Dear Student:

On behalf of the Elizabeth Grady Company, School, Faculty, and Administration we would like to welcome you to the Elizabeth Grady School of Esthetics and Massage Therapy. We believe we have the experience, training, and tools to assist you in becoming a successful esthetician. We are committed in doing our utmost to help you achieve your educational goals. We request that you call upon us if you have any questions or concerns regarding your program.

In return, we respectfully request you to do your utmost to reach your goals and present yourself in a professional manner. In the pursuit of excellence in training and education, the Elizabeth Grady School of Esthetics and Massage Therapy has established rules and regulations that will prepare you to enter a professional working environment. We have implemented these policies and procedures to enhance your education. Our policies and procedures cover the following:

- Student Conduct
- Professional Appearance
- Attendance
- Academics

We are delighted that you have chosen our school to begin your exciting new career. We wish you the very best.

Sincerely,

Cate Tool, School Director
Kristen Hachey, Assistant School Director
Naida Greene, Financial Aid Director
John P. Walsh, President
ELIZABETH GRADY SCHOOL OF ESTHETICS PROGRAM
POLICY HANDBOOK

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Student Conduct

1. Interaction and communication with school administration, faculty, and student body shall be mature, professional, and courteous at all times. Use of profane language, inappropriate conversation, and rude behavior is strictly prohibited.

2. Respect of others’ belongings is expected. Vandalism or theft of school or other’s personal belongings will result in immediate expulsion.

3. Creativity is encouraged. Cheating and plagiarism is strictly prohibited and will result in dismissal from the program.

4. All students must participate fully in practical and make-up classes unless by express written orders by the student’s personal physician. This includes acting as both the esthetician and the client and growing facial and body hair for training of waxing services. Students are required to be worked on by other students for all practical exercises.

5. All students must contribute to daily sanitation duties and classes will not be dismissed until all duties are complete.

6. Health and wellness is an important part of the esthetics and massage therapy professions. Use of drugs or alcohol or being under the influence of these substances is strictly prohibited and basis for immediate dismissal.

7. Students are permitted to use offices and practical classrooms when an instructor is present or with permission to do so. The fifth floor reception area and instructor’s offices are by appointment only.

8. All students are assigned a locker. Each student must provide their own padlock. Combination locks only.

9. Students are allowed only one book bag during theory class. No additional bags or personal belongings are allowed in the classroom. These items must be stored in the student’s locker. Students are required to remove all of their belongings from the classroom when class is not in session. This includes books, water bottles, or any trash items.

10. Telephone use is allowed only before and after school, during breaks, and during lunch. Text messaging or emailing is not allowed during class time. Your instructor reserves the right to remove any personal electronic devices that are causing an interruption in the classroom. The school does not provide a telephone for student use. The only messages taken by school staff will be due to emergencies. Please inform friends and family members of this policy.
11. **Breaks are given during each class period.** During this time students may use the restroom, replenish water, make any necessary phone calls, have a snack, etc… Students are not allowed to leave the room during class time unless it is absolutely necessary. Any abuse of this policy can result in dismissal.

12. **Smoking is prohibited** on the premises of 222 Boston Ave, Medford, MA. This includes anywhere in the building as well as the parking lot and adjoining sidewalks. Failure to comply with this policy may result in expulsion.

13. Chewing gum is not permitted. **Use of breath mints is encouraged.**

14. **Textbooks are provided.** All students are expected to provide their own stationary items for classroom use.

15. Students must provide the school with written permission to release any information regarding the student’s progress or to make any recommendation.

16. **All concerns regarding a student’s education** including, but not limited to: attendance, academics, financial, and personal situations **should be brought to the attention of the appropriate instructor or administrator by the student.** No calls from any other party will be entertained except for in the case of a minor student and parent or guardian.

17. **No photographs or video** is allowed to be taken in, on, or around school premises without the consent of the school.

18. Students are prohibited from bringing children or guests with them during scheduled class time hours except on designated guest days that are announced in advance.

19. **Food and drink other than water is prohibited in the classrooms.** Regular breaks are provided whereby students may have a snack or meal in designated break room spaces.

**ATTENDANCE/HOURS**
Punctuality and attending classes during scheduled class times is required for making and maintaining Satisfactory Progress status (see EGSEM Policies and Procedures). Satisfactory Progress in turn is a prerequisite for receiving any financial aid (loans/grants/interest free payment plan privileges) and for successful completion of the program.

