

Advanced Bodywork Education Massage School
Catalog and Student Handbook
2023-2024 School Year
Volume 1, Published May 1, 2023



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Owners, Personnel, and Licensure

Licensure

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board
128 – 10th Avenue Southwest
Olympia, Washington 98501
360-709-4600
Email address: workforce@wtb.wa.gov

This school is jointly approved by the Washington State Department of Health, Board of Massage.

P.O. Box 47877 Olympia, WA 98504-7877
Physical Address: Town Center 2, 111 Israel Rd SE
Tumwater, WA 98501
Phone: 360-236-4700
Fax: 360-236-4818
Email address: hsqa.csc@doh.wa.gov

RCW 18.108.070. states that all applicants must show successful completion of board-approved massage school, massage program, transfer program or apprenticeship program.

Advanced Bodywork Education Massage School does not offer Federal Financial Aid.

Staff and Contact Information

Owners

Brenda Wiesner, LMT
Rebekah Norman, LMT

Director of Education

Brenda Wiesner, LMT
(509) 430-2790
brenda@abemessageschool.com

Director of Business Operations and Admin.

Rebekah Norman, LMT
(360) 450-4911
rebekah@abemessageschool.com

Physical Address/Administrative Office

ABE Massage School & Clinic
1901 George Washington Way, Suite E
Richland, WA 99354

Contact information

Phone: 509-430-2790
Email: info@abemessageschool.com
Website: abemessageschool.com

Instructors

Our current list of instructors can be found at www.abemessageschool.com

Business Hours

Office

- 9:00am-5:00pm Monday-Friday

School

- 9:00am-8:30pm Monday-Thursday (times vary due to clinical hours)
- 9:00am-4:30pm Friday (times vary due to clinical hours)
- 9:00am-4:30pm Saturday (times vary due to clinical hours)

Welcome to the ABE Massage Therapy Program

Welcome and congratulations on your acceptance to the Massage Therapy Licensing Program at ABE Massage School and Clinic. We hope your educational experience will be challenging and rewarding. Use this handbook to familiarize yourself with the program and its requirements. If you have questions or need assistance of any kind, do not hesitate to ask any of the ABE Massage School and Clinic staff.

The ABE Massage Therapy Licensing Program

To qualify for a massage therapy license in Washington State, all applicants must show successful completion of no less than no less than 625 hours of education in a board-approved massage school, massage program, transfer program or apprenticeship program.

Our 9-month, 801-hour daytime prepares students to pass the Massage and Bodywork Licensing Exam (MBLEX) and apply for state licensure. Our program exceeds state requirements and is approved by the State of Washington Board of Massage and the Washington Workforce Training & Education Coordinating Board.

Facilities

Our classroom can facilitate 12 students per program. This ensures an excellent teacher/student ratio of 12:1 for regular classes and 6:1 for student clinic. Students have use of the many anatomical models, learning aids, and school library resources.

The facility includes a reception area, waiting room, a classroom and treatment rooms for student classes and clinics, a restroom, and a kitchenette/student breakroom.

The refrigerator and microwave are for student use.

ABE Massage School is public transit accessible and across the street from multiple restaurants and grocery shopping centers.

Ample parking is present in the parking lot and in the parking lot across the street. Parking is free and well lit.

Reasonable accommodation will be made for students with disabilities.

Staff

A variety of experienced teachers, guest teachers, and expert speakers promote a superb learning environment and experience. Please see the website for updated instructor and staff bios. The website can be found at <https://abemessageschool.com>

Mission Statements

Vision Statement

ABE Massage School and Clinic's vision is to be a premier learning institution that transforms lives, strengthens community, and inspires individuals to excellence.

Mission Statement

The mission of ABE Massage School and Clinic is to foster and advance the art, science and philosophy of massage therapy in a professional, ethical and practical manner for the betterment of healthcare in Washington. We assist each student as they advance through the program, mastering each phase of their education so they graduate ready to meet the needs of their clientele and build a successful career.

Philosophy

ABE Massage School and Clinic provides quality education. Our focus is to provide a comprehensive program that educates students to the state, national and professional standards of massage therapy. We offer a healthy learning environment that encourages each student to discover and develop his/her unique potential as a massage therapist. This is accomplished through carefully developed classroom and clinical training guided by experienced practitioners who are dedicated to teaching the use and benefits of massage therapy. The school is committed to developing community awareness and appreciation of the massage therapy profession. Our students' clinic strives to introduce professional massage therapy to people in the local community who might not otherwise take advantage of the opportunity for this experience.

