

ELIZABETH **GRADY**

SCHOOL OF ESTHETICS AND MASSAGE THERAPY

CAMPUS SAFETY HANDBOOK

2017

Elizabeth Grady School of Esthetics and Massage Therapy
222 Boston Avenue
Medford, MA 02155
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www.elizabethgrady.edu

Table of Contents

Campus Community and Safety Mission	page 3
School Campus Location	page 3
Security and Security Awareness	page 3-4
Reporting Crime	page 4
Emergency Phone Numbers	page 4
Emergency Evacuation Procedures	page 5
Winter Storm Closings	page 5
Campus Safety and Student Privacy	page 5-6
Social Networking Policy	pages 6-7
Campus Crime Statistics	page 8-9
School Staff Directory	page 10
Student Support Services	pages 11-16

The Elizabeth Grady School Campus Community and Safety Mission

The Elizabeth Grady School of Esthetics and Massage Therapy is committed to providing a safe and positive learning environment to a diverse community of students. We empower students through quality education in Esthetics and Massage Therapy. Emphasis is placed not only on theory and technique, but also on personal growth, development of self awareness, and innovation within the industries. Through technical knowledge and sense of touch, Elizabeth Grady professionals in turn empower the public by promoting whole health, wellness, and beauty from the inside out.

An important component of this commitment is providing standards and best practices for personal and public safety. Creating a safe and supportive environment becomes the responsibility of the entire community. The school administration and faculty are accountable in contributing to this effort to support the unique needs of each one of our students.

Therefore the school has created this handbook. The information provided herein is intended to provide knowledge and guidelines for how to most effectively contribute to the creation of a safe campus community. These guidelines also represent one of our efforts to comply with the Crime Awareness and Campus Security Act of 1990 and the Jeanne Clery Act of 1998.

The Elizabeth Grady School of Esthetics and Massage Therapy Campus

The Elizabeth Grady School is located at 222 Boston Avenue in Medford, MA near Tufts University. All classes are held within the five-story beige, brick building located at 222 Boston Avenue. The Elizabeth Grady Companies also own the building located next door at 230 Boston Avenue, however no classes are held at this location. The adjoining parking lot and gated garden area comprise the Elizabeth Grady campus. Elizabeth Grady does not provide any student housing.

Security and Security Awareness

The building located at 222 Boston Avenue houses all classrooms for makeup artistry, esthetics, and massage therapy classes. The building is unlocked at 8:30 a.m. and remains unlocked throughout the day. Doors are locked again at 6:45 p.m. after evening classes begin.

Security cameras exist on both the front and rear sides of the building and monitor activity outside 24 hours a day. An additional security camera is placed inside the building lobby.

The Medford Public Police Department and Tufts University Campus Police regularly patrol the surrounding areas. They are aware that the Elizabeth Grady

School of Esthetics and Massage Therapy educate a student body with a large percentage of women. Therefore they have an increased awareness of the special safety needs of our community.

During evening hours the school employs a janitorial crew. This group of men and women has worked with the Elizabeth Grady Companies for more than twenty years and are an important part of helping to maintain a safe environment for our night students. While performing their regular maintenance duties, the crew maintains a vigilant eye on the property and is present while students walk to their cars in the evening.

Additionally, the school encourages every student and staff member to participate in helping to maintain a safe and supportive environment. Like a typical neighborhood watch program, students are expected to report any incidences of theft, damage to personal or school property, violence or violent threats, and/or drug and alcohol use.

School Policies pertaining to the above are outlined in the School Policies and Procedures Handbook.

Reporting Crime

Members of the Elizabeth Grady community are encouraged to report all crimes and incidents that could potentially threaten community safety to a member of the faculty or administration. In an emergency situation, the police should be contacted directly by dialing 911. If a cell phone is not available, telephones are located on each floor throughout the building.

Reporting incidents to school staff is important so that we may better develop methods of crime prevention to insure student safety. In-turn, any reported crime will be logged by school administration. A safety alert may be issued for any serious or continuing threat to the campus community. This alert will be issued immediately upon determination that there is a credible threat. Alerts will be issued in the form of, or combination of: email, announcement, and/or posting in common areas of the school.

