



MS 0016

**THE LAUTERSTEIN-CONWAY  
MASSAGE SCHOOL & CLINIC**  
[www.TLCSCHOOL.COM](http://www.TLCSCHOOL.COM)



# Founders



David Lauterstein  
&  
John Conway

# Parking Dos and Don'ts

## ◆ Do






- ◆ Park in designated spaces only
- ◆ Display your parking pass

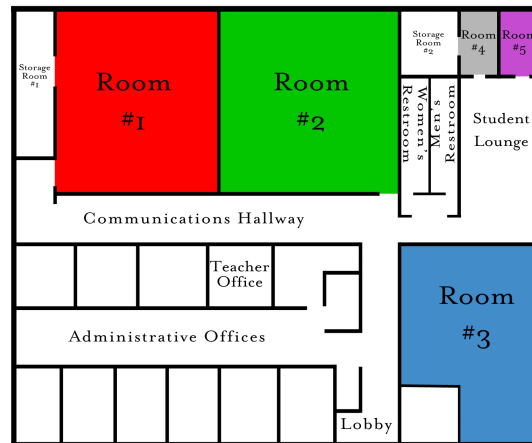
## ◆ Do Not

- ◆ Park in Clinic Parking
- ◆ Park in Staff, Loading, or Visitor Parking
- ◆ Park in lots for surrounding businesses. **They will tow!**

# Getting around...

## Calendar Legend

	Room 1
	Room 2
	Room 3
	Room 4
	Room 5



# Resources

- 💧 We strive to give our students the tools they need to be exceptional.
- 💧 **Student Handbook**
- 💧 **Make-up Room, Tutoring, Meetings**
- 💧 **Online Resources, TLC Course Packet**

# Ownership

We will celebrate our successes and take responsibility for our failures.