Values Statement

ABE Massage School and Clinic affirms as its highest values honesty, integrity, respectful communication, and a commitment to personal and professional accountability and measures its institutional success by the success of its students.

Program Objectives

The primary goal of the ABE Massage School and Clinic is to offer quality education and experience needed to enable our graduates to demonstrate:

- Knowledge, proficiency, and competence in massage therapy techniques.
- Professional standards of ethical behavior in the therapeutic setting, commitment to continued education, client-centered approach to massage therapy and solid business practices.
- A practical and working knowledge of anatomy, physiology, kinesiology, and pathology, as well as exhibit the ability to use critical thinking skills to integrate the knowledge of these sciences within a client centered massage.
- Prepare, practice, and apply for and pass the MBLEx Exam.
- Readiness to be an employee, independent contractor, or massage entrepreneur.

Statement of Non-Discrimination

ABE complies with and supports all U.S. Department of Education Office for Civil Rights statutes regarding discrimination. ABE does not discriminate based on race, nationality, age, gender, or disability. Disabled students are treated to all advantages under the Americans with Disabilities Act and are encouraged to apply for enrollment. Students may be denied entrance to the program if their disability prevents them from performing massage in a manner that is safe for the student and or the client. In addition, ABE does not admit any person who has a recorded history of sexual abuse.

ABE also complies with applicable state laws and does not discriminate based on creed, gender, gender expression or identity, sexual orientation, marital status, religion, honorably discharged veteran or military status.

Class Schedules and Program Starting Dates

Class Days	Class Hours	Program Start Date	Program End Date
Monday-Thursday	9:00am – 3:30pm	September 11, 2023	May 23th, 2024

Special Classes Outside of Regular Schedule	Dates	Time
Spa Day	Friday Week #5	9 am-2:30 pm
Hydrotherapy	Saturday Week #5	9 am-2:30 pm
Introduction to Energy Work	Friday Week #8	9 am-2:30 pm
Intro to Manual Lymphatic Drainage	Saturday Week #8	9 am-2:30 pm
Seated Massage	Friday Week #13	9 am-2:30 pm
Sports Massage	Saturday Week #13	9 am-2:30 pm
Pregnancy Massage	Friday Week #17	9 am-2:30 pm
Asian Bodywork	Saturday Week #17	9 am-2:30 pm

School Calendar, Class Schedules, and Program Starting Dates

The 2023-2024 ABE Professional Licensing Program will begin in mid-September and run for 37 calendar weeks with 34 weeks of school instruction.