In case of an emergency Dial 911

If you need to report a situation or incident that is a possible threat to campus and/or student safety, please report it directly to an instructor or school administrator. All campus safety issues will be handled by the school director and/or the Medford Public Police.

Important Note: If using school office telephones you must dial 9-911.

Medford Police Department Direct Line: 781.931.6404

Medford Fire Department: 781.396.9400

School Emergency Evacuation Procedures

In case of fire or emergency requiring evacuation of the building, the following procedure should be followed. Emergency evacuation procedures are covered when each class enters the program the first day. Students are instructed to remain calm and quiet and listen for directions from their instructors. When in a group, students should fall into a single-file line and exit building through stairwells and out, away from the building. Exit signs are located throughout the school and hallways. In the case of an emergency, elevators should not be used. In case of heavy smoke, crouch to knee level. Emergency evacuation and response procedures are regularly reviewed in monthly staff and faculty meetings.

Winter Storm Closings

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 student 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 posted on the Elizabeth Grady School website www.elizabethgrady.edu .

The decision to cancel night programs is determined no later than 4:00 p.m. and is posted on the above websites and Channel 25.

Campus Safety and Student Privacy Policies

Listed below are select policies excerpted from the Elizabeth Grady School Policies and Procedures Student Handbook. It is important that each and every student feels safe, both physically and emotionally. The following policies have been created in an effort to do so and to insure a sense of privacy for all who attend classes at the Elizabeth Grady School.

- 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.
- Vandalism or theft of school or other's personal belongings will result in immediate expulsion.

- Use of drugs or alcohol or being under the influence of these substances is strictly prohibited and basis for immediate dismissal. Possession and/or sale of drugs or any illegal substance will be reported to the Medford Police Department.
- Students are prohibited to use offices and practical classrooms without permission from an instructor or unless an instructor is present. Please use theory, library, and break room for studying. The fifth floor reception area and instructor's offices are by appointment only.
- Students are prohibited from smoking on the premises of 222 Boston Avenue and 230 Boston Avenue, 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.
- Students must provide the school with written permission to release any information regarding the student's progress or to make any recommendation.
- 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 or with express written consent from the student to do so.
- No photographs or video are allowed to be taken in, on, or around school premises without consent of the school and student/students.

Internet and Social Networking Policy

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 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 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 patient 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 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.

Campus Crime Statistics 2013-2016

Crime Statistics for Elizabeth Grady School of Esthetics And Massage Therapy*, 1/1/16- 12/31/16

Description of Crime	Number of Incidents- 2016
Murder/Non-Negligent Manslaughter	0
Negligent Manslaughter	0
Robbery	0
Aggravated Assault	0
Motor Vehicle Theft	0
Motor Vehicle Damage	0
Arson	0
Burglary	0
Sex Offenses, Forcible	0
Sex Offenses, Non-Forcible	0
Liquor Law: Arrests/Violations & Disciplinary Referrals	0
Drug Law: Arrests/Violations & Disciplinary Referrals	0
Illegal Weapons Possession	0
Hate Crimes by Prejudice	0
Larceny Theft	0
Simple Assault	0
Intimidation	0
Destruction, damage, or vandalism of property	0

Crime Statistics for Elizabeth Grady School of Esthetics And Massage Therapy*, 1/1/15- 12/31/15

Description of Crime	Number of Incidents- 2015
Murder/Non-Negligent Manslaughter	0
Negligent Manslaughter	0
Robbery	0
Aggravated Assault	0
Motor Vehicle Theft	0
Motor Vehicle Damage	0
Arson	0
Burglary	0
Sex Offenses, Forcible	0
Sex Offenses, Non-Forcible	0
Liquor Law: Arrests/Violations & Disciplinary Referrals	0
Drug Law: Arrests/Violations & Disciplinary Referrals	0
Illegal Weapons Possession	0
Hate Crimes by Prejudice	0
Larceny Theft	0
Simple Assault	0
Intimidation	0
Destruction, damage, or vandalism of property	0

*these numbers reflect totals for on-campus, off-campus, and adjoining public property. Location is denoted next to number.

