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## History of LaBaron Academy

LaBaron Hairdressing Academy a small national cosmetology Chain established in 1959, by Robert D. Wroble, as A private, post secondary institution, offering degrees in two disciplines, Cosmetology and Manicuring Arts and Sciences.

The course of studies are designed to prepare students for the state Licensing examination as well as a profitable career in all areas of the Fields of Cosmetology and of Manicuring.

In 1973 Lois M. Wroble left the field of public education to work With her husband Robert in the growing school chain.

LaBaron has been in the Overland Park, Kansas, since 1984. Lesia Wroble Cochran joined the family business and became director Of this school. **LaBaron offers a Professional institution with a Family atmosphere, where Education is a priority.**

Over the years LaBaron has graduated thousands of professionals. These professionals are working as Hairstylist, Haircutting specialist, Permanent Waving Experts. Make-up Artist, Skin Care Specialist, Cosmetic Chemist, Publishing, Hair Colorist, own or operate Progressive salons, work for large hairdressing chains or small Neighborhood salons, teach, or work with distributorships and Manufacturers.

## LaBaron's Mission

LaBaron's primary mission is to provide a vigorous program of academic studies in the tradition of the Cosmetology/Manicuring Arts And Sciences and give its students a lifelong quest for intellectual excellence, professionalism, self improvement, and dedication to Public service. To this end the school environment encourages Development of self worth, intellectual curiosity, disciplined inquiry, Kindness to others, and mastery of skills and techniques.

It is the mission of LaBaron/Kay Harvey Hairdressing **Academies** to provide a **quality education** in the practical skills necessary for **licensure** and **successful employment**.

Everyone at LaBaron works as a team to achieve an organized school with busy students who are motivated and happy.

## LaBaron's State Licensing Agency

LaBaron Hairdressing Academy is licensed by:  
Kansas State Board of Cosmetology  
714 S.W. Jackson, Suite 100  
Topeka, KS 66603 Tel (785)296-3155

## LaBaron's Accrediting Agency

LaBaron Academy is nationally accredited by:  
National Accrediting Commission of Career Arts and Sciences  
4401 Ford Avenue,  
Suite 1300, Alexandria, VA. 22302.  
Telephone (703) 600-7600

NACCAS is recognized by the U.S. Department of Education as the national accrediting agency for cosmetology schools.

## LaBaron's Physical Facilities

LaBaron Academy is within old downtown Overland Park, right off the historic Santa Fe Trail. The school has been recently updated with ample parking. LaBaron consists of 3,800 Sq. feet. The school is fully equipped to accommodate 40 working stations, a reception area, classroom, student center, facial area, dispensary, supply room, student lounge with lockers and restroom facilities.

## **LaBaron's Educational Objectives**

### **Cosmetology**

1. To give quality education in both theory and practical experience for students to gain knowledge in all phases of Cosmetology.
2. To prepare students to successfully pass the state board examinations.
3. To prepare students to work in a salon as licensed Cosmetologists.
4. To perform in Cosmetology occupations.

### **Manicurist / Nail Technician**

1. To give quality education in both theory and practical experience for students to gain knowledge in all phases of Manicuring.
2. To prepare students to successfully pass the state board examinations.
3. To prepare students to work in a salon as a licensed Manicurist.
4. To perform in Manicuring related occupations.

## **LaBaron's Admission Requirements**

### **Cosmetology, Manicuring**

1. The applicant must be 17 years old and be a high school graduate, or its equivalent.
2. Each student must hold an Apprentice License issued by the Kansas State Board of Cosmetology. To receive said License a student will need a \$15.00 payment to the Kansas Board of Cosmetology
3. High School Transcripts may be Mailed or Faxed to Kansas Board of Cosmetology.
4. Valid Government issued photo I.D or U.S. documentation.
5. Have a personal interview with a school official.

## **LaBaron's Statement of Non-Discrimination**

LaBaron Hairdressing Academy does not discriminate on the basis of age, race, color, sex, religion or ethnic origin.

## **LaBaron's Enrollment**

**Classes** start the first Monday of each month.

**DAY CLASSES:** Full-Time: 8:30am to 5:00pm, Monday through Friday. 37 hours per week. Three Quarter Time: 8:30am to 3:00pm 30 hours per week.