It is our objective as an institution of higher learning and as your teachers to provide quality education in your newly chosen profession. We remind you of your commitment to this educational process in the area of attendance. The following attendance policies have been enacted to ensure the best learning experience for **all** students.
1. Students must be present in class, be in full uniform, and have all necessary classroom tools by the designated class start time. Instructors reserve the right to dismiss students who fail to appear for class in full uniform and/or who are unprepared for class, lacking necessary books, tools, assigned work, etc.... If a student is dismissed for any of the aforementioned reasons, he/she will be given further direction for that class period per the instructor. Time missed will be considered time absent and will be required to be made up.

2. Attendance will be taken for every class. Students will be dismissed after all sanitation duties have been completed. With everyone’s full participation, dismissals will be on time.

3. Clocking in for another student is prohibited in any circumstance. Students involved may be dismissed from the program.

4. Students are required to complete all contracted hours. At course completion, all hours are recorded on report cards and forwarded to the State Board of Cosmetology. This information is also kept on file at the school.

5. If you plan to become licensed in another state, it is the student's responsibility to contact the State Board of Cosmetology or Division of Professional Licensure in that state for licensing requirements. A detailed review for the Massachusetts state board examination is conducted for the students during the last week of the esthetic programs. Additional fees are required for testing and licensing and are separate from any monies paid to the Elizabeth Grady School.

6. TARDINESS:
   1. Any time a student will be tardy, the student must inform their teacher by telephone or email prior to the start time of class. Any tardiness calls should be left on your instructor’s voice mail extension.

   2. Three grace tardies are allowed per course module. After being tardy three times the instructor reserves the right to not allow a student to enter class until a designated time as to not interrupt and compromise the education of other students. Students must remain on school premises as directed by the course instructor. The student will be responsible for making up any class time missed.

7. ABSENCES: If a student must be absent, the student will inform school faculty by telephone or email prior to the beginning of class that day. Any absences can be recorded on your instructors’ voicemails and/or emails.

600 Hour Esthetics Students If a student must be absent for any reason (this includes any absence for illness, appointments, family matters, etc…) all absences must be made up.

   o Students may miss a maximum 5% of the total contracted hours. This is 30 hours total during the entire program.

   o In the case of an emergency (this includes personal health issues or health of a child, death of an immediate family member, legal matters, or other extenuating
circumstances) a student may miss up to 10% of the total contracted hours. This is 60 total hours during the duration of the program. The school reserves the right to assess a $20.00 per hour fee to make up hours past the contracted end date. Students are required to provide any medical or legal documentation for absences to the admissions department.

2. Students who exceed the 10% of total program hours will automatically be dismissed from the program.
3. A student has the right to appeal this decision and may be allowed to remain in the program due to absence from extenuating circumstances.
4. A student dismissed for absenteeism may re-apply, re-enroll, and re-enter another program at the point from where they left or from which is recommended by school faculty.

300 Hour Esthetics Students If a student must be absent for any reason (this includes any absence for illness, appointments, family matters, etc…) all absences must be made up.

- Students may miss a maximum 5% of the total contracted hours. This is 15 hours total during the entire program.
- In the case of an emergency (this includes personal health issues or health of a child, death of an immediate family member, legal matters, or other extenuating circumstances) a student may miss up to 10% of the total contracted hours. This is 30 total hours during the duration of the program. The school reserves the right to assess a $20.00 per hour fee to make up hours past the contracted end date. Students are required to provide any medical or legal documentation for absences to the admissions department.
- Students who exceed the 10% of total program hours will automatically be dismissed from the program.
- A student has the right to appeal this decision and may be allowed to remain in the program due to absence from extenuating circumstances.
- A student dismissed for absenteeism may re-apply, re-enroll, and re-enter another program at the point from where they left or from which is recommended by school faculty.

**APPEARANCE/HYGIENE**

1. Uniforms- Female Students

The wearing of the Elizabeth Grady uniform supplied and white stockings or socks is compulsory. White socks should be plain with no logo. Pants must be appropriately hemmed and not rolled-up. Uniforms must be clean and neat at all times.
The only acceptable pieces of clothing that may be worn in addition to the uniform are a white button down cardigan, a plain (no logo) white tee shirt, white Elizabeth Grady School T-shirt, white turtleneck, or Elizabeth Grady sweatshirt. Additionally, appropriate white or nude colored undergarments are required.

