



Laurel School of Massage
LEARN THE ART AND SCIENCE OF MASSAGE THERAPY

Enrollment Catalogue

"To keep the body in good health is a duty...otherwise we shall not be able to keep our mind strong and clear."
Buddha

2020 Student Catalogue
December 1, 2019
Volume XIX

www.laurelschoolofmassage.com

caroline@laurelschoolofmassage.com
carolinefoxguerin@gmail.com

16686 Champion Forest Drive
Spring, Texas 77379
832-969-0040
MS #1042
ME #3415



Laurel School of Massage
LEARN THE ART AND SCIENCE OF MASSAGE THERAPY

Welcome...

Dear Student,

The Laurel School of Massage is proud to welcome you to our school. You are embarking on a journey that will make you a better person, a more disciplined person, a more fun-loving person, but most importantly a person that will make a substantial contribution to the health of our society.

“Truly, the greatest gift you have to give is that of your own self-transformation.”



Lao Tzu

The information contained in this Handbook will become your “career guide”. It contains what you need to know to help you navigate the journey to attaining your self-transformation...to become a skilled and caring massage therapist.

I will always be available to help you on your journey. Please feel free to request my guidance whenever you feel the need.

Good Luck,



Caroline Fox Guerin, LMT, MTI
School Director
Laurel School of Massage
MS #1042
ME #3415

TABLE OF CONTENTS

		<u>PAGE</u>
I	FACILITY DESCRIPTION AND EQUIPMENT.....	6
II	DIRECTOR, FACULTY, GUEST LECTURERS.....	6
III	SCHOOL HISTORY, PHILOSOPHY & OBJECTIVES.....	9
IV	OUR PROGRAM DEFINED.....	10
V	COURSE DESCRIPTIONS.....	10
VI	CONTINUING EDUCATION.....	12
VII	ADMISSION REQUIREMENTS.....	12
VIII	TUITION AND FEES.....	12
IX	CANCELLATION AND REFUND POLICY.....	14
X	CLASS SCHEDULE FOR THE 500-HOUR PROGRAM.....	15
XI	ATTENDANCE POLICY.....	16
XII	PROGRESS POLICY.....	17
XIII	GRIEVANCE POLICY.....	18
XIV	STUDENT CONDUCT.....	19
XV	STUDENT SERVICES.....	20
XVI	PREVIOUS EDUCATION AND TRAINING.....	20
XVII	CRIMINAL HISTORY EVALUATION.....	21
XVIII	GRADUATION REQUIREMENTS.....	21



Laurel School of Massage
LEARN THE ART AND SCIENCE OF MASSAGE THERAPY



Laurel School of Massage
LEARN THE ART AND SCIENCE OF MASSAGE THERAPY

Introduction

Laurel School of Massage is a proprietary educational institution licensed in 2012 by the Texas Department of State Health Services and now administered by the Texas Department of Licensing and Regulation; and dedicated to excellence in education. We educate our students by awakening their natural learning process in a safe, fun and supportive environment so they may become creative, successful and effective body workers for the highest good of all concerned. Students will learn to assist the body to adapt as the human consciousness heals, transforms and uplifts.

An education at Laurel affords the student the opportunity to expand their personal horizons and to experience through their training, a personal growth as they explore the human body and the techniques of massage therapy. Caroline Fox Guerin, the school's Director, attests that the statements made in this catalogue are true and correct to the best of her knowledge.

Important Student Information

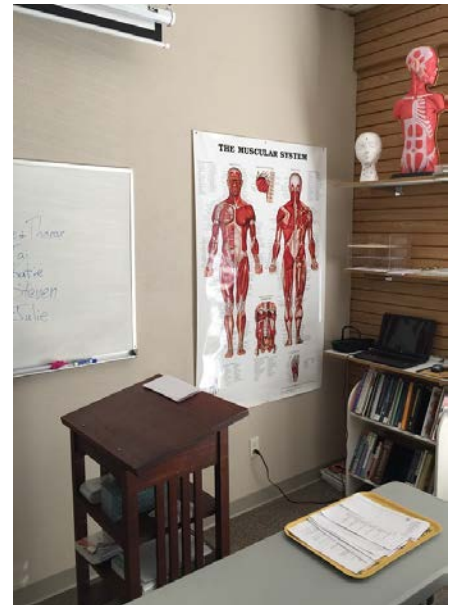
Caroline Fox Guerin is always available to answer your questions or address your concerns. Please contact her if you have any questions relative to your school experience.



Entrance Foyer



Separate Lunchroom



Massage Classroom

**Overview
Cost of the Program**

Day Class

A New Day Class starts May 2020 with a completion date in approximately 6 months. Classes are Monday through Friday from 9:00 AM to 1:00 PM.

Night Class

A New Night Class starts in August 2020 with a completion date in approximately 10½ months. Class are Monday, Tuesday and Thursday evenings from 6:00 to 10:00 PM.

