



AdrianSchoolofMassage

May the benefits of therapeutic touch be widespread & within reach!



Student Handbook

Adrian School of Massage LLC
4114 Occidental Hwy, Adrian, MI 49221
517-759-5040
asm@adrianschoolofmassage.org
www.adrianschoolofmassage.org

Dear ASM Community Member:

The purpose of this handbook is to equip and protect those involved at ASM, so that they might be provided a safe place where they are free to learn and grow.

Our heart is to help our students become successful, professional massage therapists – and through that, help to make the world a better place.

We believe that appropriate, well-defined boundaries cultivate freedom in our interactions, since the anxiety of unintentionally breaking boundaries is minimized.

We understand and are grateful for the fact that we are all just people embarking on a messy journey together. May we not be driven apart by our differences, but be bound together by what makes us the same.

And - may ASM be a place that enables the blessings of therapeutic touch to be widespread and within reach!

With great love,

Christy Gagneur and the ASM team

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ASM Policies...

Please Note: Some states of desired employment may have varying educational requirements. Students should review the requirements of the state they wish to become licensed in to determine if ASM will meet their needs.

Attendance

- ASM expects students to be present for all hours and classes pertaining to their program.
- Students with more than 8 hours absent in a unit will be asked to re-take the full unit unless other arrangements have been made.
- Students are responsible to obtain all notes/assignments when they are absent from a classmate and must ask their instructor what additional make-up work is needed.
- Some states of desired employment may have varying educational requirements. Students should review the requirements of the state they wish to become licensed in to determine if ASM will meet their needs.
- Students permitted to make-up hours for a unit via tutoring have up to 30 days past the date of written delinquency notification to complete tutoring and/or assignments for the time and content they have missed, students unable to do this will be required to defer into an upcoming program class.
- Arriving to class more than 10 minutes after the assigned time will result in the use of 1 hour of absence.
- If a student receives special permission from an instructor to be in attendance virtually, a doctor's or legal note, obituary, or a 300-word essay must be included stating the reason the student could not be physically present. Please note: This option is only available as time, content, and technology allow. Not all units will allow virtual attendance options.
- To apply hours completed virtually to a student's attendance, the student must complete a Virtual Hours Form and submit it to our records administrator.
- Attendance hours are rounded to the nearest whole. When less than 50 minutes are in attendance a whole hour of student absence will be deducted.
- If a student misses more than 6 consecutive class days, without notification, ASM will assume they plan to defer or have resigned from the program.

Tutoring

- All tutors must be approved by the unit's instructor or program director.
- The amount of \$20 is to be paid *to the tutor* at the time of tutoring. (Tutoring fees are not paid to ASM).
- It is the student's responsibility to submit a signed Tutoring Form to our Records Administrator within a timely manner to document the completion of their tutoring hour(s).
- Tutoring must be completed on location at ASM.
- SS Tutoring options may be permitted for appropriate circumstances. If this option is used, an SS Approval Form must be submitted along with the regular Tutoring Form.

Weather and Community Emergencies

- ASM will announce cancellations or delays due to inclement weather and/or community emergencies in each class' private Facebook group.
- Plans for in-person or virtual make-up days/times will be announced in each class' private Facebook group as well.

Grading

- A cumulative passing grade of at least 75% is required for each program unit.
- If a student's scores are less than passing for a given unit, it is the full responsibility of the student to request assistance/extra credit from their instructor.
- All manual and practical *tests* must receive a passing grade of at least 75%. If a student does not pass a test, he or she must contact their instructor (or an administrator) to schedule a time to retake the test within 10 days of written notification. Tutoring fees may apply for manual tests. A maximum score of 75% may be awarded for a retaken test.
- If a failing student's final unit grade cannot be rectified within 30 days of written notification of unit failure, he or she will be required to defer or resign from the program.
- If a student is absent prior to a quiz/test and is unaware of the quiz/test, he or she may be given the same number of days the class had, as a whole, before taking the quiz/test.
- If a student is absent on the day of an expected quiz/test, he or she will be expected to take the quiz/test before their next class.
- It is the responsibility of a unit's lead instructor to determine a student's satisfactory completion of his or her program unit.