Shoes must be all white with a crepe or rubber sole and must be limited to indoor use only. Please refrain from purchasing a shoe with a colored logo, stripes, or design.

Additional Elizabeth Grady uniform pieces can be purchased in the School Store.

2. Uniforms- Male Students
Male students are provided two white lab coats. In addition to lab coat, black or khaki pants should be worn with a black, white, or grey button down or polo shirt. Lab coats and clothing must be clean and neatly pressed at all times.

Clothing that may be worn in addition to the uniform are a gray Elizabeth Grady polo shirt or long sleeve gray tee shirt.

Shoes must be brown or black with a crepe or rubber sole and must be limited to indoor use only. Please refrain from purchasing a shoe with a colored logo, stripes, or design.

3. Jewelry should be kept to a minimum. a watch and earrings are acceptable. (Earrings no longer than the earlobe). No rings shall be permitted due to sanitation concerns and the potential damage to the client’s or classmate’s skin. The Elizabeth Grady School of Esthetics encourages all valuables be left at home, especially jewelry that is consistently removed. Additionally, no visual facial or body piercings. Facial piercings are required to be removed while in class.

4. While in class, each student must present herself/himself in complete uniform. For female students, this includes wearing makeup on a daily basis: foundation, lipstick, lip liner, blush, eye shadow, eyeliner, and mascara.

5. Properly groomed hair is also required. If the hair is longer than chin length, a low ponytail, braid, or up-do is acceptable. If the hair is chin length and/or has a tendency to fall toward the face, a headband is necessary. Hair ornamentation should be limited to a black, white, or neutral ponytail holders or headbands. Hair is required to be back at all times; during Theory, Practical, and Makeup.

6. Nails must be no longer than fingertip length and neatly manicured. Clear or light natural tones are permitted for nail polish however polish is not required.

7. The strictest body and oral hygiene must be observed. Frequent bathing, the use of deodorants/antiperspirants, and regular oral hygiene (brushing teeth, mouthwash, breath mints) is fundamental.
8. The Elizabeth Grady School of Esthetics requires no less than the appropriate attire and hygiene outline in this form. Instructors will perform regular groom checks to ensure adherence to this policy. Instructors will request any student not in full uniform to excuse him/her and return as directed. Any time missed will be required to be made up.

**ACADEMIC**

1. **You must score a minimum of 70% in each esthetic course module** (Theory, Practical, Sales, and Make-up) in order to successfully complete and graduate from the program.

2. **All course projects must be completed successfully to graduate.**

3. Course examinations; written, oral, and practical will be given frequently. A final exam will also be given at the end of each module. A $25.00 fee will be attached if the student is absent on the day of an exam due to additional expense for a teacher having to makeup the exam with the student outside of regularly scheduled class time. Any missed exams must be made up and paid for within 7 days or the student will forfeit the opportunity and will automatically receive a zero.

4. **600 and 300 hour graduates will receive a diploma upon successful course completion** for Esthetics. 600 Hour Students will also receive a certificate in Make-up Artistry.

5. **Assistance is available to students experiencing challenges academically.** Students should notify their respective instructor(s) so that the Elizabeth Grady Staff is aware of the challenges and can support the student in making Satisfactory Progress.

6. **A minimum of two Satisfactory Progress student evaluations will be given to each class during the course.** The student evaluations include a rating of regular class attendance, punctuality, academics, completion of course requirements.

**PROFESSIONALISM**

1. A student’s **professionalism is evaluated and constitutes a portion of their grade.**

2. **Maintaining a professional environment at the Elizabeth Grady School is imperative.** Unprofessional behavior or failure to comply with school policies has its consequences. You may be excused from class, prohibited to attend graduation, or be dismissed from the program. The Elizabeth Grady School reserves the right to take any necessary measures to insure the maintenance of a professional environment.
STUDENT FINANCIAL POLICY (Financial Aid available to those who qualify.)

1. Any student who receives financial aid is required to complete all necessary
documents to meet graduation requirements and must meet with the Financial
Aid Director two weeks prior to graduation. Compliance with this policy is a
prerequisite in receiving all graduation materials.

2. Maintaining satisfactory financial standing with the school is a requirement for
attendance of the program. Students should set up regular appointments with the
financial aid office to make payments, sign disbursement documents, and other
miscellaneous forms. The student may then be unable to attend classes until payment
is made. The student is responsible for making up any time missed.