**Crime Statistics for Elizabeth Grady School of Esthetics
And Massage Therapy*, 1/1/14- 12/31/14**

Description of Crime	Number of Incidents- 2014
Murder/Non-Negligent Manslaughter	0
Negligent Manslaughter	0
Robbery	0
Aggravated Assault	0
Motor Vehicle Theft	0
Motor Vehicle Damage	0
Arson	0
Burglary	0
Sex Offenses, Forcible	0
Sex Offenses, Non-Forcible	0
Liquor Law: Arrests/Violations & Disciplinary Referrals	0
Drug Law: Arrests/Violations & Disciplinary Referrals	0
Illegal Weapons Possession	0
Hate Crimes by Prejudice	0
Larceny Theft	0
Simple Assault	0
Intimidation	0
Destruction, damage, or vandalism of property	0

**Crime Statistics for Elizabeth Grady School of Esthetics
And Massage Therapy*, 1/1/13- 12/31/13**

Description of Crime	Number of Incidents- 2013
Murder/Non-Negligent Manslaughter	0
Negligent Manslaughter	0
Robbery	0
Aggravated Assault	0
Motor Vehicle Theft	0
Motor Vehicle Damage	0
Arson	0
Burglary	0
Sex Offenses, Forcible	0
Sex Offenses, Non-Forcible	0
Liquor Law: Arrests/Violations & Disciplinary Referrals	0/0
Drug Law: Arrests/Violations & Disciplinary Referrals	0/0
Illegal Weapons Possession	0
Hate Crimes by Prejudice	0
Larceny Theft	0
Simple Assault	0
Intimidation	0
Destruction, damage, or vandalism of property	0

*these numbers reflect totals for on-campus, off-campus, and adjoining public property. Location is denoted next to number.

Elizabeth Grady School Staff Directory

School Administration and Staff	Phone	Email
Naida Greene, Financial Aid	781-960-0114	ngreene@elizabethgrady.com
Marc Pistone, Administrator	781-960-0138	marc.pistone@elizabethgrady.com
Cate Tool, Director	781-960-0123	cathy.tool@elizabethgrady.com
Stephanie Warren, Social Media	781-960-0128	swarren@elizabethgrady.com
Tricia Wise, School Store & Clinic	781-960-0126	twise@elizabethgrady.com mgrschool@elizabethgrady.com
Angela Young, Admissions	781-960-0120	ayoung@elizabethgrady.com admissions@elizabethgrady.com

Esthetics Instructor	Phone	Email
Laura Blaikie	781-960-0132	lblaikie@elizabethgrady.com
Ty Cobham	781-960-0142	tcobham@elizabethgrady.com
Ruth Collins	781-960-0143	rcollins@elizabethgrady.com
Elaine Crossan	781-960-0136	ecrossan@elizabethgrady.com
Christine Dube	781-960-0134	christine.dube@elizabethgrady.com
Michelle LeBlanc	781-960-0130	mleblanc@elizabethgrady.com
Marie Robledo	781-960-0122	mrobledo@elizabethgrady.com
Jocelyn Witkus	781-960-0131	jwitkus@elizabethgrady.com

Makeup Artistry Instructor	Phone	Email
Laura Blaikie	781-960-0132	lblaikie@elizabethgrady.com
Ty Cobham	781-960-0142	tcobham@elizabethgrady.com
Fabricio Felipe		ffelipe@elizabethgrady.com
Johany Montes	781-960-0141	jmontes@elizabethgrady.com
Sparklle Thames		sthames@elizabethgrady.com

Massage Therapy Instructor	Phone	Email
Ruth Collins	781-960-0143	rcollins@elizabethgrady.com
Sandra Lever	781-960-0115	sthorne@elizabethgrady.com
Natalie Spielberg	781-960-0115	nspielberg@elizabethgrady.com
Brian Sweetser	781-960-0116	bsweetser@elizabethgrady.com
Camille Roux		croux@elizabethgrady.com

Student Support Services

Although the educational staff and administration are experts in their designated field of study, many times students require additional support outside our scope of practice. It is important to everyone's success that they receive support required to cope with today's stressful life situations. The following list of contact information is intended to provide Elizabeth Grady students with resources to reach out to those equipped to provide experienced support in any given area. Please know that faculty and staff are happy to assist facilitating this process if additional support is required or desired.

