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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 facilitating 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 patrols 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 have 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 are 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.
### Elizabeth Grady School Staff and Instructor Contact Information

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>781-960-0123</td>
<td><a href="mailto:admissions@elizabethgrady.com">admissions@elizabethgrady.com</a></td>
</tr>
<tr>
<td>Ms. Cobham</td>
<td>781-960-0142</td>
<td><a href="mailto:tcobham@elizabethgrady.com">tcobham@elizabethgrady.com</a></td>
</tr>
<tr>
<td>Mrs. Dube</td>
<td>781-960-0134</td>
<td><a href="mailto:christine.dube@elizabethgrady.com">christine.dube@elizabethgrady.com</a></td>
</tr>
<tr>
<td>Ms. Garabedian</td>
<td>781-960-0141</td>
<td><a href="mailto:egarabedian@elizabethgrady.com">egarabedian@elizabethgrady.com</a></td>
</tr>
<tr>
<td>Mrs. Gasbarro</td>
<td>781-960-0123</td>
<td><a href="mailto:dgasbarro@elizabethgrady.edu">dgasbarro@elizabethgrady.edu</a></td>
</tr>
<tr>
<td>Naida Greene</td>
<td>781-960-0114</td>
<td><a href="mailto:ngreene@elizabethgrady.com">ngreene@elizabethgrady.com</a></td>
</tr>
<tr>
<td>Kristen Hachey</td>
<td>781-960-0138</td>
<td><a href="mailto:khachey@elizabethgrady.com">khachey@elizabethgrady.com</a></td>
</tr>
<tr>
<td>Ms. Hansen</td>
<td>781-960-0141</td>
<td><a href="mailto:shansen@elizabethgrady.com">shansen@elizabethgrady.com</a></td>
</tr>
<tr>
<td>Ms. Hussey</td>
<td>781-960-0140</td>
<td><a href="mailto:jhussey@elizabethgrady.com">jhussey@elizabethgrady.com</a></td>
</tr>
<tr>
<td>Ms. LeBlanc</td>
<td>781-960-0130</td>
<td><a href="mailto:mleblanc@elizabethgrady.com">mleblanc@elizabethgrady.com</a></td>
</tr>
<tr>
<td>Ms. Lever</td>
<td>781-960-0115</td>
<td><a href="mailto:sthorne@elizabethgrady.com">sthorne@elizabethgrady.com</a></td>
</tr>
<tr>
<td>Miss Mirowski</td>
<td>781-960-0122</td>
<td><a href="mailto:beth.mirowski@elizabethgrady.com">beth.mirowski@elizabethgrady.com</a></td>
</tr>
<tr>
<td>Mrs. Norcott</td>
<td>781-960-0132</td>
<td><a href="mailto:snorcott@elizabethgrady.com">snorcott@elizabethgrady.com</a></td>
</tr>
<tr>
<td>Ms. Page</td>
<td>781-960-0136</td>
<td><a href="mailto:jpage@elizabethgrady.com">jpage@elizabethgrady.com</a></td>
</tr>
<tr>
<td>Noelle Ricciardone</td>
<td>781-960-0121</td>
<td><a href="mailto:nricciardone@elizabethgrady.com">nricciardone@elizabethgrady.com</a></td>
</tr>
<tr>
<td>Mr. Sweetser</td>
<td>781-960-0115</td>
<td><a href="mailto:bsweetser@elizabethgrady.com">bsweetser@elizabethgrady.com</a></td>
</tr>
<tr>
<td>Ms. Tool</td>
<td>781-960-0111</td>
<td><a href="mailto:cathy.tool@elizabethgrady.com">cathy.tool@elizabethgrady.com</a></td>
</tr>
<tr>
<td>Ms. Witkus</td>
<td>781-960-0131</td>
<td><a href="mailto:cbuckley@elizabethgrady.com">cbuckley@elizabethgrady.com</a></td>
</tr>
<tr>
<td>Mrs. Woodard</td>
<td>781-960-0126</td>
<td><a href="mailto:mgrschool@elizabethgrady.com">mgrschool@elizabethgrady.com</a></td>
</tr>
<tr>
<td>School Store</td>
<td>781-960-0126</td>
<td><a href="mailto:mgrschool@elizabethgrady.com">mgrschool@elizabethgrady.com</a></td>
</tr>
<tr>
<td>Purchasing &amp;</td>
<td>781-960-0119</td>
<td><a href="mailto:evelyn@elizabethgrady.com">evelyn@elizabethgrady.com</a></td>
</tr>
<tr>
<td>Distribution</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

