



General Campus Policies

Student Contact Information All students must maintain a current phone number and address with the Business Office.

Parking Students are not allowed to park in the space directly in front of the building. Parking is available across from the building and behind the building. All vehicles must be parked between the lines to ensure maximum parking capabilities.

Anyone needing to park in a “Handicapped Only” space must display a state authorized sticker/sign in their car. The school reserves the right to tow unauthorized or improperly parked vehicles. All vehicles should be locked when unattended. Note: The school will not assume responsibility for any damage to or loss of vehicles or their content.

Smoking Smoking and other tobacco uses are prohibited in the building at all times. An area near but offschool property has been designated for this use. Failure to adhere to this policy will result in disciplinary action.

Eating and Drinking Eating and drinking is permitted only in the student break room. Students must dispose of all trash and unconsumed food in an appropriate manner. Failure to adhere to any part of this policy will result in disciplinary action.

Laptops and Cell Phones Personal computers are allowed for study and notes in the classroom. Cell phones must be turned to “vibrate” mode while in the classroom or in group settings. Computers nor cell phones are allowed in the spa area of the building (including private treatment rooms). If a student is found with any of these items in the spa area and/or treatment rooms, they will be subject to disciplinary action.

Lost and Found Found articles should be turned into the business office. Conversely, check the business office to secure any lost articles. Found articles will be kept in a secure location for a period of no less than three months from the day it was found.

Cancellation of Classes School closure due to inclement weather or emergencies follows the Mesquite Independent School District. Missed time from canceled classes or intern appointments is required to be made up at a future date to comply with state regulations. The school reserves the right to change class schedules, hours of instruction and course content when necessary. Students will be notified of such changes in advance.

Student Conduct Students must behave in a manner that shows their commitment to achieve their new career goal. All students are expected to conduct themselves in accordance with the standards of good behavior that illustrates courtesy, honesty, consideration and respect for themselves, other students and the school faculty. The school director will determine the actions taken when a student is found in violation, and include such assessments as student fines, probation status and termination of admission. Violations of the school’s student conduct include (but are not limited to):

Stealing, destroying or damaging property owned by school, personnel or other students

Use of any illegal drugs or alcohol while on school property or attending school while under the influence of illegal drugs or alcohol

Cheating on school examination

Engaging in any unlawful or improper action as described in the Massage Therapy Laws of Texas. Title 25, Texas Administrative Code, Chapter 141 (Massage Therapy Rules)

Exhibiting violence, insubordination, or inappropriate language toward any school staff or another student.

Dress Code Attire for classroom and internship should be in accordance with professional massage therapist. Each student will be given uniform shirt at no cost during orientation. This shirt along with black pants/long shorts and closed toe/closed back shoes will be your uniform while in school. (Additional uniform shirts may be purchased by students in the school store).

Students should be neat and clean with a conservative appearance at all times. Clean nails with no polish are a must. Allowed jewelry includes wedding rings and small unobtrusive "stud" type earrings. Hair should be neat and clean. Long hair (shoulder length or longer) must be styled up or pulled back in a pony tail or held with a clip.

Learning Resources The school maintains a library of class lecture videos, texts and periodicals pertaining to massage therapy. Students may utilize any of these resources while in the library. None of these resources will be allowed to leave the library so as to remain available for all students.

Students are allowed use of the building and massage/esthetic tables for practice on family and friends. Please see the receptionist to check availabilities and reserve space.

The school offers a computer based training program for makeup work or extra study time. Please check with the Director of Education for training and availabilities.

Copyright Rules All learning materials available through schooling at HandsOn Therapy Schools are copy written via the school or associated vendors/publishers. Under no circumstance can these learning aids be reproduced or altered in any means without explicit written consent from the School Director. This includes on-site learning aids and class work as well as online classes and studies. Peer to peer sharing is strictly prohibited and a violation of student ethics.

Family Education and Privacy Rights The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They include the right to: 1) inspect, review, and/or request an amendment to these records; 2) consent to disclosures of personally identifiable information in these records; 3) restrict disclosure of information designated as directory information that may be released without consent of the student; and 4) file a complaint with the U.S. Department of Education for alleged failure by HandsOn Therapy Schools to comply with FERPA requirements.