Revision #21
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Ancient Arts Massage School

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Our massage school program debuted in 1998 and since then, two classes of successful massage therapists have graduated each year. Overall, 96% of our graduates have gone on to pass the MBLX Exam. Now with the changing times, we are working with the new hour requirements of the National Board Certification.

Mission Statement:
AAMS is committed to creating a professional and productive learning environment where individuals demonstrate positive integrity and passion for excellence, as students seek education in fields of massage therapy and bodywork therapy that reflect the current and progressing practice standards.

The driving force behind AAMS is the desire to educate students for the future. Many medical insurance plans accept massage as a medical treatment. Unfortunately, most other massage programs do not reflect this in their curriculum. Our program's aggressive kinesiology, medical science and business programs, on the other hand, challenge students to learn not only basic massage, but also how to deal effectively with insurance companies and doctors' offices. Many programs boast a "Medical Massage" class, but at AAMS we have always integrated medical massage into our instruction. We feel these courses are invaluable in allowing our students to compete in the changing environment of professional medical massage. We train our students to spot problems and advise their clients on how to change their body mechanics at home and on the job to prevent future problems. AAMS strives to bring educational excellence to Southeastern Washington with our curriculum and continuing education programs.

About Our Professional Massage Program
Our professional massage program consists of a 750-hour program (in-class hours consist of 50 minutes per hour). This recent change reflects the standards of the NCBTMB Board Certified credentialing. AAMS has an academically driven course load, which will mentally and physically challenge the student in preparation for the National Board Certification Exam. Our students are taught to use scientific knowledge to begin their professional career as a health care provider. Specialized massage practitioners teach our students a variety of massage techniques and modalities, as well as personal communication skills, ethics, and the law pertaining to massage. Massage practitioners, business specialists, and bookkeepers also teach business practices. These skills are needed to build a successful business as a massage practitioner. Our teachers are professionals with experience in the working world. We keep the classes small to be able to do more individual attention 8 students to one instructor max with 6 students per instructor in student clinic. AAMS policies and procedures are based on and follow the guidelines set forth by the Washington State Workforce Training and Coordinating Board, the American Massage Therapy Association, and the National Certification Examination for Therapeutic Massage and Bodywork. We feel our job does not end with graduation; instead, it ends with practitioners in successful massage practices. All policies and procedures are uniformly and fairly applied to all students.

The professional massage program consists of the following subjects:

750-Hour Program
190 Hours - Kinesiology, Anatomy & Physiology
90 Hours - Pathology
100 Hours - Business
40 Hours - Ethics
370 Hours - Massage Theory and Massage Practice (75 hours of student clinic)

To help with any transfer of credits we include:
7 hours of blood borne pathogens in our Pathology class
36 hours of hydrotherapy in our massage practice

Please refer to our website for updated dates and times of classes. Students should enroll any time before one month of the start of the program. The day program normally runs fall and winter Tuesday through Friday from 9:00 AM to 3:00 PM with a lunch break. The evening program normally runs spring and summer Monday Through Thursday from 6:00 PM to 11:00 PM. There will be ten to fourteen weekends scheduled for educational classes that we were unable to have during regular weekday hours. Some special interest classes maybe held at slightly different hours or possibly on Fridays. Students will receive at least six weeks' notice so they can plan for these changes.

We believe

- Each student is a valued individual with unique intellectual, emotional, physical and social needs.
- Students, faculty, and staff share responsible for the learning process.
- Instructional strategies should be varied in order to accommodate individual differences.
- Students learn best when they are actively engaged in the learning process.
- Cultural awareness will improve the student's ability to deal with diverse clients.
- Self-respect and a successful business are enhanced by positive relationships and mutual respect between students, faculty and staff.

School Holidays
AAMS is closed on New Year's Day, Martin Luther King Day, Presidents' Day, and Easter Sunday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

Snow Days
As a private vocational school, AAMS does not schedule snow days like public schools. Each student must make the decision whether to drive or not during winter weather.