3. The school will withhold transcripts, grades, diplomas, and all graduation materials until
all financial obligations are met. The student may be ineligible for financial aid and other
appropriate collection activities will be pursued. A return check fee of $10.00 will be
assessed and a 30% collection cost will be added to any student account that goes into
delinquency.

4. All final tuition payments made one month prior to graduation must be made by
money order, certified check, or credit card. Graduation materials will not be
awarded until final payment has cleared unless other arrangements have been made.

EMERGENCY AND FIRE EVACUATION PROCEDURES
   A. Stay calm and quiet.
   B. Listen for orders from your instructors.
   C. Form a single file line.
   D. In case of heavy smoke, crouch to knee level.
   E. Exit signs are located throughout the school and hallways.
   F. Do not use elevators, exit building through stairwells and out, away from
building.

WINTER STORM CLOSING
We are sensitive that many of our students travel from various places to attend school.
It is important that student safety extend beyond the perimeter of our campus and that
students use their best judgment when choosing to travel to and from school during
inclement weather conditions.

The Elizabeth Grady School of Esthetics and Massage Therapy cancellations can be
accessed on line at WHDH Channel 7 website, www.whdh.com. Cancellations are also
on FOX 25 television and www.myfoxboston.com. Lastly school closings are also
The decision to cancel night programs is determined no later than 4:00 p.m. and is
posted on the above websites and FOX TV.
PRODUCTS AND SERVICES

Library: Our library books and videos will be shared with you during class time. Books are never to be removed from the school without written permission from the school store manager. All books, magazines, and videos must be returned. If the student does not return the book, magazine, or video, he/she will be charged full retail price.

Products can be purchased at a discounted price through the Elizabeth Grady School Store. Students are expected to use the Elizabeth Grady products as recommended by their Practical instructor. An initial cleanser, toner, and moisturizer will be given to each student for at home use within the first month of the program.

DISCIPLINARY ACTION

Professional behavior is expected at all times while interacting with school personnel and classmates. Any violation of the Elizabeth Grady School of Esthetics Policies and Procedures may result in the following:

First Offense: Written Warning
Second Offense: Probation
Third Offense: Dismissal

A student may be subject to probation or immediate dismissal from the program without written notice for serious violations as deemed necessary and appropriate by school administration.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in the Elizabeth Grady School. NOTE: Students receiving funds under any federal Title IV Financial Aid Program must maintain satisfactory progress in order to continue eligibility for such funds.

Satisfactory Progress in regards to Attendance

FULL -TIME ESTHETICS/ 600 HOURS
MAXIMUM TIME: The maximum time a student has to complete this program is 30 weeks.
ATTENDANCE: Students must maintain a 90% attendance rate.

THREE-QUARTER TIME DAY/ 600 HOURS
MAXIMUM TIME: The maximum time a student has to complete this program is 45 weeks.
ATTENDANCE: Students must maintain a 90% attendance rate.
PART-TIME EVENING ESTHETICS/ 600 HOURS
MAXIMUM TIME: The maximum time a student has to complete this program is 75 weeks.
ATTENDANCE: Students must maintain a 90% attendance rate.

FULL-TIME ESTHETICS/ 300 HOURS
MAXIMUM TIME: The maximum time a student has to complete this program is 15 weeks.
ATTENDANCE: Students must maintain a 90% attendance rate.

THREE-QUARTER TIME DAY/ 300 HOURS
MAXIMUM TIME: The maximum time a student has to complete this program is 22.5 weeks.
ATTENDANCE: Students must maintain a 90% attendance rate.

PART-TIME EVENING ESTHETICS/ 300 HOURS
MAXIMUM TIME: The maximum time a student has to complete this program is 37.5 weeks.
ATTENDANCE: Students must maintain a 90% attendance rate.

Satisfactory Progress in regards to Academics
Qualitative factors determine academic performance using grades, and/or work projects completed, and/or comparable factors measured against the norm. The following factors will be measured to determine academic progress in all Elizabeth Grady programs:

- Written Test Grades
- Assigned Project Grades
- Assigned Homework
- Hands-on Skills Assessment
- Professionalism

Students must maintain a C grade average (minimum of 70% in each program module) in order to be considered making satisfactory progress.