*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*, 1/1/13-12/31/13

<table>
<thead>
<tr>
<th>Description of Crime</th>
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<tbody>
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</tr>
<tr>
<td>Robbery</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
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<td>Motor Vehicle Damage</td>
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<tr>
<td>Arson</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
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</tr>
<tr>
<td>Sex Offenses, Forcible</td>
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<tr>
<td>Sex Offenses, Non-Forcible</td>
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<tr>
<td>Liquor Law: Arrests/Violations &amp; Disciplinary Referrals</td>
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<tr>
<td>Drug Law: Arrests/Violations &amp; Disciplinary Referrals</td>
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<td>Illegal Weapons Possession</td>
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<tr>
<td>Hate Crimes by Prejudice</td>
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<tr>
<td>Larceny Theft</td>
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<tr>
<td>Simple Assault</td>
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</tr>
<tr>
<td>Intimidation</td>
<td>0</td>
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<tr>
<td>Destruction, damage, or vandalism of property</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description of Crime</th>
<th>Number of Incidents-2012</th>
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<td>Negligent Manslaughter</td>
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</tr>
<tr>
<td>Robbery</td>
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<tr>
<td>Aggravated Assault</td>
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</tr>
<tr>
<td>Motor Vehicle Theft</td>
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<tr>
<td>Motor Vehicle Damage</td>
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<tr>
<td>Arson</td>
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<tr>
<td>Burglary</td>
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<td>Category</td>
<td>Count</td>
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<td>---------------------------------------------------</td>
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<tr>
<td>Sex Offenses, Forcible</td>
<td>0</td>
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<tr>
<td>Sex Offenses, Non-Forcible</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law: Arrests/Violations &amp; Disciplinary Referrals</td>
<td>0/0</td>
</tr>
<tr>
<td>Drug Law: Arrests/Violations &amp; Disciplinary Referrals</td>
<td>0/0</td>
</tr>
<tr>
<td>Illegal Weapons Possession</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes by Prejudice</td>
<td>0</td>
</tr>
<tr>
<td>Larceny Theft</td>
<td>1- on campus</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>0</td>
</tr>
<tr>
<td>Intimidation</td>
<td>0</td>
</tr>
<tr>
<td>Destruction, damage, or vandalism of property</td>
<td>0</td>
</tr>
</tbody>
</table>

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

**School Policies regarding Student and Campus Safety and Privacy**

Listed below are select policies taken from the Elizabeth Grady School 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.

ELIZABETH GRADY 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

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 St., Suite 201
Quincy, MA, 02169
Phone: 617-328-0639
www.adcare.com

Adcare Hospital Outpatient- North Dartmouth
88 Faunce Corner Rd
N. Dartmouth, MA 02747
Phone: 508-999-1102
**Adcare Hospital Outpatient- Warwick**
400 Bald Hill Rd
Warwick, RI 02886
Phone: 401-732-1500
[www.adcare.com](http://www.adcare.com)

**Adcare Hospital Outpatient- West Springfield**
117 Park Avenue
West Springfield, MA 01089
Phone: 413-209-3124
[www.adcare.com](http://www.adcare.com)

**Adcare Hospital – Worcester**
The New England Center for Alcohol and Drug Care
107 Lincoln St.
Worcester, MA 01605
24 Hour helpline: 1-800-252-6465
General Information: 1-800-345-3552
[www.addictionresourceguide.com/listings/adcare.html](http://www.addictionresourceguide.com/listings/adcare.html)
[www.adcare.com](http://www.adcare.com)

**Alanon/Alateen- Westborough**
Phone: 508-366-0556
[www.ma-al-anon-alateen.org](http://www.ma-al-anon-alateen.org)

**Alanon/Alateen- Cape Cod**
Phone: 508-394-4555
[www.ma-al-anon-alateen.org](http://www.ma-al-anon-alateen.org)

**Baldpate Hospital – Georgetown**
Alcoholism and Drug Dependency- Detox Care
Phone: 978-352-2131
[www.ma-al-anon-alateen.org](http://www.ma-al-anon-alateen.org)

**Keystone Hall**
General information for New Hampshire: Alcohol and Drugs
Phone: 603-881-4848
[www.keystonehall.org](http://www.keystonehall.org)

**McLean Hospital – Belmont**
Alcohol and Drug Counseling, Rehabilitation, and Family Support Services
Phone: 800-333-0338
[www.mclean.harvard.edu](http://www.mclean.harvard.edu)

**Massachusetts General Hospital- West End Clinic Addition Treatment Services**
Phone: 617-724-7792
[http://www.massgeneral.org/psychiatry/services/west_end_home.aspx](http://www.massgeneral.org/psychiatry/services/west_end_home.aspx)

