

ELIZABETH **GRADY**

**MESSAGE THERAPY  
PROGRAM POLICY  
HANDBOOK**

**2017**

# ELIZABETH **GRADY**

SCHOOL OF ESTHETICS AND MASSAGE THERAPY

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 massage therapist. 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 you exciting new career. We wish you the very best.

Sincerely,

Cate Tool, School Director  
Angela Young, Admissions  
Marc Pistone, Administrator  
Naida Greene, Financial Aid Director  
John P. Walsh, President

Elizabeth Grady School of Esthetics and Massage Therapy  
222 Boston Avenue  
Medford, MA 02155  
Phone 1-800-FACIALS Fax 781-391-4772  
[www.elizabethgrady.edu](http://www.elizabethgrady.edu)

# ELIZABETH GRADY

SCHOOL OF ESTHETICS AND MASSAGE THERAPY

## TABLE OF CONTENTS

Welcome	p. 2
Table of Contents	p. 3
Student Conduct	pp. 4-5
Attendance	pp. 5-6
Dress Code and Hygiene	pp. 6-7
Academics	p. 7
Guidance and Counseling	p. 8
Placement	p. 8
Satisfactory Academic Progress (SAP) Policy	pp. 8-11
Academic Performance- 8	
Grading- 8	
Attendance- 8	
Determination of SAP- 9	
Appeal Process- 9	
Probation- 9	
SAP and Title IV Funding- 9	
Withdrawals, Re-entry, and Repetition- 10	
Transfer Policy- 10	
Maximum Time Frame- 10-11	
Right to Privacy and Right to Access Policies- 11	
Professionalism	p. 11
Financial	p. 11-12
Emergency and Fire Evacuation Procedures	p. 12
Winter Storm Closings	p. 12
Products and Services	p. 12
Disciplinary Action	p. 13
Complaint Policy	p. 13
Internet Social Networking Policy	p. 14
School Program Calendar	p. 15
Holiday Schedule	pp. 15-16
Agreement to Abide by School Policies Signature Page	p. 17

## **Student Conduct**

1. Interaction and communication shall be **mature, professional, and courteous** at all times. Use of profane language, inappropriate conversation, and rude behavior is strictly prohibited.
2. **Respect of other's belongings is expected.** Vandalism or theft 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 technique classes unless by express written orders by the student's personal physician. This includes acting as both the massage therapist and the client. Students are required to be worked on by other students for all practical exercises.
5. All students are **required** to bring their own set of linens for technique classes. This includes two sheets. The school provides each student with two flat sheets. **Linens will be provided for student clinic.**
6. All students must **contribute to daily sanitation duties** and classes will not be dismissed until all duties are complete.
7. **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.
8. 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.
9. All students are assigned a locker. Each student must purchase a lock by the first day of the second week of class. If locks are not on lockers by the second week of class, the student will be required to purchase a lock from the school. **Combination locks only.**
10. **Students are allowed only one book bag during class.** No additional bags, cell or smart phones, cameras, laptops, 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.
11. **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.*
12. **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.

13. **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.

14. Chewing gum is prohibited. **Use of breath mints is encouraged.**

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

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

17. **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.

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

19. Students are prohibited from bringing children or guests with them to class unless a specified guest day is announced by the school in advance.

### **Attendance**

---

Punctuality and attending classes during scheduled class times is required for making and maintaining Satisfactory Academic Progress (see EGSEM Policies and Procedures for complete Satisfactory Academic Progress Policy, pp. 8-11). Satisfactory Academic 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 your 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 in clocking or being clocked in for/by another may be dismissed from the program.
4. Students are required to complete all contracted hours. At course completion, all hours are reported to the State Board of Cosmetology. This information is also kept on file at the school.

5. 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. Additional fees are required for testing and licensing and are separate from any monies paid to the Elizabeth Grady School.
6. **TARDINESS:**
  - A. 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 respective instructor's voice mail extension or email.
  - B. 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 to avoid interrupting and compromising the education of other students. Students must remain on school premises as directed by the course instructor and will be allowed to enter during a break in instruction. The student will be responsible for making up any class time missed.
7. **ABSENCES:**
  - A. If a student *must* be absent, the student should inform school faculty by telephone or email prior to the beginning of class that day. Any notification of absence can be recorded on your instructors' voicemail and/or email.
  - B. If a student is absent fourteen (14) consecutive calendar days without notification and/or documentation, the student will be dismissed from the program.

