read and understand the Idaho School of Massage Therapy Student Handbook as written, and agree to abide by all of the school policies.

_____ Date: _____
Signature

Printed Name

Please note the following included appendices:

- Appendix A outlines the criteria for Final Demonstration of Skill which is required at the end of the Program. Reference it and be duly prepared as this is a hands-on comprehensive Practical demonstration of skill, comprised of Parts A and B. Schedule these at the end of your coursework and practicum.
- Appendix B is to be used to for formal reporting of Student or Staff Grievances. Make copies as needed.

(Appendix A:) Sample Final Demonstration of Skill Forms

Date: _____ Student Name: _____ Recipient name: _____

To the Student: Allow 120 minutes minimum EACH for Parts A & B. Please provide own recipient for Part A. Student is to demonstrate core competencies for each major modality and be given an overall core for each. The evaluator requests any or all elements desired for each modality, indicating as such with a unique mark. A passing grade is required; 70% or higher. The Director of ISMT is the recipient and evaluator of part B Demonstration of Skills. Evaluators: For each of the following, Score each section with 0-5 rating and record the total at the bottom of Page 2 for Part A and B, respectively.

Part A: Demonstrate Core competencies

____ Swedish Core Competencies: (See Tappan's Appendix D Performance Evaluation Form 7-1)

Effleurage: basic sliding, Stripping, Shingles, Bilateral tree-stroking, Three-count trapezius stroke, Knuckling, Nerve strokes, Mennell's superficial stroking.

Petrissage; basic two-handed, one-handed, alternating one-handed, Fingers to Thumb, Compression, Rolling, Skin lifting and rolling.

Friction: Palmar and Ulnar superficial, Deep Cross-fiber, Circular

Vibration: Fine deep and superficial, Course shaking and jostling

Tapotement: hacking, cupping, clapping, slapping, tapping, pincement, quacking, squishes

Joint movement: Neck (Wave); Shoulder (passive shoulder roll, wagging); Elbow (circling the forearm); Wrist (passive JROM), Hand (finger figure 8's); Chest (overhead stretch, rib lift); Hip (rocking, passive JROM, straight leg flexion); Knee (leg toss, circling lower leg, heel to buttock) Ankle (passive JROM); Foot (fingers between toes, scissoring metatarsals). Types: Static stretching, Contract-relax, and C-R with reciprocal inhib., Active- Assisted.

Static touch/direct pressure: Passive touch, direct pressure

____ Connective Tissue/Deep Tissue Core Competencies: (Performance Evaluation Form 13-1, 14-1) Warming friction

Fascial mobilization (unidirectional and multidirectional)

Pin & Stretch

Locating a Trigger point: Pincer palpation, Snapping palpation

Treating a Trigger point: Direct pressure. Cyriax friction. Stretch

____ Asian Bodywork Core Competencies: (Performance Evaluation Form 19-1,2,3)

Regional work along meridians with emphasis on Key acupoints. Line work using Effleurage, Petrissage, Circular kneading, and Point work: Thumb press/alternate thumb pressure, Cutting, and Rolling.

Back Key Acupoints: Bladder line; Inner and Outer Lines; Bladder -10; Gall Bladder- 20, 21 & 30,

Arm Key Acupoints: Kidney-27, Lung-1,2, Large Intestine-11, 15, 4, Small Intestine- 3, Triple Warmer-5;

Neck, Head, Face Key Acupoints: Bl-1, 10, GB-1, 20, 21, GV-26, SI-18, 19, St-3, 6, 7, TB-23, LI-20

____ Sports Massage Core Competencies: (Performance Evaluation Form 21-1,2)

Pre-Event – Rapid palmar compressions, jostling, mobilization,

Post-Event- Broadening compression petrissage, lifting petrissage,

JROM- Shoulder and Hip; Mobilization- Shoulder and Hip

PICK ONE Allied Modalities: See next page

____ **REFLEXOLOGY:** Spinal twist to pelvis, waist and diaphragm guidelines, Hook and Backup Spine reflex, Press and flex shoulder reflex, Basic Thumb walks/Inchworm diaphragm reflex; Principle: feet mirror body

____ **LYMPHATIC:** L stroke on terminus, both sides of neck (direction, skin stretch and snap back), Clearing cisterna chyli using coordinated breath; Principle: light touch, slow, gentle, repetition, direction, snap back

____ **GERIATRIC: Semi-reclining or side laying** position, mobilize feet and legs, passive movement; gentle squeezes arms/hands/neck; superficial friction upper/lower back; scalp mobilization