- Units eligible to receive a certificate for completion, must receive a score of at least 90% along with full attendance to gain the certificate. Certificates must be requested by the student in writing.
- Students caught cheating or plagiarizing may at the discretion of the school, either be asked to leave the program, or receive a 0% for the portions completed unethically. If a student can not be passed because of this, they may at the discretion of the program director choose to retake the unit in full with an upcoming class. Deferment fees may not be waived in this situation.

Credit for Past Training

- ASM may accept credit from appropriate training provided by a licensed school, college, or university that was completed within either: 1) the previous 3 years, or 2) was completed by a licensed health care professional that has been practicing professionally for at least the past 3 years. Transcripts from the previous provider are necessary. Hours must meet or exceed the portion of the program the student is obtaining credit for.
- Students may be required to test out of an intended unit with a score of at least 90% - in addition to providing transcripts and proof of completion at the prior program.
- Credit for past training must be requested prior to beginning the program and/or completing a financial aid application.
- Please submit your request for past credit in writing (along with appropriate transcripts) to the school director.

Behavior

- Full respect of all ASM staff, students, visitors, and property is both expected and appreciated.
- ASM instructors and administrators reserve the right to dismiss students for any reason at their discretion. Dismissed students are subject to ASM's attendance guidelines.
- Students involved in destructive, harmful, or negative behavior (on-site; off-site; online; and/or by any other means) that impacts Adrian School of Massage LLC; its staff; students; clients; or associates, in any way, may be asked to leave the program.
- Adrian School of Massage LLC reserves the right to expel a student for any reason. Students who partake in actions that lead to their expulsion will be billed for any tuition owed appropriate to the amount of the program completed.

Program/Unit Deferral

- Students may choose to defer into another program class. When a student defers, a written request for deferral must be submitted by either the student (for personal reasons) or an Instructor/Administrator (for grade/attendance/class related reasons) in the event of a need for deferral.
- Students who defer portions, or their program as a whole, are charged a one-time deferral fee of \$200.
- Exemptions to payment of a deferral fee include: birth of a child, adoption, loss of an immediate family member, and extensive sickness. Exemptions must be appropriately documented, and deferred portions must be completed within 24 months of the original graduation month.

Re-Entrance

- Students wishing to reenter after resigning from our program must go through the enrollment process again to be considered for re-entrance into a future program class.
- Previous students who completed units at ASM within the last 5 years may test out of previously completed portions of the program if they wish to do so. Scores for testing out of a unit in this way must be at least 85%.
- Students may be asked to include up to 3 letters of recommendation for reentrance.

Payments

- Tuition accounts must remain up to date.
- Students will be asked to leave the program for payment accounts that have been inactive or unresolved for more than 30 days past written notification.
- Transcripts are released to the state only when the tuition account has been complete and is paid in full.
- Payments may be made in person with cash, check, or card, or may be made online at: www.paypal.me/adrianschoolofmassag

Refund Policy

- In the event a student withdraws from or is unable to complete the program, ASM allows refunds for tuition-paid in excess of \$15/program hour for the units the student has begun or completed. (This amount reflects what would be paid for individual units as opposed to the rate that comes in a full tuition breakdown.)
- Students must submit a request for refund in writing to begin the refund process.

- If a student is in attendance for any portion of a program unit, they may not be refunded any amount from the unit as a whole. However, units the student has not yet begun may be refunded if their tuition payments are in excess of the units they have attended.
- A \$75 fee will be assessed at time of refund to cover processing. (\$25 for students that have not started any portions of the program.)
- Students receiving an included supply package will be refunded the amount above with exclusion of \$400 for expenses related to the supply package.
- Unless another plan has been made, students may expect their refund to be processed in full within 60 days of their written request.

Licensing Information

- To become a Licensed Massage Therapist in the state of Michigan, individuals must pass an approved test. Students attending ASM are qualified to take the MBLEx offered by the Federation of State Massage Therapy Boards.

For more information on the MBLEx, please visit:

<https://www.fsmtb.org/mblex>

To view the Michigan Massage Therapy Licensing guide, please visit:

http://www.michigan.gov/documents/lara/Massage_Therapy_517642_7.pdf

Placement Program

- Adrian School of Massage provides a job board exclusively available to all graduates and alumni.
- Alumni are encouraged to schedule coaching meetings with ASM post-graduation to discuss working options that may be available to them.