TUITION PAYMENT PROGRAMS

Plan I - \$6,800.00 tuition payable monthly with a minimum payment of \$500.00 per month. Balance due at graduation. *

Plan II - \$6,500.00 tuition paid in full prior to the commencement of classes by credit card.

Plan III – Cash Discount Pricing/\$6,000.00 Cash or Check paid in full prior to the commencement of classes.

Plan I requires an initial down payment of \$500.00 which is applied toward the \$6,800.00 tuition. Remaining balance owed is \$6,300.00 due in full prior to graduation. There is no loan qualification for our in-house tuition payment program; no interest or monthly service charges are incurred by timely payment. All payments are due on the 15th of each month. There is a \$35.00 charge for checks returned by the bank for insufficient funds or any other reason. There is a late fee (\$20.00) for payments received after the 20th of the month.

***Other financial arrangements may be made on a case basis to meet student's needs.**

ONE-TIME STUDENT INITIAL SETUP COSTS

BOOKS	350.00
SCHOOL TEE SHIRTS (4)	60.00
PROFESSIONAL LIABILITY INSURANCE FURNISHED BY ABMP/EXAM COACH	75.00
REQUIRED SUPPLIES (Estimated)	393.00
CPR INSTRUCTION & CERTIFICATION	50.00
TEXAS REQUIRED JURIS PRUDENCE TEST	34.00
APPLICATION FEE	200.00
STATE REQUIRED STUDENT PERMIT	<u>25.00</u>
<u>TOTAL SETUP COSTS</u>	<u>\$ 1,187.00</u>

These fees are not tuition and must accompany the application for the program; must be paid ten days before the first class day and are non-refundable.

Laurel School of Massage tee shirts must be worn during Internship massages.



Laurel School of Massage
LEARN THE ART AND SCIENCE OF MASSAGE THERAPY

I. FACILITY DESCRIPTION AND EQUIPMENT

Laurel School of Massage is conveniently located near the intersection of Champion Forest Drive and Louetta Road in a neighborhood shopping center. The school space is 2,700 square feet and the center has ample free parking for both students and massage clientele. The building contains two full-size classrooms, a reception area, a school office, a large student breakroom, a student store and two baths one of which is an ADA compliant bathroom. The student store features EarthLite massage tables and chairs; Sacred Earth oils, lotion and CBD products; Comfy massage table linens, tools, books, videos, etc. EarthLite massage tables are used and sold at the school. A full-size skeleton with origin and insertion markings, upper torso, arm and leg charts, numerous wall charts, videos and power point presentations are all utilized.

II. DIRECTOR, FACULTY AND GUEST LECTURERS

Massage Therapy Instructors at Laurel School of Massage are affiliated with Associated Bodywork and Massage Professionals (ABMP), an international bodyworkers association or The American Massage Therapy Association (AMTA).



Caroline Fox Guerin, School Owner/Director – LMT 107072, MTI 2550 - Instructor

Caroline graduated from A New Beginning School of Massage in Austin, Texas in 2006. Continuing education has been a major pursuit throughout her massage career, and she continues to expand her massage techniques and knowledge. Other certificates obtained include hydrotherapy, aromatherapy, pre-natal massage, Ayurveda massage, hot stone massage, cupping and advanced facial massage. She appreciates the knowledge imparted by the many teachers and practitioners that have shared their experiences with her and they have been an inspiration to her. She has been a massage therapist since her graduation and continues those endeavors today. Caroline teaches all subjects with emphasis on Swedish Massage, Hydrotherapy, Health & Hygiene, Business Practices/ Ethics and Internship. Caroline has been the Vice-President of the Texas Coalition of Massage Schools and Instructors since 2016. In November 2017 she was appointed for a six-year term to the Texas Department of Licensing and Regulation (TDLR) Massage Therapy Advisory Board. Caroline has a passion for massage that is evident in all phases of her life.



Cynthia Scott, BCTMB, MTI, LMT, CLT, CPMT, COMT – Instructor, LMT 122542, MTI 3392

Cindy graduated from Laurel School of Massage in Spring, Texas. With the belief that EVERY BODY needs massage, Cindy has gone on to achieve some of the highest levels of clinical education in Massage Therapy. She is a Nationally Board-Certified Therapist of Massage and Bodywork. She received her Hospital Certification at Mayo Clinic's College of Health Sciences. She is also a certified Oncology and Pediatric Massage Therapist. Not stopping there, Cindy went on to become a Certified Lymphedema Therapist through the Academy of Lymphatic Studies. Her immense care for others has brought her into the education realm, so that she may assist in training others to give the highest quality care through massage and bodywork.



Dr. Michelle Hutson – Instructor, LMT 101735, MTI 2942, Licensed Texas Chiropractor 12042

Michelle is a graduate of the Memorial Herman School of Massage (2006) and a graduate of Texas Chiropractic College in 2008. She also holds a Bachelor of Science degree in Biology. She can teach all subject matter but enjoys having students develop a 'love' for the sciences. She continues to incorporate various massage modalities within her private practice.



