

**SYNERGY HEALING ARTS CENTER
&
MASSAGE SCHOOL, Inc.**

**STUDENT
HANDBOOK**

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Welcome students to Synergy. We are pleased that you have decided to join us. Listed in this handbook are the rules and regulations that are necessary to keep Synergy running smoothly. Take the time to read and follow them at all times. Margie Schaeffer 717-226-2762 margie@synergymassage.edu J. Craig Schaeffer 717-729-8670 craig@synergymassage.edu

School policy guidelines are to remind you of the total commitment you have made to start and to finish the program for maximum effectiveness as a professional massage therapist. The faculty and administration are readily available to answer your questions and to offer you guidance. SYNERGY means “Synchronized Energy” ... so let’s put our energy together for success!!!

STUDENT CODE OF CONDUCT

The code of conduct for all students of the Synergy Healing Arts Center and Massage School is loyalty and allegiance to the Synergy organization and protection of the school image.

PROFESSIONALISM

Always act in a professional manner while at Synergy. Adhere to the standard code of ethics for the massage therapy profession. It is inappropriate to socialize with faculty and staff outside of the classroom setting. The Synergy dress code is to be honored at all times when fulfilling Synergy requirements.

MISSION STATEMENT

The mission of Synergy is to educate each student to utilize professional, integrative, safe intended touch for health and well-being of the physical, emotional, mental and spiritual oneness of all individuals, and in a caring and non-judgmental atmosphere.

DEFINITION OF SPIRITUAL:

Source: Webster Dictionary – Basic human good qualities of affection, a sense of involvement, honesty, discipline and human intelligence properly guided by good motivation.

NON-DISCRIMINATORY POLICY

Synergy Massage School practices are non-discriminatory with respect to race, color, religion, gender, age, national origin, disability, sexual orientation or other status protected by law.

SEXUAL MISCONDUCT POLICIES

Synergy Healing Arts Center and Massage School is committed to having a positive learning and working environment for its students and employees and will not tolerate sexual harassment or sexual violence.

SEXUAL HARRASSMENT

Synergy defines sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when one or more of the following circumstances are present:

1. Submission to such conduct is made either explicitly or implicitly as a condition of attendance or participation in school activities or functions.
2. Submission to or rejection of such conduct is used as a basis for decision affecting a student’s educational pursuits.
3. Such conduct has the purpose or effect of unreasonably interfering with a student’s performance or creating an intimidating, hostile or offensive environment.
- 4.

SEXUAL ASSAULT

Synergy complies with Section 485(F) of the Higher Education Act of 1965 as amended by section 486(C)(2) of the Higher Education Amendment of 1992, Subtitle 7, Sexual Assault Policy. Sexual assault is being coerced to engage in a sexual act by force, threat of force, against your will and without consent. The following is issued in compliance with the provisions of that legislation. This policy applies to students and employees.

Alleged victims of sexual assault are encouraged to report such criminal activity to the Executive or Co-Director verbally and in writing. If the complaint is against the Director or Co-Director you should contact the PA Board of Private Licensed Schools (contact information located on p. 33-34 of this publication) or the authorities. If Directors are not available, the student should notify proper authorities by dialing 911 or calling the Washington Township Police Department in Waynesboro at 717-762-2131 or the Pennsylvania State Police in Chambersburg at 717-264-5161. The Directors will make arrangement for transportation to the Waynesboro Hospital, which is equipped to collect evidence for victims of sexual assault.

RETAILIATION

All forms of sexual harassment cause the victim to feel uncomfortable or threatened by the behavior and may cause the victim to fear retaliation, such as, loss of job or poor grades. Retaliation against anyone reporting or thought to have reported sexual harassment behavior is prohibited. Such retaliation shall be considered a violation of this policy and shall be independent if charges of sexual harassment are substantiated.

DISCIPLINARY PROCEDURES

Student offenders will be disciplined according to the student conduct policies. Since sexual harassment and assault are criminal offenses, offenders are subject to arrest and prosecution under Pennsylvania state law.

Employees will be placed on administrative leave until a thorough investigation is completed by government officials. If an employee is found guilty of charges, then appropriate personnel action will be taken.

EDUCATION PROGRAMS

Faculty and staff receive education related to sexual offenses through staff development programs.

SEXUALLY EXPLICIT MATERIALS

Discussion or display of any sexually explicit material is not allowed. Please remember that we are a professional Massage Therapy Center that adheres to the Code of Ethics of COMTA, AMTA and NCBTMB.

ORIENTATION

Orientation will be held the class day prior to class start during regular class hours. Students will receive a student handbook and take home exam to complete.

TEACHER/STUDENT RATIO

The maximum number of students in both classroom and lab is 24 students per teacher. For every 12 students in lab there is an instructor.