2023				2024				
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
1 Fr	1 Su	1 We 8	1 Fr	1 Mo <small>New Year's Day</small>	1 Th	1 Fr	1 Mo <small>Spring</small>	1 We
2 Sa	2 Mo 4	2 Th	2 Sa	2 Tu <small>New Year's Day (obs.)</small>	2 Fr	2 Sa	2 Tu <small>break</small>	2 Th
3 Su	3 Tu	3 Fr Energy	3 Su	3 We	3 Sa	3 Su	3 We	3 Fr
4 Mo <small>Labor Day</small>	4 We	4 Sa MLD	4 Mo	4 Th 15	4 Su	4 Mo 24	4 Th	4 Sa
5 Tu	5 Th	5 Su	5 Tu	5 Fr	5 Mo	5 Tu	5 Fr	5 Su
6 We	6 Fr	6 Mo	6 We 12	6 Sa	6 Tu 20	6 We	6 Sa	6 Mo
7 Th	7 Sa	7 Tu 9	7 Th	7 Su	7 We	7 Th	7 Su	7 Tu 32
8 Fr	8 Su	8 We	8 Fr	8 Mo	8 Th	8 Fr	8 Mo	8 We
9 Sa	9 Mo <small>Columbus Day</small>	9 Th	9 Sa	9 Tu	9 Fr	9 Sa	9 Tu 28	9 Th
10 Su	10 Tu 5	10 Fr	10 Su	10 We 16	10 Sa	10 Su	10 We	10 Fr
11 Mo	11 We	11 Sa <small>Veterans Day</small>	11 Mo	11 Th	11 Su	11 Mo 25	11 Th	11 Sa
12 Tu 1	12 Th	12 Su	12 Tu 13	12 Fr	12 Mo	12 Tu	12 Fr	12 Su
13 We	13 Fr <small>Spa</small>	13 Mo	13 We	13 Sa	13 Tu 21	13 We	13 Sa	13 Mo
14 Th	14 Sa <small>Hydro</small>	14 Tu 10	14 Th	14 Su	14 We	14 Th	14 Su	14 Tu <small>Study</small>
15 Fr	15 Su	15 We	15 Fr <small>Sports</small>	15 Mo	15 Th	15 Fr	15 Mo	15 We <small>break</small>
16 Sa	16 Mo 6	16 Th	16 Sa <small>Seated</small>	16 Tu <small>Martin L. King Day</small>	16 Fr	16 Sa	16 Tu 29	16 Th
17 Su	17 Tu	17 Fr	17 Su	17 We 17	17 Sa	17 Su	17 We	17 Fr
18 Mo	18 We	18 Sa	18 Mo	18 Th	18 Su	18 Mo	18 Th	18 Sa
19 Tu 2	19 Th	19 Su	19 Tu	19 Fr <small>Asian</small>	19 Mo <small>Presidents' Day</small>	19 Tu 26	19 Fr	19 Su
20 We	20 Fr	20 Mo	20 We 14	20 Sa <small>PG</small>	20 Tu	20 We	20 Sa	20 Mo
21 Th	21 Sa	21 Tu	21 Th	21 Su	21 We 22	21 Th	21 Su	21 Tu 33
22 Fr	22 Su	22 We	22 Fr	22 Mo	22 Th <small>Finals</small>	22 Fr	22 Mo	22 We <small>Finals</small>
23 Sa	23 Mo 7	23 Th <small>Thanksgiving Day</small>	23 Sa	23 Tu 18	23 Fr	23 Sa	23 Tu 30	23 Th
24 Su	24 Tu	24 Fr	24 Su	24 We	24 Sa	24 Su	24 We	24 Fr
25 Mo	25 We	25 Sa	25 Mo <small>Christmas Day</small>	25 Th	25 Su	25 Mo	25 Th	25 Sa
26 Tu 3	26 Th	26 Su	26 Tu	26 Fr	26 Mo	26 Tu 27	26 Fr	26 Su
27 We	27 Fr	27 Mo	27 We	27 Sa	27 Tu 23	27 We	27 Sa	27 Mo <small>Memorial Day</small>
28 Th	28 Sa	28 Tu	28 Th	28 Su	28 We	28 Th	28 Su	28 Tu
29 Fr	29 Su	29 We 11	29 Fr	29 Mo	29 Th	29 Fr	29 Mo 31	29 Mo
30 Sa	30 Mo	30 Th <small>Finals</small>	30 Sa	30 Tu 19		30 Sa	30 Tu	30 Tu
	31 Tu		31 Su	31 We		31 Su		31 We

Academic calendars for each term are available on the ABE Massage School website.

Key: Term 1 Term 2 Term 3 Holidays and breaks Heavy red outline = extra weekend class

Holidays

ABE Massage School will not hold classes on these holidays and academic breaks:

- Thanksgiving/Fall Break – one week (Monday-Friday)
- Christmas/Winter Break -- Christmas Eve (12/24) thru day after the New Year (01/02)
- Martin Luther King Jr. Day
- Spring Break – first week in April
- May Study Break –one week before final exams
- Independence Day –July 4th and 5th
- Labor Day
- Memorial Day

Program Curriculum and Schedule of Courses

Term 1 Courses

Student Orientation	Spa and Hydrotherapy
Kinesiology 1	Business of Massage 1
Massage Theory 1	Anatomy & Physiology 1
Massage Practice 1	Intro to Energy Work
Ethics and Law 1	Intro to Lymphatic Drainage

Term 2 Courses

Kinesiology 2	Anatomy & Physiology 2
Massage Theory 2	Business of Massage 2
Massage Practice 2	Seated Massage
Ethics and Law	Sports Massage
Pregnancy Massage	Asian Bodywork

Term 3 Courses

Anatomy and Physiology Lab	Business of Student Clinic
Soft Tissue Pathology	Student Clinic 1
Ethics Project	Outcome Based Massage Theory
Business of Massage 3 Project	Outcome Based Massage Practice
Kinesiology 3	Trauma Informed Therapy
Modalities	Cancer and Massage

Course Descriptions

Anatomy & Physiology

Understanding the structure and function of the human body is a necessity to become a competent and skilled massage therapist. Our Anatomy & Physiology class walks students through each system of the human body highlighting anatomical locations, physiological systems, and pathological considerations as pertains to the clinical massage therapist.