## **Dress Code and Hygiene**

---

### **1. Uniforms-**

#### **A. 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.**

#### **B. Male Students**

**Male students are provided two EG polo shirts.** In addition, black or khaki colored pants should be worn with black or neutral colored shoes. Clothing must be clean and neatly pressed at all times.

**2. Shoes must be an ergonomic, rubber soled, closed toe,** and must be limited to indoor use only. Please have your shoes approved by an instructor before wearing. Women's shoes should be all white and men's shoes neutral.

3. **Jewelry should be kept to a minimum.** A watch and earrings (no longer than the earlobe) are acceptable. No rings shall be permitted due to sanitation concerns and the potential damage of the skin. The Elizabeth Grady School of Massage encourages all **valuables be left at home**, especially jewelry that is consistently removed. Additionally, no visual piercing allowed other than earrings.
4. While in class, each **student must present herself/himself in *complete uniform*.**
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.
6. **Nails must be no longer than fingertip length and neatly manicured.**
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 and Massage Therapy 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.** Should a student be out of uniform, the instructor will excuse the student from class and may return as directed. Any time missed will be required to be made up.

## **Academics**

---

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 make up 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.**
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 Academic Progress.
6. **A minimum of two Satisfactory Academic Progress reports and student evaluations will be given to each class during the course.** These include a rating of regular class attendance, academics, and completion of course requirements.

## **Guidance and Counseling**

---

1. Tutoring is available to students who may require extra support in meeting Academic Satisfactory Progress.
2. Faculty and staff are available to provide guidance and support and may provide a list of outside professionals when deemed appropriate.

## **Placement**

---

1. The Elizabeth Grady School will assist in resume preparation, job interviewing skills, and job placement. The Elizabeth Grady School does not guarantee placement. Additionally, the school maintains an ongoing job listing for graduates and alumnae.

## **Satisfactory Academic Progress Policy**

---

Satisfactory Academic Progress measures a student's progress in academics and attendance. The Elizabeth Grady School of Esthetics and Massage Therapy's Satisfactory Academic Progress (SAP) Policy is applied to all students enrolled in a specific NACCAS (National Commission of Career Arts and Sciences) approved program and scheduled for a particular category of attendance (part-time, three-quarter time, and full-time). The SAP policy is printed in the school catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the U.S. Department of Education.

### **Satisfactory Academic Progress in Regards to Academic Performance**

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 School NACCAS approved programs:

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

Students must maintain a cumulative grade average at a minimum of 70% (C grade average) in order to be considered making Satisfactory Academic Progress.

### **Measurement of Satisfactory Academic Progress- Grading**

Assigned work will be evaluated and graded according to the following scale:

90-100	A	Excellent
80-89	B	Good/Above Average
70-79	C	Satisfactory/Average
69 and Below	D, F	Unsatisfactory

### **Satisfactory Academic Progress in Regard to Attendance**

Quantitatively, students will also be evaluated on attendance. A student must maintain an attendance rate no lower than 90% to be considered making SAP. In the case of absence due to mitigating circumstances such as death of a family member, illness, or injury, a student may appeal the school's decision. **(See Appeals Process Below)**



### **Evaluation and Determination of Satisfactory Academic Progress**

Two Satisfactory Academic Progress Reports will be given during a student's respective program. Satisfactory Academic Progress Reports include a student's cumulative grade average and rate of attendance. The first evaluation will occur at the midpoint of the respective program's scheduled hours while the second will occur at the completion of scheduled hours. Students who meet minimum requirements are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Copies of evaluations will be provided to the student and will also remain on file.