Robert F. Guerin – Business Instructor

Bob is a 1964 graduate of LaSalle University in Philadelphia, Pennsylvania. He holds a Bachelor of Science degree in accounting with a minor in economics. He has held a real estate license since 1961. He has operated several successful real estate brokerage firms over the past 50+ years. Bob has served on several committees of the Texas Real Estate Commission and he has been an arbitration and ethics hearing panelist for the Texas Association of Realtors since 2000. Bob teaches the portion of the Business Practices curriculum dealing with business plans, mission statements and resume preparation.



Coquice (“CC”) Cloud - Red Cross Certified - First Aid/CPR/AED Instructor

CC has done extensive CPR training in the Houston area for several years. She will be teaching the State of Texas requirements for CPR & First-Aid training of future massage therapists.

GUEST LECTURERS



Tria Shaffer, LMT 0279, MTI 004782

Tria taught Anatomy and Physiology for three years at Third Coast Center for the Healing Arts. Tria has also practiced as a Massage Therapist since 1989. Since 1994, she has taught the Upper Body and Lower Body Advanced Massage Techniques classes in Austin. Tria has completed many of the John Barnes classes in myofascial release, unwinding, and rebounding. She has continued her study of myofascial release with John Barnes and is also taking the cranio sacral courses through the Upledger Institute. Tria combines her extensive knowledge of anatomy and physiology as she daily practices the art of massage.



Magen C. Weisheit, LMT 123228, MTI 3027

Magen is 2008 graduate of the Denver School of Massage in Aurora, Colorado. She specializes in sports massage. Her current roster of massage clients includes several members of various professional sport teams in Houston. Magen can teach all subject matter but prefers the modalities connected with sports – stretching, trigger point, deep tissue.

III. SCHOOL HISTORY, PHILOSOPHY & OBJECTIVES

The Laurel School of Massage is a sole proprietorship, a 100% woman-owned business operated exclusively since 2012 by Caroline Fox Guerin, the School Director. The school has been approved

and is regulated by the Texas Department of Licensing and Regulation to operate as a licensed massage therapy school. State of Texas approval was granted on October 11th, 2012.

The Laurel School of Massage strives to provide the public with the opportunity to learn through our education facility the art and science of massage therapy with the ultimate goal of providing the student with the skills and knowledge necessary for obtaining state licensing approval. The art of massage therapy allows the practitioner to not only experience a feeling of accomplishment but also to help their clients to better enjoy their lives. Laurel School of Massage's teachers through our programs are committed to helping their students achieve excellence in massage therapy skills and ultimately to be the very best that they can be.

IV. OUR PROGRAM DEFINED

The purpose of the Laurel School of Massage 500-Hour State of Texas training program is to prepare students with the knowledge and skills necessary to apply to become a licensed massage therapist in Texas. In September of 2007 the State of Texas increased the requirements from 300-Hours to 500-Hours. A graduating student must pass a national examination, the MBLEx. The Federation of State Massage Therapy Boards governs and administers the Massage & Bodywork Licensing Examination (MBLEx). It serves the massage therapy and regulatory communities as the national entry-level licensing examination. The MBLEx is currently utilized for licensure in 46 of 49 regulated jurisdictions (states). These include the District of Columbia and the territories of Puerto Rico and the U.S. Virgin Islands. Passing the MBLEx exam does NOT qualify someone to practice massage in Texas, it merely meets one of the requirements for licensure. A person who has graduated from massage therapy school and passed the MBLEx exam must apply for and be granted licensure prior to practicing massage therapy for compensation on the public. The course of study at Laurel will provide a strong background in the theory and practice of massage.

Current Programs Offered are as follows:

The 5-day per weekday program length is approximately 6 months including the internship.

The 3-day per week evening program length is approximately 10½ months including the internship.

Ample time will be provided for the students to perform their internship whereby completing the entire course of study.

V. COURSE DESCRIPTIONS

The course requirements are as follows:

SM101 - Swedish Massage	200 Hours
A101 - Anatomy	50 Hours
P102 - Physiology	25 Hours
K101 - Kinesiology	50 Hours
PA101 - Pathology	40 Hours
HY101 - Hydrotherapy	20 Hours
BE101 - Business Practices & Ethics	45 Hours
HH101 - Health and Hygiene	20 Hours
I101 - Internship	<u>50 Hours</u>
TOTAL	<u>500 Hours</u>

SM101 Swedish Massage - 200 Hours

A Swedish massage format will be taught which includes the manipulation of soft body tissue (125 hrs. minimum). Techniques will include effleurage, petrissage, tapotement, friction, vibration and joint movement. Emphasis will be placed on harmonious flow and nurturing, healing touch. Myofascial release, trigger points, and cross fiber work that are designed to help clients who have specific needs (i.e. neck, lower back problems). Chair massage techniques to promote your massage business. Clinical and sports massage. Palpation skills. Limited spa techniques. Massage for senior citizens. Passive and active stretching techniques.