**EVENING CLASSES:** Monday, Tuesday, and Wednesday 5:30pm to 9:30pm. Saturday 8:30am to 2:30pm 18 hours per week.

**The start and expected ending date for each course will be written on the contract for instruction.**

LaBaron Academy is closed Sunday and the following legal holidays:

**New Year's Day -Memorial Day -Labor Day -Thanksgiving - Independence Day -Christmas**

## **LaBaron's Credit for Previous Training**

Credit hours received and approved by the Kansas State Board of Cosmetology may be credited to the trainee at the discretion of LaBaron's Director. The trainee will be charged according to what the current hourly rate is at the time of enrollment.

## **LaBaron's Excused & Unexcused Absences**

At present, the Kansas State Board of Cosmetology does not accept Any hours missed, even if the hours missed are excused absences. A student must complete their contracted hours without exception.

## **LaBaron's Student Aid Programs**

LaBaron Academy is currently approved for the following student aid programs for the Cosmetology program:

**Federal Pell Grant    Federal SEOG    Federal Direct Loans  
Kansas Rehabilitation    Federal Plus Loans**

## **LaBaron's Grading System**

- A – Excellent...92% - 100%
- B – Good.....84% - 91%
- C – Passing.....75% - 83%
- D – Failing.....0% - 74%

A passing grade is required for graduation and for eligibility to take KS State Board Written and Practical Exams

**Students are graded** on their professionalism, work habits, attendance, conduct, initiative, and cooperation. They are also graded on theory tests and assignments, and on their practical work. In each area 75% is considered passing.

**In written work** students are tested at the end of each subject. These grades are averaged with the Final Exams at the end of training.

**Requirement Sheet** Students are given a "Requirement Sheet" to be completed each month. Each skill is checked for specific criteria. At the end of the evaluation period the student is given a grade based on the number of skills satisfactorily completed.

**Evaluations** Students are evaluated for Satisfactory Progress as follows:

Cosmetology 481, 962, 1231 clocked (actual) hours

Manicuring 150, 300 clocked (actual) hours

**Academic and Career Counseling** is done during Evaluations or upon individual need. Records are maintained by LaBaron Hairdressing Academy for three years.

## **LaBaron's Student Records**

Students, parent(s), guardians in the event the student is still a dependent minor, have the right to gain access to their cumulative records by appointment and under the supervision of the Director or designated instructor.

## **LaBaron's Tardiness Policy**

No Student may enter the day session after 9:45 am or the evening session after 6:30 pm. Without a doctor's note, You will be sent home.

## **LaBaron's Right To Privacy Policy**

All records and Information pertaining to students, parent(s), Guardian(s) or staff members are to be kept confidential. No information is given to third parties requesting data without written authorized for individual(s) involved except in the case of legal or accreditation purposes.

## **LaBaron's Graduate Placement Service**

LaBaron assists with employment placement for the benefit of its current and former graduates. No school can guarantee jobs for its graduates but we have been very successful in counseling graduates to gain employment that coincide with their needs. If a student would like help in job placement they may refer to our job placement board or ask for assistance from the Director.

## **Graduation**

A cosmetology or manicuring student will receive a LaBaron Certificate of Completion after having completed stated hours and requirements of training listed under the curriculum set by KS Board of Cosmetology. All grades and test scores must be at least 75%. All financial obligations to the school must be paid in full.

**LaBaron's Cosmetology Curriculum (1500 hours)**

The primary mission of the Cosmetology Curriculum is to train students in both theory and practical experience which will prepare them for immediate employment opportunities. Kansas mandates the number of hours we are to teach in each subject area.

	<b>Hours</b>
<b>1. Scientific Concepts</b>	
a. Sanitation	40
b. Hair & Scalp	35
c. Skin	10
d. Nails	20
<b>2. Physical Services</b>	
a. Shampoo and Rinse	35
b. Scalp and Hair Care	35
c. Facials and Makeup	150
d. Manicuring and Artificial Nails	180
<b>3. Chemical Services</b>	
a. Hair Color	175
b. Hair Bleach	
c. Chemical Waving	150
d. Chemical Relaxing	125
<b>4. Hair Designing</b>	
a. Hair Shaping	150
b. Hair Styling	125
c. Thermal Techniques	
d. Care & Styling Hairpieces	10
<b>5. Business Practices</b>	35
<b>6. State Laws</b>	50
<b>7. Student Specific Needs</b>	50

