



# STUDENT ORIENTATION

LOVETT BEAUTY SCHOOL  
NORCROSS CAMPUS

## LOVETT BEAUTY SCHOOL

- Campus: NORCROSS
- Location: 6057 OAKBROOK PARKWAY, NORCROSS, GA, 30093
- Phone: (404)-724-2399
- Email: [info@lovettbeautyedu.com](mailto:info@lovettbeautyedu.com)



# GRADUATION REQUIREMENT

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01 Complete the required hours of training

04 Take and pass FINAL examinations

02 Complete the curriculum requirement

05 Fulfill all financial obligations with the school

03 Meeting SAP requirements

06 Received certificate of completion



# DRESS CODE



## DO

- Wear only BLACK – RED - WHITE
- Wear safety aprons or lab jacket
- Wear closed toe shoes at all time
- Maintain a neat, clean, and professional appearance

## DON'T

- Wear shorts or miniskirts
- Wear jackets, hoodies, coats over or under the safety apron or lab jacket
- Wear hats or scarves nor any other headdresses unless it is for religious reasons which should be discussed with the instructors



# CLOCKING PROCEDURE



- All students are required to clock with fingerprints to earn CLOCK HOURS
- Student may be dismissed from school if found clock in/out for other students
- What if you forget to clock in/clock out?
  - > The student may loss all clock hours for the day
- Students are responsible to keep track of their total hours by updating weekly hours with their instructions.



# STUDENT CONDUCT & DESIRE CHARACTERISTICS



# STUDENT CONDUCT/ DESIRE CHARACTERISTICS

1. Students are expected to follow the Dress Code Policy
2. At the discretion of the school administration/Director, a student may be dismissed from school if found:
  - a. Intoxicated or drugged state of behavior,
  - b. Possession of drugs or alcohol on school premises
  - c. Possession of weapons on school premises
  - d. Behavior creating a safety hazard to other persons at school
  - e. Disobedient or disrespectful behavior towards other students, an administrator, or faculty members, or any other stated or determined infractions of conduct
  - f. Stealing tools, products, and personal belongings of others

3. Clock in and out for other students
4. Profane language and dissension that cause conflict and might lead to violence.
5. Unauthorized entry into the administration/Director Offices where confidential information is kept
6. Students are required to be courteous and professional to staff, fellow students, instructors, and clients
7. Beverages and food are not allowed in the training areas
8. Students must pick up and clean up after themselves
9. Students should be considerate of others and the facility
10. 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



# KIT POLICY

# KIT/ SUPPLIES POLICY

- Students will be given a one-time provided student kit that is appropriate for their course, if applicable.
  - Each student is required to look over the item before signing and be responsible for their own kit.
  - Student kit is one-time provided; upon final use or loss of all “Single or limited use” supplies or tools, it is the responsibility of the students to replace such items.
- Students are expected to purchase additional supplies excluded from the standard kit to complete the course successfully.

# CREDIT HOURS REQUIREMENT

Each student MUST first complete Freshman hours of training which consists theory and training on mannequins to be eligible to work on patrons.

<b>COURSE</b>	<b>FRESHMAN</b>	<b>SENIOR</b>
<b>MASTER COSMETOLOGY</b>	250	1250
<b>NAIL TECHNOLOGY</b>	140	385
<b>ESTHETICIAN</b>	250	750

# SATISFACTORY ACADEMIC PROGRESS (SAP)

The student will receive a program report at the end of each evaluation point based on *Scheduled Hours*.

<b>COURSE</b>	<b>EVALUATION POINTS (BASED ON ACTUAL HOURS)</b>			
<b>NAIL TECHNOLOGY</b>	263 hours	525 hours		
<b>MASTER COSMETOLOGY</b>	450 hours	900 hours	1200 hours	1500 hours
<b>ESTHETICIAN</b>	450 hours	900 hours	1000 hours	
<b>MASTER EDUCATOR</b>	375 hours	750 hours		
<b>NAIL TECH INSTRUCTOR</b>	125 hours	250 hours		
<b>ESTHETICIAN INSTRUCTOR</b>	250 hours	500 hours		

# SATISFACTORY ACADEMIC PROGRESS (SAP)

- Students will be judged as making Satisfactory Academic Progress (SAP) by maintaining a cumulative grade point average (GPA) of 75 % or above at the midpoint of the program, and the accumulative attendance rate of 75% or higher.
- To avoid academic warning and/or probation, students must maintain a minimum GPA of 75% or a C and a cumulative attendance of 75% or higher. Students maintaining less than a 75% GPA and /or a cumulative attendance rate below 75% shall be counseled by their instructor, which will be noted on their progress report.