School Vacations
AAMS does not close for school vacations. AAMS is open year-round, but administrative offices are closed on Saturdays and Sundays, as well as the holidays listed above. There is a two-week break at Christmas. Students are strongly advised to plan their vacations at this time as to not miss any in-class time.

Classroom Breaks
Classes normally break for ten minutes every hour at the discretion of the instructor and the practicality of giving a break. In all cases, classes must begin and end at the stated times in order for the student to receive full credit for the classes attended. Break times may not be substituted for student tardiness or leaving early.

CPR/First Aid Card
The students need to provide AAMS with a **current First Aid Card and CPR Certification.** This is a licensing requirement and must be completed before or during the first month of school.

Professional Affiliation
The students are required to join a AMTA (American Massage Therapy Association) in order to get them "in the loop" to begin networking in the profession. Proof of joining is required by the third week of classes.

Student Manual
Course materials, calendars, handouts and syllabi will be provided on the first day of class. Any additional information or changes in student policies will be discussed in greater detail.

Admission Procedures

- Complete the application for admission, the admissions interview and submit the $100.00 application fee. If the student is not accepted, the $100.00 will be refunded. The $100.00 is non-refundable five days after a student signs the enrollment agreement.
- Total tuition can change before school starts; students will be notified of any changes ASAP and will receive a refund if this is unacceptable to the student.
- Applicants will meet with a school representative to review the submitted paperwork and discuss the program in detail. Applicants are encouraged to ask any questions they might have during the interview.
- Applicants will receive notification of the result of this review either verbally at the time of the interview or through a formal letter.
- When accepted, applicants will sign an Enrollment Agreement. Students must make a $975.00 deposit one month 3 weeks before class to purchase needed supplies..

Admission Regulations

AAMS invites students of any race, age, ethnic origin, gender, or religion to apply for admission. *Your interest in becoming a Licensed Massage Practitioner (LMP) plus our commitment to excellent educational training is the equation for success.* The most important requirement for admission to AAMS is a desire to learn and succeed in the profession by serving others. In addition, each applicant must meet the following requirements:

- Minimum age of 18 (parental permission required if turning 18 during the program; must be 18 at graduation).
- Must be a high school graduate, or graduate equivalent (GED).
- Must possess the physical and emotional ability to perform as a massage practitioner.
- Must be able to follow the rules and policies of AAMS.
- Must be able to work well with other students and faculty.
- Registration prior to the start of our program is preferred.

AAMS reserves the right to deny admission to:

- A person who has been convicted of a felony.
- 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.
- Students who are otherwise deemed unsuitable by the admissions committee.

Potential students are required to visit the campus and talk to a representative about our programs. Handicapped students are encouraged to visit the school to assess the accessibility of the facility with regard to their handicap. AAMS supports the Americans with Disabilities Act (ADA) and will make every attempt possible to facilitate special needs.

Tuition and Fees

Application Fee	$100.00
(non-refundable five days after enrollment agreement is signed)	
Tuition – plus sales tx	$9,000.00
Required supplies (supplied by school	$975.00
Total cost of Massage Program	**$9975.00 plus tx $975.25**

Costs After Graduation (Approximate – not included in tuition)

WA. State License Exam	$280.00
Initial State License Fee	$230.00
Active Professional Membership	$100.00 to $265.00
Local business license fees	$100.00 to $125.00

Orientation
Usual student orientation is held on the first day of class, or as scheduled. New students will have an opportunity to meet one another and the AAMS instructors and administrative staff. Each student will receive a student packet, which will be reviewed during orientation by a representative of AAMS.

AAMS Bookstore
AAMS maintains a modest bookstore, primarily for the convenience of its students. Students may purchase additional books and supplies needed for their classes in one convenient location. The bookstore is located within the AAMS center and has the same hours as the clinic.