**Respectful**

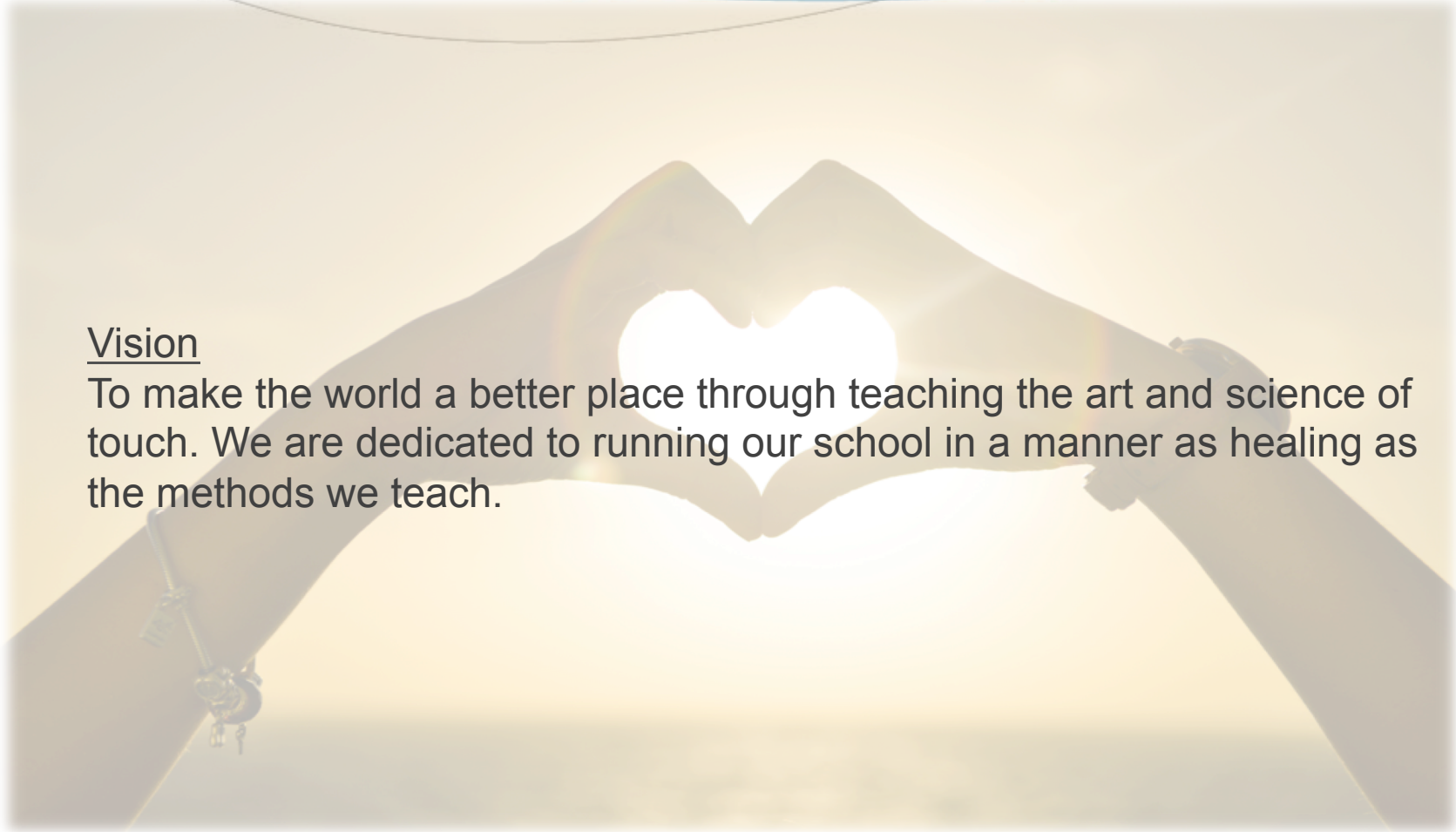
**Receptive to feedback**

**Responsive to issues**

# Ownership: School Environment

## Vision

To make the world a better place through teaching the art and science of touch. We are dedicated to running our school in a manner as healing as the methods we teach.





# Communications

**Student Handbook**

**Announcements**

**Student Portal**

**\*\*If you opt-out, you're still responsible  
for the information\*\***



# Communication: Meetings by Appointment Only

**Tila Tapp - Student Administrator**

**512.374.9222, ext. 13 [tilat@tlcschool.com](mailto:tilat@tlcschool.com)**

**Tim Stahlke - Education Director**

**512.374.9222, ext. 27 [tims@tlcschool.com](mailto:tims@tlcschool.com)**

# Communication: 2 Business Days

**512.374.9222**

**Student Administrator, Ext. 13 – [tilat@tlcschool.com](mailto:tilat@tlcschool.com)**

**Education Director, Ext. 27 – [tims@tlcschool.com](mailto:tims@tlcschool.com)**

**Director, Ext. 17 – [markd@tlcschool.com](mailto:markd@tlcschool.com)**

**Finance, Ext. 12 – [erict@tlcschool.com](mailto:erict@tlcschool.com)**

# Communication: Appeals Process

**How do we determine whether an exception  
will be permitted?**

- State Mandate
- Compelling Appeal
- Track Record
- Fairness

# Know-how

- 💧 Your Instructors
- 💧 We offer Continuing Education workshops with some industry leaders on a variety of topics.
- 💧 We will remain a resource should you need guidance throughout your career.

# Resourcefulness: Time Management

Know where to be, when to be, and how to be.



Know where to be, when to be, and how to be.



# Resourcefulness: Stay Organized

Know where to be, when to be, and how to be.

Planner & School Packet

Student Handbook

Communications



# How You ROCK Ownership:

Be a Pro!!!

Proactive

Professional

Process-oriented

# What You Rock: Ownership

Attendance

Assignments, Quizzes/Exams

Participation

Classroom/School Environment

# Ownership: Attendance

## Attendance

- 💧 Come to Class!!
  - 💧 Any class time missed must be made up.
  - 💧 Please **do not** come if you have a fever or contagious condition.
  - 💧 You must be fever-free for **48 hours** before returning to class.
  - 💧 Absent for 10 consecutive class days will result in your dismissal from the program.

# Ownership: Attendance

- 💧 **Punctuality** - we encourage you to come 5 to 10 minutes early for class.
- 💧 Tardy – arriving after the start time **or** leaving before the end time. **This includes breaks.**
- 💧 As a courtesy, we give you a grace period of 10 minutes.

# Grace Period

- ◆ Grace period will be revoked for students with excessive tardiness.
  - ◆ First 15 – Tardy over 10 minutes must be made up.
  - ◆ After 15 – **Any future tardy must be made up.**
  - ◆ After 25 – Write-up
  - ◆ After 35 - Dismissed

# Ownership: Attendance

The following classes will be on campus:

0	56 & 62
19	87
22 & 23	97
44	99*

# Ownership: Make-Up Class

- ◆ A tardy less than 1 hour requires a make-up of **1 hour**. A tardy over 1 hour should be rounded up to the nearest hour.
- ◆ Make-up time earns you credit for the hours missed but does not erase the absence.

## **ALL TIME COUNTS!**

*It is your responsibility to keep track of your absences and time needed to make up. **Check your Student Portal!***



# Ownership: Make-Up Class

- 💧 **Make-Up Class (\$10/hr or \$45 per class)**
  - 💧 Make-up classes are an on-campus, open study hall for all students, in all programs. Space is limited. **Reservations are required.**
  - 💧 If you reserve space and don't cancel or show up, there's a \$25 no-show fee.