____ **VISCERAL:** Small Intestine Wave, Lung Counter-traction, Liver Recoil, Ilio- cecal Lift and lower, mobilize; Principle: motility vs mobility

____ **CRANIOSACRAL:** Listening stations, Transverse releases, Inducing still point, Suture release, Occipital/sphenoid decompression, Frontal lift, Parietal Lift, Temporal wobble, CV4; Principle: light touch, still point, Craniosacral rhythm

Scoring Key

0 = incorrect; 1 = very poor; 2 = poor; 3 = mediocre; 4 = good; 5 = excellent

Part B: Allow 120 minutes total for Intake, Session Plan, Massage, and Exit Interview w/ Director**PRE & POST INTERVIEW Communications**

1. Clear communication; obtain health history; Chief Complaint and treatment goals; Informed Consent
0 1 2 3 4 5 Comment:
2. Pre and post interview assessment of primary complaint is addressed in specific Treatment Plan
0 1 2 3 4 5 Comment:
3. Student assessment of subjective and objective functional outcomes before and after TX;
0 1 2 3 4 5 Comment:
4. Listening skills; reflective and active listening, relevant testing and measuring skills
0 1 2 3 4 5 Comment:
5. Fulfills record keeping objectives clearly and in an orderly manner; (obtain and check their SOAP notes)
0 1 2 3 4 5 Comment:

Technique:

6. Intentional treatment aligns with informed consent, controlled technique, works in optimal therapy zone;
0 1 2 3 4 5 Comment:
7. Transitions smoothly using opening and finishing strokes: rocking; percussions; vibration; static touch;
0 1 2 3 4 5 Comment:
8. Overall application of techniques: rhythm, pace, pressure, leverage, focus and flow;
0 1 2 3 4 5 Comment:

Professionalism and Intent:

9. Do you feel the student listened to your primary health concerns? No/(0,1,2) Yes/(3,4,5)
10. Do you feel the student portrayed a positive professional image? No/(0,1,2) Yes/(3,4,5)
11. Did the work feel focused and intentional in this session? No/(0,1,2) Yes/(3,4,5)

Comments:

Strengths

Needs work:

Practice logistics

12. Student punctual, table and room prepared? No/(0,1,2) Yes/(3,4,5)
13. Does the student use comfortable draping and bolstering? No/(0,1,2) Yes/(3,4,5)
14. Positioning: Prone/Supine, and Side laying logistics smooth? No/(0,1,2) Yes/(3,4,5)

Comments:

Strengths:

Needs work:

What impressions did this session leave you with:

Part A _____ points/25 = _____ % Grade

Part B _____ points/70 = _____ % Grade,

Total points _____ /95 = _____ % Grade

Evaluator for Part A: _____ Date: _____

Director signature: _____ Date: _____

(Appendix B:) ISMT OFFICIAL GRIEVANCE REPORT FORM

From: _____ Date: _____

Name of Advisor(s): _____

Regarding: _____

Circle one: (I HAVE) (I HAVE NOT) Directly communicated the following grievance:
The relevant observations regarding the situation:

The feelings I experienced in this situation:

The goal, vision, wants and needs I was having in this situation:

I accept that my role in the outcome of the situation is/was:

In an effort to support myself, my class and school staff, I would feel supported by the following outcome:

I prefer to be contacted at:

Sincerely,

Signature: _____

Director/Student Advisor initials _____

(Appendix B:) ISMT OFFICIAL GRIEVANCE RESPONSE REPORT

From: _____ Date: _____

Name of Advisor(s): _____

Regarding:

Circle one: (I HAVE) (I HAVE NOT) Directly Communicated the following to the aggrieved:
The relevant observations regarding the reported situation is/was:

The feelings I experienced in this situation:

The goal, vision, wants and needs I was having in this situation:

I accept that my role in the outcome of the situation is/was:

In an effort to support myself, my class and school staff, I would feel supported by the following outcome:

I prefer to be contacted at
Sincerely,

Signature: _____ Director/Student Advisor initials _____

Appendix C: Student Disclosure Page (School Official Copy)

Sign and provide this with other required documents to fulfill Attendance Requirements, to be retained in individual Student File.

Student Disclosure Page

“I understand that Idaho School of Massage Therapy is registered with Idaho state Board of Education in accordance with Section 33-2403, Idaho Code. I also understand that the State Board of Education has not accredited or endorsed any course of study being offered by Idaho School of Massage Therapy and that these courses may not be accepted for transfer into any Idaho public postsecondary institution.”

Print Student Name: _____

Signature Date: _____

“I have read and understand the Idaho School of Massage Therapy Student Handbook as written, and agree to cooperate with and abide by all of the school policies.”

Signature Date: _____