Attendance
The goal at AAMS is excellence. Every class is of value, and our students are expected to learn from each session of the program. The healing arts include not only the physical skills of our profession, but also the theoretical knowledge that enable our students to become accomplished practitioners. Students are required to attend a minimum of 80% of each class in order to make satisfactory progress toward graduation mandated by state requirements. However, all missed hours must be made up in order to satisfy all 750 hours of the program. Absences are considered unexcused unless the student can produce sufficient evidence that the absence was unavoidable and is able to document the reason. An unexcused absence results in a 10% penalty from any graded material given on that day. Only the director or an instructor can excuse an absence. A student is required to have accumulated 100% of all required hours prior to graduation.

Tardiness
AAMS follows the policies of the AMTA and other higher educational approving bodies and agencies regarding tardiness. Students who are more that fifteen minutes late for a class or leave fifteen minutes early will be denied credit for attending that particular class. The student may make up that class on their own time to receive credit. Up to fifteen minutes late to a class is a tardy, and four tardies constitutes an absence. Absences are tracked daily for each class, and students are notified by the administration when their absences exceed 20% for any course, at which time they will be placed on attendance probation for 30 days in order to allow time to make up the missed classes or hours. If a student does not make up the missed time in 30days the student will be terminated. If a student is on academic probation due to missing assignments or projects, he or she may be terminated from the program for failing to maintain satisfactory academic progress standards if the work is not completed.

Making Up Missed Classes
At the time of enrollment, students commit to attend the classes in the massage program. AAMS requires 100% fulfillment of all classroom contact hours stated on the certificate diploma in order to qualify for licensure; it is AAMS policy to require the same. To achieve this, students are required to make up missed class hours within one month of missed time. Time may be used in study, if the student requires educational assistance standard tutoring fees apply.

Repeating Courses
Failure to complete the minimum requirements for any course will necessitate repeating that course. Students may retake that course at the next available offering and will be charged the standard tuition rate of $40 per hour for the class. The student may appeal the additional tuition fee only if he or she can show extreme mitigating circumstances or hardships that were beyond his or her control. In the event the course is not made up within the allowable time limit to complete the program (one year) the student will be required to reenroll and all accumulated credit will be transferred to the new program. Re-enrollment requires the student to go through the admission process and pay the application fee of $100.00, and constitutes his or her final attempt to complete the program.

Description of Curriculum
The AAMS program is highly academic in nature. There are reading assignments and handouts to complete at home in order to be prepared to participate in class lectures and hands-on demonstrations. The classes are taught sequentially, each class building on the last. This way, if a student has academic or personal

problems and must drop out of class, or if they fail one class, they can take it again, and pick up attending the program where they left off.

Placement
There is no guarantee of placement after graduation. AAMS commits to teaching its students business and marketing skills so that students can open successful businesses of their own. Resume and interviewing skills will be taught so students can also look for jobs working with other health care professionals. AAMS supports students in obtaining part-time or full-time job placement and setting up massage therapy practices. We're in touch with administrators of therapy centers, chiropractic offices, and other health care facilities that are looking for massage therapists to employ. We post these notices as we are made aware of them and we endeavor to educate the public and create a market for our graduates through advertising, public speaking, written information, and the AAMS Student Clinic. Even though placement cannot be guaranteed, we are committed to support and we assist students in fulfilling their vocational visions. AAMS maintains a job and career list from many employers locally and nationally who need massage practitioners. Please contact the AAMS office for a current list.

Student Conduct
A diploma from AAMS is an endorsement to sit for the Board Certification Exam and represent the profession of massage therapy. This certificate reflects the student's ability to effectively serve the community and to represent the profession of massage therapy. We believe that part of our obligation to the profession and to the community is to assure that graduates are able to demonstrate their ability to be ethical, safe, and professional when working with their clients. Therefore, AAMS ***reserves the right to evaluate a student's professional manner and to make recommendations to aid the student in achieving an appropriate professional manner.*** These suggestions will be given with the best interest of the student in mind, privately and with one instructor and the director present, if correction is needed. If there is a problem, the student will be asked to meet with the director to resolve it.
If the student does not comply with the standards of expectation, he or she will be expelled.