<b>Program</b>	<b>First SAP Report</b>	<b>Second SAP Report</b>
Massage Therapy- 650 Hours	325	650
Massage Therapy-750 Hours	375	750

### **Appeal**

If a student is determined not to be making satisfactory academic progress, the student may appeal the determination within ten (10) calendar days. Reasons for which a student may appeal a failed SAP determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation (i.e. medical documentation or obituary) of the reasons why the determination should be reversed. This information should include why the student failed to make Satisfactory Academic Progress and what has changed in the student's situation that will allow the achievement of SAP by the next evaluation point. Appeal documents will be reviewed by the school director and members of the faculty and administration and a decision will be made and reported to the student within fourteen (14) calendar days. The appeal and decision documents will be retained in the student's file. During this time, the student should continue to attend all scheduled classes. If the student prevails upon appeal and meets all other criteria (**see next section on Probation**) the Satisfactory Academic Progress determination will place the student on probation and Federal Financial Aid will be reinstated, if applicable.

### **Probation**

Students who fail to meet minimum SAP requirements will have the option to appeal the decision. (**See Appeal Process above**) Additionally, only students who have the ability to meet SAP standards by the end of the evaluation period may be placed on probation. If the student will not be able to make SAP by the end of the evaluation period they may have an academic plan set up for them to ensure the student is able to reach SAP by a specific point within the maximum time frame. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress.

### **Reestablishing Satisfactory Academic Progress**

Students may reestablish Satisfactory Academic Progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the evaluation period.

### **Satisfactory Academic Progress and Title IV Funding**

Students who do not achieve the minimum Satisfactory Academic Progress requirements will no longer be eligible to receive Title IV funding or may have their funding interrupted until becoming compliant with Satisfactory Academic Progress requirements, unless the student is placed on probation. The Elizabeth Grady School will notify students of any evaluation that impacts the student's eligibility for financial aid, if applicable.

### **Withdrawal, Re-entry, and Repetition**

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. A student making Satisfactory Academic Progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making Satisfactory Academic Progress at the point of re-entry. Students not making Satisfactory Academic Progress at the point of withdrawal may apply for re-enrollment in the school and if accepted will re-enter with the same Satisfactory Academic Progress in which they left. All incomplete requirements must be completed upon re-entry. Students deemed unable to come into Satisfactory Academic Progress will be required to repeat all or part of the program.

Any student who does not return to the School by their scheduled return date will be dismissed from the 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 other institutions.

### **Maximum Time-frame**

The maximum time-frame a student will be given to complete their respective program at a 90% rate of attendance is outlined below. Please note, the maximum time-frames include scheduled hours only and does not include holidays or allow for additional unforeseen closures, i.e. weather cancellations. Contracted dates are extended in these cases and therefore a student's program schedule may exceed these time-frames in calendar weeks.

#### **FULL -TIME MESSAGE THERAPY/ 650 HOURS**

MAXIMUM TIME: The maximum time a student has to complete this program is 24.05 weeks.

ATTENDANCE: Students must maintain a 90% attendance rate.

#### **THREE-QUARTER TIME DAY MESSAGE THERAPY / 650 HOURS**

MAXIMUM TIME: The maximum time a student has to complete this program is 36.08 weeks.

ATTENDANCE: Students must maintain a 90% attendance rate

#### **PART-TIME EVENING MESSAGE THERAPY / 650 HOURS**

MAXIMUM TIME: The maximum time a student has to complete this program is 48.1 weeks.

ATTENDANCE: Students must maintain a 90% attendance rate.

#### **FULL -TIME MESSAGE AND SPA THERAPIES/ 750 HOURS**

MAXIMUM TIME: The maximum time a student has to complete this program is 27.75 weeks.

ATTENDANCE: Students must maintain a 90% attendance rate.

**THREE-QUARTER TIME DAY MASSAGE AND SPA THERAPIES/  
750 HOURS**

MAXIMUM TIME: The maximum time a student has to complete this program is 41.63 weeks.

ATTENDANCE: Students must maintain a 90% attendance rate

**PART-TIME EVENING DAY MASSAGE AND SPA THERAPIES/  
750 HOURS**

MAXIMUM TIME: The maximum time a student has to complete this program is 55.5 weeks.

ATTENDANCE: Students must maintain a 90% attendance rate.