A101 Anatomy - 50 Hours

We will study the structure of the human body including the bones, joints, muscles, the skin, blood and blood vessels, cells, tissues, membranes, glands, hormones, the heart, the brain, the spinal cord, nerves, the lymphatic system, the digestive system, the respiratory system, the urinary system and the reproductive system.

P102 Physiology - 25 Hours

A study of the normal vital processes of the human body including the processes of cells, tissues and organs, the contractibility of muscle tissue, coordination through the nervous system, digestion, circulatory processes and secretions.

K101 Kinesiology – 50 Hours

Kinesiology is the study of human movement, performance, and function by applying the sciences of biomechanics, anatomy, physiology, psychology, and neuroscience. Students learn the kinesiology of everyday movement including sports activities. The actions of the muscles, how they work together to create movement, will be emphasized. The methodologies will be applied to a client massage session.

PA101 Pathology – 40 Hours

Pathology for each body system, medical terminology, basic pharmacology. The effects of physical and emotional use and abuse/trauma. Emotional states (anxiety, grief, depression, etc.). Contraindications and indications. Diseases, injuries and how they relate to massage.

HY101 Hydrotherapy - 20 Hours

Students learn hydrotherapy principles and techniques including uses of hot and cold water, salt glows, mud packs, paraffin baths, herbal wraps, brushing, steam and the various baths, spa technique.

BE101 Business Practices & Ethics – 45 Hours

The emphasis is on teaching the student how to begin, maintain and nurture a successful and ethical relationship in their massage practice. Goal setting, time management, marketing skills, advertising, bookkeeping, office design and business planning are covered in the course. The student will design their own Business Plan to use as a guide in their practice. Massage therapy laws and rules. Ethical standards set by the massage industry and their role in massage therapy.

HH101 Health and Hygiene - 20 Hours

Recognized methods of sanitation and cleanliness will be used including disease prevention and universal precautions as applied to massage therapy. Elements of a healthy lifestyle will be discussed. Health maintenance practices such as yoga, dance, visualization and other means of energy balancing will be employed. First Aid and CPR will be offered.

I101 Internship - 50 Hours

The internship program is the 'bridge' between the formal classroom setting and beginning a practice as a massage therapist. Students will be given the opportunity to utilize the skills learned during their massage therapy training by making appointments, discussing client needs and performing massage therapy on the general public. Students will attend internship during hours not in class and will be expected to be available for a minimum of 4-appointments per week. All internship massages are given at the school under the supervision of a licensed massage therapy instructor. Internship may begin in the program when 100 hours of technique and 250 hours of total time have been attained.

All make up must be completed and outstanding obligations met before a student can start internship.

VI. CONTINUING EDUCATION

After you complete your course of study at Laurel you may avail yourself of many of our continuing education offerings. They will add to your professionalism. Continuing Education (CE) are required to keep one's license current. Instead of having to find a new home to advance your skills you can always return to Laurel for all your CE needs. We welcome our former students' ideas for CE classes to be considered for our programs. For the latest information on CE classes call the school or check it out online at our website.

VII. ADMISSION REQUIREMENTS

The Laurel School of Massage does not discriminate on the basis of sex, race, religion, nationality, ethnic origin or sexual orientation in the admissions process or administration of its educational policies.

1. Tour of the School - The purpose of the tour is to familiarize the student with the administration, facility, procedures, policies, and to answer any questions you may have concerning massage and massage therapy training. The tour also gives us a more detailed sense of you as a person and potential student. Because we strongly commit to each student's success, we do in turn look for each applicant to have sufficient emotional maturity, academic and economic stability, and motivation to satisfactorily pursue massage therapy training. However, the tour is optional and is not a condition of enrollment.
2. Submit a completed application and enrollment forms with appropriate fees
3. Be aware that a prospective student is ineligible for state licensure if he or she has been:
 - a. convicted of, pled guilty to, entered a plea of nolo contendere/no contest to, or received deferred adjudication to prostitution and/or another offense; until the fifth anniversary from the date of conviction for a misdemeanor of moral turpitude or a felony; or the fifth anniversary from the date of conviction of a violation of the Massage Therapy Act.

Student must be 18 years of age by the completion date of the program. A parent or guardian must enroll any student starting class before their 18th birthday.

A prospective student shall furnish a photo ID to be copied and retained in their school file.

VIII. TUITION AND FEES

The total cost for the massage therapy tuition is \$6,800.00, based on \$15.11 per hour times 450 hours. The student is separately responsible for the cost of liability insurance, books, supplies and uniform shirts. Client fees received from the general public pay for the cost of the student's internship program, and there is no charge to the student for the internship program. All internship fees received from the general public are the property of Laurel School of Massage.