Professional Appearance/Dress Code
AAMS strives to maintain the highest level of professionalism in the massage therapy and healing arts business. A professional and neutral appearance is essential while on the premises of AAMS. Since close contact with other students and therapy clients is a large part of the curriculum, excellent personal hygiene is a must. Clean clothes must be worn while on the premises, whether in class or as a practitioner. Tattoos must be covered, body piercing jewelry removed, and hair beyond shoulder-length pulled back. Hats and headbands are acceptable as long as they are clean and professional. Men must be clean-shaven or have facial hair neatly trimmed. For health and sanitation reasons, students are not allowed to be barefoot on the premises. Footwear needs to be professional looking and supportive. Socks and footies need to be clean. Nametags need to be worn if applicable. Students showing up for class, clinical practice, or events improperly and unprofessionally attired will not be given credit for class attendance and will need to make up that class at their expense.

Immodest behavior - the student is required to wear suitable clothing at all times during school hours. Unsuitable clothing is as follows:

- Clothing that disrupts the educational process.
- Clothing that reveals the back, midriff or undergarments.
- See-through mesh tops or bottoms.
- Overly large openings at the neck or arms.
- Off-the-shoulder tops.
- Spaghetti straps, halter tops or tube tops.
- Tight t-shirts.
- Off-color or otherwise questionable wording on shirts including but not limited to demeaning, violent, sexual or racial statements.
- Shorts for class will have no less than a seven-inch inseam.
- For Student Clinic the inseam on shorts must be 18 inches.

- Students and clients are to be modestly draped during the massage; nudity is not allowed in class at any time.

Behavior and Participation Rules

1. We are a **fragrance-free establishment**. Many clients and staff are highly allergic to perfumes and highly scented personal products. Highly scented laundry soap and dryer sheet. Since we will be in close proximity to each other for the length of the class, please be aware of others' comfort and think about your future clients.
   Do not wear or bring scented products to class. You will be sent home to shower and change clothes.
2. Practice confidentiality.
3. Develop healthy relationships with classmates, which will be demonstrated through communications, working with each other in a professional manner, and addressing and dealing openly with disruptive classroom dynamics (such as cliques, ostracizing individuals, etc.).
4. Demonstrate respect and concern for the learning tools and equipment of the classroom.
5. Be responsible for personal success in coursework.
6. Demonstrating appropriate ethical standards of conduct in professional and personal relationships.
7. Actively respond to opportunities for growth (support is available from instructors or the director.)
8. Be able to learn information through individual and group interactions.
9. Give and receive consistent support and feedback (inclusive of peers, staff and faculty).
10. Maintain appropriate awareness of boundaries and behavior while having fun and being creative.
11. Increase your learning by personalizing it for your own needs.
12. Join a study group, teach, and help fellow students learn.
13. Be appropriately prepared to participate fully in all classes.
14. Have appropriate behavior in and outside of class with classmates, teacher assistant, instructors, staff, and clients (includes activities such as study groups, practice exchanges, etc.).

Students shall enjoy the privilege of freedom of speech providing it does not disrupt the educational process, infringe upon the rights of others, invade the privacy of individuals, or contain libelous or slanderous material. The director will monitor verbal and written expression and students will be subject to corrective action.

Harassment:

- To bother, worry, bully, aggravate, torment, demean, and frighten another person through verbal or physical intimidation.
- The use of verbal racial slurs or jokes, promotion of racial language, or objects that have negative racial connotations.

Sexual harassment in any form will not be tolerated at AAMS. Sexual harassment is illegal in schools and in the workplace. The spreading of sexual gossip, unwanted comments or jokes should be reported to the director or an instructor immediately. Suggesting a sexually inappropriate occurrence that the student knows is false will result in expulsion and possible criminal charges.