EDUCATIONAL OBJECTIVES

1. Explain the structure and function of the physiology of the human body in health and pathology, with emphasis on the musculoskeletal system and how various bodywork modalities may reduce stress on each system.
2. Describe the benefits, contraindications and limitations of mechanical and reflexive bodywork modalities presented in the 624-hour program.
3. Explain and perform proprioceptive awareness of bioenergetic forces within the body as a whole to include basic polarity, therapeutic touch, chakra centers and meridian channels. State how these bioenergetic forces affect the physical, emotional, mental and spiritual homeostasis of both the client and therapist.
4. Explain his or her personal approach to personal health, general well-being and wellness concepts so as to be able to discuss healthy choices with clients through personal experience and to recognize when to refer to other health care practitioners.
5. Explain and perform body mechanics and other self-care techniques to promote ease in working with clients and to avoid physical, emotional or mental injury or burn-out.
6. Describe and utilize appropriate massage equipment and supplies with CDC-approved sanitation standard precautions in a hazard free massage environment.
7. Explain and demonstrate Swedish/passive joint movement theory and techniques for therapeutic relaxation massage.
8. Explain and utilize appropriate bodywork techniques for palliative care of special needs populations.
9. Describe and utilize skills in myofascial, deep tissue and proprioceptive neuromuscular techniques with a focus on kinesiology applied to specific muscle groups.
10. Explain and perform basic entry craniosacral and lymphatic techniques.
11. Explain and demonstrate skills in myofascial, deep tissue and proprioceptive neuromuscular techniques with a focus on kinesiology applied to specific muscle groups.
12. List and describe appropriate verbal and listening skills to establish a supportive environment that may aid in the response to a client's personal physical, emotional, mental and spiritual concerns.
13. List the professional, business, legal and medical record keeping requirements, as well as ethical principles regarding the establishment of a successful massage/bodywork practice, business or employment situation.
14. Demonstrate ability to formulate, document and execute up to 1000 integrated therapeutic bodywork session and an on-going treatment plan during internship and externship experiences.
15. Discuss marketing techniques for public relations skills to educate the public about the benefits of massage for health enhancement.
16. Demonstrate the ability to critically read and evaluate a published article in the field of research on massage/bodywork and to formulate, document, and execute a small case study using massage/bodywork modalities.
17. State methods of participation in massage/bodywork in professional activities as well as pursuing personal and professional development.
18. Describe and demonstrate responsibility by appropriately planning for and completing all academic and professional requirements as stated within the student handbook.
19. Demonstrate responsibility expected of a health professional at all times.

COURSE DESCRIPTIONS

SWJT 101 – Swedish/Joint Movement (32 Hours)

This course occurs in Term I and will cover basic strokes of effleurage, petrissage, compression, vibration, shaking, rocking, friction, tapotement, and passive joint movement intended to assist the relaxation process.

APHY 101 – Anatomy and Physiology (130 Hours)

This course is divided throughout all six terms of the diploma program. It studies the functional anatomy and physiology that the soft tissue/movement professional must learn for a career in massage therapy/bodywork. The

following systems will be covered: histology, integumentary, skeletal, muscular, circulatory, lymphatic, endocrine, nervous, respiratory, reproductive, digestive and excretory.

BIOE 101 – Bioenergetics (34 Hours)

This course is divided throughout the curriculum. Instruction will cover the basics of intention, grounding and centering for efficient use of the therapist's body as a conduit of the electromagnetic field for homeostasis within the client's body as well as the therapist's body. Breathing, quantum physics, consciousness, chakras, Human Energy Fieldwork and polarity will be explored with touch, sound, movement and color.

Prerequisite – SWJT 101

BSPE 101 – Business, Safety, Professional and Ethical Practices (57 Hours)

This course is divided between Terms I, VI and fieldwork. Instruction will cover the fundamental historical, professional, ethical, safety and business practices necessary for the massage therapy career. Topics to be included are history, first aid, CPR, benefits, contraindications, personal health components, hygiene, sanitation, professional legal issues, code of ethics, health screening and business practices.

SNTB 201 – Special Needs Therapeutic Bodywork (88 Hours)

This course will occur during Terms I, II and VI. Included will be the fundamental theory and massage techniques for hydrotherapy, prenatal, infants, children, senior or specially challenged individuals, sports athletes, chair massage, lymphatic cancer, emotional release, respiratory colds and congestion, obesity, sinus massage, meridian massage, dry spa body wraps and aromatherapy.

Prerequisite – SWJT 101

OARK 201 – Orthopedic Assessment and Record Keeping (35 Hours)

This course is taught during Terms II, IV, V and fieldwork. It includes the basic assessment and correction of the functional range of motion through passive, active, and resisted movement, dysfunctional posture, common injury conditions of the body, common activities of daily living and body mechanics of movement in general.

Prerequisites – SWJT 101, BIOE 101

INEX 201 – Internship/Externship (73 Hours)

This course provides the student with 45 hours of clinical fieldwork in massage therapy/bodywork in the Student Clinic, 6 hours at Open House and 3 hours in two separate practicum/tutorials completed with instructors and scheduled outside of class, 19 hours of massage/bodywork off campus at health fairs, sporting events, hospitals, nursing homes, businesses, etc. is included in this course.

Prerequisite – SWJT 101

CSLT 301 – Craniosacral & Lymphatic Techniques (38 Hours)

This course is held during Term III and involves instruction in the theory and techniques of the craniosacral 10-step protocols with the emphasis on integration of CST into massage therapy.

