



**300-Hour Teacher Training  
Certification Program Handbook  
As of 11/2023**

**Contents**

The 300-Hour Teacher Training Calendar and Weekend Hours ..... 2  
Schedule for 2024..... 2  
Tracking Your Participation ..... 3  
Enrollment Deadline ..... 3  
Entrance Requirements ..... 3  
Application Process ..... 3  
Tuition..... 4  
Accommodations for Out-of-town students..... 5  
Attendance Requirements and Assignments..... 5  
Make-up Options..... 6  
Copyrighted Materials ..... 6  
Graduation/Certification Requirements ..... 6  
Unsatisfactory Performance..... 6  
Graduation Certificates ..... 7  
Registration with Yoga Alliance..... 7  
Withdrawal from the Program..... 7  
Completing / Resuming Your Studies..... 7  
Cancellation of Module or Program..... 8  
Sunrise Yoga Studio’s Yoga Teacher Code of Conduct ..... 8  
Harassment Against Members of Protected Class ..... 9  
Sexual Harassment in the Workplace ..... 10  
Sexual Misconduct..... 10  
Romantic Relationships Between Teachers and Students ..... 10  
Grievance Policy..... 11  
Anti-Retaliation Policy..... 12  
Classroom Participation..... 13  
Rules for Student Conduct ..... 13  
Sunrise Yoga Studio Photo Release Form ..... 15  
Agreement for Non-Payment of Teaching and/or Assisting in Classes at Sunrise Yoga Studio, Inc. .... 16  
Acceptance of Handbook Agreement..... 17

## The 300-Hour Teacher Training Calendar and Weekend Hours

The 300-Hour Teacher Training curriculum is comprised of twelve unique weekend modules and four workshops that can be started at any time and completed in any order. Each of the twelve weekend modules covers a unique, required topic and is repeated every other year, allowing students flexibility in completing the program. The minimum amount of time to complete the program, and the most popular approach, is two years. The maximum allowable time to complete the program is four years.

In addition to twelve weekend modules offered at Sunrise Yoga, students are required to attend:

1. Workshops, hosted at Triad Yoga in Greensboro or via Zoom:
  - Elise Browning-Miller (4 hours, Yoga for Scoliosis)
  - Nicholai Bachman (12 hours, Sanskrit as the Language of Yoga)
2. Sunrise Yoga hosted workshops:
  - Cindy Dollar (Iyengar yoga – 10 hours, Friday - Sunday)
  - Guest Teacher (Mindfulness Meditation – 2 hours)

Again, students may take up to four years to complete these requirements although most are able to accomplish it within the first two years.

### Schedule for 2024

Jan 13	Mindfulness Meditation Workshop	you only need to take this once during the program
Mar 8-10	Module 7	
Mar 17	Mindfulness Meditation Workshop	you only need to take this once during the program
May 17-19	Module 8	
Jul 12-14	Module 9	
Aug 16-18	Module 10	
Oct 18-20	Module 11	
Nov 1-3	Cindy Dollar Workshop	you only need to take this once during the program
Dec 6-8	Module 12	
TBD	Nicolai Bachman Workshop – can either attend at Triad Yoga Institute in Greensboro or online directly with Nicolai	

### Typical hours for each Module hosted at Sunrise Yoga:

- Friday: 3:30 pm – 6:30 pm
- Saturday: 9:00 am – 5:00 pm (includes 1-hour lunch break)
- Sunday: 9:00 am – 5:00 pm (includes 1-hour lunch break)

## Hours for Workshops may vary. Typical hours are:

- Cindy Dollar Workshop: Friday 6-8 pm; Saturday 9:30-12:30 and 2-4 pm; Sunday 9:30-12:30
- Mindfulness Meditation Workshop: Saturday 1-3 pm or Sunday 3-5 pm
- Nicolai Bachman Workshop: Friday 6:30-9 pm; Saturday and Sunday 9:30-12 and 1:30-4 pm

## Tracking Your Participation

Upon acceptance, students receive spreadsheets for tracking required hours, and use the spreadsheet to record:

- Dates of attendance in Sunrise Yoga weekend modules, along with module number
- Dates of attendance in required outside workshops, along with payment receipt:
  - Elise Browning-Miller
  - Nicolai Bachman
- Observe/assist hours completed at Sunrise Yoga, initialed by the instructor for each class

## Enrollment Deadline

Because the curriculum calendar is cyclical, applications are accepted year-round and students can begin the program at any time.