For more information, special questions, or to schedule a meeting, please contact our office: 517-759-5040.

Work Credit Hours

- Students utilizing work credit hours as tuition assistance must complete ASM's work credit agreement form.
- Students are responsible for any and all tax obligations as a result of utilizing ASM's work-credit program. If a student completes work-credits accounting for more than \$600 of tuition credit, they will be issued a 1099 at the end of the year their graduation date falls in.

- All work credit hours must be properly documented within 24 hours of completing a work credit activity.
- Work credit logs are to be turned in to our Financial Administrator the last week of each month.

Student Clinic

- ASM requires students to complete 115 hours of participation in the on-site Student Clinic.
- Students may request hours in the student clinic after the completion of their 30 Friends & Family, 1st Trimester Professionals Given/Received, and the successful completion of their Massage 101 and Pathology unit.
- Students must begin their Student Clinic hours within 45 days of the end of their 1st trimester. If a student cannot meet their student clinic requirements, they will be required to defer their Student Clinic into an upcoming class. (Deferment fees apply.)
- Students must turn in a clinic hour request form to be reviewed by the student clinic supervisor. Request forms will be reviewed in the order they were received. Once reviewed, students will receive a printout of their approved student clinic hours each time their schedule is updated. It is then the full responsibility of the student to complete all approved clinic hours.
- Students are required to be on location and ready for their assigned block 15 minutes prior to the scheduled start. If a student is on location less than 5 minutes prior to the start of their scheduled time block, 1 hour of attendance will be docked from their attendance log. If a student arrives to student clinic after the start time of a scheduled massage appointment, they will be required to write a 300 word essay and will be docked the corresponding hours from their attendance.
- If a student does not show or contact the school for a scheduled student clinic block, he or she will be docked the corresponding attendance hours. An essay of 1000 words will be necessary to continue participation in the program.
- Students may schedule a minimum of 3 hours per block of student clinic.
- Students may arrange for another student to cover a block of their scheduled student clinic hours with the approval of an administrator if needed.
- If a student is unable to attend a scheduled student clinic block (for any reason) without the approval of an administrator, it is expected that they call the school at 517-759-5040 to leave a message explaining their situation. An essay of 500 words will be necessary to continue participation in the program.

- Students completing their required Student Clinic hours are not financially compensated by ASM, however students may receive tips in the form of cash or check from clients.
- Tips are not handled by Adrian School of Massage LLC in any way, and any tax implications are the full responsibility of the student.
- Students are required to perform their time in student clinic in a professional manner and engage in strictly massage/education related activities while they are not working with clients.
- Students are not to request or make documentation of client information for purposes outside of the documentation used in ASM's clinic files.
- Students may not share their personal or business contact information with patrons of the student clinic. (Students may, however, share with patrons their first and last name if they wish to do so.)
- Each month, enrolled students are encouraged to schedule one free 60-minute massage in ASM's Student Clinic. Free student massages are not transferable.

Outreach

- ASM requires students to provide 10 hours of outreach for the completion of their program.
- Outreach hours will be planned and scheduled during the Graduation Summit Unit and supervised by an ASM team member.
- Outreach locations must meet at least one of the following requirements:
 - A – Is a non-profit organization.*
 - B – Is an educational institution.*
 - C – Is a health care organization.*
- Students must complete an outreach event form that is filled out by the attending team member.
- While completing hours at an outreach event, we ask that students follow the Student Clinic Dress Code and wear an ASM shirt. In addition, students must wear their ID badge while at off-site events.

30 Friends and Family

- Students will be released to complete their 30 Friends and Family massages during their Massage 101 unit.
- Students are asked to work only with close friends, ASM community members, and family members for completion of their 30 Friends and Family.
- A single "client" may account for up to 5/30 massages.
- 30 Friends and Family massages must be 60 minutes in length.

- Forms must be filled out for each massage and turned in all together when the student is ready to submit for student clinic.

Professionals Given

- Students are required to schedule and complete multiple professionals given massages throughout their program.
- Massages must be completed with a professional associated with ASM.
- A single professional may account for up to 3/5 professionals given massages each trimester.
- Professionals given massages must be completed on location, at ASM.
- Professionals given forms must be filled out in a timely manner and returned at the end of each trimester.