Prerequisites – SWJT 101, BIOE 101, SNTM 201, APHY 101

DTMF 301 – Deep Tissue/Myofascia (66 Hours)

This course will occur during Term IV and includes fundamental theory and techniques of myofascial release and deep tissue massage, along with the integration of these modalities into previously learned massage techniques.

Prerequisites – SWJT 101, BIOE 101, SNTM 201, CRST 301

CSPJ 301 – Case Report Project (15 Hours)

This course will allow the student to experience ten sessions of basic research in massage therapy at a professional health facility. The student will gain skills in public relations, assessment, and application of benefits and indications of bodywork to a client with a special need, medical pathology or musculoskeletal condition.

PNFT 401 – Proprioceptive and Neuromuscular Facilitation Techniques (56 Hours)

This course is conducted during Term V and includes the fundamental theory and techniques of proprioceptive neuromuscular facilitation (PNF) divided into muscle energy and passive positioning along with the integration of these modalities into previously learned massage techniques.

Prerequisites – SWJT 101, BIOE 101, SNTM 201, FARK 201, DMFR 301, CRST 301

MAXIMUM TIME FRAME FOR PROGRAM COMPLETION

Program	Normal Duration	Maximum Time
3 day 624 hour	12 months	18 months

Upon successfully completing all requirements of the Massage Therapy Program, the students will receive their diplomas. They will then be fully eligible to take the NCBTMB National Certification Board for Therapeutic Massage and Bodywork exam, the NCBTM National Certified Board for Therapeutic Massage Exam or the Federation of States Massage Board NBLEX examination.

REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION

The following requirements must be met by a student in order to qualify for a diploma in the Massage Therapy Program:

1. Achieve a cumulative grade point average of 2.0 or higher.
2. Attend at least 90% of all scheduled hours of the program, however all lab work must be made up as stated in make-up work policy.
3. Complete all designated requirements (tests, assignments etc.) of the program with at least a 70% grade.
5. Satisfy all financial obligations to the school.
6. Complete the program within 1.5 times the normal program length.

TUITION COUPON PAYMENTS

Students paying on in-house installment plan will receive coupon books at orientation. A coupon is to be turned in with each payment and the student will receive a receipt of payment.

\$300 LAB FEE COVERS

1. Massage lubricant and two aprons.
2. Classroom equipment and materials maintenance
3. Classroom equipment and materials new
4. Handouts – not available by email
5. Hot tub and pool usage
6. Ice/heat hydroculators/rice packs/fomentek bags
7. Microwave/refrigerator/etc
8. Laundry services for lab needs
9. Guest Instructors
10. Ceragem bed treatment usage by appointment
11. Essential Oils, Flower Essences, & Miscellaneous Items

METHOD OF PAYMENT

The School will honor your personal check, Visa, MasterCard, Discover, American Express or Debit Card and those of your parents or financially responsible individuals for payment of school costs. The only exception to this would be if personal checks are returned to us marked “insufficient funds”. In this case, all further payments will have to be made in cash, money order, traveler’s checks etc. Checks made out for school costs are to be for the exact amount of the payment only.

LATE FEE/COLLECTIONS

A 15-day grace period is allowed for late payment; however a \$25 late fee will be added to that month's payment. During this 15-day grace period one may apply for loan financing through the financial aid services offered at Synergy, or through private loan services. If payment is not received by the end of the 15-day grace period one is terminated from Synergy until solid financial arrangements can be made. One is still responsible for payment of all classes attended during this 15-day grace period. Any uncollected debts will be turned over to a collection agency and a 25% collection fee will be added to the account.

CLASS ATTENDANCE POLICY

Regular attendance and punctuality will help students develop professional attendance habits required for successful careers. To maintain satisfactory attendance, students must be present for 90% of classes during an academic period. All hours missed beyond the 10% allowable must be verified with a cause stated on letterhead document from medical or professional organization. All missed work must be made up as required under the make-up policy. Students must complete a "Student Absence Report" located in the hall by the main office student window and present this to the office secretary on duty before being admitted to class. If a student falls below 90% attendance in an academic period, that student is placed on attendance probation for 30 days. Should a student, while on probation be absent for three consecutive days or six days total, the student's enrollment will be terminated. Full class participation is required unless excused by a physician.

ATTENDANCE PROBATION HOURS

A student is placed on attendance probation after missing 10% of the hours per term.

Term	Hours	10% Hours
1	100	10 hours
2	88	8 hours, 38 minutes
3	76	7 hours, 36 minutes
4	116	11 hours, 36 minutes
5	96	9 hours, 36 minutes
6	60	6 hours
Student Clinic	45	4.5 hours (1 clinic)

CLASS PARTICIPATION REQUIREMENTS

1. Students are allowed to observe one class per term if not feeling well, otherwise they are expected to participate fully in all classes unless presenting a medical documentation on professional letterhead before class. After the one allowable observation is used, a student will be assigned equivalent make up time.
2. Students are required to change partners in lab each class or as required by the specific term.
3. Students are required to have all materials (sheets, books, bodywork guides/email PowerPoint, student guides, etc.) described on term syllabus for each class.
4. PowerPoint lesson guides, general handouts and lab bodywork guides for each class will be emailed or students may download a copy from the web site when posted on the Student Log-in area of the web site. Student's may elect to bring a laptop computer to class to access the power point lesson It is the student's choice to download these guides or elect to take notes in class.
5. All class members are a minimum 18 years of age , or will turn 18 before graduation which meets legal requirements of Pennsylvania Department of Education
6. Students displaying any behavior problems during class such as sleeping, talking inappropriately, using cell phones, negative attitude or not staying on task which includes text messaging or using the computer in a non-class related fashion will be given one verbal warning and if occurring again receive 15 minutes of make-up time which when totaling one hour will be scheduled in the student clinic.

