# 2022–2023
# Student Policies and Code of Conduct

## YOGA VEDA INSTITUTE

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# Introduction Section

**Yoga Veda Institute Directory**

### Administration

| | |
|---|---|
| Andy Betancourt | Co-Founder, Program Director |
| Jacquelyn Richard | Co-Founder, Head of Admissions |
| Brittany Woodward | Dean of Education |
| Elanie Beckett | Student Services & Support |

### Faculty

| | |
|---|---|
| Karta Purkh Singh Khalsa | Ayurvedic Teacher |
| Dr. Abdurahaman Poilan | Ayurvedic Teacher |
| Dr. Shreejan Sita | Yoga Chikitsa |
| Dr. Scott Roos | Sanskrit & Yogic Studies |
| Terra Raffael | Women's Health |
| Kaya Mindlin | Ayurvedic Nutrition |
| Kate O'Donnell | Ayurvedic Nutrition |
| Amy Uma Thompson | Prenatal & Natal |
| Andy Betancourt | Vedic Studies |
| Sacred Window Studies | Postnatal Ayurveda |

# Identification Section

**Vision Statement**

Our Vision is to change the face of medicine by educating a global community in a complete system of mind-body medicine that is unlike any other in the world.

**Mission Statement**

Yoga Veda's mission is to bring quality Ayurvedic Medicine & Yoga Therapy education to our global community regardless of financial ability.

**Identifying Information Pertinent to the School**

Yoga Veda Institute is registered as a religious-exempt educational institution by the Florida Department of Education.

### Notice of Nondiscriminatory Policy

Yoga Veda Institute admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and other school-administered programs.

## Procedures Section

### Admissions

The procedures for admission to Yoga Veda Institute are:

- Complete and submit program application form.
- Complete and submit scholarship application form, if desired.
- If approved for program enrollment, submit payment (if paying monthly, first month payment to be submitted).
- Once admission is completed the student is granted access to our online Student Portal and welcome to begin the pre-recorded Foundation modules. Once the next trimester begins, the student is welcome to begin live classes.

If providing proof of completed prerequisites or requesting to apply for transfer of credits, official transcripts must be submitted to Yoga Veda Institute, along with course description(s) and detailed course syllabi including the scope and sequence of the content taught.

### Conferences

A teacher conference may be initiated by either the student or the teacher at any time to discuss the progress of the student or when an apparent problem or misunderstanding develops.

Appointments must be arranged in advance with the teacher. Please do not go directly to the teacher before or after class to meet with the teacher. Each teacher has duties, activities, and official functions at these times that are important to fulfill.

When an apparent problem develops, it is a practice for both students and teachers to refrain from making judgments until after a conference or other personal contact has been concluded.

### Curriculum

Yoga Veda Institute has the right to change the curriculum within any program at any time to maintain compliance with the National Ayurvedic Medical Association (NAMA) or any other national/international entity to which these programs are based upon for certification. These changes may reflect additional fees in tuition. Any changes made to the curriculum of the program or additional tuition fees will not apply to, nor affect the student's stated program at the time of their enrollment.

### Homework

Schoolwork classified as "homework" is unfinished classwork, extra drill and practice, and student reflections, which the teacher deems necessary or long-term assignments.

## Attendance

The requirements of this training program comply with the National Ayurvedic Medical Association Standards. Upon successful completion of all program requirements, you will receive a graduation certificate of completion from Yoga Veda Institute verifying your program completion.

Yoga Veda Institute will schedule a minimum of 24 live hours of instruction each module taught within the program. (This figure is subject to any changes.) Opening and closing dates vary slightly each year in order to accommodate the full hours of instruction, holidays, teacher in-service days. (See the current school calendar for exact dates.)

Students are required to be on time with required materials and equipment needed for scheduled classes.

Students are required to attend all classes to receive certification. A limited number of classes that are missed may be viewed via recording.

Students are required to actively participate in all scheduled hours of the course including, but not limited to, classroom, practicum, home-study, and mentorship. Failure to do so, may result in non-completion of this program.

Graduation from our program requires student's attendance at all class sessions and completion of all assignments, including required hours. Any absence must be approved in advance by Student Services. For those limited classes missed, we will provide recordings of the classes at the price of tuition. In the case that a student misses course hours over maximum hours allowed by school, even with acceptable reasons and advanced notices, we may decide that the student needs to retake the course to complete training hours as required.

## Lifestyle Expectations

### Student Conduct

Students are expected to conduct themselves in a manner that is honoring themselves, their peers, and the school. This expectation applies to the time that students are in class and at school activities as well as the time they are away from school. Expectations for conduct in particular areas are as stated in each category below:

Cheerful obedience to authority and to school regulations.

Responsibility in doing assigned tasks.

Cooperation with others in working or playing.

Courtesy toward teachers and other students, in working or playing.

Cleanliness in person and property.

Honesty in work and life.

Respect for property, both school property and the property of others.

Promptness in attendance and completing assignments.

Moral conduct in recreation, social relationships, and language.

