

## **Policy & Procedure**

### ***Health Examination***

Arkansas State Code 17-86-306(d)(1) Schools shall require a physical examination by a medical doctor that the student poses no health risk to give and receive massage. ***\*Health Statement must be turned in prior to or on first day of class.***

### ***School Supplies (by Student)***

General School Supplies	Massage School Supplies
Pen and Paper	Twin Sheet Set
Highlighter	Hand Towel
Binder (3 ring)	Bath Towel

### ***Bad Weather Policy***

If Conway schools are closed, we are closed for at least the day class. If the snow/ice melts, night class will meet at the regular time. You can call 501-328-5557 for school information. Closings will be posted on the Facebook page. If school is open but the roads where you live are in bad shape, use your own judgment, **DO NOT** endanger your life to come to school.

### ***Attendance Policy***

Body Wellness Massage Academy allows each student to be absent 5%, (25 hours) for the 500 Hour or 650 hour course of Massage Therapy. If a student misses more than the allowed time the student will be charged \$12.50 per hour more after 25 hours that they miss. For example, if a student misses 35 hours total by the end of the course the student would be charged an extra \$125.00. This fee must be paid before the school would release the hours to the student for the course.

- Hours are calculated based on attendance. Students must complete in-class hours of prescribed courses to graduate from the either the 500 Hour or 650 Hour program.
- Consistent tardiness will not be tolerated.
- Classes will begin promptly at 8:30 am. You may want to arrive a few minutes early to get settled, get snacks, visit, etc.

### ***Absences***

It is understood that a student is allowed 5% absences in the 500-Hour or 650 Hour course of Massage Therapy. Leave of absence will be granted (1 leave of absence per enrollment period not to exceed (30) thirty days) to the terms of the contract for the following document reasons only:

- Student hospitalization or serious illness
- Student immediate family hospitalized
- Time lost due to death in student's family

*The above extensions will be made at no charge to the student. Should the student fail to return, the termination date would be the scheduled date of return.*

### ***School Rules and Regulations***

1. Students must conduct themselves in a mature and business-like manner.
2. Lunch period is 30 minutes long. Lunch will be from 11:30 to 12:15 unless otherwise instructed.
3. Students are required to maintain a high standard of personal hygiene, sanitation and sterilization while in school.
4. Students are not allowed to eat or drink beverages in the massage rooms or in the reception area. Smoking is not permitted inside the building or outside on the common walk-way.
5. Each student is held responsible for his/her own equipment, books, supplies, and other personal property.
6. When a student drops or graduates from the program, the student is responsible for collecting their supplies, books, and equipment. The school is not responsible for any student items after they have been issued to a student.
7. If a student fails to collect their books, supplies, or equipment the items become property of Body Wellness after 3 days.
8. A student absent for any reason must call in by 8:45 a.m. If a student fails to call in after 3 absences, the student is subject to dismissal.
9. Students are required to record/clock their time in and time out on their time sheets/clock. **IT IS THE RESPONSIBILITY OF THE STUDENT TO RECORD TIME IN AND TIME OUT!** Time will not be adjusted if a student fails to record time in or time out. Time is rounded off to the nearest quarter hour.
10. Exams are necessary to evaluate progress. 75% is considered passing. If you happen to fail an exam, you must schedule a make-up exam, outside of regular class hours, within one (1) week. A \$25.00 fee will be charged for each make-up exam. If tutoring is needed or required, the fee will be \$25.00 per hour.
11. Make-up hours, students missing tests, special projects, or retest, may make up the work at the discretion of the school administration. Generally, one (1) week is given to make up an exam. Students requiring retest is not considered classroom time or make-up hours.
12. Students must attend classes regularly and pursue instruction and practical work in a diligent manner.
13. Comments or actions that are disruptive to the class, classroom moral, individual students or instructors, including racial, religious, sexually suggestive comments, comments regarding sexual orientation, age, or national origin are unacceptable and are grounds for disciplinary process. Any infraction must be reported to the instructor immediately.
14. A student will be dismissed for a disrespectful attitude toward any instructor, loud talking, and uncomplimentary remarks to fellow students or patron concerning other instructor or their training.
15. Any student found stealing supplies, equipment, or money from either the school or other students will be expelled. The reason for expulsion will be recorded.
16. Weapons are not permitted on the premises.
17. Any refusal to take a student massage clinical will result in dismissal for the remainder of the day, unless the reason is one the school accepts.
18. Workstations must always be kept clean. Pick up supplies immediately after use and return to their proper place. Students are responsible to change their own sheets after every client. **CLEAN UP AFTER YOURSELF IMMEDIATELY!**
19. Students are not permitted to have drugs or alcohol on the premises at any time. Students found under the influence of drugs/alcohol will not be allowed to remain in school or at the function for that day and may be subject to dismissal. **THERE WILL BE NO TOLERANCE.** Personal belongings (on the premises) such as

purses, backpacks, etc., and vehicles are subject to random search by staff and or Conway Police Department and their K-9 unit. Remember...NO TOLERANCE.