Children of Students on the AAMS Campus

Students may not bring their children into class or leave them unattended on campus at any time.

Campus Behavior

Students are to conduct themselves as health-care professionals at all times while on campus or while representing AAMS or the profession and respect the neighbors and the surroundings of the campus by minimizing noise levels. Students who damage or vandalize campus equipment or facilities will be required to immediately reimburse AAMS for the replacement and may have their enrollment terminated.

Use of Cell Phones, Pagers, Etc.

Cell phones, pagers, and other distractions to the learning process are not allowed in the classroom. The office manager will deliver short emergency messages ASAP.

Eating and Drinking in Classrooms
Eating or drinking in the classrooms is allowed at discretion of the instructor. Students may consume their own lunches in the kitchen or classroom. Students are permitted and encouraged to bring their own water bottles to consume water during classes.

Smoking
AAMS, in accordance with Washington State Law, will not allow smoking on campus grounds. Students who smoke, must not do so on school grounds.

Teaching Methodologies
Lecture/Lab
Small and large group interactions
One on one teaching with instructor
Use of audio and visual aids
Individualized assignments within class
Out of class assignments

Grading
All classes are graded using the following scale:
A = 4.0 (90-100)
B = 3.0 (80-89))
C = 2.0 (70-79)
F = 0.0 (69 or below)

Grading is determined by:

Evaluations:	
Written work	35%
Practical Work	35%
Behavior and Participation	30%

This program is highly academic. Our standards are purposely above average to encourage students to set their goals high as well. Students will have regularly scheduled evaluations in each course that will measure skill, knowledge, professionalism, appearance, attitude, class participation, cleanliness, dress code, and technical ability. Methods of evaluations include written exams, performance evaluations, homework assignments, oral presentations, attendance, and participation. Upon completions of the course and all assigned work, the student will receive a final grade, which reflects the average of all scores accumulated for that course (grade point average). All course work must be completed by the last day of class. Students who have not completed all course requirements will be considered incomplete during a 30-day grace period. Failure to complete the standing work in this time will result in an F for the course. Students who receive a failing grade must repeat the course during the next available offering. Regular tuition fees will apply to all courses that must be retaken.

In addition, attendance requirements (80% of all in-class hours) must be met in order to continue into the next term, regardless of academic achievement. Scores will be based on homework, in-class work, written and practical exams, oral presentations, and class projects. If a student is absent, it is his/her responsibility to complete all missed assignments in a timely manner (one month from the absence). Instructors will evaluate a student's need for extra help to assist the student in successful completion of the course. Tutoring is available at the rate of $30.00 per hour; the student is responsible for arranging and paying for tutoring services.

Students will receive final grades at the end of each term. Students may request an oral progress report from the individual instructor at any time during the term. Students in jeopardy of failing a class or classes will be monitored more closely to correct academic or attendance problems.

Satisfactory Academic Progress
Students are required to maintain satisfactory academic progress for the entire length of their program, which includes a minimum grade point average of 2.0 and a minimum attendance of 80% during the program length. Students are required to make measurable, reasonable, consistent, and integrated progress, i.e., taking and passing all classes, completing successful instructor massages, completing homework and lab work, and making consistent and measurable progress. Students enrolled must complete basic requirements before advancing to the next term. All programs must be completed within 1½ times of the stated program completion time. In the event a student has fallen below these minimum standards, a probationary period will result in which the student must raise his/her grades or attendance to meet AAMS requirements. These students are required to have 100% of all hours attended or made up prior to graduation.

Student Safety/Security
Student safety and security is of utmost importance. AAMS is located in a very peaceful, secure, pleasant setting situated in a low-crime, well-lit area. Any incidents, however minor, regarding a student's safety (e.g. an injury, an accident, etc.) needs to be reported to the school director, Susan Parker, IMMEDIATELY.