Our practical teaching includes the latest in digital technology along with expert practical methods to create an exciting and interactive classroom experience. Students will gain a thorough knowledge of the human body by first establishing an understanding of the structures and organizations of the human body by examining the following major body systems: integumentary, skeletal, muscular, nervous, digestive, excretory, respiratory, cardiovascular, lymphatic, immune, endocrine, and reproductive. The lectures and laboratory exercises are designed to foster an appreciation for the relationship between the science of the body systems and the healing art of massage.

Pathology

Students will receive an understanding of the structural and functional changes related to disease processes including etiology, pathogenesis, morphologic changes, functional derangements, and clinical significance as it relates to the practice of massage. This understanding is accomplished by examining the terminology unique to the study of abnormal anatomy and physiology as well as the specific disease and infectious processes pertaining to massage therapy that result from emotional, physical and mental stresses to the human body.

Massage Classes

Includes:

Massage Theory	Massage Practice	Modalities	Outcome Based Massage Therapy
Hydrotherapy	Chair Massage	Spa Day	Sports Massage

Massage Theory and Massage Practice

These are foundational courses that all other massage courses stand on. Massage Theory examines the reasons, in scientific terms, why massage is effective and what we are doing as massage practitioners. Massage Practice courses are hands-on classes where students practice and perfect techniques. A variety of massage modalities will be presented where the student will learn about the history/background of the modalities and how to perform techniques associated with each modality. Students will learn how to assess the client's needs, document treatment notes, professionally and effectively interact with clients, proper draping techniques and treat different areas of the body. Students will become familiar with various tools of the trade, indications and contraindications of massage and physiological effects of massage.

Student Clinic

Providing students, the opportunity to experience working in a public based, clinical practice allows them to develop the confidence needed to promote and maintain a healthy professional practice. Participants begin to encounter the professional environment and synthesize their clinical skills and procedures; refine technique; redefine professional goals and discuss case profiles under clinical supervision.

Business & Ethics

Students will acquire the tools to create, maintain and grow a professional and ethical massage therapy business. Topics covered include professional ethics; legal and malpractice concerns; office records and protocol; financial management; business promotion; state laws; rules and regulations; and tax information.

Kinesiology

As a bodyworker, you must have a working knowledge of all bodily tissues to effectively evaluate and treat tissue imbalances and injuries within the musculoskeletal and fascial systems. Our kinesiology course offers a comprehensive study into the biomechanics of motion, joint anatomy, muscle and tissue anatomical locations, and specific palpation techniques.

Program Admission Requirements and Procedures

Admission

- Applicants must be at least 18 years of age with a high school diploma or federally approved G.E.D. to be eligible for enrollment.
- Applicants must demonstrate verbal and written comprehension in the English language and must possess proficient skills in composition and speaking. Classes are taught in English only; classes are not taught in any other languages. ABE will provide a written language comprehension test to assess language proficiency if requested.
- Applicants must be physically and emotionally capable of performing and receiving massage with people of any gender. ABE provides individual evaluations for applicants with significant handicaps or limitations to determine if the applicant's abilities and goals can be served and met by ABE.
- Applicants must have received a professional massage and will bring to the interview, or attach to the application, a signed verification from the participating LMT that includes the license number.
- Students must pass a criminal background check.
- Students must be approved by the director of ABE.

Admissions Process

1. Candidates will complete the application form located on the ABE website and attach the application fee of \$100. The application fee will be refunded if the student is not accepted.
2. Upon application acceptance, a portion of the \$100 application fee will be used for a suite of criminal conviction background checks. If a candidate's criminal background renders them ineligible for enrollment, ABE will refund the application fee minus the cost of background check.
3. Candidates with an approved application and background check will schedule an admissions interview with a school representative to discuss the program in detail and make a final determination of the mutuality of acceptance between the student and school. Upon acceptance, the student will sign the enrollment agreement.
4. A deposit of 10% of the total tuition cost is required within two weeks of acceptance to secure enrollment in the program. This payment will be applied to tuition.