**Students Exceeding Maximum Time-frame**

Students requiring additional time beyond the maximum time-frame will be charged \$20.00 per clock hour to makeup additional absent hours.

**Right to Privacy and Right to Access**

**Right to Privacy:** The Elizabeth Grady School of Esthetics and Massage Therapy will not disclose any information pertaining to the student without written permission from the student to do so. Authorized government agencies and the National Accreditation Commission of Career Arts and Sciences 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.

**Professionalism**

---

1. A student's **professionalism is evaluated and constitutes a portion of the grade in each area in the curriculum.** Evidence of a professional attitude is also a component of any recommendation made by the school concerning a student.

2. **Unprofessional behavior or failure to comply with school policies has its consequences.** You may be excused from class, prohibited to attend graduation, or dismissed from the program. The Elizabeth Grady School of Esthetics and Massage Therapy reserves the right to take any necessary measures to insure the maintenance of a professional environment.

**Financial**

---

**(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. **Students are required to report to the Financial Aid Office upon request** to sign disbursement and other miscellaneous documents. Failure to do so may place the student in a dissatisfactory financial standing and may prevent the student from continuing his/her program.

**3. Satisfaction of a student's financial obligation is a precondition to attending class.**

Any student who is on a scheduled payment plan and misses a payment, the plan becomes void and full balance will be due. Any student who owes money to the school after notification procedures have been exhausted is considered to be financially delinquent. The student is then unable to attend classes until payment is made. The student is responsible for making up any time missed.

**4. In addition, the school will withhold transcripts, grades, diplomas, and all graduation materials. 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.**

**5. All final tuition payments made one month prior to graduation must be made by check, money order, certified check, or credit card. Graduation materials will not be released until payment has cleared.**

### **Fire and Emergency Evacuation Procedures**

---

- Stay calm and quiet.
- If during class, listen for direction from your instructors.
- Form a single file line and calmly head to nearest exit.
- In case of heavy smoke, crouch to knee level.
- Exit signs are located throughout the school and hallways.
- Do not use elevators, exit building through stairwells and out, away from building.

### **Winter Storm Closings**

---

1. 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.

2. The Elizabeth Grady School of Esthetics and Massage Therapy cancellations can be accessed on line at WHDH Channel 7 website, [www.whdh.com](http://www.whdh.com). Cancellations are also on FOX 25 television and [www.myfoxboston.com](http://www.myfoxboston.com). Lastly school closings are also posted on the [www.elizabethgrady.edu](http://www.elizabethgrady.edu) website Calendar.

3. 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.

### **Products and Services**

---

1. 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 your instructor. 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.

2. Products can be purchased at a discounted price through the Elizabeth Grady School Store.

## **Disciplinary Action**

---

Professional behavior is mandated at all times. Violation of Elizabeth Grady School of Massage 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.

## **Student Complaint Policy**

---

1. The following steps should be taken to resolve any complaint:

- a. **Step 1:** The school recommends students to 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. There is no time limitation for filing a complaint. The appropriate person will then respond to the grievance that has been brought to their attention by the student within 1 business day.
- b. **Step 2:** If the student is not satisfied with the result of step 1, or if the school official has not responded within the prescribed time period, the student should proceed to step 2 by notifying Sandra Lever, Student and Staff Relations via email at [slever@elizabethgrady.com](mailto:slever@elizabethgrady.com) or by telephone at 781-960-0115. The student should present in writing an explanation of their concern, and the director will facilitate a prompt and unbiased resolution within 3 business days. Within this time period, the director will either meet or speak via telephone with the student regarding the matter brought forth in the written complaint.
- c. **Step 3:** If the student is not satisfied with the result of Step 2, or if the school official has not responded within the prescribed time period, the student should proceed to the next step of the process by notifying the school director, Cate Tool, via email at [cathy.tool@elizabethgrady.com](mailto:cathy.tool@elizabethgrady.com) or by telephone at 781-960-0123. The student should present in writing an explanation of their concern, and the director will facilitate a prompt and unbiased resolution within 3 business days. Within this time period, the director will either meet or speak via telephone with the student regarding the matter brought forth in the written complaint.
- d. A student also retains the right to contact the Massachusetts Division of Professional Licensure (DPL), Office of Private Occupational School Education, 1000 Washington Street, Suite 710, Boston, MA, 02118, by email at: [occupational.school@state.ma.us](mailto:occupational.school@state.ma.us) or by phone: 617-727-5811.