Professionals Received

- Professionals used may be any massage therapist practicing professionally in their jurisdiction. (For Michigan, massage therapists must be licensed.)
- Each trimester students are required to receive 2 professional massages for their professionals received.
- The same professional may be used once each trimester.
- Professional received forms must be filled out and returned at the end of each trimester.

Interpersonal Relations

- New ASM staff/student relationships must remain strictly professional throughout the course of a student's program. Preexisting relationships may continue at their level of closeness as appropriate .
- Students and staff that do not have a preexisting relationship outside of ASM must refrain from following and/or being friends on personal social media as well as refrain from purposely engaging in outside activities while a student is actively attending ASM. (This includes meeting outside of ASM for any non-ASM related reason.)
- As long as interactions do not affect class, ASM students, staff, patrons, or other community members, interpersonal relationships between students outside of class are at the full discretion of the students involved.
- Students are asked to refrain from sharing about group personal activities involving some but not all present classmates, during program hours.
- If a student experiences personal conflict with another student and allows that personal conflict to affect the dynamics of class, they will be asked to complete a list of 100 things they have in common with the other student(s)

involved. (This must be completed within 48 hours of the time assigned because of the affected class.)

- Conversations or activities that are sexual in nature will not be tolerated while onsite or in any relation or proximity to ASM.

Dress Code

- Students must wear appropriate clothing for all ASM program hours.
- Underpants are required for all manual classes or when receiving massages at ASM for any reason.
- Students wearing clothing that does not meet ASM expectations will be asked to change into something appropriate. If a student cannot or refuses to change, they will be asked to leave until they can return in appropriate/modest attire.
- **Acceptable for Class:** Scrubs; Solid or Patterned Clothing; Plain, Patterned, or Massage Related T-Shirts, Sweatshirts/Sweaters, or Long Sleeve Shirts (Must be able to roll sleeves above elbows for manual classes); Modest Tank Tops (Straps must be at least 1.5" wide); All Other Modest Tops that meet ASM guidelines; Modest Dresses or Skirts (May not be shorter than top of knee, tops must meet ASM guidelines); Modest Yoga Pants, Athletic Pants, or Leggings; Slacks, Dress Pants, Intact Jeans, or Other Pants (Must be able to do a comfortable lunge); Bermuda or Long Shorts (May not be shorter than hands width above the knee).
- **Unacceptable Items:** Immodest or see-through clothing; Items that reveal cleavage (Neckline's must be above a hand's width below the collar bone); Items that reveal the midriff or rear; Short skirts or shorts; Items with non-massage related characters or logos; Items with non-massage related words or wording; Footwear with high heels (higher than 1.5" may not be worn); Footwear that slips; Jewelry, scarfs, or other items that may dangle during manual classes.
- **Other Guidelines:** Excessively greasy hair is not permitted; Long hair or beards must be contained or pulled back during manual work; Hair and facial hair must be well kept and maintained for clinic and outreach hours; Students must employ appropriate physical hygiene for the duration of their program; Long nails and nail polish for manual classes will not be permitted.
- **Acceptable for Student Clinic and Outreach:** Scrubs; ASM Shirts (Shoulders must be covered); Black Pants, Skirts, or Bottoms (Must be longer than knee length – may not show knees); Footwear that covers feet/toes; Student ID must be worn during off-site Outreach events.

Language

- All content, tests, and quizzes are presented and taught in the English language.
- Students are welcome to use a personal translation device during all class lecture and for assignments and quizzes.
- Personal translation devices along with any other devices are not permitted for unit tests.
- Students will need to be able to communicate with the general public in order to complete client health intake interviews during student clinic.

Technology

- Online learning will be completed via Teachable and can be reached via the provided link on ASM's website.
- Students unable to obtain a device for learning should reach out to ASM at the time of enrollment.
- Regular access to internet is necessary for completion of our online content and is the responsibility of the student to secure or line up this for themselves.
- Students should have access to a device, such as a camera, smart phone, or webcam, that they can make short recordings of themselves or their work with.

Classroom Norms

- Classroom norms are ultimately determined by the unit instructors.