If a student needs a partial program (to complete less than 500 hours of the massage therapy educational program at Laurel School of Massage), then \$20.00 will be charged for each class hour needed, PLUS the \$200 Application Fee, the \$75 student liability insurance, and any text books or supplies needed for the classes taken. A student requesting a partial program may enroll at any appropriate time within the program that the curriculum allows.

The fee for private teaching (tutoring) is \$40 per hour. Students may group together and arrange for tutoring and share the \$40 per hour cost.

The school recognizes that upon occasion it may be necessary for a student to miss a class. The student will need to attend a makeup class for the day or time missed. **The first 25 hours missed may be made up at no additional charge to the student. All hours over the first 25 hours will need to be made up at the per hour rate of \$15.00 per hour, this fee is not included in the regular tuition charged. (The minimum fee for makeup is 1 hour at \$15.00). Opportunity to do make up is offered on afternoons by appointment. Makeup must be completed within 14 days of the days missed.**

When application is made, the school and the student sign a contract for the total amount of the program, this contract will supersede any future program offers either at a higher or lower amount.

All financial obligations must be met prior to receiving diplomas or transcripts.

All students are required to have their own textbooks and supplies. Listed below are the textbooks used in the program and supplies, along with the cost of the program:

BOOKS:

MESSAGE THERAPY – PRINCIPLES
AND PRACTICES, Sixth Edition
Susan G. Salvo, Copyright 2015
ISBN 978-0323581288

Massage Therapist's Guide to Pathology
Ruth Werner, Copyright 2015
ISBN 978-1496310828

TRAIL GUIDE TO THE BODY - Textbook
Andrew Biel, Fifth Edition, Copyright 2014
ISBN 978-09829786-5-8

These books must be purchased from the school.

Total Cost of the Program

	<u>ALL CASH</u>	<u>CREDIT CARD</u>	<u>IN-HOUSE FINANCING</u>
Tuition	\$6,000.00	\$6,500.00	\$6,800.00
Setup Costs	<u>1,187.00</u>	<u>1,187.00</u>	<u>1,187.00</u>
TOTAL COST FOR THE PROGRAM	<u>\$7,187.00</u>	<u>\$7,687.00</u>	<u>\$7,987.00</u>

Laurel School of Massage does not participate in any federal funding programs.

The school does offer an in-house student payment plan:

No interest will accrue on monthly payments. Tuition only is included in the monthly payments. Tuition is payable monthly with a minimum payment of \$500.00 per month. Balance Due at graduation. ***If a longer payment period is desired the student may request other plans or terms available through the school.***

(Payments may be made by cash, money order or check.)

For the in-house monthly payment plans, any payments received after 5 days from the due date will be assessed a \$20.00 late fee.

If payment has not been paid, including late fees after the 5 days, the student can be denied admittance to class till payment arrangements have been satisfied.

This action may incur absences that must be made up before completion of the program. If you are late more than 2 weeks with a payment – then you will be dropped from the school.

There is \$35.00 charge for checks returned by the bank for insufficient funds.

Replacement diplomas and official school transcripts are available through the school. The fee for replacement of a diploma is \$35. The fee for replacement of official school transcripts is \$35.

IX. CANCELLATION AND REFUND POLICY

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a \$100 handling fee.

If a student enters the Program and is terminated or withdraws, the minimum refund of the remaining tuition will be as outlined below based on the number of clock hours of the program completed. Tuition is charged for all hours scheduled prior to official termination or withdrawal.

The minimum refund will be:

1. Less than 72 hours after the enrollment agreement is signed by the prospective student (until midnight of the third day excluding Saturdays, Sundays, and legal holidays, 100% of all monies paid, or
2. During the first week or one-tenth of the program, whichever is less, 90% of the remaining tuition, or
3. After the first week or one-tenth of the program, whichever is less, but within the first 3 weeks of the program, 80% of the remaining tuition, or
4. After the first 3 weeks of the program but within the first quarter of the program (125 hours), 75% of the remaining tuition, or
5. During the second quarter of the program (126 hours to 250 hours), 50% of the remaining tuition, or
6. During the third quarter of the program (251 hours to 375 hours), 10% of the remaining tuition, or
7. During the last quarter (376 to 500 hours), 0% of the remaining tuition. During the last quarter of the program, the student may be considered obligated for the full tuition.

REFUNDS WILL BE MADE WITHIN 30 DAYS OF THE EARLIEST OF:

1. The effective date of termination if the student is terminated, or
2. The date of receipt of written notice of withdrawal from the student, or
3. Ten instructional days following the first day of the program if the student fails to enter.

The Laurel School of Massage will reimburse, in a reasonable manner, for items of extra expense to the student, such as books, student activities, lab fees, service charges, rentals, deposits, instructional supplies and all other ancillary miscellaneous charges, where these items are separately stated and shown in the pre-enrollment information.

X. CURRENT CLASS SCHEDULES 500-HOUR PROGRAM

(Future class schedules are confirmed and published at least 60 days prior to class)

Day Class

A New Day Class starts in May 2020 with a completion date in approximately 6 months. Classes are Monday through Friday from 9:00 AM to 1:00 PM.