Measurement of Academic Progress- Grading
Assigned work will be evaluated and graded according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>69 and Below</td>
<td>D, F</td>
</tr>
</tbody>
</table>

Excellent
Good/Above Average
Satisfactory/Average
Unsatisfactory
Evaluation and Determination of Academic Progress
A minimum of two student evaluations will be given during the program. Student Evaluations/Satisfactory Progress Reports include a rating of regular class attendance, punctuality, academics, and completion of course requirements. The first evaluation will occur no later than the midpoint of the respective program’s scheduled hours while the second will occur after the midpoint of scheduled hours. Students who meet minimum requirements are considered to be making satisfactory progress until the student’s next scheduled evaluation after the midpoint.

Inability to make Satisfactory Progress, Warnings, and Probation
Students failing to meet progress requirements may receive written notification and/or may be placed on probation with the opportunity to meet requirements during a specified time frame. During probation, the school will work with the student in creating an academic plan that supports the student in reestablishing satisfactory academic progress and/or financial aid eligibility.

Once the student has been established to be meeting minimum requirements, he/she will be considered to be making satisfactory progress and Financial Aid funds will be disbursed to eligible students. If the student fails to meet minimum requirements, the student may be terminated from the school.

Appeal Process
Students who are terminated after failing to achieve minimum requirements may appeal this determination. The student must submit written appeal to the School Director, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. The Director must receive this appeal within (5) business days of termination. Should a student fail to appeal this decision, the decision to terminate will stand. An appeal hearing will take place within (5) business days for receipt of the written appeal. This hearing will be attended by the student, parents, guardian (if student is a dependent minor), the student’s instructors, and the School Director. A decision on the student’s appeal will be made within (3) business days by the Director and will be communicated to the student in writing. The decision will be final.

Should a student prevail upon his/her appeal and be determined as making satisfactory progress, the student will be automatically reentered in the course and financial aid funds will be reinstated to eligible students.

Extenuating Circumstances
Students may appeal the school’s determination of Satisfactory Progress due to extenuating circumstance such as prolonged illness, death in the family, legal matters, or other mitigating circumstances. Written documentation and an appeal hearing will be required for the school to determine if and how to reestablish Satisfactory Academic Progress and eligibility for financial aid. The student must provide documentation that supports the reasons why the student failed to make Satisfactory Progress and what has changed in the student’s situation that will allow the achievement of Satisfactory Academic Progress at the next evaluation. Results of the appeal will be documented in the student’s file. The school shall make a settlement that is reasonable and fair to both parties.
**Continued Financial Aid Eligibility**

A student who has not achieved the minimum Satisfactory Academic Progress standards will no longer be eligible for Title IV funds unless on warning or prevails upon appeal that has resulted in probation. Students will be notified of any evaluation that impacts eligibility of financial aid.

**Withdrawal/Course Incomplete**

Any student who withdraws from contracted course or fails to complete contracted training will have a notice placed in his/her student file as to progress at point of withdrawal. Students will re-enter in the same status they were in at the time of withdrawal. Please note: Course incompletes have no effect on the school’s satisfactory standards.

**Repetition**

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry. Please note: Course incompletes have no effect on the school’s satisfactory standards.

Non - credit remedial courses have no effect upon a student's satisfactory progress status in this school.

**Transfer**

Elizabeth Grady students may transfer from one program into another upon request. Consideration will be made on attempted and completed hours for transferring into a new program. Upon receipt of request, each student will be required to contact Admissions and will be required to amend their enrollment agreement contract and application to reflect transfer of programs. Transfer students must begin new program within 180 days of last date of attendance of initial enrollment.

The Elizabeth Grady School does not accept transfer hours from another institution.

**Re-entry**

Any student who withdraws from the program may be given the opportunity to re-apply, re-enroll, and re-enter on a date provided by the Admissions Department. Any student who does not return to the School by their scheduled return date will be dismissed from the school.

**Right to Privacy and Right to Access**

**Right to Privacy:** The Elizabeth Grady School of Esthetics will not disclose any information pertaining to the student without the written permission from the student to do so. Authorized government agencies and national accreditation commission will have access to student files.

**Right to Access:** The Elizabeth Grady School of Esthetics and Massage Therapy guarantees the right of the student and parent, if the student is a dependent minor, to have access to his/her cumulative records and will provide proper supervision and interpretation of student records when they are being reviewed.
Student Complaints and Grievances

The Elizabeth Grady School fosters and supports an environment of open and honest communication. The following steps should be taken to resolve any concern:

1. The school requests that students go directly to the instructor that oversees the program module in which the student may have a complaint or in the case of general grievances the school director or administrative staff person in which the complaint pertains. Students should bring complaints to the appropriate person within 24 hours of their grievance.