The following norms may be generally expected throughout the duration of ASM's program:

- Students can expect ASM doors to be opened at least 15 minutes prior to the scheduled start time of class.
- Because this can be distracting to other learners, both leaving the classroom and the usage of cellphones should be limited to provided break times. If a break is needed, it is the student's responsibility to inform the unit instructor.
- Cellphone usage is not permitted during lecture, test/quiz, or other class activities – unless otherwise discussed.
- ASM asks that students silence their cell phones and electronic devices during program hours.
- Non-service animals may not be brought to ASM unless special permission has been granted.

- Students may bring their children during class times to relax in ASM's student area. However, children under 7 must be supervised by someone over 11. Children of any age may accompany a student to class only with the direct permission of the instructor. It is the parent's responsibility to ensure the safety and appropriate behavior of their child while at ASM.

Student Agreements

- Students sign an agreement with ASM at the beginning of each program year. This is to ensure each student is making an informed decision regarding their enrollment and participation in ASM's program.
- Students may contact the Michigan Department of Licensing and Regulatory Affairs (Corporations, Securities & Commercial Licensing Division) in the event of a disagreement, violation, or complaint in regards to appropriate compliance with these agreements.

*Michigan Department of Licensing and Regulatory Affairs
Corporations, Securities & Commercial Licensing Bureau
Schools and Licensing Section
P.O. Box 30018, Lansing, MI 48909
517-241-9221*

Adrian School of Massage's affiliations:



We look forward to providing you an exceptional experience within our program!

With Gratitude,

Christy Gagneur, LMT (Founder/Director)





This Statement of Policy is Posted
In Accordance with Regulations of the

Small Business Administration

This Organization Practices

Equal Employment Opportunity

We do not discriminate on the ground of race, color, religion, sex, age, disability or national origin in the hiring, retention, or promotion of employees; nor in determining their rank, or the compensation or fringe benefits paid them.

This Organization Practices

Equal Treatment of Clients

We do not discriminate on the basis of race, color, religion, sex, marital status, disability, age or national origin in services or accommodations offered or provided to our employees, clients or guests.

These policies and this notice comply with regulations of the United States Government.

Please report violations of this policy to :

**Administrator
Small Business Administration
Washington, D.C. 20416**

In order for the public and your employees to know their rights under 13 C.F.R Parts 112, 113, and 117, Small Business Administration Regulations, and to conform with the directions of the Administrator of SBA, this poster must be displayed where it is clearly visible to employees, applicants for employment, and the public.

Failure to display the poster as required in accordance with SBA Regulations may be considered evidence of noncompliance and subject you to the penalties contained in those Regulations.



**Esta Declaración De Principios Se Publica
De Acuerdo Con Los Reglamentos De La
Agencia Federal Para el Desarrollo de la Pequeña Empresa**

Esta Organización Practica

Igual Oportunidad De Empleo

No discriminamos por razón de raza, color, religión, sexo, edad, discapacidad o nacionalidad en el empleo, retención o ascenso de personal ni en la determinación de sus posiciones, salarios o beneficios marginales.

Esta Organización Practica

Igualdad En El Trato A Su Clientela

No discriminamos por razón de raza, color, religión, sexo, estado civil, edad, discapacidad o nacionalidad en los servicios o facilidades provistos para nuestros empleados, clientes o visitantes.

Estos principios y este aviso cumplen con los reglamentos del Gobierno de los Estados Unidos de América.

Favor de informar violaciones a lo aquí indicado a:

**Administrador
Agencia Federal Para el Desarrollo de la
Pequeña Empresa
Washington, D.C. 20416**

A fin de que el público y sus empleados conozcan sus derechos según lo expresado en las Secciones 112, 113 y 117 del Código de Regulaciones Federales No. 13, de los Reglamentos de la Agencia Federal Para el Desarrollo de la Pequeña Empresa y de acuerdo con las instrucciones del Administrador de dicha agencia, esta notificación debe fijarse en un lugar claramente visible para los empleados, solicitantes de empleo y público en general. No fijar esta notificación según lo requerido por los reglamentos de la Agencia Federal Para el Desarrollo de la Pequeña Empresa, puede ser interpretado como evidencia de falta de cumplimiento de los mismos y conllevará la ejecución de los castigos impuestos en estos reglamentos.

Mission Statement

Adrian School of Massage believes that humans are innately valuable and seeks to both help individuals and make the world a better place, by offering a professional massage therapy education and blessing the community through educated touch.