Night Class

A New Night Class starts in August 2020 with a completion date in approximately 10½ months. Classes are Monday, Tuesday and Thursday evenings from 6:00 to 10:00 PM.

Call the school for more information and specific dates.

Students who do not complete the program in the time permitted will be given a partial transcript, providing all financial obligations have been met. If a student has not completed internship hours s/he may re-enroll in the program. Once the student completes all hours, s/he will be given another partial transcript showing the hours completed during the second enrollment. The school will charge a re-enrollment fee. The Laurel School of Massage re-enrollment fee is currently \$200.

THE STUDENT/TEACHER RATIO AT LAUREL SCHOOL OF MASSAGE DOES NOT EXCEED 16:1. The school emphasizes small classes to maximize student learning and participation. Upon occasion a student from another class may need to do makeup. The school may have up to 4 students from another class at one time doing makeup. The maximum number of students in a classroom is 14, total of 28 in the school.

Enrollment for these courses is possible up to the time 50 hours of class have been taught. Enrollment for the 500-hour program begins approximately four months before the start of each class. The night program length is approximately 10-months including the internship. The evening program is approximately 10 months including the internship.

Students are given a 10-minute break approximately every one-hour. Students must remain in the school during all break periods. Please prepare for class each day with this in mind.

Holidays observed are as follows: Good Friday, Easter Sunday, Spring Break, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas and New Year's Day. We do not close on President's Day, Columbus Day, Martin Luther King Day or Veteran's Day.

The normal hours of operation are:

OFFICE - The office is open during regularly scheduled class times as shown on the official published class schedules for the 500-hour program. All other times are by appointment only. **Students will not enter the office unless the Director or an Instructor is in the office, and only after being invited into the office. All files, records, and office equipment are not for the use of students.**

SCHOOL - The school is also open during regularly scheduled class times as shown on the official published class schedules for the 500-hour program. **All other times are by appointment only.**

XI. ATTENDANCE POLICY

Attendance is critical both to the continuity of the course and for compliance with state requirements for licensure. Students are responsible for regular, punctual attendance. A master record of attendance is maintained. The instructor on a daily attendance sheet maintains the number of scheduled hours for each class session and the hours each student was present for each student enrolled in the class. The attendance sheets are turned in to the school office and the students' attendance is then recorded in the school computer, listing any missed time, makeup, tardiness or absence from class.

The school recognizes that upon occasion it may be necessary for a student to miss a class. The student will need to attend a makeup class for the day or time missed. **The first 25 hours missed may be made up at no additional charge to the student. All hours over the first 25 hours will need to be made up at the per hour rate of \$15.00 per hour, this fee is not included in the regular tuition charged. (The minimum fee for make up is 1 hour, or \$15.00). If a student is more than 15 minutes late for a class or misses 15 minutes of any hour s/he is**

counted as missing the full hour of class. A pattern of lateness short of 15 minutes will be noted and accrued. Accumulated short lateness totaling 30 minutes or more will be counted as abuse of the occasional lateness policy and will require make up of one hour.

Time missed is cumulative, meaning the time missed accumulates even if made up. By State Law the student cannot reach 15% (75 hrs.) of the total clock hours for which the student is enrolled, if it does, the student will be dropped from the school and money for the time accrued in the program is still due according to the catalogue and contract for enrollment. Time missed must be made up within 14 days of the missed time.

The State requires completion of all 500 hours of the curriculum to be eligible to apply for State licensure.

An absence shall be charged for a full day when the student attends none of the scheduled classes on that day. A partial day of absence shall be charged for any period of absence during the day. A student will be terminated from the program if the student accumulates absences of more than 10 consecutive school days or more than 15% (75 hrs.) of the total clock hours for which the student is enrolled per the enrollment agreement. Make up may be given to each student as needed, make up time must be scheduled, and no walk-ins for make up hours. Students who are terminated for excessive absences may re-enroll at the beginning of the next grading period.

Attendance is also taken during the internship portion of the program. Students are not required to staff the clinical portion of the school program but are required to keep scheduled appointments. If a student is absent or late for their client appointment the student will accumulate time-missed equal to the amount of time missed for the day. For example, if three hours of internship appointments are scheduled on a given day, and the student is absent for two hours, two hours of absences will be counted for the day. If a student needs to be absent for a scheduled day of internship, but another student can come into the school and do the appointments, then the student will not accrue any absences for the day and the fill-in student will receive the credit for those internship hours toward their internship requirement. Student may elect to wait for walk-in massage clients at their own risk. Hours spent by students in the clinic but not in actual massage activity do not count toward their internship requirement.

Make-up work shall not be authorized for the purpose of removing an absence. All absences must be made up in a timely manner. Course work should be made up in a timely manner, prior to the end date of the students' program, by scheduling make-up sessions during the school's business hours and when an instructor is available. Students who miss tests because of an absence must make them up within 4 calendar weeks or a zero (0) grade will be given. Not passing a class or completing make up, may result in an incomplete transcript and no diploma issued to the student. An instructor must be physically present during any make up work, in accordance with TAC &140.338 (d).

