



**Meridian campus:
ISMT
3551 East Overland Rd., Meridian, ID 83642**

▶ Student Handbook ◀
Effective 7/1/2020



Mission Statement

Our mission is to provide a quality massage therapy program in a consistent educational environment that facilitates the development of massage therapists to be well versed in both Western and Eastern models of manual medicine. The Courses of study are applicable to state occupations board and licensing board standards and 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 its doors. Cynthia moved her private practice and ISMT classes to Idaho Physical Medicine and Rehabilitation clinic in Meridian in 2008, to work in a group medical setting. In 2012 ISMT purchased Three Oaks Academy (TOA) in Boise, expanding course offerings in the area of clinical massage and became an Association of Bodywork and Massage Professionals (ABMP) School member. TOA had established itself as a credible resource for lymphatic massage and restorative bodywork. September 2016 the two campuses merge in Meridian to offer day and evening Massage Therapy course work totaling 635 hours. ISMT is a non-accredited, post-secondary vocational training school registered with Idaho Board of Education. 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

All applicants are screened, interviewed and evaluated based upon their motivation, ability to give and receive massage safely, and academic ability without discrimination on the basis of age, sex, race, national or ethnic origin, religion, creed, sexual preference, or general disability. We welcome dedicated students who wish to complete our massage therapy program, transfers from other massage schools as well as non-traditional students seeking individual classes for personal use. ISMT reserves the right to do a background check and/or credit check, at the applicant's expense on any applicant. Applicants who cannot pass a background check should not apply.

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 per Body Systems course is 15, and 12 for a technique class. Combined classes such as Business/Ethics and Movement shall not exceed 20 students. Minimum number of students per class is 2.

02. Readmission

1. Applicants who, having been admitted, do not register, enroll or attend any classes for longer than one (1) Academic year, for any reason, must repeat the application process, **in its entirety**, prior to Enrollment. Application fee applies.
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 reapply.
5. Students who have been expelled or terminated are not eligible for readmission without written expressed permission from the Director (ISMT).

03. Denial of Admission

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

- Applicant does not meet the stated admission requirements;
- Lacks the physical capabilities to or demonstrates an unwillingness to safely give and receive massages or other required class tasks;

- Demonstrates general health and readiness challenges which significantly interfere with participation in activities consistent with a massage training program.
- Is unable to meet school financial obligations, and/or exhibits a lack of motivation or incompatible communicative philosophy towards the school, the staff or fellow students.
- Applicant is not in good standing according to stated financial policy, Academic Standards or Code of Ethics.
- 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. 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%-39% 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 and arranging class makeup with their instructor or the school.

- a. A minimum attendance of 60% of every ISMT class is required before a student is eligible to reconcile unsatisfactory attendance through class makeup. No class makeup option is required if student misses less than 10% of class. 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 (approved by Director, based on evaluation of class description, syllabus, objectives and applicability to 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: The only Holidays we close for: 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 you are notified otherwise. Snow days: The school will be closed if the local public K-12 school system is closed. Students should check with the media 1st and call the school 2nd. Snow makeup days will be held at no expense to the student. Global Pandemics: In the event of a declared public emergency it is our policy to abide by all local, State and National mandates

regulating safety precautions, social distancing and gatherings. Staff and students are to reschedule and/or complete coursework 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 \$25/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 Requires a legibly written or emailed, signed and dated (no Text message) notice, bearing valid contact information, *stating which classes are being "dropped"*, by whom, and receipt of said notification must be verified by designated agent of ISMT.

01. Effective date is the day and time of receipt of said notice, not the date of last attendance or the date it was written. Dropping a class before the half point has transpired results in 0 tuition owed for that class. Dropping after the half point results in prorated tuition based on percentage of class completion regardless of attendance. Dropped classes will result in 0 credit hours and all makeup options forfeited. A student may drop one class and continue with other classes; therefore a drop notice must indicate clearly which class (es) is/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:
- 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 \$16/class hour. Student forfeits class makeup options.
 - 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 class makeup options. *
- * A student should strongly reconsider this option! A student who drop 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. (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**. Books and Supplies are not included in tuition and 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.
- Students of ISMT will pay 50% of tuition at the ½ and end point of each class. Classes are not invoiced until the ½ point and are not due in full until the end of class.
 - For Tuition payment dates and amounts, see Catalog, Day or Evening Class Schedule, “Class Payments” for details. If desired, inquire about paying ½ and ½ of the Trimester similarly.
 - Tuition is due on the due dates whether the student is present or not. There is an option to Pre-authorized charges (credit/debit) on a specific credit/debit card in the event that a student is absent on a tuition payment due date. See Application and check appropriate box for this option.
 - A schedule of all classes with tuition payment due dates is included in each student packet, is posted on premises, and included in your class syllabus. Students are primarily responsible for tuition payment according to schedule. 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 need to provide their own linens, pillow, blanket and lotion, but they are not charged tuition for these hours.
 - Tuition Work-off Program Law passed by Legislature in 2016 which allows massage students to work-off their tuition in schools where such an option exists, giving massages in excess of their program requirements, where a portion of those proceeds be applied to the student’s account balance. A student shall complete their student clinic practicum first (110 hours minimum) before they are eligible for tuition work-off. See Student Clinic Syllabus.