ABE reserves the right to deny admission to a person who has been convicted of a felony or sex related offense, a person who has physical limitations deemed unsafe for the practitioner or the client, a person who has previously been terminated due to academic failure, attendance violation, or gross misconduct, or candidates who are otherwise deemed unsuitable by the admissions committee.

The school does not discriminate based on race, gender, religion, national origin, sexual orientation, or marital status.

Costs of Massage Therapy Program

Students can expect to pay the following costs/fees for attending ABE Massage School:

Registration Fee	\$100.00
Tuition	\$11,000

Additional Expenses not included in tuition

*Liability Insurance (Due 1 st term)	\$0-100
2 sets of sheets, 2 pillow cases, blanket (\$20-100
2 sets of student clinic uniform pants (Due 2 nd Term)	\$20-100
Massage Table and books	\$400-800
Massage bolster, lubrication, and holster	\$70-100
First Aid/CPR Certification	\$80
MBLEx Testing Fee	\$265
WA State Department of Health licensing application	\$226
Total Non-Tuition Costs (calculated at maximum values)	\$1,171
Total cost of professional massage therapy career track	\$12,171

**Free through school AMTA membership but other liability insurances can be purchased if desired*

Payment policy

ABE Massage School offers the following payment options available.

1. Pay in Full
2. 5-Month Payments (due in-full by February 12th)

Both options require a deposit of 10% of the total tuition cost and this is required within two weeks of acceptance to secure enrollment in the program. This payment will be applied to tuition.

Financial Aid

It is the ABE Massage School's goal to help each student reach their full potential and pursue their dreams of becoming a massage professional. Financial aid unfortunately is not available currently.

Withdraw and Refund Policy

Any student that withdraws from the program or is not accepted will receive a FULL REFUND of all monies paid minus registration fee if:

- He/she withdraws any time before the first day of class.
- He/she withdraws within the 3-day period following the start of class.

Any student that withdraws from the program or is dismissed after the 3rd day of class will be refunded according to the following policy.

If the student completes this percentage of lessons:	The school may keep this percentage of the tuition cost:
0% through 10%	10%
11% through 25%	25%
26% through 50%	50%
More than 50%	100%

The official date of termination or withdrawal of a student shall be determined in the following manner:

1. The date on which the school recorded the student's last day of attendance;
2. The date on which the student is terminated for a violation of a published school policy which provides for termination

To withdraw, students must prepare a written notification and submit it to the Director of Education. This document must contain the student's name, address, and date. Refunds will be calculated using the official date of termination or withdrawal and the date designated on the current enrollment agreement executed with the student. Refunds must be paid within thirty calendar days of the student's official date of withdrawal or termination.

Services for Students with Disabilities

ABE Massage School is committed to providing appropriate services to students with documented learning, physical and other disabilities. Disabled students are encouraged to take advantage of opportunities available to help them to achieve their educational goals. ABE Massage School does not discriminate against qualified individuals with disabilities in either admission or access to programs and activities.

Procedure for Requesting Accommodations

1. Students accepted to the program should notify the school of requested accommodations.
2. A letter must be received from a qualified healthcare professional that provides a diagnosis of the disabling condition and explains why the special learning accommodations are necessary. The letter must have an original signature from the professional and be dated not more than five years prior to application.

Religious Accommodation

ABE Massage School & Clinic will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up the missed work.

Examples of religious accommodations may include:

- rescheduling of an exam or giving a make-up exam for the student in question
- altering the time of a student's presentation
- allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates
- releasing a graduate assistant from teaching or research responsibilities on a given day.

Previous Education

Currently ABE Massage School does not accept transfer hours from previous education, training or experience. The student will have to enroll full time for the 801-hour program.

Grading

Minimum Standard Progress Policy

Students will be required to complete written, oral and practical examinations to monitor their progress in each course. Academic requirements for EACH MODULE are based on the following grading scale:

Scales	Letter Grade	GPA
90%-100%	A	4.0
80%-89%	B	3.0
70%-79%	C	2.0
60%-69%	D	1.0
0%-59%	F	0

***To be considered as making satisfactory progress and to achieve graduate status, student must maintain a minimum of 75% or higher for each course taken.**

Retention Requirements

Student grades will be evaluated at the end of each semester by the Director of Education. Students will receive a hard copy report card at the end of each term. A student must maintain the following standards, or he/she could be dismissed from the program:

1. A grade of "C" or better in each course.
2. A student must be able to complete courses with the cohort in which he/she was admitted. A student who cannot graduate with the cohort to which he/she was admitted will be dropped from the program and must re-apply to a subsequent cohort.