EMERGENCY LINES

Fire and Police- 911

Medford Fire Department
100 Main Street
Medford, MA 02155
781.396.9400

Medford Police Department
100 Main Street
Medford, MA 02155
781.931.6404

STUDENT SUPPORT SERVICES

DRUG AND ALCOHOL ABUSE SERVICES

Adcare Hospital Outpatient- Boston

14 Beacon Street, Suite 801
Boston, MA 02108
Phone: 617-227-2622
www.adcare.com

Adcare Hospital Outpatient- Quincy

1419 Hancock Street
Quincy, MA, 02169
Phone: 617-328-0639
www.adcare.com

Adcare Hospital Outpatient- North Dartmouth

88 Faunce Corner Road
N. Dartmouth, MA 02747
Phone: 508-999-1102
www.adcare.com

Adcare Hospital Outpatient- Warwick

400 Bald Hill Road
Warwick, RI 02886
Phone: 401-732-1500
www.adcare.com

Adcare Hospital Outpatient- West Springfield

117 Park Avenue
West Springfield, MA 01089
Phone: 413-209-3124
www.adcare.com

Adcare Hospital – Worcester

95 Lincoln Street
Worcester, MA 01605
Phone 508-453-3053
www.adcare.com

Alanon/Alateen- Westborough

Phone: 508-366-0556
www.ma-al-anon-alateen.org

Alanon/Alateen- Cape Cod

Phone: 508-394-4555
www.ma-al-anon-alateen.org

Alanon/Alateen- Pittsfield

Phone: 413-445-5852
www.ma-al-anon-alateen.org

Alanon/Alateen- Springfield

Phone: 413-782-3406
www.ma-al-anon-alateen.org

Baldpate Hospital – Georgetown

Alcoholism and Drug Dependency- Detox Care
83 Baldpate Road
Georgetown, MA 01833
Phone: 978-352-2131
www.detoxma.com

Keystone Hall

General information for New Hampshire: Alcohol and Drugs
615 Amherst Street
Nashua, NH 03060
Phone: 603-881-4848
www.keystonehall.org

McLean Hospital – Belmont

Alcohol and Drug Counseling, Rehabilitation, and Family Support Services
115 Mill Street
Belmont, MA 02478
Phone: 800-333-0338
www.mcleanhospital.org

McLean SouthEast – Middleborough

Alcohol and Drug Counseling, Rehabilitation, and Family Support Services
23 Isaac Street
Middleborough, MA 02346
Phone: 774-419-1000

Massachusetts General Hospital- West End Clinic Addiction Treatment Services

Phone: 617-724-7792
http://www.massgeneral.org/psychiatry/services/west_end_home.aspx