02. **Fees;** charges incurred by the student that are in addition to tuition and supplies. These include:
- Non-refundable Application Fee of \$100 payable to the school (ISMT) for administrative costs of student admissions and record keeping setup/maintenance.
 - Make-up classes – 1 hour of make-up = 3 hours of missed class. Fee of \$25/hr. payable to the class instructor providing the make-up.
 - Failure to Appear for Student Clinic (less than 24-hour notice) - \$25/shift (AM and or PM) payable to the school unless student arranges other coverage and/or gives at least 24-hr. notice to school.
 - Linen usage (if student fails to provide their own) - \$2.00/sheet. \$5.00/set including face cradle cover
 - Challenge fee: \$25/exam for administering and assessing the knowledge and skills of individuals 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. Pass/Fail basis only. No retakes of a Challenge exam.
 - 1 Official Transcript and certificate of completion is 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.
 - Late Payment Collection fees: \$15/class for every late or missed tuition due date.
 - Student Insurance (payable to provider you select: AMTA, ABMP, HANDS-ON Trade Association, Massage Magazine Insurance Plus) - prices vary widely: \$25-\$99/yr. Contact and acquisition is the primary responsibility of the student.
 - 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.

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.
- 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). Prices indicated therein are estimates only based on full retail cost available at a national book-store chain.
 - Supplies can be obtained on a trimester by trimester basis. Some texts are used in multiple Trimesters.

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 passing grade is required for class hour credit. A student with less a passing score overall 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.)
2. A Student, who requires assistance with exams/homework due to physical, mental or emotional condition, can make a request for oral delivery of exams. Students remaining with a failing grade at the end of class and retesting will have to retake the class 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 automatically be removed 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 (\$25/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 the Student Advisor or Director (ISMT) for details.

02. Academic Progress Reports

Students are given much support in staying on track academically: Their Course Syllabus gives them a place to track their quizzes and homework as well as the grading rubric. Tests and homework are graded in class, when time allows, so students have resources to calculate their progress without having to wait for their progress report at Trimester end. Academic progress is recorded along with attendance on Course sheets, so information is readily available throughout the course, so progress can estimated at the half point, and the end. Instructors have 10 days from class end to calculate Final grades and record them on the Course Sheet. The Director collects all the Course sheets at the end of the Trimester, prepares and disseminates Class Reports to students via email; with a copy given to student advisor. This details grades and any items of concern or missing assignments. The

student advisor also reviews class progress at the half point of each class. Teachers actively keep student apprised of their academic progress throughout class and Students may inquire at any time for updates on academic progress.

- a. Student is responsible to reconcile their own academic probation. Options include: schedule and complete makeups (see Makeup policy), retesting within 90 days of class end, complete assignments, drop-in classes and private tutoring.
- b. Private tutoring incurs additional cost (\$25/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 outlined in the class syllabus. A student who requires special assistance with Examinations may address this with the school advisor, Director and/or the instructor. Exams are administered in English only. Students will have 2 chances to retest if they 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 the Program Application. ISMT reserves the right to accept or reject the transfer of class credits at the Directors discretion and this requires evaluation of transfer school 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. 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 Challenges 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. Business I/Ethics and Clinic Practicum are not available for Challenge or Transfer.

An applicant requesting a class "Challenge" for credit must establish eligibility based on "substantially similar" professional experience and 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, if not already enrolled at ISMT.

- a. ISMT do not guarantee a Challenge option for all classes.

- b. There is a \$25 challenge fee payable to the campus conducting the Challenge, 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 translation is acceptable. However, use of computers/phones to cheat on exams and quizzes 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 areas safe by cleaning and disinfecting after use; put away your food, wash your dishes, wipe down tables, chairs and equipment. Universal sanitary measures are part of professional behavior 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 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. Students and Staff will protect the rights of one another, clients and the school and shall not to use the information gleaned during school or clinical practicum for personal benefit or in a way that publically exposes personal or medical information and choice of health care. Student will not 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 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 is not professional conduct.