A statement will be furnished to the student regarding satisfactory or unsatisfactory progress.

Grade Appeal Procedure

Grades, as well as transcript information, withdrawals and other data perceived by a student to be in error, must be protested within the subsequent semester after the information was posted. If a student believes there are circumstances which warrant an appeal of a grade received for other than academic misconduct, the student must appeal the grade within 45 calendar days following the last day of the end of the semester in which the grade is posted. The appeal process must be initiated by the student and includes the following steps which must be followed in this order:

1. Contact the instructor in writing to ensure that no calculation or administrative error occurred and if it is not possible to resolve the problem at this level.

2. The student can submit an appeal in writing to the Director of Education, and the students can expect a written response. If the issue is not resolved at this level, then,
3. If there is a complaint concerning the Director of Education, please send it to the Director of Business Operations.
4. The student can submit the written appeal to the President of ABE Massage School and clinic whose decision will be final.

Protests initiated after the allowed time frame of 45 days will not be reviewed.

Attendance Policy

The ABE Massage Therapy Licensing Program has attendance requirements that affect progress or retention in the program.

Students must maintain attendance of a minimum of 85% of the overall program. This percentage is calculated by hours attended/hours offered to date. Absences are counted from the first scheduled meeting of classes in the licensing program.

Students must be in attendance of each course for a minimum of 85% of the course and a minimum of 85% of each class to be counted as in attendance for that class. **Attending less than 85% of a course** can be grounds for AUTOMATIC FAILURE. A student's percentage of class hours attended will be a factor in determining a student's grade for classes with a professionalism metric.

Non-attendance does not constitute a withdrawal from classes or from the program. Students must follow the withdrawal procedure to withdrawal from the program.

Tardiness Policy

Students arriving to class more than 15 minutes late will be considered tardy. Students leaving class more than 15 minutes early will be considered tardy. Every two (2) tardies will count as one (1) absence. Punctuality is expected for all classes.

Make-up Work Policy

Students must meet with school administrators and course instructors if they think they will miss assignment deadlines, quizzes, or tests.

Students with **excused** absences that result in missed assignment deadlines, missed quizzes, or who have other **excused** reasons for missed assignment deadlines, missed quizzes, or missed tests are allowed to turn in or retake quizzes and exams the next school day with no penalty. The status of an absence is determined by school administrators and course instructors.

Students with **unexcused** absences or with **unexcused** missing assignments, quizzes, or tests have one (1) week to take a make-up test and will be penalized one grade level (10 points). Assignments, quizzes and tests not made up within one week will result in a grade of zero. Instructors will determine appropriate make-up assignments for students missing lectures or hands-on classes.

Make-up Hours Policy

Students CANNOT make up classroom hours missed.

Grounds for Dismissal

ABE reserves the right to discontinue the student's training temporarily or terminate the student contract for (but not limited to):

- Unsatisfactory progress
- Sexual harassment or bullying
- Non-payment of tuition
- Failure to abide by ABE rules, policies or procedures
- The use or possession of alcohol or drugs during class hours
- Fighting or bodily threats to other students or staff members
- Theft
- Cheating
- Any behavior that is disruptive
- Any behavior that may create a safety hazard

These are at the discretion of the Director of Education. If, at any time, a student or faculty member compromises another student or faculty member, this may be the basis for termination of education or employment. Whether termination of enrollment is voluntary or involuntary, each student should realize that he/she is obligated for tuition and fees due to the school based on the refund policy.

Leave of Absence Policy

Students may take a Leave of Absence only after the completion of Term 1. If a leave of absence is requested before completion of Term 1, students are asked to honorably withdraw, and refunds will be distributed according to our refund policy schedule.

