

ELIZABETH GRADY

ESTHETICS  
PROGRAM POLICY  
HANDBOOK

2018-19

# 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 esthetician. We are committed to 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  
Melissa Sandberg, Financial Aid Director  
Angela Young, Admissions  
Marc Pistone, Administrator  
John P. Walsh, President

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# ELIZABETH GRADY

SCHOOL OF ESTHETICS AND MASSAGE THERAPY

## ELIZABETH GRADY SCHOOL OF ESTHETICS PROGRAM POLICY HANDBOOK

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## **Student Conduct**

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1. Interaction and communication with school administration, faculty, and student body shall be **mature, professional, and courteous** at all times. Profane language, inappropriate conversation, and rude behavior are strictly prohibited.
2. **Respect of others and their belongings is expected.** Vandalism or theft of school or others' 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. **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.
11. **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.

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

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

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

15. **All concerns regarding a student's education** including, but not limited to: attendance, academics, financial aid, 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 in the case of a minor student and parent or guardian.

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

17. 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.

18. **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 space.

### **CELL PHONE USAGE**

To ensure the privacy of our students, faculty, staff, and clients, cell phone use is prohibited in the classrooms, bathrooms, and hallways during scheduled class time, clinic, and makeup hours unless otherwise authorized by an instructor. Use of cell phones is allowed before and after school, during breaks, and during lunch. Text messaging or emailing is not allowed during class time. An instructor or staff member reserves the right to remove any personal electronic devices that cause an interruption, distraction, and/or invade the privacy of others.

In extenuating circumstances (i.e. sick family member or child, important and necessary phone call, etc.), a student shall communicate with her/his instructor prior to class start her/his need to keep phone on and in her/his possession. The school does not provide a telephone for student use. In an emergency whereby a student must be reached by an outside party, the party may phone the school at 781-960-0110, 781-960-0123, or 781-960-0120. The school will not verify to any outside party a student's status or verify whether or not they are in attendance without written permission by the student unless a student's health and safety are in question. Please inform friends and family members of this policy.

## **ATTENDANCE/HOURS**

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. 7-11). 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. A detailed review for the Massachusetts state board examination is conducted for the students during the last two weeks of esthetic programs. 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.

### **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 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.

### **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 consistently 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:

- o Written Test Grades
- o Assigned Project Grades
- o Assigned Homework
- o Hands-on Skills Assessment
- o 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>
Esthetics- 300 Hours	150	300
Esthetics- 600 Hours	300	600



## **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 ESTHETICS/ 600 HOURS**

**MAXIMUM TIME:** The maximum time a student has to complete this program is 22.2 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 33.3 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 55.5 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 11.1 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 16.65 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 27.75 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.

### **APPEARANCE/HYGIENE**

#### **1. Uniforms- Female Students**

**Students are required to wear the Elizabeth Grady uniform supplied and white stockings or socks.** 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 T-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 the lab coat, black or khaki pants should be worn with a black, white, or gray 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 T-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 to 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 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 outlined in this form.** Instructors will perform **regular grooming checks to ensure adherence to this policy.** Instructors will request any student not in full uniform to excuse himself/herself and return as directed. Any time missed will be required to be made up.

## **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 from attending graduation, or be dismissed from the program. The Elizabeth Grady School reserves the right to take any necessary measures to ensure the maintenance of a professional environment.

### **STUDENT FINANCIAL POLICY (*Financial Aid is available to those who qualify.*)**

1. **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 and sign disbursement documents, and other miscellaneous forms. The student may be unable to attend classes until payment is made. The student is responsible for making up any time missed.
2. At the midpoint of the student's respective program, the student must have paid a minimum of 50% of tuition and program costs. Failure to do so may result in dismissal from the program.
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 cash, money order, certified check, or credit card.** Graduation materials will not be awarded until final payment has cleared unless other arrangements have been made.
5. **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 to receive all graduation materials.

### **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 the building.

## **WINTER STORM CLOSINGS**

We are aware 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 online at [elizabethgrady.edu](http://elizabethgrady.edu) on the Google Calendar under “Prospective Students”. The 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). 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.

## **Student Complaints and Grievances**

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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 who 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 to 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](mailto:cathy.tool@elizabethgrady.com) or by telephone at 781-960-0123, and, in writing, explain their concern. 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, at 1000 Washington Street, Boston, MA, 02118, or by calling 617-727-9940.

### **Internet and Social Networking**

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The Elizabeth Grady School recognizes that Social Networking (such as personal websites, blogs, Facebook, Instagram, Twitter, Snapchat, online group discussions, text messaging, message boards, chat rooms, resale sites, 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 serve the needs of our educational institution and our students, clients, 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, Clients, 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.
- Students who use social media or internet communication to defame the institution or bully another student is strictly prohibited and grounds for immediate dismissal.