- i. Students who disrobe will undress behind closed doors, curtains, in the restroom or under the sheet. Breasts, gluteal cleavage and pubic regions shall remain draped. Consider modesty your responsibility. Student will use linens on the massage tables to cover themselves and one another so genital areas, gluteal cleavage and female breasts are draped. Instruction and demonstration alone is insufficient: correct draping takes repeated practice to engender trust around modesty, and comfort.
- ii. Student will both give and 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 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 a 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. Your work shall be the focus of the session not your body or adornments. 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 sharp or jagged edges during any massage techniques, nor is risk of tearing, or cutting skin present 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. The school reserves the right to require students to modify their hygiene on site or off.

- iii. Student will remove jewelry that may snag, tear or cut skin. There are disadvantages to wearing jewelry during 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 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 635-hour Massage Therapy Program and an official transcript reflecting said completion is required for eligibility of state Licensure. Check with Idaho Board of Massage Licensing for full details. Completion of the Program is recorded on a Certificate of Completion and made available to students. Upon completion of massage therapy program with a "C", 70%, or better a student must additionally:

- Give a Final Demonstration of Skill, parts A & B. See appendix A for details.
- Return all school property, library books and equipment.
- Pay any outstanding fees, fines or unpaid tuition.
- Remove all personal items from school premises.

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 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 and apply for State Licensure. When the student is ready to apply for an Exam Date, they are to request the forwarding of a School transcript. Timing of this is determined by the student to coincide with the License Exam Date and submission of Application for State Licensure.

B. Academic Probation

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 limited window (90 days) 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:

- 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. Class Reports list all final class grades and are emailed at Trimester end to each enrolled student. It also contains Remarks, which detail any outstanding assignments. Students have 90 days to rectify this or they will be required to retake the course in the following academic year. When the grades are all 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: (a) consistent alignment with academic honesty and integrity; (b) respectful use of School facilities; and (c) 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 compensation made 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, patrons, students and staff. The forms are in Appendix B of this handbook; make copies as needed. To use the grievance process effectively, complete the form and submit it to a student advisor, 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(ies) 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(ies) 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.

It is recommended that a student actively participate in marketing themselves for a full two years before expecting to transition to a full-time practice. Experience as an employee in Massage Therapy is highly recommended as it builds exposure to and physical endurance in this career which is both an art and a science. Consider exposing yourself to a variety of workplace settings. Experience the opportunities and challenges of a profession many practitioners refer to as "A vocation someone *is*, not a vocation someone *does*."

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 hope that all our grad's will successfully transition into Licensed Massage Therapists and become another thread in the tapestry that is healthy touch.



Student is to sign the Disclosure Form (Appendix C), stating they have read and understand ISMT student handbook as written and agree to abide by all of school policies. Appendix B, Grievance Forms are also provided for the submission of a formal grievance as referenced herein (See also Criteria for Effective Communication.)

Please read the following and sign the Disclosure form on the last page.

Disclosure Form (Student copy)

“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

(Appendix A) Sample Final Demonstration of Skill Forms

Date: _____ Student Name: _____ Recipient name: _____

To the Student: Allow 120 minutes minimum for Parts A & B. Please provide own recipient for Part A. Student is to demonstrate core competencies for each major modality and is to be scored for each competency according to Key provided. The evaluator requests any elements desired for each modality, student demonstrates on own recipient, is scored and comments are encouraged. Evaluator enters scores at the bottom of Page 2. A passing grade is required; 70% or higher. The Director of ISMT is the recipient and evaluator of the 90 minute part B Demonstration of Skills. See page 2 for Scoring Key

Part A: Demonstrate Core competencies for each of the following. Score each with 0-5 rating.

_____ **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, pincemen, 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 Modality: 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:10-step protocol;** Listening stations, Transverse releases, Inducing still point, 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: 90 minute integrated massage demonstration on Director**PRE & POST INTERVIEW Communications**

1. Client communication; explanations; health history; treatment goals; informed consent
0 1 2 3 4 5 Comment:
2. Pre and post interview assessment of primary complaint
0 1 2 3 4 5 Comment:
3. Student assessment of subjective and objective functional outcomes before vs after TX;
0 1 2 3 4 5 Comment:
4. Listening skills; reflective and active listening,
0 1 2 3 4 5 Comment:
5. Fulfills record keeping objectives clearly and in an orderly manner; (check their SOAP notes)
0 1 2 3 4 5 Comment:

Technique:

6. Practices with clear intent, 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:**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:

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:
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 FORM**

From: _____ Date: _____

Name of Advisor(s): _____

Regarding:

Circle one: (I HAVE) (I HAVE NOT) Directly Communicated the following:
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: School Copy)

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.”

_____ 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