Library Materials, Videos, Teaching and Study Aids, etc.
Students may request use of videos, teaching aids, etc. These must be viewed at the school. Our students may check out books from the library for two days at a time to allow all students access to the material. If a student does not return the material in a timely fashion, a late fee of one dollar per day will be applied. If the material is not returned, the student will be charged the cost to replacing it.

Audio Taping of Classes
Students are encouraged to use whatever reasonable means are available to facilitate the learning process, including the audio taping of classes. Instructors must be notified of the student's needs and taping equipment must be visible at all times.

Student Pregnancy
Students entering the second trimester of pregnancy must have a physician's written permission to continue their clinical and massage classes. Otherwise, a medical Leave of Absence (LOA) will be necessary until the student has given birth.

Leave of Absence
Students who desire a LOA from the program due to extenuating circumstances must submit a written request along with documentation supporting the circumstances to the director. The LOA cannot exceed 60 days. Each student is allowed only one LOA per program. If the student withdraws after receiving approval for LOA or does not return from LOA, the class time missed during the LOA will be charged as classes attended since an empty space was held for the student during the time of the LOA. The time missed will be factored in and/or considered earned as attended class time in computing final earned tuition rate and/or refund. A processing fee of $100.00 will be assessed and is due at the time of written request for an LOA by the student. Students not returning to school on the agreed date will be terminated from the program and lose any credit for incomplete courses. The processing fee will be returned in such cases.

Medical Leave of Absence
Students may request a medical leave of absence for extenuating circumstances provided that the request for a medical LOA is accompanied by a physician's note requesting the same. All other policies regarding LOA as stated above apply.

Academic/Attendance Probation
Satisfactory academic progress, which includes both grade point average and attendance, is monitored on a weekly basis. In the event a student is not making satisfactory academic progress, he/she will be placed on probation for a period of 30 school days. Students who fall below a 2.0 cumulative grade point average on all evaluations that occur within this time frame will also be placed on academic probation. Students who have missed 20% of classes will be placed on attendance probation. Students on probation will be given 30

school days to make up the required number of classes. If at the end of the probationary period the student has not yet achieved a cumulative 2.0 GPA, another probationary period of 30 days will be imposed. In the event the student does not achieve the minimum GPA during the second academic probation period, he or she will be terminated from of the program in the time allotted (1 ½ of the scheduled length of the program).

Changes in the Program
If the school discontinues instruction in any program after students enter training, including circumstances where the school changes its location, causing a hardship for the student, the student will be entitled to a pro-rated refund of all tuition and fees paid *unless* comparable training is arranged for by the school and agreed upon, in writing, by the student. Students entitled to refunds must apply in writing to the school within 90 calendar days of the discontinuance or relocation and the school must disburse any earned refund within 30 calendar days after receipt of a request.

Transfer of Credits
AAMS will consider classes transferred from other institutions. In order for the student to receive transfer credits, he or she will be required to pass an equivalency program (there may be a fee) to assess the student's knowledge for placement in class. According to Washington State law the student must complete at least half their training at AAMS. Classes completed at AAMS may or may not be recognized as transferable to other institutions. In order for a student to receive consideration for previous education or training credit, the student must supply a copy of the previous school's catalog (which must include course description), the official grade transcript, and all corresponding documentation and certificates. Students who previously attended an accredited college, post-secondary school, or university may be granted credit if a course taken is applicable to their program of study. If credit from another institution is awarded, the student is not required to participate in that course, however, students are encouraged to attend and participate.

Financial Aid
There is no financial aid available at this time, though payment plans are available. Payment Plans can be use and are individually tailored to the student on a monthly or quarterly rate. When you sign your contract, you will chose your payment date.