Re-entry Policy

A student must request readmission after a grade of "D" or "F" is received in a course or after withdrawal from the program at any time during the semester. A student may be considered for readmission to the program if all the following criteria are met:

1. Students applying for readmission must meet all admissions criteria. The applicant must submit a readmission request in writing to the Director of Education at least thirty (30) days prior to enrollment. The request must be a detailed personal reflection of the reason(s) for the unsuccessful performance and a plan of correction.
2. One (1) readmission to the program will be permitted.
3. The applicant applying for readmission will be required to interview with the Director of Education for consideration of readmission.
4. An acceptable level of discipline-specific competency may need to be demonstrated prior to readmission.
5. A student with previously unsatisfactory clinical performance must be recommended for readmission by consensus of the program faculty.
6. Readmission to the ABE Massage School program is contingent upon the availability of space.
7. Students who are dismissed for reasons associated with academic misconduct or violations of a code of ethics will not be considered for readmission.
8. A student must repeat the course or courses for which he/she was dismissed and attain a "C" or better in the course.

Note: The Director of Education will verify that all readmission documents and criteria including licensure/credentials are current and valid. The decision of the director is final, and the student will receive a letter within five business days stating the decision.

Completion Requirements

Students must pass all necessary coursework with a minimum grade of C and must have satisfactorily met all financial obligations to the institution.

Type of Document upon Graduation

Upon satisfactorily completing the massage program at ABE Massage School, students will be awarded a Diploma.

Student Conduct and Ethics

Students enrolled at the ABE Massage School are expected to maintain the appearance and behavior that are commensurate of a professional in the natural health field. Courtesy, sensitivity and respect towards other students, staff and clients are always expected.

The students are expected to:

- Maintain high standards of personal and academic integrity.
- Show respect and care for their personal belongings, property of others and that of the school.
- Use fragrances sparingly due to the possible allergic reactions before and after working on someone.
- Come to class with the necessary supplies. Students that are not prepared to participate in the class activities will be sent home and issued an absence.
- Maintain good personal hygiene.

The students are expected to NOT:

- Behave in a manner that may be harmful or disruptive to the learning environment, to the school's reputation or the reputation of the bodywork profession.
- Engage in non-consensual contact or horseplay
- Engage in verbal, physical, or sexual harassment
- Come to school/clinic under the influence of drugs/alcohol or smelling of cigarette smoke

Student Clinic Protocol

Student clinic begins in Term 3. Students are provided an opportunity to apply and develop their learned massage skills in a fee for service setting with the public. It is imperative that the student understand and comply with the following policies:

- The student clinic uniform is an ABE t-shirt and black pants. Scrubs, yoga/track pants, or slacks are acceptable. Jeans and lounge wear are not permitted. Clinic uniform needs to be clean, pressed and approved by the instructor. Shoes must be worn during student clinic and must be closed toe shoes in clean and good condition. Seasonal or religious accommodations are approved by the student clinic instructor or the educational director.
- Good personal hygiene is crucial during clinic time. Cleanliness and good grooming (hair, nails, etc..) will be monitored closely. Please refrain from wearing jewelry, perfumes/colognes, or chewing gum during client sessions.
- Student Clinic is a course, and all attendance and grading rules apply.

- Students are not allowed to be compensated for any massage they provide. This includes receiving tips or individual gifts. Fees paid for student massage contribute substantially to students' education by helping to pay for supervisor wages, administrative, and facility costs. Any tips donated at the front desk are saved for the year end graduation party.
- Students are encouraged to market to student clinic clients. Acceptable forms of marking to student clinic clients are discussed in The Business of Student Clinic.
- The class is graded heavily on professionalism.

Student Records

At ABE Massage School and Clinic, academic records are considered confidential. The school's policy regarding the use and release of student records is governed per WAC 490-105-200. Under the terms of this law, the school and its employees are charged with protecting the confidentiality of the educational records of prospective students, currently enrolled students, and former students. The school will keep student educational records for a minimum of fifty years from the date of each student's enrollment or until the school ceases to be licensed under this chapter, whichever comes first.

The school is empowered to disclose relevant portions of student records to faculty and staff determined to have a legitimate educational interest. The following are reasons as to why records may be disclosed:

1. A student shall be permitted to inspect and review his/her academic records within 45 days following the date on which he/she notifies the Director of Business Operations that he/she desires access to such records.
2. A student shall be provided with a copy of their academic record if they have no obligations to the school. If there is an obligation, the student will be allowed to view a copy of their academic record but may not take the copy.
3. Students have the right to request an explanation or interpretation of their academic record.
4. The student shall be entitled to challenge the content of his/her academic records.
 - a. A challenge concerning the content of a student's academic record must be submitted in writing to the Director of Business Operations immediately in charge of maintaining the record in question.
 - b. The challenge must be signed by the student.
 - c. The Director of Business Operations, who oversees maintaining the record, will mark the date of submissions on the challenge.
5. A response will be sent to the student within 30 days noting the action to be taken by the office/department or the student.