2. If the student is not satisfied with the result or if the student needs additional support in resolving the conflict, the student should notify the school director, Cate Tool, via email at cathy.tool@elizabethgrady.com or by telephone at 781-960-0123, and in writing, explain their concern, and the director will facilitate a prompt and unbiased resolution within 72 hours.

3. A student also retains the right to contact the Commonwealth of Massachusetts, Division of Professional Licensure, Board of Registration of Cosmetology and Barbering, 1000 Washington Street, Boston, MA, 02118, 617-727-9940.
Internet and Social Networking
The Elizabeth Grady School recognizes that Social Networking (such as personal websites, blogs, Facebook, MySpace Twitter, online group discussions, text messaging, message boards, chat rooms, etc.) is used by many of our students. The School respects the right of our employees and students to maintain a blog or post a comment on social networking sites. However, the School is also committed to ensuring that the use of such communications serves the needs of our educational institution and our students, faculty, and administration by maintaining the identity, integrity and reputation of the School and our student body in a manner consistent with our values and policies. In addition, in light of the nature of our business, there are also risks for HIPAA violations whenever anyone posts any information which may be prohibited by law. Further, the School has an interest in protecting its name, logo, and other intellectual property and in making sure that its students and employees do not violate criminal or civil law; student and client privacy or rights; or Company and School policy. Please make sure that you are aware of your obligations in this regard.

To protect the School, Students, Company, and Employees all students and staff are expected to adhere to the following rules:

- Students may not post on a blog or social networking site during their class time or at any time using School equipment or property. The School’s electronic communication systems are for educational and business use only.
- If a student identifies himself or herself as a student of the Elizabeth Grady School of Esthetics and Massage Therapy on any social networking site, the communication must include a disclaimer that the views expressed do not necessarily reflect the views of the School or Elizabeth Grady Company.
- All rules regarding confidential information between students, instructors, administration, and clients apply in full to blogs and social networking sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed on a blog or social networking site. The transmission of confidential client material or other confidential or proprietary information, without the permission of the client or the School, is prohibited.
- Any conduct which is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a social networking site. For example, posted material that is discriminatory, defamatory, libelous or malicious is forbidden. The School’s policies, including but not limited to Student’s Right to Privacy and professional and respectful interaction and communication between peers and faculty, apply equally to student comments on social networking sites even if done off school premises during personal time. Students are encouraged to review those sections of the School Policy Handbook for further guidance.
- Students are prohibited from misappropriating or using without permission the School logo and the School’s intellectual property on any social networking site or other online forum. This includes, but is not limited to, exam materials and content, Elizabeth Grady textbook materials, and handouts. Students are reminded that there are civil and criminal penalties for posting copyrighted material without authorization.
I, ______________________________________, certify that a representative from the Elizabeth Grady School of Esthetics has reviewed the Policies and Procedures, Satisfactory Progress Policy, Evacuation Procedures, Campus Safety Report and the Elizabeth Grady School's Right to Privacy and Access Policies. I was given the opportunity to have my questions and/or concerns addressed.

By affixing my signature below I fully understand the Elizabeth Grady Esthetics Program Policies and Procedures, pages 1-17 revised 10/01/2015.

Student Signature: ____________________________________________

Witness: _____________________________________________________

Date: ________________________________________________________
## ELIZABETH GRADY 2015-2017 School Holiday Schedule

### 2015

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<th>Notes</th>
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<td>Labor Day</td>
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<tr>
<td>Wednesday September 30th</td>
<td>Teacher’s In-service Day</td>
</tr>
<tr>
<td>½ day, 9-12/no afternoon classes, Evening classes as scheduled</td>
<td>Columbus Day</td>
</tr>
<tr>
<td>October 10th and 12th</td>
<td>Teacher’s In-service Day</td>
</tr>
<tr>
<td>October 9th early dismissal @12:00 noon /no afternoon classes</td>
<td>Teacher’s In-service Day</td>
</tr>
<tr>
<td>Wednesday November 11th</td>
<td>Teacher’s In-service Day</td>
</tr>
<tr>
<td>Wednesday November 18th</td>
<td>Teacher’s In-service Day</td>
</tr>
<tr>
<td>½ day, 9-12/no afternoon classes, Evening classes as scheduled</td>
<td>Teacher’s In-service Day</td>
</tr>
<tr>
<td>Thursday, Friday, and Saturday</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>November 26th, 27th, and 28th</td>
<td>Early dismissal on Wednesday November 25th - No Afternoon or PM classes</td>
</tr>
<tr>
<td>Wednesday December 16th</td>
<td>Teacher’s In-service Day</td>
</tr>
<tr>
<td>½ day, 9-12/no afternoon classes, Evening classes as scheduled</td>
<td>Teacher’s In-service Day</td>
</tr>
<tr>
<td>Wednesday December 23rd –</td>
<td>Teacher’s In-service Day</td>
</tr>
<tr>
<td>Saturday January 2nd</td>
<td>Christmas/Winter Break</td>
</tr>
</tbody>
</table>