# LEAVE OF ABSENCE (LOA)

- **All LOA's will be taken for a minimum of 14 days. LOA's will be granted based on medical necessity/major illness or a death in the immediate family.**
- Leave of Absence requests may not exceed a total of 90 days in any twelve months.
- Students in the following programs may request:
  - One (1) Leave of Absence during their course of study: Esthetics, Nail technician, Master Educator, Nail Tech Instructor, and Esthetics Instructor.
  - Up to two (2) Leaves of Absence for Cosmetology students with a waiting period of at least 30 days between leaves.
- Students must request a Leave of Absence in advance, in writing, stating the reason for the leave, including all required documentation (doctor's note with dates or funeral announcement) for approval by the appropriate school staff.
- *The LOA form can be found in the school's website.*





# DISCIPLINARY ISSUES & PROBATION

# FOR FAILURE TO MAINTAIN SAP

When a student does not maintain satisfactory progress,

- For programs with a total length that is **less than 1000 hours** (Nail Technician, Master Educator, Nail Tech Instructor, and Esthetician Instructor) if a student fails to maintain SAP status for the first evaluation period, he or she will receive a warning. If a student fails to attain SAP for the second evaluation period, he or she may be terminated.
- For programs with a total length that is **1000 hours or more** (Esthetician and Master Cosmetology), if a student fails to maintain SAP status for two consecutive periods, he or she will be placed on probation. If a student fails to attain SAP for three consecutive periods, he or she may be terminated.

# FOR NON ATTENDANCE

Any student who is a “no call/no show” violates the attendance policy. All unexcused absences of 14 days or more will result in the cancellation of your contract. Penalties for other unexcused absences and allow students tardiness include the following, with repeated violations addressed with increasing severity.

1. Verbal warning
2. Written warning
3. Corrective action plan with the school director
4. Three days suspension
5. Termination

# FOR VIOLATION OF THE SCHOOL'S CODE OF CONDUCT

Any student who violates the school's Student Code of Conduct may be subjected to the following actions, depending upon the violation, the severity, and other pertinent factors.

1. Verbal warning
2. Removal from class
3. Required corrective action contract, planned and approved by the school director
4. Written warning
5. Three days suspension
6. Termination



# JOB OPPORTUNITIES/ CAREER CONSULTATION

Once the student has successfully obtained a license, he/she has a variety of job options to choose from. The following are some options that are 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 Artis, Product Retail Representative, Salon Owner/Manager, etc.
- **Instructors:** Classroom Educator, Product Retail Representative, Salon Owner/Manager, School Director/Administrator, etc.

ESTHETICIAN PROGRAM - REGISTRATION IS OPEN

Coming Soon!



6057 OAKBROOK PKWY, NORCROSS, GA 30093

Call admissions today  
404-724-2399

## NORCROSS CAMPUS



ABOUT

PROGRAMS

SCHEDULE TOUR

ONLINE REGISTER

CLIENT SERVICES

SHOP

STUDENT CARE

JOB PLACEMENT

FAQ

CONTACT US

INSTRUCTOR

HAIR STYLIST

ESTHETICIAN

NAIL TECHNICIAN

PMU ARTIST

LASH STYLIST

### Krown Kare Studios

2208 Hanford Ln, Tucker, GA 30084

Stylists • Barbers • Shampoo Techs • Receptionist



More

### BayB Nail Spa

3005 Peachtree Parkway Peachtree Corners, GA 30092

Nail Technician



More

### Waxing Studio

1427 Highway 136 Suite 2, Conyers, GA 30013

Licensed Esthetician



More

### Ne Plus Ultra Salon

1200 Hope Road Atlanta GA 30350

Esthetician, Hair Stylist, Salon Assistant



More

### BIO Aveda Salon

1064 Old Peachtree Rd NW, Ste 106, Lawrenceville, GA 30048

Stylist assistant



More

### V Nails & Spa

5670 Atlanta Hwy, Alpharetta Ga 30004

Nail Technician



More

LIVE CHAT SUPPORT



# PARKING

Please park ONLY in the designated area

OR

Your vehicles will be ticketed/towed at  
owner's expense



# QUESTION?

Please SIGN the last page of the Catalog and turn it in!



THANK YOU !