## Entrance Requirements

- Successful completion of a 200-hour Yoga Alliance (YA) certified Teacher Training program from any YA accredited studio  
*Note: You do not need to be a registered teacher with Yoga Alliance but the program you attended needs to be YA registered*
- All abilities and ages (over 18) are welcome!
- Ability to do certain poses or practice at an advanced level is NOT required
- You do NOT need to be planning a teaching career! Those who simply want to learn on a deeper level are encouraged to attend even if they do not plan to teach.
- Personal interview with Valerie Kiser, Director of the Teacher Training program (Valerie's current Sunrise Yoga students are exempt).
- Attendance in at least one class with Valerie or a Teacher Training Open House at Sunrise Yoga Studio (Valerie's current Sunrise Yoga students are exempt).

## Application Process

The application process is comprised of the following steps:

1. Complete the above-stated attendance requirement - attend at least one class with Valerie and/or a Teacher Training Open House (Valerie's current Sunrise Yoga students are exempt).
2. Submit your application along with a non-refundable \$25 application fee.

- Schedule a personal interview with Valerie. Current Sunrise Yoga students are exempt. Following your interview, you will be notified within 2 days of your acceptance status.

## Tuition

**Tuition is paid on a pay-as-you-go basis and is due when you register for each of the twelve weekend modules and workshops.** Total tuition costs are estimated as follows based on Sunrise Yoga pricing for the 2024 curriculum year and the estimated cost to attend outside workshops:

Non-refundable Application Fee	\$25
Weekend Module # (early bird – late registration)	
1	\$225 - \$250
2	\$225 - \$250
3	\$225 - \$250
4	\$225 - \$250
5	\$225 - \$250
6	\$225 - \$250
7	\$225 - \$250
8	\$225 - \$250
9	\$225 - \$250
10	\$225 - \$250
11	\$225 - \$250
12	\$225 - \$250
Additional workshops	
Cindy Dollar	\$225 - \$250
Mindfulness Meditation	\$40 - 50
Elise Browning Miller	\$130
Nicolai Bachman	\$200 - \$225
<b>Estimated Total</b>	<b>\$3,295 - \$3,655</b>

\* Sunrise Yoga makes every effort to maintain stable pricing; however, we reserve the right to increase pricing at our discretion. Early bird discounts, available for most workshops hosted at Sunrise Yoga, provide the most economical option. Price and refund policy for outside workshops are determined by the workshop host and subject to change at their discretion.

Once received, tuition payments to Sunrise Yoga are non-refundable; however, if you register for a weekend module and then are unable to attend, your payment will be applied to registration for a future TT module at Sunrise Yoga. There are no refunds, credits, or transfers to something other than a future TT module.

### Tuition includes:

- The module or workshop
- Recorded videos of lectures by the lead instructor.
- Individual guidance from Valerie outside of TT weekends.

- Opportunities to observe/assist in as many classes as you wish at Sunrise Yoga Studio while enrolled in the Teacher Training program, free of charge (contingent on teacher approval) above the hours required for this program.

#### **Tuition does not include:**

- Books. Upon enrollment in the individual weekend modules, students receive notification of required reading for that module. Every effort is made to select books that are readily available, modestly priced, and the most essential to your studies. Cost of books will vary based on the format and retail provider you select. Unless otherwise specified, any version of these books is acceptable (any publication date; paperback / hardback / new / used / electronic.) Please budget \$10-20 per module when planning your participation. We may have books available for loan from prior participants.
  - Books to have throughout the program:
    - Trail Guide to the Body: A hands on guide to locating muscles, bones, and more (buy the most current edition) by Andrew Biel
    - Any translation of the Yoga Sutras
    - Light on Yoga by B.K.S. Iyengar
    - Yoga: The Iyengar Way by Silva Mehta, Mira Mehta, & Shyam Mehta
- Props for home practice. You will need at least 3 yoga blankets, 2 blocks, one 8' or longer yoga belt, yoga mat, sturdy armless chair; recommended bolster.

Cash, check, American Express, Discover, MasterCard, and Visa (credit or debit); Venmo and Stripe are acceptable forms of payment at Sunrise Yoga Studio.

#### **Accommodations for Out-of-town students**

Several Sunrise Yoga Studio students offer accommodations in their homes to out-of-town Teacher Training students who are attending modules and workshops. There are four hotels within one mile as well as numerous restaurants. Please contact the studio for more information.