## Student Discipline

Disciplinary actions may be imposed upon any student found to be in violation of the Student Code of Conduct or if it is determined that a student has not acted in the best interest of other students, employees, the program/training, or Yoga Veda Institute as a whole.

Such disciplinary actions shall include but are not limited to the actions stated in this Policy below. Yoga Veda Institute shall determine the appropriate disciplinary action(s) based on the type and severity of behavior or violation committed. It is not required for the Institute to follow the listed disciplinary actions in any order or sequence.

**Types of Disciplinary Actions:**

1) **Warning:** A written or verbal notice to the student that his/her behavior is unacceptable, that he/she has violated the Student Code of Conduct and/or that any future violations will be subject to further disciplinary action.

2) **Probation:** A period of time during which the privilege of continuing as a student is conditioned upon the student meeting certain requirements. The conditions may include, but are not limited to required assignments or actions by the student, and/or an acknowledgment by the student that any additional violations of the Student Code of Conduct may result in additional discipline.

3) **Suspension:** Separation of the student from a class, program, activity, event, for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. For example: we may ask a student to leave a particular program with the understanding that after a period we may allow them to return and complete the course.

4) **Expulsion:** Permanent separation of the student from student status from a class, program, activity, event. The person is flagged in the registration system and cannot come back to participate in either certain types of programs, or any program at all (depending on the situation).

5) **Interim Action:** While a disciplinary decision is pending, YVI Administration may immediately impose interim action(s) in the event that a student's continued presence in a class, program, activity or event, poses a significant danger to themselves or others, and/or there is reasonable cause to believe that such interim action is required to protect lives or property or to ensure the maintenance of order. In imposing interim action, the administration will give consideration to potential consequences of the action imposed, such as the student's inability to attend classes. The administration may allow for alternative means for the student to fulfill the obligations and requirements of the course. A student may request review of an interim action while it remains in effect by submitting a written request to the Office of the Director. The Director will review the request and determine if the interim action will be upheld, modified or

terminated. The decision of the Director will be final, and the interim action process will be separate and distinct from the investigation and discipline procedure.

**Additional Sanctions**: In addition to or in conjunction with the disciplinary actions listed above, the following non-exhaustive list of sanctions may be imposed by the Institute as part of an interim action or disciplinary action: mandatory training, hold on student records, academic or personal counseling, restitution and fines, required administrative meetings, medical certification/evaluation, execution of a behavioral agreement, modifications to the student schedule, issuance of a no-contact order in relation to another individual, mandatory project or assignment (i.e. writing assignment), emergency suspension, ban from all participation and/or activities.

In addition, if there is a complaint filed against a teacher or staff member, YVI will investigate and take actions as needed.

**Procedures for Filing and Review of a Student Disciplinary Complaint:** Complaints against a student for violating the Code of Conduct shall be filed and will be reviewed in accordance with the Student Disciplinary Action Operating Procedure, as follows.

- Formal complaints must be submitted to Admin@yogavedainstitute.com in writing, including a detailed description of the complaint with supporting documentation. Complainants' full name and contact information is required.
- Yoga Veda Institute will not take any action on anonymous complaints.
- Yoga Veda Institute holds all grievances as confidential and will not make public formal complaints in any form relating to any grievance.
- When a written complaint is received, Yoga Veda Institute will acknowledge receipt of the complaint within ten (10) business days. The complaint will then be reviewed by our school administration within forty-five (45) days. If additional information is required, it must be submitted within fifteen (15) days of this request. All decisions are final.

Yoga Veda Institute will not retaliate against any person for having reported or threatened to report harassment, discrimination, retaliation, or violations of our Code of Conduct or polices, or for participating in an investigation into any of the foregoing. Anyone who retaliates against a person will be subjected to disciplinary action, up to and including termination.

## Behavior

As the employee, teacher, assistant and student, the following is required in establishing and maintaining appropriate behavior and conduct:

- Maintaining professional boundaries.
- Not making or soliciting unwelcome advances or insinuations - physical, verbal, visual or in any other form - to other staff members, volunteers, students, or guests.
- Be aware, conscious, and watchful for sexualized and seductive behavior towards any students and staff and report, as necessary.

- Yoga Veda Institute specifically affirms that no students or staff member may engage in conduct or make comments which tend to create a hostile or unsafe environment.

Forms of unwelcome and unacceptable behavior, harassment and other conduct prohibited by this code of ethics include, but are not limited to:

- Sexually suggestive language or gestures, propositions, or requests for sexual favors.
- Unwanted physical contact of any nature, including touching, interference with an individual's normal work movement, or assault.
- Use of derogatory nicknames based on an individual's race, national origin, handicap, or age.
- Deliberate, frequent, and unwelcome ethnic jokes, cartoons or remarks about a person's age, race, sex, etc.
- Other conduct that creates an intimidating, offensive or hostile work environment, or otherwise interferes with a person's work performance, when motivated by consideration of race, sex, religion, age, etc.