Tuition Refund Policy
Should an applicant be rejected for admission, AAMS will refund all money paid within thirty days from the date of the application. An applicant may cancel his enrollment at any time by contacting AAMS. If a cancellation notice is received by AAMS within five (5) business days, excluding Sundays and holidays, of signing the Enrollment Agreement and prior to the start of classes, all educational fees will be refunded. Refunds will be made within thirty days after we receive the applicant's cancellation notice. Upon cancellation, withdrawal, or termination after commencement of classes, the tuition is refunded as follows:

- During the first week, AAMS will refund all educational fees
- After the first week and through 10% of the contracted instructional time, AAMS will refund 90% of the educational fees
- After 10% of the contracted instructional time and through 25% of the contracted instructional time AAMS will refund 75% of the educational fees
- After 25% and up to and including 50% of the contracted time, AAMS will refund 50% of the educational fees
- After completion of more than 50% of the contracted instructional time, no refund will be returned

This policy does not apply to the students who opt to pay monthly. These students will receive a prorated refund on the month of termination if the tuition for that month has been paid.

Withdrawal Prior to Commencement of Classes
All money paid by an applicant is refunded if requested within five (5) business days, excluding Sundays and holidays, after signing an Enrollment Agreement or making an initial payment.

For applicants who are accepted but fail to enter AAMS, tuition is fully refunded but the Application Fee will be retained, if five days after student has signed the enrollment agreement.

Students who have not visited the AAMS campus can withdraw without penalty and with a full refund of all money paid within three days of regularly scheduled classes or after a tour of the facilities and equipment.

Withdrawal After Commencement of Classes
A student termination is considered to have occurred not later than seven (7) calendar days after the last date of actual attendance, unless earlier written notice of termination is received by AAMS, in which case termination is the date of receipt of written notice. The date of termination is compared to the total length of the course to determine the percentage that will be refunded

Irregular attendance, violation or infringement of AAMS rules and regulations, or failure to maintain satisfactory grades will subject a student to dismissal from AAMS. Students who wish to voluntarily withdraw are entitled to a refund determined by the last date of attendance and tuition paid.

Probation or Suspension
Inappropriate behaviors, such as but not limited to the following will result in disciplinary action:

- Excessive absences/tardiness
- Unsatisfactory progress
- Disrupting class
- Cliques or the ostracizing of students or staff
- Unsatisfactory disposition or attitude
- Plagiarism, or cheating
- Compromising classroom education
- Breaching privacy or confidentiality
- Use of techniques that are **beyond the scope of massage,** including, but not limited to, chiropractic or osteopathic bony manipulations
- ***Accepting payment for massage - in this state it is illegal to perform a professional massage without a state license***
- Immodest behavior - our students are required to wear suitable clothing. See student conduct.

Disciplinary Action Includes Probation or Suspension
The student will be notified in writing as well as by speaking with the director of the probation and criteria of probation. Students placed on probation will be allowed to attend classes but will be monitored. At the end of the probationary period, the student will meet with the director to determine if the student has complied with the criteria of probation. If he or she has not, the student may be suspended or expelled from AAMS.

Suspension Process
The student will be notified in writing as well as in person of the suspension and criteria of suspension. Students placed on suspension will not be allowed to attend classes, but classes that are missed must be made up and paid for at the student's own expense. The student will meet with the director to outline the criteria necessary to re-enter the program.

Expulsion
Inappropriate behaviors such as, but not limited to, the following may result in expulsion from the program:

- Use of drugs or alcohol during class or while giving massage
- Sexual misconduct (sexual advances in any massage therapy setting, regardless of location)
- Stealing/damaging school property
- Alteration of student records
- Physical/verbal abuse toward any instructor, staff member, student, or client

Expulsion means that the student will be terminated from AAMS. He/she cannot re-enter AAMS.
A committee consisting of the director and one or more instructors will determine expulsion of a student. Other individuals involved in the matter may also be present at the review. Every effort will be made to

notify the student of the committee meeting. The student is encouraged to attend the meeting. AAMS maintains the right to expel a student whether or not he/she chooses to be represented at the committee meeting. Every effort will be made to notify the student of the final decision.