**ANGER MANAGEMENT**
**Samaritans Statewide Hotline**
Phone: 1-877-870-HOPE
1-877-870-4673
[www.samaritanshope.org](http://www.samaritanshope.org)
FAMILY PLANNING/PREGNANCY/STD PREVENTION

AIDS Action Committee  
75 Armory Street  
Boston, MA 02119  
Phone: 617-437-6200  
www.aac.org

Planned Parenthood League of Massachusetts  
Phone: 1-800-230-PLAN  
1-800-230-7526  
www.plannedparenthood.org/ma

Daybreak Crisis Pregnancy Center  
101 Tremont Street, Suite 514  
Boston, MA 02108  
Phone: 617-742-9170  
www.bostonpregnancytests.com

Single Mothers by Choice  
www.singlemothersbychoice.org/about

CRISIS AND SUPPORT NUMBERS

Boston Area Rape Crisis Center  
99 Bishop Allen Drive  
Cambridge, MA 02139  
Additional sites in Boston, Chelsea  
Hotline: (800) 841-8371  
www.barcc.org

Voices Against Violence  
300 Howard Street (SMOC)  
Framingham, MA 01702  
Phone: 1-800-593-1125  
www.smoc.org/voices-against-violence.php

YWCA of Greater Lawrence  
38 Lawrence Street  
Lawrence, MA 01840  
Phone: 1-877-509-9922  
www.ywcalawrence.org

YWCA North Shore Rape Crisis Center  
20 Central Avenue, Suite 510  
Lynn, MA. 01901  
Phone: 1-800-922-8772  
www.nsrcc.org
Center for Hope and Healing  
(formerly Rape Crisis Services of Greater Lowell)  
144 Merrimack Street, Suite 304  
Lowell, MA 01852  
Phone: 1-800-542-5212  
www.centerforhopehealing.org

New Hope  
140 Park Street  
Attleboro, MA 02703  
Phone: 508-588-8255  
www.new-hope.org/sexual-assault

A New Day/Health Imperatives  
942 West Chestnut Street  
Brockton, MA 02301  
Phone: 1-508-588-583-2250  
www.healthimperatives.org/aneaniday/new-day

SUICIDE PREVENTION

National Suicide Prevention Lifeline  
Phone: 1-800-2723-TALK  
1-800-273-8255  
www.suicidepreventionlifeline.org

VIOLENCE PREVENTION

Violence Intervention & Prevention Initiative  
1010 Massachusetts Ave,  
2nd Floor  
Boston, MA 02118  
Phone: 1-617-534-2304  
Email:violenceprevention@bphc.org  
http://www.bphc.org/Pages/Home.aspx

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: 1-866-FOR-LIGHT  
1-866-367-5444  
www.healthyplace.com/Communities/Abuse/holli/survivor_resources.htm

Portal To Hope – Local Domestic Violence Support  
Deb Fallon  
(781) 338-7678

RESPOND– Local Domestic Violence Support

Elizabeth Grady School of Esthetics and Massage Therapy  
2015 Campus Safety Report
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
Newton, MA 02460
Phone: 1-617-558-1881
www.medainc.org

Walden Behavioral Care
9 Hope Avenue, Suite 500
Waltham, MA 02453-2711
Phone: 1-781-647-6700
www.waldenbehavioralcare.com

GAY AND LESBIAN ORGANIZATIONS

Umass Memorial Gay, Lesbian, Bisexual, Transgendered and Straight Alliance
Phone: 1-800-322-5327
www.umassmed.edu/eap/glbt_resources

The Trevor Helpline:
Phone: 1-866-4-U-TREVOR
1-866-488-7386
www.thetrevorproject.org/

GENERAL MENTAL HEALTH SUPPORT & TREATMENT

McLean Hospital – Belmont: Sexual Abuse, Eating Disorders, Depression, Anxiety, Alcohol and Drug Support Services
Alcohol and Drug Counseling, Rehabilitation, and Family Support Services
Phone: 800-333-0338
www.mclean.harvard.edu

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
SCHOOL EVACUATION PROCEDURES
In case of fire or emergency requiring evacuation of the building, the following procedure should be followed. School evacuation procedures are reviewed during orientation and students are made aware of the nearest stairwell doors. Additionally, maps are posted in each classroom identifying their locations.
   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.

ELIZABETH GRADY INTERNET 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.

**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 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](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 Elizabeth Grady School website [www.elizabethgrady.edu](http://www.elizabethgrady.edu).
The decision to cancel night programs are determined no later than 4:00 p.m. and are posted on the above websites and Channel 25.