**Practical Performance**

**Minimum Practice Services**

<b>1. Chemical Services</b>	
a. Hair Coloring	25
b. Hair Lightening	25
c. Chemical Waving	25
d. Chemical Relaxing	25
<b>2. Hair Designing</b>	
a. Razor Shaping	25
b. Scissor Shaping	25
c. Pin curl Set	25
d. Pin curl & Wave Set	25
e. Roller Set	50
f. Complete Comb out	50
g. Thermal Iron Set	50
h. Blow Dry Styling	50

**LaBaron's Manicuring Curriculum (350 hours)**

The primary mission of the Manicuring Curriculum is to train students in both theory and practical experience which will prepare them for immediate employment opportunities. Kansas mandates the number of hours we are to teach in each subject area for the period of 350 hours.

	<b>Hours</b>
1. Scientific Concepts (Sanitation, chemistry, Nails, Skin, Anatomy)	60
2. Manicuring	75
3. Artificial Nails	160
4. Business Practices	35
5. State Laws	20

**Practical Performance**

	<b>Services</b>
1. Manicuring Skills	
a. Basic Manicure	25
Hand and Arm Massage	10
b. Pedicures	
2. Artificial Nails	
a. Sculpting	100
b. Tipping	100
c. Wrapping	

**LaBaron's Requirements For Licensing**

The applicant must be 17 years old and be a graduate of an accredited high school, or its equivalent.

1. Have completed 1500 hours of training for Cosmetology students, or 350 hours for Manicuring students.
2. Written and Practical examinations are required upon completion of the mandatory hours. A \$99 exam fee for cosmetologists and a \$80 exam fee for manicurists shall be paid to **Prometric**.
3. Applicants must pass each examination with a minimum score of 75% or better.
4. Practitioner license fee of \$45 payable to KS Board of Cosmetology for first two years of licensure.

## ***LaBaron's Refund Policy***

**Should a student be terminated or cancel for any reason, all refunds will be made according to the following schedule:**

- A. An applicant not accepted for training by the school shall be entitled to all moneys paid.
- B. If a student (*or in the case of a dependent student under legal age, his parent or guardian*) cancels his enrollment and requests his money back in writing, within three business days of the signing of an enrollment agreement or contract, all moneys collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school administrator in person. This policy applies regardless of whether or not the student has actually started training.
- C. If a student cancels his enrollment after the three business days after signing but prior to entering classes, he shall be entitled to a refund of all money paid to the school less a registration fee of \$100.00 for Cosmetology or \$50.00 for Manicuring students..
- D. For student who enrolls in and begins classes, the following schedule of tuition adjustments is authorized:

<b>Percentage Time to Total Course Time</b>	<b>Amount Total Tuition Owed to School</b>
0.01% to 4.9%	20%
5.0% to 09.9%	30%
10.0% to 14.9%	40%
15.0% to 24.9%	45%
25.0% to 49.9%	70%
50% and over	100%

Enrollment time is defined as the time elapsed between the actual starting date and the date of student's last day of physical attendance in school. Any money due the applicant or student shall be refunded within 30 days of formal cancellation by the student, as defined in item B, or formal termination by the school. **Termination will occur after 21 calendar days of nonattendance.** In the case of non return from a leave of absence, the withdrawal date will be whichever is earlier; the documented date of return or the date the student notifies the school he will not be returning.

E. When a situation of mitigating circumstances is in evidence, the school will adopt a policy wherein the refund to the student may exceed the Minimum Cancellation and Settlement Policy.

F. The costs of the kit and supplies are not included in tuition adjustment computations. These items become the property of the student when purchased.

G. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rated refund of tuition.

H. If a course is canceled before a student's enrollment, the school can either refund all money paid, or provide completion of the course provided it is at a mutually agreeable location.

J. In the event of a refund conflict, the policy most beneficial to the student's interest will be observed in compliance with state and Federal Regulations and Guidelines.

### ***LaBaron's* Satisfactory Academic Progress Policy**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in the cosmetology or Manicuring programs. All students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. All applicants will be provided a copy of this policy prior to enrollment.

#### **LABARON EVALUATION PERIODS**

Students are evaluated for Satisfactory Progress as follows:

Cosmetology 481, 962, 1231 clocked (actual) hours

Manicuring 150, 300 clocked (actual) hours

Evaluations will determine if the student has met the minimum requirements for satisfactory progress. The frequency of evaluations ensures that students have ample opportunity to meet both attendance and academic progress requirements of at least on evaluation by midpoint of the course.