CLASS PARTICIPATION GRADE

Students receive a daily participation grade for each class that is reported on each term grade sheet. Deductions will be received as follows:

Tardy/Early Departure – 1 point per minute (3 violations allowed not more than 15 minutes each).

All time greater than 15 minutes will require a make-up with either a DVD recording, tutoring, or additional internship fieldwork time.

-15 points will be deducted for any of the following violations....improper dress code, sanitation usage, unprofessional behavior, not prepared with required books and materials for class and lab, etc.

PRACTICUM REQUIREMENT

1. In Term III and VI, students are responsible for making an appointment with an approved faculty member for a 1/2 hour tutorial or practicum
2. Students who fail to make an appointment and must be reminded by the faculty member start the practicum with their grade lowered by 10 points.
3. Students failing to show up for a practicum must pay for 1 1/2 hours of tutoring at a cost of \$30.00. The fee must be paid to the main office prior to scheduling another practicum appointment.

NON-GRADED 15 MINUTE MINI “CHECK-UPS”

During terms I – V each student will schedule (4) four “mini check-ups” with the Director and (4) four with at least 2 other faculty members. These mini non-graded check-ups are to be scheduled before or after class time and must be completed during the designated term. The objective is to give the student feedback on the techniques of the designated term. A total of 2 hour of internship will be earned by fulfilling this requirement.

CLASS MAKE-UP POLICIES AND PROCEDURES

Students who are late, leaving early, absent or will be absent must present a “Student Absence Form” to the main office. If the office is closed these forms are to be slid between the glass office windows. The Student Make-up Form will be in the student’s mailbox when they return. This Student Make-up Form must be presented to the office at least the day after their return to schedule the make-up or a \$10 per week penalty is charged to the student. All make-up work must be scheduled prior to the start of the next term for admittance to the next term. All missed exams must be made-up before one is allowed to return to class.

All work must be made up in the following manner:

1. Missed bodywork demo must be made-up with an approved tutor at \$20 per hour. Make-up may be scheduled privately or semi-privately if another student has also missed the same class material and the tutor fee shared.
2. All missed Lab work must be made-up or scheduled in the term that it was missed and this is completed by scheduling extra student clinic or internship hours at the main office with Michelle Gilfus.
3. All missed lecture work must be made-up by viewing a recording of the missed class within one week of absence. A DVD will be burned & placed in your mail box to view. All make-up requirements will be listed on a make-up sheet that will be in your student mail box upon your return to school. The educational director may assign additional make-up work if deemed appropriate.

IT IS YOUR RESPONSIBILITY TO SCHEDULE YOUR MAKE-UP UPON YOUR RETURN TO CLASS WITH OFFICE MANAGER MICHELLE GILFUS.

INCOMPLETE GRADE POLICY (Not including quizzes and exams)

1. A student may apply for a 15-day extension on any term assignment(s) if they have a medical need with documentation from a physician or a life hardship. An incomplete form must be completed and put in the homework mail slot. INCOMPLETE forms are located in the self-serve wall rack. Any incomplete work will

receive a grade of zero otherwise. The highest grade that can be earned for “Incompletes” will be the minimum passing grade of 70%. This will allow the student to meet minimum graduation grade requirements.

SYNERGY REQUIRED TUTORING INSTRUCTIONS

1. The cost is \$20 per make up session up to 1 hour. Student must demonstrate a 70% understanding of the material. If make up is completed in less than 1 hour the student may choose to end the session or request tutoring in any other curriculum topic for the remainder of the scheduled hour. If a student does not cover at least 70% of the material in the hour they may elect to schedule additional tutoring time at \$20 per session up to one hour. The Director will determine if additional tutoring time is required for a student in question of demonstrating the minimum of 70% comprehension of required material.
2. Payment of fees must be made to the Front Office prior to scheduling with your tutor.
3. You must present your receipt from the office to your tutor – he or she will then schedule the session with you. The only exception is if there is no class scheduled between the absence and the make up. In this case paperwork must be handled upon the day of return.
4. Assignment of a tutor is determined by the educational director and will be listed on your make-up sheet.
5. If you fail to show up for a tutoring session, the tutor receives your prepaid tutoring fee and you must pay and schedule again as described above. 24 hour cancellation is required unless it is a documented emergency.
6. You must pay and schedule by at least the day after your return to class or a \$10.00 per week late fee will be charged thereafter.
7. Approved Synergy Tutor List:
Faye Worth (demo and theory) 301-241-4272 home 717-749-3234 work
Chris Crum (demo and theory) 301-416-0860 home 301-401-9793 cell
Tom Rodgers (demo and theory) 717-794-5933 home 717-377-0422 cell
8. Remember, if you miss a demo, you are required to make it up with the assigned tutor. **A demo make-up does not make up the associated lab work missed.** A demo make-up and lab work make-up are separate. Lab work make-ups are to be made-up with an assigned faculty and/or staff member at no cost to the student. **Guest Instructor make-ups; such as reflexology, hot stones, body wraps, etc., must be completed with guest instructor at their usual client fee.**

