

WELCOME TO ORIENTATION !

LAKE CITY CAMPUS

5388 Jonesboro Road,
Lake City, GA 30260

Office:

404-600-4435

Email:

www.lovettbeautyschool@gmail.com



Program Objectives/Course Outline

◆ Catalog Page: 40-52

Schedules

◆ HOURS OF OPERATION

The school staff is always prepared and willing to assist students during the following office hours.

Monday-Wednesday 9:00am-4:00pm

Thursday-Friday 9:00am-3:00pm

Saturday-Sunday Closed

****Make-up dates are on one SAT/Month,
sign up sheet is available on the front desk.

Students Conducts/ Desire Characteristics

- Students are expected to follow the Dress Code Policy.
- At the discretion of the school administration/Director, a student may be dismissed from school if found:
 1. Intoxicated or drugged state of behavior,
 2. Possession of drugs or alcohol upon school premises
 3. Possession of weapons upon school premises
 4. Behavior creating a safety hazard to other persons at school,
 5. Disobedient or disrespectful behavior to other students, an administrator, or faculty members, or any other stated or determined infractions of conduct.
 6. Stealing tools, products, and personal belongs of others.
 7. Clock in and or out for other students
 8. Profane language and dissension that cause conflict and might lead to violence.
 9. Unauthorized entry into the administration/Director Offices where confidential information is kept
- Students are required to be courteous and professional to staff, fellow students, instructors, and clients.
- Beverages and food are not allowed in the training areas.
- Students must pick up and clean after themselves.
- Students should be considerate of others and the facility
- Students must make personal calls outside the classroom and classroom hours. In the case of emergency or employment-related calls, students must get permission from the instructor.

Job Opportunities/ Career Consultation

- ◆ Once, the student has successfully obtained license, he/she has variety of job options to choose. The following are some options that worth taking into consideration:
 - Master Cosmetology: Hair stylist, Nail Technician, Makeup Artist, Skin Care Specialist, salon Owner/Manager, Product Retail Representative, Beautician, etc.
 - Nail Technology: Nail Technician, Nail Art Specialist, Product Retail Representative, Salon Owner/Manager, etc.
 - Esthetician: Body Treatment Specialist, Skin Care Specialist, Spa Specialist, Make-Up Artist, Product Retail Representative, Salon Owner/Manager, etc.
 - Master Educator, Esthetician Instructor, Nail Care Instructor: Classroom educator, Product Retail Representative, Salon Owner/Manager, School Director/Administrator, etc.
- ***In addition, each student has the right to request a one-on-one counseling session with the school Director regarding job placement.

DISCLOSURE STATEMENTS

- ✓ Lovett Beauty School is a Candidate For Accreditation with NACCAS and therefore cannot offer students access to Federal Student Aid programs.
- ✓ Lovett Beauty School has no dormitory facilities under its control, and it does not offer housing and has no responsibility to find or assist a student in finding housing.
- ✓ Lovett Beauty School does not offer state financial aid programs.
- ✓ The school does not discriminate with regard to race, color national origin, ethnic origin, age, sex, religion, disability or marital status in any of its academic program activities, employment practices, or admissions policies.
- ✓ The acceptance of the transfer of clock hours earned at this institution is at the discretion of the receiving institution. It is the student's responsibility to confirm whether clock hours earned at this institution will be accepted by another institution of the student's choice.
- ✓ The Privacy Act of 1974 and The Family Educational Right and Privacy Act (FERPA) prohibit the release of confidential information concerning each student unless authorization is given by the student and/or guardian (if the student is a dependent minor) for each third-party request. Students or guardian must request and fill out the "STUDENT INFORMATION RELEASE AUTHORIZATION" for each third-party. However, Lovett Beauty School has the right release such Information to authorized bodies and agencies such as federal, state, auditor, accreditor, etc. To expedite the request, please remember to attach the \$10 nonrefundable fee.
- ✓ Students has the right to gain access to their files. Students who desire to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records.

Family Educational Rights and Privacy Act (FERPA)

Every student has the right to inspect and review their educational record. The student is to submit a signed and dated written request to the administration office identifying the records they wish to inspect. The school's administration will make arrangements with the student to determine the date and time the records to be inspected. Students must be able to review records within 45 days of request.

Any student who wishes to have any records amended, is to submit a signed and dated written request to the administration office clearly identifying the part of the record the student wants changed and specify purpose of change. The school will make a determination and notify the student in writing. If a request is denied, Lovett Beauty School allows the student to request a hearing to challenge the contents of the education records, on the accounts that the records are inaccurate, misleading, or violate the rights of the student. Students have the right to provide consent for the disclosure of their records.

Each new year, students are notified of their rights under FERPA, which includes the rights to inspect and review education records. Lovett Beauty School maintains a record in the student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

Generally, schools must have written permission from the student (or parent/guardian of a dependent minor) [in order to](#) release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

The school does not release any information to parties seeking directory information. The student has the right to file a complaint with the U.S. Department of Education if they feel the school failed to comply with the requirements under FERPA.

Family Policy Compliance Office

U.S. Department of Education

400 Maryland

Avenue, SW

Washington, DC

20202

Clocking Procedures

◇ Students must clock in first thing in the morning and clock out at the end of the day

*** Students after clocking in MUST stay inside the school and attending their respective classes.

Any students leaving the school after clocking in the attempt to earn clock hours without physically be there will be counted as absent unexcused. If the student repeats the offense, appropriate disciplinary actions, such as suspension, will take place if deemed appropriate.