#### **Attendance Requirements and Assignments**

To meet Yoga Alliance standards for 300-hour teacher training certification and graduate from the Sunrise Yoga 300-hour TT program, all students must:

- Complete all hours of all twelve Modules within the four-year maximum period. Make-up Options are outlined below.
- Certification cannot be granted until all hours are completed.
- Attend all required Workshops within the four-year maximum period and provide documentation of successful completion to program director Valerie Kiser.
- Observe / assist during fifteen hours of Sunrise Yoga's regularly scheduled classes within the four-year maximum period (Level 2 or above or a specialty class preferred) outside of the TT weekends. Observe/assist hours must be planned and approved in advance by Valerie and the instructors to be observed.
- Complete additional assignments as given during the program (watched recorded lectures, taking tests, reading, preparing for practice teaching, creating lesson plans, etc.).
- Sustain a regular yoga practice. To be a good teacher, you need to be a good student and therefore are expected to attend classes outside the TT weekends and practice at home.

## Make-up Options

If you anticipate missing any class time, please discuss this with Valerie in advance of the absence, if possible. Note: There is no tuition adjustment or refunds for missed hours.

Two options are available for making up missed hours:

1. Make up the module, or module hours, when it cycles back on the 300-hour teacher-training calendar. Reminder: Modules are repeated on a two-year cycle; all hours must be completed within a maximum four-year period.
2. Make up the hours via private modules with Valerie Kiser at her then-current rate for private sessions.
3. There may be the option of one weekend per year that is a make-up weekend. Additional fees will apply.

## Copyrighted Materials

- All material distributed to Sunrise Yoga TT students is copyrighted and may not be photocopied or shared electronically without explicit written consent from Sunrise Yoga Studio, Inc.

## Graduation/Certification Requirements

- Completion of this program and credit for class hours is based on a pass/fail system - graduation/certification is *not* guaranteed.
- If a student feels they cannot complete the program due to medical reasons or personal problems, they should meet with Valerie. Appropriate choices can be made through that discussion.
- Students must maintain a passing status assessed through attendance, class participation, completion of homework assignments, ability to lead classes they are assigned to teach, and completion of other class assignments.
- Students must pass all tests, complete all assignments satisfactorily, pay all fees, and complete all weekend hours including required outside workshops to graduate.
- Successfully complete the following final exam requirements:
  1. Teach a complimentary 1.5-hour Level 2 class at Sunrise Yoga with Valerie present. Class schedule and content must be coordinated and approved in advance.
  2. Complete written final exams (take-home and in-studio portions) for Valerie's review.

Note: Successful completion of the program is not a guarantee of employment as a yoga teacher.

## Unsatisfactory Performance

- If progress is not satisfactory at any point during the training, the student will be notified to schedule a meeting with Valerie to discuss ways to improve performance and complete past requirements. Valerie reserves the right to dismiss a student from the program if it is deemed that performance has not improved.
- All meetings reflecting a student's participation in the program will be documented and will include the decisions and/or conditions of continued participation in the program.
- A student may be dismissed for excessive absences, tardiness, lack of class participation, incomplete homework assignments, being disruptive to the learning of others, being deemed unable to execute the responsibilities of a

yoga instructor or being in violation of the rules and regulations of the school as set forth in school publications. Valerie will make the final decision.

- A student who fails to maintain satisfactory progress, or who violates safety regulations, interferes with other students' work, is disruptive, obscene, under the influence of alcohol or drugs, or who does not make timely tuition payments, is subject to immediate dismissal.
- There are no refunds for any payments made when a student is dismissed from the program.
- Certification will not occur if the student:
  - Fails to demonstrate safe instruction skills
  - Fails to demonstrate understanding of the material presented
  - Fails to complete required hours and other assignment requirements
  - Violates the Code of Ethics (please see that separate document)
  - Has been dismissed from the program
  - Has not paid in full by completion of the program

## Graduation Certificates

Upon completion of the program, each student will receive a Sunrise Yoga Teacher Training Certificate. Your diploma will entitle you to register with Yoga Alliance at the 500-hour level.

If needed, replacement certificates may be obtained via written request to Valerie for a \$25 fee.

## Registration with Yoga Alliance

Sunrise Yoga is a Registered Yoga School (RYS) through the Yoga Alliance. Because 300-hour graduates will have completed both a 200-hour program as an entrance requirement, and the 300-hour curriculum, they are eligible to register with Yoga Alliance as a RYT-500 (Registered Yoga Teacher at the 500-hour level). Yoga Alliance Registration is a valued and recognizable credential; however, registration is optional and is done solely at the student's discretion. The application process and all associated paperwork and fees are the responsibility of the graduate.