CLINIC ABSENCES

After the student has completed 100 hours of training, he or she is ready to see clients at the Student Clinic for a total of 45 hours. **If unable to make one of the scheduled clinic dates, the student is required to notify the office by 3pm on the day of the clinic.** Should the student neglect to call or show up for clinic appointments, they are required to pay a \$30 fee per client and receive a “0” clinic grade. If a student is late, the clinic substitute will replace them. Clinic absence fees must be paid prior to the next clinic date or the student will be taken out of the student clinic. If one has a life threatening emergency that does not allow them to attend, documentation from a physician or other professional must be presented to avoid paying the \$30 per client fee and a point deduction.

CLASS BANKED/EXTRA CREDIT HOURS

Once a student has completed all 19 hours of required intern/externship, a student may bank make-up hours by completing the “extra credit banked hours site agreement form” located with the intern/externship folders in the self-service wall rack. Banked hours may be used **only for legal absences** which include illness, personal emergencies and pre-scheduled vacations.

Banked hours may be earned by the following activities:

1. Additional student clinics
2. Additional intern or externship fieldwork
3. Mentorship with an approved faculty member.

LEAVE OF ABSENCE POLICY

The following guidelines are followed in granting a leave of absence:

1. A request for leave of absence must be made in writing and approved by the director. This written request must state the date the leave begins and ends.
2. One leave of absence may be granted to a student within a twelve month period.
3. The leave of absence may not exceed thirty days. All missed course work during the leave of absence must be made up according to current make-up policies.
4. If a student fails to return after the end of the leave the student will be deemed to have terminated enrollment in the school. The school must make a refund, if applicable payable within thirty days. Refund must be calculated from the date of the student's last date of actual class attendance.

STUDENT CONDUCT

Students are required to take responsibility for personal hygiene when attending classes. Clipping of any nails or cell phone use is not allowed during class time. They must come prepared with school books, supplies and sheets for class work. Courteous and non judgmental behavior is expected at all times. Students are expected to conduct themselves in a manner appropriate in a professional work environment.

PROBATION/DISMISSAL FROM SCHOOL

Violations of the school's student conduct policy are grounds for probation or dismissal (are not only limited to the following listing):

1. Any student who has two unexcused absences in one term or if a student misses 10% of a term they will be put on probation for 30 days. If during the 30-day period they miss 3 consecutive days or 6 days total the student will be dismissed.
2. A 15-day grace period is allowed for late payment; however, during that period financing must be secured to keep payments current. If proper financial arrangements are not made it is grounds for dismissal.
3. Any student attending classes under the influence of alcohol and/or drugs, or carrying firearms and/or weapons.
4. Any student behaving in a disruptive manner, using abusive language and/or physically threatening mannerism.
5. Any student neglecting to maintain the school's standard of personal hygiene and/or good grooming.
6. Any student involved in the practice of non-therapeutic sexual massage that is harmful to the reputation of Synergy and the massage profession.
7. Any student who is failing to maintain the established academic standards or cheating on the exams.
8. Any student who falls below a 70% grade will be put on academic probation. The student will have two weeks to raise the grade to a minimum of 70% or a dismissal inquiry meeting will be scheduled.

The student in violation will receive notification in writing that continued unsatisfactory progress will result in the termination of school attendance. Once notified of school termination, a student may appeal their termination in writing and request re-admittance to Synergy. Tuition refunds will be base on the last date of recorded attendance.

RE-ENTRY AFTER TERMINATION

A student who has terminated enrollment in school, may re-enter under the following guidelines:

1. The student must complete the program hours according to the current curriculum requirements;
2. A student must complete a practicum placement exam to include a 1-hour bodywork session with oral questioning. The practicum will allow the student to demonstrate skills as well as knowledge they have retained for placement in the current curriculum. Any hours of instruction that need to be repeated will occur with an existing class and be billed at the current hourly instructional fee.
3. A student will only be allowed to leave and re-enter the program one time.

DRESS CODE

Students are required to dress in professional scrubs of any color or style when attending classes. Also allowed to be worn in class are purple Synergy tee-shirts, purple Synergy polo-shirts and purple Synergy sweatshirts with black stretch

material or scrub long pants. **NO OTHER LOGO APPAREL IS ALLOWED.** If the room is chilly students are allowed to wear long sleeve turtleneck tee-shirts of any color underneath the scrub uniform. Traditional non-logo button sweaters (cardigans) may be worn over top of the scrub during lecture class. Long sleeve scrubs may be worn during lecture. During lab classes no long sleeves may be worn due to sanitation concerns. Synergy uniform polo shirts are required for any on-site class work, such as internships and externships, regular or volunteer clinics, and Open House at Synergy. At outside fieldwork events, one may wear Synergy t-shirt and tie up the sleeves to the shoulder or cut off the sleeves to the shoulder seam only. During hot weather students may wear mid-thigh length black shorts only.