20. Release of information. Students, parents or minor students and proper authorities of government agencies have the right to inspect, review and challenge information contained in the educational records of the school. Written consent from the student is required before records may be disclosed to a third party with the exception of the ASBMT, or Arkansas Dept. of Health or government agencies so authorized by the law. Students viewing will be allowed during school hours after submitting a written request to administration. Neither the file nor its contents may be removed from the office. Any student who disagrees with all or part of their file may bring it to the attention of the administration. If no satisfactory results are achieved, students may submit a statement to be permanently placed in the students file.
21. The school reserves the right to withhold certification of hours acquired by a student who has not paid tuition in full upon completion of course. Hours will not be certified until all tuition and fees are paid in full.
22. Cell phones must be silenced during school class hours. Students are allowed to use cell phones during break and lunch times.
23. If at any time you think that there is a possibility that you may have a communicable or infectious disease you must immediately inform the instructor and refrain from participating in hands-on activity.
24. It will be necessary for you take books and belongings each time you leave class.
25. Class participation is required to receive credit for hours and is necessary for your education. We expect you to be prepared for all classes including books and linens. If you fail to bring your linens it will be necessary to rent them at a rate of \$5.00 or not receive hours for that class time.

### ***Draping and Sexual Misconduct Policy***

1. All students and all clients will be fully draped with a sheet except when you work on specific areas of the body or as noted below.
  - A. Male students and student clinic clients may be un-draped to the waist when massaging the abdomen.
  - B. All female students and student clinic clients will be draped with a towel over the breast area when performing abdominal massage.
2. Any perceived or actual sexual misconduct by a student or student clinic client is to be addressed immediately with the individual in the following manner:
  - A. Inform the student/client that you interpret their actions or comments as sexual in nature.
  - B. Remind the student/client that the Client Information Card they filled out and signed stated specifically that sexual misconduct will not be tolerated.
  - C. Give the student/client a choice to
    - i. Discontinue their in-appropriate behavior and continue the session or
    - ii. End the session.
  - D. If the student/client chooses to continue the session but repeats the previous behavior, you must end the session, inform an instructor and immediately update the student/clients' chart with the following information in detail:
    - i. Describe the action(s) or comment(s) of the student or student clinic client
    - ii. Your instructions to the student or student clinic client
    - iii. The final outcome of the session.

- iv. Date of service
- v. Sign the chart with your first name and last initial

### ***Complaints & Procedures***

1. Complaints against a person, a clinic/spa, or a massage therapy school or postsecondary massage therapy school.
  - A. Any person may file a complaint against any of the following: a person, clinic/spa, massage therapy school or postsecondary massage therapy school licensed by the Board on any of the grounds for disciplinary action provided in 17-86-311(a) of the massage therapy Act.
  - B. Official complaints must be made in writing within ninety (90) days from the date of infraction. The accusations must be in writing, signed by the accuser, and verified under oath.
  - C. Complaints will be investigated by one (1) member of the MTTAC with assistance of the Department and its staff.
  - D. If findings are made against a licensee, clinic/spa, or massage therapy school or postsecondary massage therapy school, a hearing shall be held by the MTTAC
    - i. The MTTAC will hold any necessary hearings at the regular quarterly meetings
    - ii. Appeals of MTTAC findings may be heard by the State Board of Health.
  - E. For the purpose of adjudicative hearings on complaints the Department shall comply with the Arkansas Administrative Procedures Act, 25-15-201 et. seq.
  - F. The Department has the authority and obligation to investigate all such written complaints, investigate and refer to the MTTAC any information that comes to their attention constituting reasonable belief that a violation of law or rule has occurred.

I have read and understand the Policy and Procedures of Body Wellness Therapeutic Massage Academy. I agree to abide by these Policy and Procedures while a student at the Academy. I further understand that any violation can result in my dismissal from the Academy.

Print Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_