#### **REQUIRED GRADE LEVEL**

All students receive a numeric grade in their theory, practical and training work. Grades will be averaged at the end of each segment. An overall average of 75% is required for each segment to receive Financial Aid and to graduate. Practical assignments are evaluated as completed and counted towards course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to the text procedures and set forth in practical skills evaluation criteria adopted by the school. The following represents the equivalences of all grades assigned:

	A – Excellent.....	90% - 100%	C –
Passing.....	75% - 81%		
	B – Good.....	82% - 89%	D –
Failing.....	0% - 74.9%		

I – Incomplete... This converts to a 0% if **not** made up within the **next two month segment**. (*Exceptions can be made only by the director.*)

**Students may retake exams until a passing grade is reached** Exams are reviewed after given in class. Instructors are available for extra help. The institution does not offer non-credit remedial courses. Course incomplete and repetitions have no effect up the satisfactory progress standards within each segment. However, all tests and minimum practical requirements must be completed before graduation.

#### **REQUIRED**

#### **COMPLETION RATE**

Students **must be proceeding** through the course within a minimum time frame of 67% to receive Financial Aid. Course length is determined at the time of enrollment contract. At the end of each month student's attendance percentage is posted. All students must achieve 67% cumulative attendance percentage.

#### **EXAMPLES OF MAXIMUM TIME FRAMES**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

**Cosmetology – Full Time:** Students can complete program in the minimum of 41 weeks or a maximum of 60.5 weeks at 37 hours per week, 1500 hours.

**Cosmetology – Nights:** Students can complete the program in the minimum of 84 weeks or a maximum of 125 weeks at 18 hours per week, 1500 hours.

**Manicuring – Full Time:** Students can complete the program in the minimum of 9 weeks and the maximum of 13.5 weeks at 40 hours a week, 350 hours

**Manicuring – Part Time:** Students can complete the program in the minimum of 19.5 weeks and the maximum of 29.25 weeks at 18 hours a week, 350 hours.

#### **SATISFACTORY PROGRESS**

When a student has met the minimum requirements for both the grade average and attendance percentage, he is considered to be making satisfactory progress until the next segment and can receive Title IV assistance. Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period. All students will receive a hard copy of their Satisfactory Progress determination at the time of each evaluation.

**Addendum C Date: 11/08/2011**

### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress at an evaluation period will be placed on probation and will be determined as not making satisfactory academic progress and will not be deemed eligible to receive Title IV funds if applicable, unless the student has prevailed upon appeal of the determination that has resulted in the status of probation and the institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. When a student is on probation they will be evaluated monthly until satisfactory progress for both academic and attendance is achieved. As soon as they are making satisfactory progress they will become eligible for Title IV funds again. If at the end of three months if they are still not making satisfactory progress they may be dismissed from school.

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 10 calendar days. Reasons for which the student may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any allowable special mitigating circumstance. The student must submit a written appeal to the school with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic progress by the next evaluation period. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable

### **LEAVE OF ABSENCE**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the Leave of Absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll within six months of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

### **RE-ADMISSION POLICY**

Dismissed students may apply to re-enter the institution after a waiting period of three months. Students who reenter will return in the same satisfactory academic progress status as when they left. This means that students who left who were on probation enroll in a probationary status. With respect to financial aid, a student must complete a segment and make satisfactory progress in both the **required grade level and completion rate** before receiving financial aid awards. This procedure applies only to dismissals caused by lack of satisfactory progress and will never be granted more than once. It does not apply to voluntary withdrawals. Voluntary withdrawals will also reenter where they left as far as Satisfactory Academic Progress goes. Re-entering students will be charged tuition rates for newly entering students. Amounts paid during their first period will be credited to these accounts.

### **TRANSFER HOURS**

With regard to Satisfactory Progress, a student's transfer hours will be counted as both attempted and earned hours.

### **NONCREDIT AND REMEDIAL COURSES**

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress.