Allowable head piercings are:

1. Multiple earrings on the ear and small top ear bar
2. Small single nose stud

THE FOLLOWING ARE NOT ALLOWED:

- a. Eyebrow, tongue, ear plugs and large ear bars, any other facial piercings not listed above
- b. unnatural hair colorings such as purples, pinks, greens, etc.,
- c. unprofessional hair styles such as large hair weaves, dreadlocks, unusual head or facial hair sculpturing

Decisions will be made on any new styles at the Director's discretion. We are a professional school preparing for work in a professional setting.

CLASSROOM GUESTS

There are no family members or friends allowed in the classroom during class hours.

CLASSROOM USE OF SHEETS AND PILLOWCASES

Students are to provide their own sheets and pillowcases. If you forget and need to use Synergy's there is a \$5 per set rental fee. Please put your own pillowcases over the pillowcases you find already on the pillow provided. Clean pillowcases are provided free of charge if needed, however, must be requested from your instructors. For sanitation reasons pillows, rice pack and cold packs must always be covered with a pillowcase.

FACE RESTS, AIR MATS AND MESSAGE TABLES

Face rests are to be locked in the designated cubbyhole or remain hanging in the massage table. Do not set them on the floor where they can be stepped on and broken. Air mats and massage tables are not to be placed against the wall heaters. Store them appropriately.

CLASSROOM CLINIC ORGANIZATION

Synergy's professional diploma program includes education in organization. A professional work space is safe and efficient. A 15-minute participation deduction for class or grade point deductions for clinic will be deducted for any student not following this organization plan. To be safe and efficient the following is required:

1. Coats are to be hung up on the wall hooks in the hallway or in the classroom.
2. All bags, books, etc., are to be placed under the table, in upright position against the table, or in any unused cubicle unless directed differently by your instructor.
3. Tables, chairs, stools are to be cleaned after lab use with sanitizers provided and returned to an orderly room arrangement.
4. Table hammocks are to be organized as follows:
 - a) Four pillows placed lengthwise end to end, 2 high
 - b) Deflated air mats folded neatly and stored under the pillows
 - c) Tables with end extenders will have them stored also under the pillows
5. Each table will have a blanket and signal kerchief hung on the end of the table closest to the center of the room. Electric lift tables will have a blanket hung on the cubicle wall hook.
6. A foot stool will be stored under each table hammock.

DRAPING POLICY

Adherence to the professional draping techniques instructed in the 624 Hour Diploma Program must be followed at all times using sheets.

ILLNESS PROTOCOL

If you are coughing or sneezing due to a cold or virus you are required to wear a surgical mask or be excused from class. Anyone who is gastro-intestinally upset to the point of vomiting must leave school if able or be isolated from the classroom. You cannot return until 24 hours after a fever is gone. Surgical masks are provided by the school and located in the classroom storage.

APPROVED MESSAGE LUBRICANTS

Massage crème lubricants provided by the student lab fee are the only approved lubricants for the 624 Hour Massage program. Baby powder may be substituted for anyone having a "nut allergy". Oils are not allowed as they stain when spilled and require special detergents to remove from sheets/clothing/carpet. Aromatherapy is not allowed in a group setting unless instructed by a certified aroma therapist as a part of the curriculum.

STUDENT MAIL BOXES

Each student is assigned a private mailbox. It is to be checked daily at the beginning of all classes for important communication and curriculum materials. Student mailboxes are considered private property and any contents are confidential to the specific student using it.

CONFIDENTIALITY POLICY

Student educational records are confidential and follow FERPA elements that include access to educational records, opportunity to seek to have records amended and have allowable control over disclosure of educational records. Students are allowed to review and comment on their student records with the Director or office staff during regular office hours. Student records are securely filed in a fire-safe file cabinet in a locked room at Synergy. Graded assignments and grade sheets will be returned to students directly by a faculty or staff member in a discrete manner or returned in private mail boxes with grade and name hidden from view of others within 2 weeks of due date. Synergy will provide a student/graduate directory. You will be required to sign a form either giving or denying permission to release your name address and phone number.

SYNERGY OFFICE

Michelle Gilfus is the secretary at Synergy. Angela Weathers is also an office assistant & graphic artist/web designer.

Regular office hours are:

Mon/Tues/Wed 8:30 – 12:30pm and 3 – 5:30pm

Thursday (student clinic dates only) 8:30 – 12:30pm and 3 – 8:15pm

HIPPA requirements allow only office staff in the office area. Keep socialization to a minimum in the office. The office is a busy place!

PHOTOCOPIES

The copy machine in the office is to be used by the office staff only. Copies may be requested at 20 cents per page for black and white or 25 cents per page for color. Any replacement handout or PowerPoint guides will be copied and charged 20 cents per page for black and white or 25 cents per page for color. Same charges will apply to any copies made from the computer in the class.