Each clock hour of class time is made up of 50 minutes of instruction and 10 minutes of break time. Attendance is recorded 10 minutes after the first hour of class begins and continuing in 15-minute intervals. If a student arrives more than 15 minutes late, then the student's attendance will reflect tardiness of 15 minutes and will continue to accrue in 15-minute intervals.

XII. PROGRESS POLICY

At the end of each quarter of the program (after 125 hours of either class time or internship hours combined), the student will receive a written progress evaluation of their performance to date. The written progress evaluation is handed out during class, read and signed by the student, then collected

by the teacher to be placed in the student's permanent file. There are one or more tests given in each subject at the school. Students are also graded on their hands-on performance in the Massage Therapy Technique class. The cumulative numeric test scores for each subject are averaged at the end of each quarter of the program. A student is considered to be making satisfactory progress if the cumulative numeric test score average for each subject meets the following criteria:

End of the first quarter of the program	70%
End of the second quarter of the program	70%
End of the third quarter of the program	70%
End of the fourth quarter of the program	70%

At the end of each quarter the average of the cumulative numeric test scores for each subject will be converted to letter grades as shown below. The student will receive a letter grade on the quarterly evaluation for each subject.

A = 93 – 100	W = Withdrawal
B = 85 – 92	WP = Withdrawal Passing
C = 77 - 84	WF = Withdrawal Failing
D = 70 - 76	I = Incomplete
F = 69 or below	

If a student is absent from the school and is unable to take a test, then the student will be given four weeks to makeup the test before the grade will revert to a zero.

A student who is making unsatisfactory progress at the end of a grading period shall be placed on probation for the next grading period. If the student on probation achieves satisfactory progress for the subsequent period but has not achieved the required grades for overall satisfactory progress, the student may be continued on probation for one more grading period. If the student on probation fails to achieve satisfactory progress for the first probationary grading period, the student's enrollment may be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary grading periods shall be terminated. A student who is terminated from the program for unsatisfactory progress may request reinstatement but must wait out one grading period before being eligible to re-enroll.

When a student is placed on probation, the student will be counseled prior to returning to class, and the date, action taken, and terms of the probation shall be clearly indicated on the student's permanent records. Anytime a student needs to repeat a class in our Program for any reason, then the previous grades received in the subject will be erased in favor of the new grades.

If a student voluntarily withdraws from the program, then the student may come back to the school at a future date by enrolling with a new class. The student will be given full credit for all the coursework successfully completed and the student's tuition will be adjusted accordingly to reflect the partial program needed to complete the course. A re-enrolling student must, regardless of any changes in tuition or curriculum, complete a new and current enrollment agreement. Any re-enrollment, regardless of reason, requires a new enrollment agreement and the payment of a \$200 Application Fee. A student that is terminated from the program may not enroll in a future program unless approved by the School Director.

The cancellation and refund policy shall apply to a student terminated under this section. The effective date of termination for purposes of refunds will be the date of termination from the program. Should the student be terminated or dropped from the program all outstanding money due the school will need to be paid prior to receiving an official transcript.

XIII. GRIEVANCE POLICY

All grievances shall be taken seriously, and every effort shall be made to resolve the grievance. All grievances should be filed in a written statement to the School Director. All discussions shall be held in private. The School Director's decision shall be final in the resolution of a grievance or complaint. If the grievance is still not resolved to the individual's satisfaction, then any individual may contact the Texas Department of Licensing and Regulation. In addition, an individual may obtain copies of the Massage Therapy Licensing Program Rules, Title 25 Texas Administrative Code, Chapter 140 Health Professions Regulation; Subchapter H Massage Therapist (Effective 1/1/2009) by writing to:

Texas Department of Licensing and Regulation

Attention: Enforcement Division

P. O. Box 12157

Austin, TX 78711

Emailed to intake@tdlr.texas.gov

Or file online at www.tdlr.texas.gov/complaints

XIV. STUDENT CONDUCT

Students must abide by all policies, rules, regulations and procedures of the Laurel School of Massage.

Students shall not engage in any sort of disruptive behavior during classroom instruction and/or while on the school's premises, or any conduct that might endanger the health or safety of any person. Disruptive behavior is any behavior exhibited by a student that interferes with another student's work or the teacher's ability to teach the class. In all instances, the School Director shall have the final say in deciding whether certain behavior is disruptive. On the first instance the student will receive a written warning. A second instance will constitute grounds for dismissal.

No student shall use, possess or distribute any narcotic or illegal drug while on the school's premises nor shall any student at any time smoke in the school. Such behavior is cause for dismissal.

If a student enters the school's premises while under the influence of alcohol, he or she will receive a written warning. A second instance will constitute grounds for dismissal.