**Addendum C Date: 11/08/2011**

# LaBaron

## **Hairdressing Academy**

8119 Robinson Overland Park, KS 66204

Telephone (913)642-0077

email address: [labaronop@ett.net](mailto:labaronop@ett.net)

Web Address: [labarononline.com](http://labarononline.com)

**Facebook:** LaBaron and Kay Harvey Hairdressing Academies

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### LaBaron Administration

**Robert D. Wroble** - Owner

**Lois M. Wroble** – Chief Executive Officer, B.S. Degree Education

**Lesia W. Cochran** – Coordinator Financial Aid, B.S Degree Business

**Carol Tabor** – Corporate Office Manager & Bookkeeper

**281 Union Street, New Bedford, MA 02740**

**Telephone # (508) 993-1309**

### LaBaron Faculty

**Lesia Cochran** – Director & F. A. Administrator

**Kathy Marie Reel** – Assistant Director, F. A. Officer & Instructor

**Billi Hoyle** – Head Night Instructor **Pamela Minich**- Instructor

**Sara Alvarado** – Instructor **Crystal Holliday** – Instructor –

**Heather Earlington** - Instructor

### LaBaron Policy for Make Up Work & Hours

A trainee who has been absent for any reason is required to keep up with class assignments so they can proceed to the next course of study. School work, including exams, must be successfully mastered and a passing grade achieved. All work is reviewed and evaluated in a timely manner. Students may retake exams, repeat tasks, and make-up or redo any work, until a passing grade is achieved with a grade that corresponds within LaBaron's Satisfactory Progress Policy. The appropriate time to make up work retake exams is when all daily tasks, including servicing of clinic customers, are completed.

If at any time you must miss class and need to make it up, the guidelines are as follows:

**Day Students-** If you miss a full day, you may make that day up on the Saturday of the same week you missed;

**Night Students-**You may make up time missed by coming in at 1:00 p.m. on Mon, Tues, or Wed, instead of 5:30 p.m. If you come in at 1:00 p.m., **you must stay until 9:30 p.m.**

**Addendum A** Date: 11/08/2011

### Methods of Payment

Upon enrollment, the tuition is due and payable in full. However, the student, at the school's option, may make a down payment and arrange to make a payment weekly or monthly. This should be done during the personal interview with the School Official. **Payments must be made regardless of attendance.**

### LaBaron Cosmetology Cost

Tuition	\$13,100.00
Registration Fee	\$ 100.00
Book & Supplies	\$ 1,089.88
Sales Tax	\$ 94.27
<b>Total</b>	<b>\$14,384.15</b>

**Cosmetology Kit Contains:** Textbook, Workbooks, State Board Exam Book, 3 Mannequins, Mannequin stand, Hair Net, Hair Cutting Shears, Texturizing Shears, Hair Cutting Razor, Standard Nylon Brushes, Round Styling Bristle Brush, Vent Brush, Designer Cape, Hair Cutting Combs, Rat Tail Combs, Foiling Comb, Box of single and double prong clips, Butterfly Clamps, Nail Implements (File, Emery Boards, Pushers, Clippers and Orangewood Sticks), Manicure Brush, Manicure Bowl, Color Tint Kit, Magnetic Rollers, Duck Bill Clips, Perm Rods, Spatulas, Precision Designer Clipper Set w/Guards, Trimmers, Ceramic Flat Iron, Marcel Temperature Control Iron, 1600 watt Turbo Blow Dryer, Student Smock and EZ Flow acrylic kit.

### LaBaron's Manicuring Cost

Tuition	\$1,750.00
Registration Fee	\$ 50.00
Book & Supplies	\$ 944.23
Sales Tax	\$ 81.67
<b>Total</b>	<b>\$ 2,825.90</b>

**Manicuring Kit Contains:** Textbook, Workbook, Nail Polish Kit, Emery Boards, Nail File, Cuticle Pusher, Cuticle Nippers, Orangewood Sticks, Tweezers, Nail Brush, Finger Bowl, Starter Wrap Kit, Tips and Acrylic Kit. Gel Kit

### LaBaron's Additional Costs

If the student attends longer than the prescribed time allotted on the written contract (about 12%) he must pay an additional fee for each hour beyond the contracted time in order to complete the course. The hourly charges are as follows: Cosmetology \$9.00 Manicuring \$5.00 **Depending on the care of the professional uniform, equipment and implements, students may have to replace required items.**

### Addendum A Date: 11/08/2011

11/09/ LaBaron's Rules and Regulations

**LaBaron expects that trainees will conduct themselves in a professional manner. Violation of established policy may result in a disciplinary action up to suspension from school.**