Lockers

- ◆ Lockers are available to students
- ◆ Students need to buy their own lock and key
- ◆ Lockers must be clean out and left open for inspection after the student graduated

Kit Policy

- ◆ Each student will be given a student kit that is appropriate for their program
- ◆ Each student is required to look over the item in the kit and sign the Kit Checklist.
- ◆ Students are responsible for your own kit. If items are missing after the Kit Checklist is signed, the student need to purchase the item with their own money in order to complete any practical assignments that require the tool.
- ◆ If the student wish to add any items to the kit, it needs to be approved by the instructor.

Dress Code

- ◇ The school dress code is to assist our students in becoming acquainted and comfortable with the dress expected by employers, and to protect the students in case of a chemical spill. All students are expected to dress:
 - **Black** shirt and **Black** long pants.
 - no shorts or miniskirts,
 - Safety aprons or lab jacket must always be worn;
 - Students must wear closed toe shoes at all time;
 - Student must maintain a neat, clean, and professional appearance.
 - Jackets, hoodies, coats cannot be worn over or under the safety apron or lab jacket.
 - No hats or scarves nor any other headdresses are allowed unless it is for religious reasons which should be discussed with the instructors.
- ◇ If you the students fail to follow the dress code policy, the school has the right to dismiss the student for the day, and that day will be mark as unexcused absence.

LEAVE OF ABSENCE POLICY (LOA)

- ◇ A student may be granted a leave of absence (LOA) for at least seven (7) calendar days.
- ◇ A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 days in any 12-month period.
- ◇ The “LOA Request Form” must be filled out and signed or a written email informing the school on or before the 1st day of the absence must be submitted. The reason for the LOA must be stated and the form must be signed by the student. The date of expected return must be specified. If a student does not return on the specified return date and did not notify the school of a need to extend the LOA, the student will be withdrawn by the school.
- ◇ The school may collect and grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen situations only if the student is able to provide proof in form of written documentations, and the institution documents the reason for its decision. If approved, the start date of the LOA will be the first date the student was NOT able to attend class.
- ◇ Acceptable reasons for Leaves of Absence:
 - ◇ • Health Issues
 - ◇ • COVID-19 Related Issues.
 - ◇ • Extended Car/Transportation Issues.
 - ◇ • Death in the Family
 - ◇ • Doctor’s Appointments
 - ◇ • Emergency (Director can reject or approve)
 - ◇ • Local disaster
 - ◇ • Extended Daycare issues
 - ◇ • Court Summons
 - ◇ • Vacations
 - ◇ • Other Mitigating Circumstances as Permitted by the School Director
- ◇ Students who take an unapproved LOA or fail to return after a LOA, will be terminated by the school according to the UNOFFICIAL / AUTOMATIC WITHDRAWAL. The student’s withdrawal date for the purpose of refund calculation will be the student’s last date of attendance.
- ◇ Students with an approved LOA will not be assessed for any additional charges. The student is not considered to have withdrawn, therefore no refund will be calculated nor made.
- ◇ The Enrollment Agreement Addendum must be signed by all parties and the student will receive a copy since the contract graduation date and Maximum Time Frame date will be extended by the same number days taken in the LOA.

Disciplinary Form

Student Name: _____

Class: _____

Date: _____

Reason for this notice:

- ☐ Destruction of school property
- ☐ Disruptive Behaviors
- ☐ Fighting/Aggression
- ☐ Excessive Tardiness
- ☐ Unacceptable Language
- ☐ Bullying/Harassment
- ☐ Dress Code Violation
- ☐ Other: _____

Student Plan to not repeat this offense: _____

Instructor/School Director/School official Name:

Signature: _____

Action Taken:

- ☐ Private Conference with student
- ☐ Consulted School Director
- ☐ Informed parents/Guardians
- ☐ Suspension
- ☐ Other: _____

By signing this form, I, as a student, will try my best to not repeat this offense or violate any other rules and regulations of this school.

Student Signature: _____

Disciplinary Slip

*** If a student has 3 written up Disciplinary slips, that student will be asked to leave the class on the fourth violation.

*** the student will be counted as absence for that day and no credit hours/clock hour will be counted for that day.

***if the student continues to violate school policies and procedures, he/she will be required to have a meeting with the academic Director or/and The School Director.

***If the offense is determined to be serious by the school official, suspension or/and withdraw will take place.

Counseling Resources

❖ ACADEMIC COUNSELING

- Faculty office hours will be noted in the appropriate course syllabus. Faculty members will be available a minimum of two hours each week to provide student counseling. Staff members will be available in the administration office during office hours. A student may contact either an instructor or the School Director if one needs academic counseling services.
- lovettbeautyschool@gmail.com
- Cell: 404-788-2413
- Office: 404-600-4435

Reference Materials/Library

- ◆ The school has a reference library on campus open to all students. Students have access to
- ◆ reference texts and materials useful in completing the program of study. Materials are to be used on campus and are available during normal class hours. These textbooks provide additional information on essential skills and procedures with bibliographical references and indexes and will complement our programs by practically supporting and reinforcing the instructions given in class.
- ◆ Students may check out reference books by completing a "Book Check-Out Form" and following the checkout policy and conditions. All books and publications are of current use. Access to the Internet is encouraged to research additional sources and up-to-date information.

Work Folder Routine

- ◆ Students are **NOT** allowed to take the student folder outside of school premises.
- ◆ STUDENTS ARE NOT ALLOW TO BRING THE FOLDER HOME WITH THEM!
- ◆ Students are responsible to follow the classroom routine and have the instructor sign off the credit sheet at the end of each school day.
- ◆ ANY GRADE & CREDIT WITHOUT AN INSTRUCTOR INITIAL WILL NOT BE ACCEPTED NOR COUNTED.
- ◆ The folders must be turned in to the school director on the:
 - ✓ *Last Wednesday of each month for Part-Time Students.*
 - ✓ *Last Friday of Each Month For Full-Time Students.*
- ❖ The school administrator staff will input the grades and credits for each student. The folders will be returned the next school business day.