If such incident arises, please report it to Admin@yogavedainstitute.com

### Hostile Environment

Yoga Veda Institute's policy is to provide its staff, volunteers, teachers and students with an environment that is free from hostile and offensive conduct. Yoga Veda Institute is committed to promoting and maintaining a pleasant and productive environment, and as such, each and every person conducting business for or with Yoga Veda Institute should be treated with dignity and respect. Therefore, any and all forms of conduct which enable or create a hostile environment are expressly prohibited.

Such prohibited conduct may include, but is not limited to the following:

- Discriminatory Conduct: Conduct based on a person's race, national origin, sex, age, physical or mental disability, medical condition, marital status, ancestry, religious affiliation, union affiliation, political affiliation, or sexual orientation.
- Verbal Conduct: Conduct such as disparaging remarks, slurs, jokes, innuendos, epithets, threatening, screaming, cursing, taunting, heckling, spreading rumors, and unwanted sexual advances, comments, or propositioning.
- Physical Conduct: Conduct such as gestures, leering, unwelcoming contact, pinching, patting, grabbing, blocking, or impeding movement, assault, or any action which physically interferes with or unnecessarily impinges upon an individual person's work, privacy, or movements.
- Visual Conduct: Conduct such as derogatory, sexually oriented, prejudicial, or otherwise generally offensive photographs, posters, objects, cartoons, drawings, graffiti, email, letters, or other writing.

## Health and Safety Issues

**POLICY STATEMENT**

The health and safety of all faculty, staff, students, and visitors shall be a principal consideration in the planning and conduct of all YVI activities and programs.

This broad policy requires that health and safety regulations of Federal, State, and local authorities, appropriate consensus standards of recognized organizations, and YVI specific policies are met. All students, all faculty, staff and students must comply with local, state and national laws at all times.

Purpose

To ensure a safe environment.

### Online Behavior, Safety, and Security

Defamation / Libel
No student, staff, or faculty member shall defame YVI on any platform or social media outlet. Any libel act will be just cause for expulsion or other disciplinary actions.

Any group formed on a social media platform directed towards YVI is not permitted in order to maintain the privacy of all students, faculty, and practices.

Student, faculty and staff's personal information is not to be exchanged unless express permissions are obtained.

Misrepresentation
No Student or other persons not currently employed or contracted by Yoga Veda Institute shall misrepresent YVI in any capacity, including but not limited to, employment of YVI.

### Emergency Closing of School

Whenever the school administrator deems it necessary, he/she will cancel school because of inclement weather or unforeseen emergencies. School closings will be broadcast through the student portal and via email.

### Health and Safety

No Student shall perform any unauthorized procedure, practice, medicinal therapy, or other act. Practicing medicine of any kind without a license or certification is unlawful and the Student will be held to the highest applicable law per Florida statutes.

## General and Miscellaneous Information

### *Office Hours*

The school office is open during the school year from 10:00 am to 4:00pm Eastern Standard Time, Monday through Thursday. The school office phone number is (321) 355-5862..

### *Transcripts*

All requests for transcripts should be sent in writing to Hello@yogavedainstitute.com. Transcripts will not be released if a Student has an outstanding balance due. Please contact Hello@yogavedainstitute.com for financial information and assistance.

### *Change of Email Address*

When students change email addresses during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact. If you change your email address during the course of the year, please contact the school office with this change information.

### *Conference Scheduling*

Appointments with the teacher must be arranged in advance. Each teacher has duties, activities, and official functions at these times that are important to fulfill. An appointment is the most courteous and necessary way to discuss your concerns.

### *Academic Calendar*

The Academic Calendar is found on our website.

### *School Closure Information*

If it becomes necessary for school to be closed, the first announcements of school closing will be placed on the Student Portal and notifications will be sent via email.

### *Who to Contact*

The following list tells who to call for assistance in the areas indicated. If you need assistance in an area that is not listed, call the main school office and ask to be directed to the appropriate person.

| **Question:** | **Contact:** |
|---|---|
| Attendance issues | Hello@yogavedainstitute.com |
| Homework concern | Homework@yogavedainstitute.com |
| General issues/questions | Hello@yogavedainstitute.com |
| Financial | Accounts@yogavedainstitute.com |

**Hold Harmless**

Student does hereby agree to, and does hereby hold Yoga Veda Institute harmless from any and all claims, causes of action, demands, suits, or other actions and attendant attorney fees and litigation costs which any person may pursue against Yoga Veda Institute arising out of said actions, practices, or negligence by the undersigned, which any said person may make or prosecute against Yoga Veda Institute by reason of any action or negligence on the part of or by the undersigned, his/her self, agents, or associates. This agreement should not be subject to technical defenses, it being understood that the purpose and intent of this agreement is to indemnify and hold Yoga Veda Institute harmless from any and all claims, of any person, as a result of negligent action of the programs as participated by the undersigned, his/her agents or associates.

Yoga Veda Institute and its teachers, staff, agents and associates will not be responsible for any personal injuries sustained or any pre-existing medical conditions triggered during the training, in or out of class.

By participating in this program, I certify that I have received, read and agree to Yoga Veda Institute School Policies and Code of Conduct. I acknowledge that my failure to abide by Yoga Veda Institute School Policies and Code of Conduct may result in my dismissal from Yoga Veda Institute.

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