BLUE RIDGE SUMMIT FREE LIBRARY STUDENT USE SYNERGY REFERENCE LIBRARY

The Blue Ridge Summit Free Library is a public library full accessible to Synergy students. Hours of operation are: Monday – Thursday 3 pm – 8 pm and Saturday 11 am – 4 pm.

A reference library is located in the Director's 2nd floor office and may be used during the Director's presence. Books, cassettes, videos, DVD's and magazines are available for checkout upon request if approved by the Director. A deposit for the replacement value of the material must be given to Synergy secretaries and will be refunded when the material is returned. Check or cash is accepted. See the Director during her regularly scheduled office hours or make an appointment. Materials may be borrowed for a period of 2 weeks only.

EUCATIONAL DIRECTOR'S OFFICE HOURS

Best by appointment

M/T/W 3 – 4:30pm

Appointments may be scheduled for other times by calling the Director at 717-226-2762 or by emailing Margie@synergymassage.edu.

SMOKING

Synergy is a smokeless environment. This is a state law. NO SMOKING anywhere on the grounds except in one's car parked in an allowable parking space. Individuals smelling of cigarette smoke will be asked to leave and not return until cigarette smell has been eliminated.

LOST OR STOLEN ITEMS

Synergy is not responsible for lost or stolen items. Please leave your valuables at home. Put your name on all book edges, lotion belts, lotion tubes and any other personal items.

CAREER DEVELOPMENT

In the final term of school, the curriculum will include career development, which includes business planning and resume instruction. All job possibilities which Synergy receives are posted on the hall bulletin board, published in the Synergy newsletters and posted on the Synergy web site. Personal recommendations can be prepared with one week notification based on your performance in the 624 Hour Program. A career development center is set up for student usage in the upstairs kitchen/lounge area.

SCHOOL COMPLAINT POLICY

Student concerns or complaints should first be brought to the attention of an instructor. Complaints that are not satisfactorily resolved at this level are to be submitted in writing to Synergy's Director. Written responses will be given within five (5) working days.

A formal complaint form is available beside the student bulletin board in the downstairs hallway. Synergy is licensed by the Pennsylvania State Board of Private Licensed Schools. Questions or concerns that are not satisfactorily resolved by the Director may be brought to the attention of the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333, telephone 717-783-8228. If the complaint is about the Director, the Pennsylvania State Board of Private Licensed Schools is to be contacted. If a complaint is still not satisfactorily resolved, a Commission on Massage Therapy Accreditation (COMTA) formal complaint form may be filled out and sent to The Commission on Massage Therapy Accreditation (COMTA), 5335 Wisconsin Ave, Suite 440, Washington, D.C. 20015 phone (202) 895-1518 fax (202) 895-1519 email: info@comta.org. These forms are available in the class self-serve wall rack.

SUGGESTION BOX

A suggestion box is located underneath the faculty and staff mailboxes outside of the rear door to the main office. Anonymous suggestions will be answered by the Director and posted on the bulletin board by the handicap bathroom.

STUDENT SERVICES

The school does not provide housing, transportation or child care for students, however, the Director of Student Services, Michelle Gilfus, will provide a current listing of area realtors to locate available rental units, provide carpools available within the student body and local child care information. The school does not provide counseling services for students and those needing specific counseling services are referred to their general practitioner or known counselor if student is enrolled in the school through a funded program that provides counseling services. The school provides academic advising to all students to ensure satisfactory progress through the program. Special attention is given to those students who need additional assistance and academic tutoring. Students who have a documented learning or physical disability are allowed modifications to the usual classroom instructional format. For example, some modifications are:

1. Sitting up front close to the instructor so student can be guided more easily.
2. Audio or DVD copies of the class.
3. Separate room for testing.
4. English/Second language dictionary and medical dictionary allowed during exam period.
5. Additional exam time.
6. Verbal reading of exam questions for an individual who has a visually impaired learning style.
7. Tutoring by advanced student(s).
8. Community study groups.
9. Tutoring with volunteers in the community.
10. Tutoring with Synergy faculty

(See Make-Up Policies and Procedures for more details.)

CELL PHONE USAGE

Cell phones are not allowed during class time. Cell phone use is restricted to the lobby, upstairs kitchen area and outside grounds. If your cell phone does not work at Synergy you may inform the faculty of your emergency and check the caller ID on the Vonage phone in the classroom.

PAPERWORK

The office requires one week's notice to complete any additional paperwork that is requested by the faculty, i.e., transcripts, letters of recommendation, approved class hand-outs etc.

LANGUAGE

You must always speak in a clear, audible voice. Remember, many of our classes are videotaped for absent students. Do not use any vulgar or swear words in class. Also, try not to use any religious statements (i.e., "Thank God," "God Bless" etc.). We must be professional and non-judgmental at all times.

WEATHER-RELATED CANCELLATIONS

Weather on the mountain in Blue Ridge Summit can be very severe compared to the valley. Therefore, a decision will be made by the Director and an appropriate announcement of class cancellations will be placed on the school answering machine 2 hours prior to scheduled class time or student clinic. Additional snow day make-ups will be added to the end of the term and will delay graduation accordingly. You are responsible for calling the office to check on all weather cancellations.