### 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri. &amp; Sat. January 1st and 2nd</td>
<td>Christmas/Winter Break</td>
</tr>
<tr>
<td>Wednesday January 13th</td>
<td>Teacher’s In-service Day</td>
</tr>
<tr>
<td>½ day, 9-12/no afternoon classes, Evening classes as scheduled</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>Monday January 18th</td>
<td>Teacher’s In-service Day</td>
</tr>
<tr>
<td>Wednesday February 10th</td>
<td>Teacher’s In-service Day</td>
</tr>
<tr>
<td>½ day, 9-12/no afternoon classes, Evening classes as scheduled</td>
<td>President’s Day</td>
</tr>
<tr>
<td>Saturday and Monday</td>
<td>Feb. Public School Vacation</td>
</tr>
<tr>
<td>February 13th and 15th</td>
<td>Programs Only- February 16th-20th Week</td>
</tr>
<tr>
<td>9:30-1:30 Esthetics and Massage</td>
<td>Apr 19th-22nd Public School Vacation Week</td>
</tr>
<tr>
<td>Wednesday March 9th</td>
<td>Teacher’s In-service Day</td>
</tr>
<tr>
<td>½ day, 9-12/no afternoon classes, Evening classes as scheduled</td>
<td>April Public School Vacation</td>
</tr>
<tr>
<td>Wednesday April 13th</td>
<td>Teacher’s In-service Day</td>
</tr>
<tr>
<td>½ day, 9-12/no afternoon classes, Evening classes as scheduled</td>
<td>Teacher’s In-service Day</td>
</tr>
<tr>
<td>Saturday April 16th and</td>
<td>Teacher’s In-service Day</td>
</tr>
<tr>
<td>Monday April 18th</td>
<td>Patriot’s Day</td>
</tr>
<tr>
<td>9:30-1:30 Esthetics and Massage</td>
<td>Programs Only- April 19th-22nd Week</td>
</tr>
<tr>
<td>Wednesday May 11th</td>
<td>Teacher’s In-service Day</td>
</tr>
<tr>
<td>½ day, 9-12/no afternoon classes, Evening classes as scheduled</td>
<td>Teacher’s In-service Day</td>
</tr>
</tbody>
</table>
Saturday and Monday
May 28th and 30th
(early dismissal on Friday May 27th No afternoon classes)

Wednesday June 15th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Saturday, Monday, Tuesday, Wednesday
July 2nd, 4th, 5th, & 6th
(early dismissal on Friday July 1st No afternoon classes)

Wednesday July 13th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Wednesday, Thursday, Friday, Saturday, and Monday
August 31, September 1, 2, 3, and 5

Wednesday October 5th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Saturday and Monday
October 8th and 10th
October 7th early dismissal @12:00 noon /no afternoon classes

Friday November 11th

Wednesday November 16th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Thursday, Friday, and Saturday
November 24th, 25th, and 26th
(early dismissal on Wednesday November 23rd.
No Afternoon or PM classes)

Wednesday December 14th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Friday December 23rd –
Monday January 2, 2017

2017

Monday January 2nd

Wednesday January 11th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Monday January 16th

Wednesday February 15th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Saturday and Monday
February 18th and 20th

9:30-1:30 Esthetics and Massage Programs Only- February 21st-24th Week

Wednesday March 15th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Wednesday April 12th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Saturday April 15th and
Monday April 17th
9:30-1:30 Esthetics and Massage
Programs Only- April 18thth, 21st
Week

Wednesday May 17th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Saturday and Monday
May 27th and 29th
(early dismissal on Friday May 26th No afternoon classes)

Wednesday June 14th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Saturday, Monday, Tuesday, Wednesday
July 1st, 3rd, 4th and 5th