Release of Transcripts

Electronic versions of student transcripts are free of charge. Electronic versions of the diploma are free of charge.

One hard copy of a student transcript will be provided free of charge. A \$20.00 fee is charged for a hard copy duplicate of student transcripts.

One hard copy framed version of the diploma is provided free of charge. A \$20.00 fee is charged for a hard copy duplicate of the diploma.

Records are confidential and will not be released to third parties without the student's written permission. Transcripts will be retained in paper or an electronic format and ensure proper retention and security by having an additional form of backup. The school will maintain as part of the student's educational record "financial records" for a minimum of three years from the student's final date of enrollment and include at least the following records:

1. Signed and completed enrollment agreements and other training-related contracts.
2. The student's payment record.

Complaint Policy

All students have the right to file a complaint about a situation or condition if they believe they have been treated unfairly, or if they wish to appeal a final grade. All students wishing to file a complaint will need to comply according to Attachment B on the Enrollment Agreement, after which any complaints should be sent to the Director of Education.

Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint, workforce@wtb.wa.gov

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the Director of Education. The written request should include the following information:

1. Student's full name and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved.
3. Date of complaint letter and signature of the student
4. Three dates on which the student would be available for a meeting with the Director of Education. These dates should be within 10 business days of the complaint.

The Director of Education will notify the students in writing of the appointment date on which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeal. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy.

Inclement Weather

In general, ABE Massage School and Clinic teaching activities are expected to continue during inclement weather. In the event of a severe storm or other emergency, the school may elect to close in the interest of the faculty, staff and student safety. The school will notify the local news and radio stations of any school closings.

Personal Belongings

ABE Massage School and Clinic bears no responsibility for the loss, theft or damage to personal property of students.

Job Placement Assistance

Although the ABE Massage School and Clinic does not offer job placement assistance upon completion of the program, we do maintain a current list of job opportunities as they become available to us. These are posted in the student breakroom area and on the ABE website. The school actively cultivates relationships with potential employers to increase our ability to refer our students where possible. We also act on our students' behalf by writing letters of recommendations and reference. Furthermore, after students have graduated, they may continue to access our staff and website for help and guidance in obtaining employment.

Electronic Device Policy

No electronic devices are allowed in class. This includes but is not limited to cell phones, tablets, MP3 players, or laptops. All electronic devices are to be left in the break room during class.

Students found to have an electronic device on their person during an examination will receive a zero for the examination.

Disclosures for Applicants to the Massage Therapy Program

Massage is a physically and mentally demanding profession in which you come into close physical contact with a diverse group of people of different health statuses, belief systems, and a variety of cultures. Please initial the following to indicate that your decision to enter into the program is an informed decision.

- 1. Physical demands: Before accepting a position in the class, please consider that massage therapists must be able to stand or sit for long periods. Moving limbs, draping clients, and applying pressure through a variety of movements can be physically taxing. Physical fitness and general wellness can be a factor in your success.

x_____ Initial

- 2. Attendance: Students must attend at least 85% of their scheduled classes or risk being dismissed from the program, regardless of the reason for absences or tardiness. Plan family and work responsibilities accordingly.

x_____ Initial

- 3. Academic rigor: This program is academically challenging. Significant study time in addition to the hours spent in class and supervised clinic experiences must be planned for each week. Tutoring and academic help is available for writing papers, doing on-line research, or learning the required anatomy, physiology, and pathology. If coursework or grades become an issue, please contact the Director of Education for more information.

x_____ Initial

- 4. Criminal background checks: All applicants for ABE Massage School and Clinic will be required to participate in a Criminal Background Check before the first day of class.

x_____ Initial

The Student Handbook Receipt and Contract

I acknowledge that I have received the Student Handbook. I am responsible for reading the contents of this handbook and will adhere to the policies and procedures as stated.

Printed Name _____

Signature _____

Date _____

Received by _____ Title _____

Date _____