## Withdrawal from the Program

Please notify Valerie Kiser via email should you decide to discontinue your participation in the 300-hour teacher-training program. Since individual weekend modules are purchased separately, there are no refunds in the event a student decides to withdraw. Application fees are non-refundable.

## Completing / Resuming Your Studies

Students who exit the program and wish to resume their studies later may do so without penalty if all course requirements are satisfied within the maximum four-year period. Students who cannot complete their studies within the four-year period will not receive credit for any previously attended module; they will be required to start over.

## Cancellation of Module or Program

Sunrise Yoga reserves the right to cancel or postpone a weekend module if the number of students enrolling in that module is insufficient. Such a cancellation will entitle the student to a full refund of tuition paid for that module.

Sunrise Yoga also reserves the right to cancel the program in the unlikely event enrollment is insufficient to sustain it, or if other circumstances necessitate cancellation. In that event, Sunrise Yoga will do all possible to arrange for completed hours to transfer to an alternate Yoga Alliance-registered 300-hour program.

## Sunrise Yoga Studio's Yoga Teacher Code of Conduct

As a yoga teacher, I recognize that it is my responsibility and privilege to support the physical, mental, and spiritual welfare of my students and to uphold the dignity and integrity of the yoga teachings. I believe that it is the responsibility of the yoga teacher to ensure a safe and protected environment in which a student can grow physically, mentally, and spiritually. Therefore, I agree to abide by the following ethical code:

### Relationships with Students

- I will avoid discriminating against or refusing help to all persons on the basis of race, gender, sexual orientation, religion, or national origin.
- I will make only realistic statements regarding the benefits of yoga.
- I will show sensitive regard for the moral, social, and religious standards and beliefs of my students.
- I will avoid exploiting trust and dependency of students. I will avoid dual relationships with students (e.g., business, close personal, or sexual relationships) that could impair our professional judgment, compromise the integrity of our instruction, and/or use the relationship for our own gain.
- I do not engage in harassment, abusive words or actions, or exploitative coercion of students or former students.
- I will not attempt to diagnose a student's physical or psychological condition, prescribe a treatment, or suggest or approve of going against a physician's advice. I will refer students to the appropriate professional when needed.

### Sexual Ethics and Conduct

- All forms of sexual behavior with students is unethical, even when a student invites or consents to such behavior. Sexual behavior is defined as, but not limited to, all forms of overt and covert seductive speech, gestures and behaviors as well as physical contact of a sexual nature.
- I will not enter into a sexual relationship with a student or client with whom I am actively working with in either private or group classes.
- I will refrain from establishing a sexual relationship with any student for a minimum of four months after that student has ceased working with me unless I seek consultation regarding entering such a relationship from a professional who can advise me on ethical standards of behavior.
- I will refrain from engaging in sexual or other harassment of current assistants, students, employees, or colleagues.

### Professional Practices

- I will stay abreast of new developments in the field of yoga through educational activities and study.



- I will not speak negatively about teachers, styles, and/or yoga traditions.
- I will manage my personal life in a healthful fashion and will seek appropriate assistance for my own personal problems or conflicts.
- I will dedicate my work to something greater than myself.
- I will use knowledge and professional associations for the benefit of the people I serve and not to secure unfair personal advantage.
- Fees and financial arrangements, as with all contractual matters, are always discussed without hesitation or equivocation at the onset and are established in a straightforward, professional manner.
- We conduct our fiscal affairs with due regard to recognized business and accounting procedures.

### **Advertising**

- I will offer only services that I am competent to provide. I will not exaggerate claims about yoga or my teachings.
- I will represent my training, qualifications, abilities, and affiliations accurately and unambiguously.

### **Confidentiality**

- All records kept on a student are stored and disposed of in a manner that assures security and confidentiality.
- I will treat all communication with a student as confidential.
- When consulting with other yoga teachers or working with teachers-in-training, I will only use the first names of students except in those situations where the identity of the student is necessary to the understanding of the case. It is my responsibility to convey the importance of this to the teacher or teacher-in-training.
- We do not disclose student confidences to anyone except as mandated by law; to prevent a clear and immediate danger to someone; in the course of a civil, criminal, or disciplinary action arising from the instruction where the teacher is the defendant; for purposes of supervision or consultation; or by previously obtained written permission.
- I will obtain written consent of students before audio and/or video tape recording or permitting third party observation of their sessions.
- When current or former students are referred to in a publication, while teaching, or in a public presentation, their identity is thoroughly disguised.