5. Your standard approved textbooks and equipment must be with you at all times. No borrowing of materials will be tolerated. A trainee without equipment is considered unprepared and will be sent home.
6. Trainees will be held responsible for their own equipment and personal property. All kits and equipment must be kept intact, clean and sanitized. (Kits will be checked biweekly.)
7. After every service given you must immediately clean and sanitize the station and/or area used. All manicuring, facial or cosmetology implements must be cleaned and sanitized after each use.
8. **Each service given must be checked by an instructor.**  
**\*\* It is your responsibility to call for a final grade check\*\***
9. A trainee must attend classes regularly and pursue the instruction and practice work diligently. Only text pertaining to cosmetology is allowed during class. (See Satisfactory Progress Policy.)
10. Absence from class without permission is not permitted. A trainee who has been absent for any reason is required to keep up with class assignments so they can proceed to the next course of study.
  1. Continued absence without notification will mean cancellation of registration. (See Satisfaction Progress Policy).
  2. Federal Law allows a trainee to take a leave of absence within a 12 month period. School limits the leave of absence to 60 days and must be cleared by Lesia Cochran.
  3. If a leave is longer than two weeks lockers must be vacated. Personal effects left longer than two weeks will be removed and held in storage by LaBaron for 30 days. If still unclaimed, LaBaron assumes no responsibility and will dispose of the items.
11. Unnecessary conversation or noise in the classroom will not be allowed **a)** Profanity and obscene language will not be permitted; **b)** Anyone seen with an alcoholic beverage or controlled substance (or under the influence of) will not be allowed in school; (*Refer to LaBaron's Drug and Alcohol Policy*) **c)** Food, drink and gum chewing are not permitted in classes or on the clinic floor.
12. Trainees must observe all rules of personal hygiene and sanitation while in the Academy: **a)** Trainees wearing soiled uniforms will not be admitted to the Academy; **b)** Uniforms must be fastened and worn to all classes; **c)** Female trainees must wear stockings and low heeled clean, closed shoes. Male trainees must wear clean, closed shoes.
13. LOCKERS: **a)** The Academy is not responsible for your equipment or personal property; **b)** Purses are to be kept in locked lockers **c)** a trainee must provide lock for locker.
14. Use of Phones; **a)** The LaBaron phone is for departmental business and is considered a business phone only; **b)** Trainees may receive or make emergency calls only on the LaBaron phones; **(All LaBaron phone calls are monitored)**; **c)** Cell phones must be turned off unless students are on a scheduled break and within the student

- lounge. **d)** No answering or talking on the phone when you have a patron.
15. **Break and Lunch Periods;** **a)** In the clinic and classroom the 30 minutes for Lunch will be governed and controlled by the instructor; **b)** The lunch period assigned will be between 12:00 to 1:00 pm unless you are with a patron; **c)** No one is allowed to sit in the Break/Lunch room between 8:30 to 9:45am or 5:30 to 5:45 pm; **d)** Clinic students who arrive late will be assigned a customer at once. **e)** day or evening students **MUST BE** in the clinic at their stations ready for clients or in the classroom ready for theory by 8:30 am .or 5:30 pm to receive a 15 minute break.
  16. No trainee may have personal services, without permission of the instructor. Also; **a)** Theory, practical and daily requirements must be up-to-date; **b)** all Patrons must be completed; **c)** The trainee must pay for supplies used for services; **d)** No Trainee may bring in products. Exceptions by Director only.
  17. Individuals other than Trainees, Instructors, or Patrons are not allowed in the Academy.
  18. Every trainee is responsible for doing his cleanup duty. This is assigned on a daily basis and is up to you to see that assigned task is maintained throughout the day and is **completed before you leave** for the day.
  19. Trainee **must notify instructor** as soon as he arrives if his regular scheduled time will change that day.
  20. **"Tardiness Policy"** and **"Policy for Making Up Hours"** students will receive and are required to sign & follow.
  21. Tuition payments must be made promptly as agreed at the time of enrollment. A trainee failing to make payments for two segments may be sent home until payments are made.
  22. Every patron should be treated with respect, enthusiasm and consideration from each trainee; **a)** No trainee is allowed to refuse a patron or they will be sent home immediately; **b)** Trainees are not allowed to exchange patrons with another trainee. You must do the service assigned to you; **c)** Trainees may not leave their patrons until the service has been completed. This means you may not leave for lunch or go on a break or errand unless directed to do so by the instructor.
  23. Damage or Theft of LaBaron equipment, property, or another trainee's belongings is grounds for immediate dismissal from LaBaron

**Addendum B Date: 11/08/2011**