Student Records
Students may review their academic and financial records by submitting a formal request to the records department. AAMS will not release record information to other individuals without the consent of the student. Inquiries made as to the enrollment or graduation status of a particular individual by offices or agencies directly involved with the academic or professional industry will be released without consent of the student. Students are provided with one official transcript upon graduation. Additional transcript requests require a $30.00 fee. Permanent student records are kept for all students. Student files are confidential and cannot be released without a student's written consent except under the following conditions:

- To school officials who have a legitimate educational interest in the records
- To organizations conducting certain studies on the behalf of the school
- To accrediting commissions in order to carry out their functions
- To comply with a judicial order or lawfully ordered subpoena
- To parents who claim the student as a dependent for income tax purposes

Student Grievances
It is important to the success of AAMS that students do not keep their grievances to themselves. AAMS is committed to a course of constant improvement. Students, faculty, staff, and administration are encouraged to work together for the improvement of all concerned. AAMS holds the attitude that the only true victory is that in which everyone wins. Therefore, suggestions, recommendations, and complaints are welcomed. A student care advisor and a class representative are a part of the advisory board to address issues or problems as they arise. However, if a student has a complaint, grievance, or dispute with the institution that cannot be resolved through a meeting with the class representative and student care advisor, the student must then schedule an appointment with the director to discuss the problem. If others are involved, another meeting will be scheduled with the others present. If the complaint has not been resolved after these steps have been followed, the student may file a complaint with the state board. In order that grievances do not interfere with their academic progress, students are advised to follow these steps:
The student may

1. Write the grievance on a suggestion form or any paper format and submit it to the office. Anonymous grievances will be acted upon equally.
2. Discuss the grievance with the specific instructor.
3. Discuss the grievance with the director.
4. Any student may contact the Workforce Training and Education Coordinating Board at any time with a concern or complaint at 128 10th Avenue SW, Olympia, Washington 985040-3105, 360-709-4600.

Evaluations by Students
In order for AAMS to continue to maintain the highest standards of excellence in education and operations, we request that all students evaluate each course and instructor at the end of each quarter or at the end of the program. These evaluations will be used by AAMS to make positive changes to the curriculum and teaching methodologies. Students can also make suggestions at any time during a course, using the suggestion forms available. Students may also express their concerns by making an appointment with individual instructors or the director for confidential discussions and counseling.

School Facilities and Equipment
The teaching/treatment rooms are where the students perform their student massages and maintain a student clinic the last term of the program. The 2500 square foot facility housing both the school, clinic and school store.

School Equipment
3 massage chairs
3 rolling stools

I pods and players
26 anatomic charts
Full size skeleton
Reference Library
Refrigerator, microwave oven

Other Information
A copy machine is available at $0.50 per page.
Telephones are for office use; we request that they be used briefly and only for important calls.

Notice of Nondiscrimination
AAMS complies with and supports all Education Department Office for Civil Rights statutes regarding discrimination. AAMS does not discriminate in the basis of 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, AAMS does not admit any person who has a recorded history of sexual abuse.

Parking
Students are to use on street parking to allow clients the use of the front parking lot.

Instructors and Board Members
Susan Parker, RN, LMP, Owner, Director, Instructor, will teach Massage, A&P, Pathology and Business and Clinical Practices. Washington State Massage License MA8182, Washington State Registered Nursing License RN80429

THIS SCHOOL IS LICENSED UNDER CHAPTER 28C.10 RCW; INQUIRIES OR COMPLAINTS REGARDING THIS OR ANY OTHER PRIVATE VOCATIONAL SCHOOL MAY BE MADE TO THE: WASHINGTON WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD, 128 10th AVENUE SW, OLYMPIA, WASHINGTON 98504-3105 (360-753-5673).

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Ancient Arts Massage School does not discriminate for any reason. All people regardless race, religion, sexual orientation, or physical, or mental disabilities are welcome to apply.. We are a small school, 6 students per class, all reasonable accommodations will be made, without making a hardship on the school.

Religious Accommodation: Addendum

AAMS 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 a 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 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; and releasing a graduate assistant from teaching or research responsibilities on a given day.