ANGER MANAGEMENT AND SUICIDE PREVENTION

National Suicide Prevention Lifeline

Phone: 1-800-2723-TALK

1-800-273-8255

www.suicidepreventionlifeline.org

Samaritans Statewide Hotline

Phone: 1-877-870-HOPE

1-877-870-4673

www.samaritanshope.org

FAMILY PLANNING/PREGNANCY/STD PREVENTION

AIDS Action Committee

75 Armory Street

Boston, MA 02119

Phone: 617-437-6200

Phone: 1-800-235-2331

www.aac.org

Planned Parenthood- Greater Boston

Greater Boston Health Center

1055 Commonwealth Avenue

Boston, MA 02215

Phone: 1-800-258-4448

<https://www.plannedparenthood.org/health-center/MA>

Planned Parenthood- Marlborough

91 Main Street

Suite 103

Marlborough, MA 01752

Phone: 1-800.258.4448

<https://www.plannedparenthood.org/health-center/MA>

Planned Parenthood- Milford

208 Main Street

Suite #101

Milford, MA 01757

Phone: 1-800.258.4448

<https://www.plannedparenthood.org/health-center/MA>

Planned Parenthood Express Center- Somerville

260 Elm Street, Suite 109

Davis Square Plaza

Somerville, MA 02144

Phone: 1-800.258.4448

<https://www.plannedparenthood.org/health-center/MA>

Planned Parenthood- Central Massachusetts

470 Pleasant Street

Worcester, MA 01609

Phone: 508-854-4448

www.plannedparenthood.org/health-center/MA

Daybreak Crisis Pregnancy Center

120 Lincoln Street, Suite 1A

Boston, MA 02111

Phone: 617-742-9170

www.bostonpregnancychoices.org

Single Mothers by Choice

www.singlemothersbychoice.org/about/

CRISIS AND SUPPORT NUMBERS

Boston Area Rape Crisis Center (Additional sites in Boston, Chelsea)

99 Bishop Allen Drive
Cambridge, MA 02139
Phone: 617-492-8306
Hotline: (800) 841-8371
www.barcc.org/

Voices Against Violence

7 Bishop Street
Framingham, MA 01702
Phone: 508-820-0834
www.smoc.org/voices-against-violence.php

YWCA of Greater Lawrence

530 Broadway
Lawrence, MA 01841
Phone: 1-877-509-9922
Phone: 978-332-9050
www.ywcalawrence.org/

YWCA North Shore Rape Crisis Center

20 Central Avenue, Suite 510
Lynn, MA 01901
Phone: 1-800-922-8772
Phone: 781-477-2313
www.ywcansrcc.org/

Center for Hope and Healing

144 Merrimack Street, Suite 304
Lowell, MA 01852
Phone: 1-800-542-5212
Phone: 978-452-7721
www.chhinc.org/

New Hope

140 Park Street
Attleboro, MA 02703
Phone: 508-226-4015
www.new-hope.org

A New Day/Health Imperatives

942 West Chestnut Street
Brockton, MA 02301
Phone: 508-583-3005
www.healthimperatives.org/aneday/new-day

VIOLENCE PREVENTION

Violence Intervention & Prevention Initiative

1010 Massachusetts Ave,
Boston, MA 02118
Phone: 617-534-5395
<http://www.bphc.org>

National Domestic Violence Hotline

Phone: 1-800-799-SAFE
1-800-799-7233
www.thehotline.org

National Child Sexual Abuse Helpline

Darkness to Light
Phone: 1-800-4-A-CHILD
1-800-422-4453
www.d2l.org

Portal To Hope – Local Domestic Violence Support

45 Elm Street
Everett, MA 02149
Phone: 781-306-6678
www.portaltohope.org

RESPOND– Local Domestic Violence Support

P.O. Box 855
Somerville, MA 02143
Phone: 617-625-5996
www.respondinc.org

EATING DISORDERS

National Association of Anorexia Nervosa and Associated Disorders

Phone: 1-630-577-1330
www.anad.org

Massachusetts Eating Disorder Association

288 Walnut Street, Suite 130
Newtonville, MA 02460
Phone: 617-558-1881
www.medainc.org

Walden Behavioral Care

9 Hope Avenue, Suite 500
Waltham, MA 02453-2711
Phone: 781-647-6727
www.waldenbehavioralcare.com

GAY AND LESBIAN ORGANIZATIONS

Umass Memorial Gay, Lesbian, Bisexual, Transgendered and Straight Alliance

Phone: 800-322-5327

<http://www.umassmed.edu/eap/employee-and-family/lbgt/>

The Trevor Helpline:

Phone: 1-866-4-U-TREVOR

1-866-488-7386

www.thetrevorproject.org/

GENERAL MENTAL HEALTH SUPPORT

McLean Hospital – Belmont: Sexual Abuse, Eating Disorders, Depression, Anxiety, Alcohol and Drug Support Services

Alcohol and Drug Counseling, Rehabilitation, and Family Support Services

115 Mill Street

Belmont, MA 02478

Phone: 800-333-0338

www.mcleanhospital.org

TRANSPORTATION SERVICES

Metric Cab of Medford

Phone: 781-296-7259

www.metric-cab.com

The Good Taxi of Medford

Phone: 617-855-6500

www.thegoodtaxi.com

MBTA/Commuter Rail

www.mbta.com

AMTRAK

www.amtrak.com