## **Internet and Social Networking Policy**

---

1. 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 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 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.

2. To protect the School, all students are expected to adhere to the following rules:

- a. 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.
- b. 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.
- c. 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.
- d. 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 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.
- e. 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.



9:30-1:30 Esthetics and Massage Programs Only- February 21 <sup>st</sup> -24 <sup>th</sup>	Feb. Public School Vacation Week
Wednesday March 15 <sup>th</sup> ½ day, 9-12/no afternoon classes Evening classes as scheduled	Teacher's In-service Day
Wednesday April 12 <sup>th</sup> ½ day, 9-12/no afternoon classes Evening classes as scheduled	Teacher's In-service Day
Saturday April 15 <sup>th</sup> and Monday April 17 <sup>th</sup>	Patriot's Day
9:30-1:30 Esthetics and Massage Programs Only- April 18 <sup>th</sup> -21 <sup>st</sup>	April Public School Vacation Week
Wednesday May 17 <sup>th</sup> ½ day, 9-12/no afternoon classes Evening classes as scheduled	Teacher's In-service Day
Saturday and Monday May 27 <sup>th</sup> and 29 <sup>th</sup> (early dismissal on Friday May 26 <sup>th</sup> No afternoon classes)	Memorial Day
Wednesday June 14 <sup>th</sup> ½ day, 9-12/no afternoon classes Evening classes as scheduled	Teacher's In-service Day
Saturday, Monday, Tuesday, Wednesday July 1 <sup>st</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup>	Summer Holiday/4 <sup>th</sup> of July
Wednesday July 12 <sup>th</sup> ½ day, 9-12/no afternoon classes Evening classes as scheduled	Teacher's In-service Day
Wednesday, Thursday, Friday, Saturday, and Monday August 30 <sup>th</sup> and 31 <sup>st</sup> , September 1 <sup>st</sup> , 2 <sup>nd</sup> and 4 <sup>th</sup>	Labor Day
Wednesday October 18 <sup>th</sup> ½ day, 9-12/no afternoon classes Evening classes as scheduled	Teacher's In-service Day
Saturday and Monday October 7 <sup>th</sup> and 9 <sup>th</sup> October 6 <sup>th</sup> early dismissal @12:00 noon	Columbus Day
Saturday November 11 <sup>th</sup>	Veteran's Day
Wednesday November 15 <sup>th</sup> ½ day, 9-12/no afternoon classes Evening classes as scheduled	Teacher's In-service Day
Thursday, Friday, and Saturday November 23 <sup>rd</sup> , 24 <sup>th</sup> and 25 <sup>th</sup> November 22 <sup>nd</sup> early dismissal @12:00 noon No evening classes	Thanksgiving
Wednesday December 13 <sup>th</sup> ½ day, 9-12/no afternoon classes Evening classes as scheduled	Teacher's In-service Day
Saturday December 23 <sup>rd</sup> – Monday January 2, 2018 December 22 <sup>nd</sup> early dismissal @12:00 noon	Christmas/Winter Break



ELIZABETH **GRADY**  
SCHOOL OF ESTHETICS AND MASSAGE THERAPY

I, \_\_\_\_\_, certify that a representative from the Elizabeth Grady School of Esthetics and Massage Therapy has reviewed the Policies and Procedures, Satisfactory Progress Policy, Evacuation Procedures, and the Elizabeth Grady School of Esthetics and Massage Therapy'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 and am willing to abide by the Elizabeth Grady School of Esthetics and Massage Therapy Massage Program Policies and Procedures, pages 1-16, revised 3.13.2017..

Student Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Elizabeth Grady School of Esthetics and Massage Therapy  
222 Boston Avenue  
Medford, MA 02155  
Phone 1-800-FACIALS Fax 781-391-4772  
[www.elizabethgrady.edu](http://www.elizabethgrady.edu)