## ELIZABETH GRADY 2018-19 School Holiday Schedule

August 29 <sup>th</sup> , 30 <sup>th</sup> , 31 <sup>st</sup> , September 1 <sup>st</sup> and 3 <sup>rd</sup> (August 29 and 30 Teacher Development Seminar)	Labor Day
Saturday and Monday October 6 <sup>th</sup> and 8 <sup>th</sup> October 5 <sup>th</sup> early dismissal @12:00 noon	Columbus Day
Wednesday October 17 <sup>h</sup> ½ day, 9-12/no afternoon classes Evening classes as scheduled	Teacher's In-service Day
Wednesday November 14 <sup>th</sup> ½ day, 9-12/no afternoon classes Evening classes as scheduled	Teacher's In-service Day
Thursday, Friday, and Saturday November 22 <sup>nd</sup> , 23 <sup>rd</sup> , and 24 <sup>th</sup> November 21 <sup>st</sup> early dismissal @12:00 noon No evening classes	Thanksgiving
Wednesday December 12 <sup>th</sup> ½ day, 9-12/no afternoon classes Evening classes as scheduled	Teacher's In-service Day
Monday, December 24 <sup>th</sup> through Wednesday, January 2, 2019	Christmas/Winter Break
Wednesday January 9 <sup>th</sup> ½ day, 9-12/no afternoon classes Evening classes as scheduled	Teacher's In-service Day
Monday January 21 <sup>st</sup>	Martin Luther King Day
Wednesday February 13 <sup>th</sup> ½ day, 9-12/no afternoon classes Evening classes as scheduled	Teacher's In-service Day
Saturday and Monday February 16 <sup>th</sup> and 18 <sup>th</sup>	President's Day
9:30-1:30 Esthetics and Massage Programs Only- February 19 <sup>th</sup> -22 <sup>nd</sup>	Feb. Public School Vacation Week
Wednesday March 13 <sup>th</sup> ½ day, 9-12/no afternoon classes Evening classes as scheduled	Teacher's In-service Day
Wednesday April 10 <sup>th</sup> ½ day, 9-12/no afternoon classes Evening classes as scheduled	Teacher's In-service Day
Saturday April 13 <sup>th</sup> and Monday April 15 <sup>th</sup>	Patriot's Day
9:30-1:30 Esthetics and Massage Programs Only- April 16 <sup>th</sup> -19 <sup>h</sup>	April Public School Vacation Week
Wednesday May 8 <sup>th</sup> ½ day, 9-12/no afternoon classes Evening classes as scheduled	Teacher's In-service Day
Saturday and Monday May 25 <sup>th</sup> and 27 <sup>th</sup> (early dismissal on Friday May 24 <sup>th</sup> No afternoon classes)	Memorial Day

Wednesday June 12 <sup>th</sup> ½ day, 9-12/no afternoon classes Evening classes as scheduled	Teacher's In-service Day
Wednesday, Thursday, Friday, & Saturday July 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup>	Summer Holiday/4 <sup>th</sup> of July
Wednesday July 17 <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 28 <sup>th</sup> , 29 <sup>th</sup> , 30 <sup>th</sup> , 31 <sup>st</sup> , September 2 <sup>nd</sup> (August 28 and 29 Teacher Development Seminar)	Labor Day
Saturday and Monday October 12 <sup>th</sup> and 14 <sup>th</sup> October 11 <sup>th</sup> early dismissal @12:00 noon	Columbus Day
Wednesday October 16 <sup>th</sup> ½ day, 9-12/no afternoon classes Evening classes as scheduled	Teacher's In-service Day
Monday, November 11 <sup>th</sup>	Veteran's Day
Wednesday November 13 <sup>th</sup> ½ day, 9-12/no afternoon classes Evening classes as scheduled	Teacher's In-service Day
Thursday, Friday, and Saturday November 28 <sup>th</sup> , 29 <sup>th</sup> , and 30 <sup>th</sup> November 27 <sup>th</sup> -early dismissal @12:00 noon No evening classes	Thanksgiving
Wednesday December 11 <sup>th</sup> ½ day, 9-12/no afternoon classes Evening classes as scheduled	Teacher's In-service Day
Monday, December 23 <sup>rd</sup> through Wednesday, January 1, 2020	Christmas/Winter Break

### 2018 Esthetician Program Schedule

600 Hour Day Esthetics Program Monday through Friday, 9:00-4:00 p.m.	September 10, 2018- February 19, 2019
600 Hour Day Esthetics Program Monday through Friday, 9:30-1:30 p.m.	October 1, 2018- June 7, 2019
600 Hour Evening and Saturday Esthetics Program Mon. & Tues. 6:30 p.m. - 9:30 p.m. and Saturday, 9:00 a.m. - 3:30 p.m.	October 22, 2018- November 23, 2019

### 2018 Massage Therapy Program Schedule

650 Hour Day Massage Therapy Program Monday through Friday, 9:00-4:00 p.m.	September 10, 2018- March 1, 2019
750 Hour Day Massage Therapy Program Monday through Friday, 9:00-4:00 p.m.	September 10, 2018- March 26, 2019
750 Hour Day Massage Therapy Program Monday through Friday, 9:30-1:30 p.m.	October 22, 2018- August 23, 2019
650 Hour Evening & Saturday Massage Therapy Program Mon., Tues. & Wed. 6:30 p.m. - 9:30 p.m. and Saturday, 9:00 a.m. - 3:30 p.m.	October 15, 2018- September 17, 2019

# ELIZABETH GRADY

SCHOOL OF ESTHETICS AND MASSAGE THERAPY

*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 during the scheduled orientation session I attended.*

*By affixing my signature below, I fully understand the Elizabeth Grady Esthetics Program Policies and Procedures, pages 1-19, revised 06/1/2018.*

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

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

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

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