Wednesday July 12th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Wednesday, Thursday, Friday, Saturday, and Monday
August 30th and 31st, September 1st, 2nd and 4th

Labor Day

Wednesday October 18th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Saturday and Monday
October 7th and 9th
October 6th early dismissal @12:00 noon

Friday November 10th
Veteran’s Day

Wednesday November 15th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Thursday, Friday, and Saturday
November 23rd, 24th and 25th
November 22nd early dismissal @12:00 noon
No evening classes

Wednesday December 13th
½ day, 9-12/no afternoon classes
Evening classes as scheduled

Teacher's In-service Day

Teacher’s In-service Day

Patriot’s Day

April Public School Vacation

Teacher’s In-service Day

Memorial Day

Teacher’s In-service Day

Summer Holiday/4th of July

Teacher’s In-service Day

Columbus Day

Veteran’s Day

Teacher’s In-service Day

Thanksgiving

Teacher’s In-service Day

Christmas/Winter Break
### Elizabeth Grady School 2016 Complete list of programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>600 Hour Day Esthetics Program</strong></td>
<td>January 19- September 13, 2016</td>
</tr>
<tr>
<td>Monday through Friday, 9:30-1:30 p.m.</td>
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</tr>
<tr>
<td><strong>600 Hour Day Esthetics Program</strong></td>
<td>March 14- August 10, 2016</td>
</tr>
<tr>
<td>Monday through Friday, 9:00-4:00 p.m.</td>
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</tr>
<tr>
<td><strong>650 Hour Day Massage Therapy Program</strong></td>
<td>March 16- August 25, 2016</td>
</tr>
<tr>
<td>Monday through Friday, 9:00-4:00 p.m.</td>
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</tr>
<tr>
<td><strong>750 Hour Day Massage Therapy Program</strong></td>
<td>March 16- September 22, 2016</td>
</tr>
<tr>
<td>Monday through Friday, 9:00-4:00 p.m.</td>
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</tr>
<tr>
<td><strong>600 Hour Evening and Saturday Esthetics Program</strong></td>
<td>March 29, 2016- May 8, 2017</td>
</tr>
<tr>
<td>Mon. &amp; Tues. 6:30 p.m. - 9:30 p.m. and Saturday, 9:00 a.m. - 3:30 p.m.</td>
<td></td>
</tr>
<tr>
<td><strong>600 Hour Day Esthetics Program</strong></td>
<td>April 25- December 13, 2016</td>
</tr>
<tr>
<td>Monday through Friday, 9:30-1:30 p.m.</td>
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</tr>
<tr>
<td><strong>600 Hour Day Esthetics Program</strong></td>
<td>September 7, 2016- February 13, 2017</td>
</tr>
<tr>
<td>Monday through Friday, 9:00-4:00 p.m.</td>
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</tr>
<tr>
<td><strong>650 Hour Day Massage Therapy Program</strong></td>
<td>September 12, 2016- March 2, 2017</td>
</tr>
<tr>
<td>Monday through Friday, 9:00-4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td><strong>750 Hour Day Massage Therapy Program</strong></td>
<td>September 12, 2016- March 27, 2017</td>
</tr>
<tr>
<td>Monday through Friday, 9:00-4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td><strong>750 Hour Day Massage Therapy Program</strong></td>
<td>October 3, 2016- August 2, 2017</td>
</tr>
<tr>
<td>Monday through Friday, 9:30-1:30 p.m.</td>
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</tr>
<tr>
<td><strong>600 Hour Day Esthetics Program</strong></td>
<td>October 4, 2016- June 7, 2017</td>
</tr>
<tr>
<td>Monday through Friday, 9:30-1:30 p.m.</td>
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</tr>
<tr>
<td><strong>650 Hour Evening &amp;Saturday Massage Therapy Program</strong></td>
<td>October 11, 2016- September 23, 2017</td>
</tr>
<tr>
<td>Mon., Tues. &amp; Wed. 6:30 p.m. - 9:30 p.m. and Saturday, 9:00 a.m. - 3:30 p.m.</td>
<td></td>
</tr>
<tr>
<td><strong>600 Hour Evening and Saturday Esthetics Program</strong></td>
<td>October 11, 2016- October 23, 2017</td>
</tr>
<tr>
<td>Mon. &amp; Tues. 6:30 p.m. - 9:30 p.m. and Saturday, 9:00 a.m. - 3:30 p.m.</td>
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</table>