All students are expected to observe high standards of modesty, personal hygiene and respect for others, including the avoidance of inappropriate language while at the school. On the first instance, the student will receive a written warning. A second instance will constitute grounds for dismissal.

School Dress Code

All students are expected to observe high standards of modesty, personal hygiene and respect for others while at the school. The dress code is laid back but should exemplify integrity and professionalism at all times. Classroom attire should be: LSOM tee shirts (optional for class only) or solid color scrub top, solid color scrub pants and closed toed shoes. Workout clothing is not acceptable including sweatpants and running shorts. All female students are required to wear a bra. Feet must always be covered. Shoes are required outside of the massage room, greeting the client and after the session. Socks are acceptable during the session. No bare feet at any time. Flip-flops or bedroom slippers are not acceptable footwear. Hair should be neat, clean and pulled back or up if long. Fingernails should be clean, polish free and trimmed short. A sweatband or hat may only be worn during the session but not when greeting the clients. Jewelry is unacceptable during a massage

session. It would be best if students did not wear any jewelry at school. Breath or body odor should be pleasant or absent. If in doubt don't wear it. LSOM Tee Shirts are required during internship. Your safety as a massage student is always of utmost concern. If the student's attire is inappropriate on the first instance, the student will receive a written warning, asked to leave. A second instance will constitute grounds for dismissal.

Visitors

Under no circumstances may student bring children, pets or guests to classes or an internship appointment.

Cell Phones, Other Electronic Devices

Signage is posted in the classroom stating: ***No Cell Phones, or Electronic Devices***. Cell phones cannot be on or used in the classroom during lecture, video, or massage at any time. Use is described as any function of the phone, including texting. Students may use cell phones during breaks only. Students may give family members or childcare people the school office number in case of an emergency (832-969-0040). The office staff will come to class and make sure the student is aware of any emergency that needs attention.

If a student interferes with another student's work by acting in a boisterous manner, or acting in an emotionally unstable manner, or being unable or unwilling to adhere to the standards of the school, then the student will receive a written warning. A second instance will constitute grounds for dismissal. No food or drink, except water in a closed container, is allowed in the classrooms.

Any student terminated regardless of the reason shall be eligible for reinstatement at the sole discretion of the School Director. If in the opinion of the School Director the termination was of a nature that reinstatement would not be in the best interests of the school or the student that termination would be irrevocable.

XV. STUDENT SERVICES

The school can make appropriate student records and a letter of recommendation available to any prospective employer with the student's written consent. The school's Business Practices and Professional Ethics class that is included in the 500-hour program teaches students how to set up their own business in massage therapy. The course covers many aspects of obtaining employment in massage. The school does not guarantee employment.

The Director of the school offers each student a complimentary business consultation. During the meeting the Director can focus on the student's interests and show them how to proceed in achieving their goals. A discussion of advertising materials, specific employers in the student's geographical area, and fees to charge are just a few of the topics frequently discussed during the meeting.

XVI. PREVIOUS EDUCATION AND TRAINING

A student wanting to receive credit for previous training from a college, university, or out of state massage school must submit an official transcript to the Texas Department of Licensing and Regulation for evaluation. Students who present Laurel School of Massage with an acceptable transcript from a Department-licensed Texas massage school may be credited with the successfully completed hours that show on the transcript.

Texas Department of Licensing and Regulation

Attention: Enforcement Division
P. O. Box 12157
Austin, TX 78711
Emailed to intake@tdlr.texas.gov

Upon written confirmation of approval for coursework from the Texas Department of Licensing and Regulation, the student should provide the school with a copy of the written confirmation to be placed in the student's file.

If coursework is approved, this may result in the program length being shortened and the cost being reduced. A student requesting a partial program may enroll at any appropriate time within the program that the curriculum allows.

All coursework to be used for credit must be submitted to the school at the time of enrollment or prior to the beginning of classes. Once a student has attended the classes they will not be refunded or discounted.

XVII. CRIMINAL HISTORY EVALUATION

Any student who is concerned that a previous criminal history may make him or her ineligible for licensure as a massage therapist may submit a Criminal History Evaluation application to the Texas Department of Licensing and Regulation along with required fees. The Department will evaluate the applicant's criminal history report and provide a written determination as to the applicant's current eligibility for licensure. The student can find additional information on the Department's website at:

<https://www.license.state.tx.us/>

XVIII. GRADUATION REQUIREMENTS

In order to graduate from the Laurel School of Massage and receive a diploma and program transcripts, a student must have:

1. Met all financial obligations to the school
2. Completed all assignments and/or paperwork
3. Completed the state requirement of 500 hours of training and maintained a satisfactory grade average of 70% or better in each subject of the program.

All the information contained in this catalogue is subject to change without notice.

Thank you for taking the time necessary to read and understand the policies outlined in this document.

NOTES



Laurel School of Massage
LEARN THE ART AND SCIENCE OF MASSAGE THERAPY

Revised December 2019