NO PHONE CALLS WILL BE MADE TO CANCEL CLASSES OR CLINIC.

RETAIL SALES AND RETURNS

Many student supplies may be purchased in the main office. All items must be paid for before they can be removed from Synergy premises. All special orders must be prepaid. A small retail display of products is available in the lobby. Massage tables, chairs, face rests, air mats, body contours, Fomentek bags, lotions, Jojoba Oil, books, etc. may be bought

or ordered. Massage chairs, tables and supplies are sold to students at a 10% discount. Make an appointment with Michelle to order your table to your specifications. Any product that has been purchased from the Synergy office may be returned within thirty days as long as it still remains in perfect condition. We will not accept the return of any items that have been used, written on, or damaged.

All products that are sold at Synergy must be sold through the office. All sales, class functions and activities are to be at the discretion and approval of the Director. No outside sales/solicitations allowed unless for a charitable organization that has received approval from the director.

PARKING

Students are allowed to park in the front of Synergy except for the 3 spaces marked for clients of Your Facial Expressions, the 5 spaces marked for Sally's Cleansing Center and across the street to the right of Harbaugh's lot during clinic time. Do not park in front of the barbershop sign across the street. The parking lot in the back of the building is reserved for the use of staff only. The staff consists of the Director, teachers, teaching assistants, secretaries, and professional body workers only.

QUIET ZONES

The Lobby, upstairs hallway and downstairs hallway going to the small bathroom are QUIET ZONES. Synergy is open for professional appointments 7 days a week. Please honor the quiet that is essential for the relaxation response of those in therapy.

RECYCLING, KITCHEN CLEAN-UP AND WATER

Synergy recycles – A recycling trash can for glass, plastic and cans plus a box for paper is located in the downstairs back hall and in the 2nd floor kitchen.

EMPTY ALL LIQUIDS PRIOR TO RECYCLING.

Food is restricted to the kitchen/classroom area for all students. If you use it in the kitchen, you wash it, dry it and put it away. Kitchen privileges will otherwise be suspended. The refrigerator will be cleaned the first week of each month. Please date and put your name on refrigerator items or else, if questionable, these items will be tossed. A water purification system has been installed at Synergy, so water may be used directly out of any faucet.

CONVENIENT LOCAL RESTAURANTS AND CARRY-OUTS

Other local menus are available in the Synergy Lobby.

(Directions and phone #)

Summit Plaza Restaurant 794-2500 (across the parking lot)

Mountain Shadows 794-2705 (Rt 16)

Unique Bar and Grill 794-2565 (Monterey Lane)

Red Run Grill 765-0200 (Rt. 16 Waynesboro)

Sander's Market (carry out) 301-241-3612 (Military Rd. Rt 550)

G.T's Market (carry out) 301-241-3434 (Military Rd. Rt. 550)

Brothers Pizza (delivery) 717-765-8808 (Rouzerville)

Jade's Thai Restaurant & Carry-Out 717-794-2300 (Blue Ridge Summit)

STUDENT CLASS REPRESENTATIVE

A class representative will be appointed by the Director from volunteers from each class and will serve one or more terms at the discretion of the director. This representative will be responsible for:

1. At the beginning of each month they will make sure birthday cards for their class are passed around to be signed by classmates for that month.
2. They will notify the office of any special cards needed i.e., sympathy, birth, marriages, etc.
3. They will speak for others too shy about any class or personal concerns to the attention of the Director.
4. If no student volunteers it is expected that class members will inform the office or director of any special class needs.

STUDENT PICTURES

Student pictures will be taken during Orientation for student record purposes. Students pictures may be used for media purposes by permission only.

HOT TUB AND POOL USAGE

Hot tub/pool usage is included in the Lab fee for **STUDENTS** only. Guest usage is \$5 per day and is to be paid in the front office. Automatic Massage bed in treatment room #1 is available when no clients are scheduled in the room. Check with the main office to schedule use. All pool and hot tub guests must be accompanied by the student at all times.

GRADUATION REQUIREMENTS

All paperwork, outstanding money due and make up time must be completed two weeks prior to graduation in order for you to receive your diploma and transcripts at graduation. If you are late turning in your paperwork, it will be graded after graduation by the late assignment policy and your diploma and grade sheets will be available at a later date. You will still be able to attend the ceremony, however you will not receive your diploma. **NO FINAL DOCUMENTATION IS AVAILABLE PRIOR TO GRADUATION.**

PROGRAM DEVELOPMENT

Students may present any program development ideas in writing at any time. Program ideas may be given directly to the Director, office staff, any faculty member, student class representative, placed in the suggestion box or in the mail box of a specific staff member. All program development must be documented in writing or it does not exist. Ideas will be considered and discussed by management, faculty, staff and students. The idea will be implemented once fully developed and agreed upon by the majority of all involved.

PROGRAM IMPLEMENTATION

The new development will be written into the specific document to include one or more of the following: handbook, policies and procedures manual, syllabus, lesson plan, student handout or catalogue.

PROGRAM EVALUATION

Program evaluation of faculty, staff and any other concerns will occur after each exam, at every fieldwork experience (both internship and externship) and 2 ½ years after graduation by both graduates and employers.