# Ownership: Participation

- ◆ Students learn best by giving and receiving massage.
- ◆ Students can opt out of giving, receiving, or both and still receive credit for attending class.
  - ◆ Opting out of giving **or** receiving is recorded as ½ an NP.
  - ◆ Opting out of giving **and** receiving is recorded as a full NP.
  - ◆ Opting out of any practical assessment, quiz or exam is recorded as a full NP.

**We encourage you to partner up with your classmates!**

# Ownership: Participation

Students are allowed a maximum of 4 full NPs during the program.

**To receive credit for attending class, students must remain alert, focused, and on-screen.**

# Ownership: Assignments

- ◆ Please be sure to print your **legal name** on all tests, assignments, and forms.
- ◆ **Grades for Assignments:**
  - ◆ Receive full credit if turned in when due.
  - ◆ If an assignment is late, 20 points will be deducted.
- ◆ If you are absent for a class in which a homework assignment was due, you may turn it in at the next class you attend for full credit.

# Ownership: Quizzes/Exams

If a quiz, exam, touch assessment, or practical is missed due to absence, it must be made up within 2 weeks (14 calendar days) for full credit.

After 2 weeks, 20 points will be deducted.

# Ownership: Quizzes/Exams

- ◆ Any quiz, exam, touch assessment, or practical grade less than a 70 may be retaken to receive a grade up to 70.
- ◆ Quizzes and exams can be made up during your scheduled make-up hours.
- ◆ Quizzes and exams may **not** be retaken remotely.

# Ownership: School Environment

- ◆ **Quiet Zone**

- ◆ When indoors, please respect designated Quiet Zones.

- ◆ **Please do not congregate during breaks.**

- ◆ **Please do not enter the administrative area without first checking with reception.**

- ◆ Unless escorted by staff, please do not enter the staff entrance.



# Ownership: School Environment

- ◆ Students must not be under the influence of illegal or function-impairing drugs or alcohol on school grounds or participating remotely.
- ◆ TLC is a weapons-free zone. This includes open carry and concealed carry, regardless of one's permit.

# Ownership: School Environment

- ◆ Smoking is permitted in designated areas only. **Rain or Shine.**
- ◆ Public space: help keep it clean.
  - ◆ Student Lounge, Hallway, Bathrooms
- ◆ Dress: when outside the classroom, students must be fully clothed, including shoes.
- ◆ Recycle - Be mindful of what you put where.

# Ownership: Classroom Environment

You may be sent home for behaviors including but not limited to:

Side-talking

Sleeping

Not following directions

Dress code violations

Eating/Drinking in the classroom

# Ownership: Classroom Environment

With the exception of taking a test on ClassMarker, use of cell phones, tablets or cameras is prohibited in the classroom, clinic or bathrooms. *Must be off and stowed.*

If you have an emergency situation, let the instructor know and an exception may be made to set the device to vibrate.



# Ownership: Classroom Environment

- ◆ If your cell phone disturbs the class in any way without prior instructor approval, you will be dismissed from class. Any time missed must be made up.
- ◆ Computers may be used during class for note-taking **only**. The webcam feature must be blocked for confidentiality/privacy reasons.



# Ownership: Classroom Environment

- ◆ **Take responsibility** for the energy in the classroom and the school.
- ◆ The learning atmosphere is something we create together.
  - ◆ Cultivate sensitivity in words and deeds.
  - ◆ Hold yourself accountable for your moods and emotions.
  - ◆ Ask for support from classmates and staff when you need it.

# Ownership: Classroom Environment

Be honest when providing feedback  
regarding work you give or receive.

## **Q-TIP**

Take it Professionally



# Ownership: Online Classroom Environment

You may be removed for behaviors including but not limited to:

Side-talking

Sleeping

Not following directions

Dress code violations – Please follow TLC dress code during your logged-in time.

# How You Rock: Communication Stay in the Loop!

**Check your email and the Student Portal.**

**\*\*Check your Spam and Promotions Folders!\*\***

Communicate with Faculty and Staff

**EARLY and OFTEN**

**Refer to your Student Handbook**

# A Quick Reminder: Payment Plans

- ◆ As a courtesy, we will release your transcripts at the end of your program if you make all your payments on time.
- ◆ If even **one** payment is late, you will not receive your transcript for a considerable length of time after completion.
- ◆ Without a transcript you cannot get a license, which means you cannot get to work.
- ◆ So please commit to making every payment on time, every time.
- ◆ Contact our Controller ([erict@tlcschool.com](mailto:erict@tlcschool.com)) **immediately** if you encounter financial issues.

# Heads Up!

- 💧 Handbook Agreement
- 💧 Documents?
- 💧 Tutoring/Fridays hands-on
- 💧 Questions

Congratulations!



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