### **Personal Responsibility**

- I will dress and appear in an appropriate, modest, clean, and well-groomed manner to teach.
- I will be enthusiastic about the practice and teaching of yoga. I will embody the Yamas and Niyamas in my life and in my teachings. I will remember the divine connection of us all.

### **Harassment Against Members of Protected Class**

We do not permit managers, employees, teachers, independent contractors, students, or others in the workplace to harass any other person because of age, gender (including pregnancy), race, ethnicity, culture, national origin, religion, sexual orientation, disability, socioeconomic status, genetic information, or any other basis proscribed by law.

Harassment is unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that (i) denigrates or shows hostility or aversion toward the person because of the characteristic and which affects their employment opportunities or benefits; (ii) has the purpose or effect of unreasonably interfering with their work

performance; (iii) enduring the offensive conduct becomes a condition of continued employment; or (iv) has the purpose or effect of creating a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Harassment includes epithets, slurs, name calling, negative stereotyping, insults, intimidation, ridicule, threatening, intimidating or hostile acts, denigrating jokes, and display in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic. Petty slights, annoyances, and isolated minor incidents may not rise to the level of harassment.

## Sexual Harassment in the Workplace

We do not tolerate sexual harassment in our studio. Sexual harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
- d) such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include unwanted and unnecessary physical contact; offensive remarks (including unwelcome comments about appearance); obscene jokes or other inappropriate use of sexually offensive language; the display in the studio of sexually suggestive objects or pictures; and unwelcome sexual advances by teachers, students, customers, clients, or other visitors to a studio. Non-physical gesture, behavior, unnecessary physical contact, verbal suggestion, or innuendo may constitute sexual harassment.

## Sexual Misconduct

We prohibit sexual misconduct in our studio. Sexual misconduct is any unsolicited and unwelcome sexual advance including requests for sexual favors, sexual touching, and verbal, visual, or physical conduct that creates a sexually hostile environment in a yoga class or studio. Teachers may not use sexually suggestive language (including sexual jokes and degrading comments), gestures, movements, or images in their classes, in their studios, on their websites, or in their social media platform. Teachers should avoid making comments on their students' appearance that could be perceived as sexually oriented or suggesting an attraction. Teachers should avoid making comments that idealize or assume a specific body type or image. If a student tells a teacher that any behavior is unwelcome and the teacher repeats the behavior, it may be considered harassment.

## Romantic Relationships Between Teachers and Students

Teachers shall avoid getting into personal or sexual relationships with students that may result in the impairment of their professional judgment or that may compromise the integrity of their teaching. If a relationship begins to develop, the teacher should bring it to school management.

Yoga teachers are committed to maintaining impeccable standards of professional integrity and to promoting the physical, emotional, and spiritual well-being of their students. Teachers recognize the inherent imbalance of power in

the teacher-student relationship and recognize that romantic relationships with students have the potential of exploiting the trust of students, creating dependent relationships and compromising the integrity of the teacher.

Teachers should avoid acting on, responding to, or allowing sexual contact or romantic attraction with a student even if the student initiates the relationship. Teachers should ensure that their relationships with students are always professional, and not open to misunderstanding or misinterpretation. However, if a romantic attraction does begin to develop with a student, teachers should seek guidance from school management before acting on the attraction. The school management will then decide how it wishes to handle the relationship. For example, it may bless the relationship, but establish boundaries to prevent conflicts of interest and other problems. It may also decide that either the teacher or student should leave the school.

If a teacher has a pre-existing relationship with a student that did not arise from the teacher-student relationship, it should be brought to the attention of the school's management so that it can guide the couple in maintaining high ethical standards.

## Grievance Policy

### Reporting of Policy Violations

We encourage anyone who has been the subject of sexual misconduct or any other action that violates our policies and Code of Conduct to report the incident to our Ethics Committee, Human Resources department, or school management (henceforth referred to as the "reviewing body").

The report should contain the following information:

- Your full name;
- Your email and phone number;
- The name of the person who the grievance is against;
- policy violation;
- The date and location of the policy violation;
- Names and contact information of any witnesses with first-hand knowledge of the situation;
- Any other credible evidence that is available to support the grievance.

In the interest of fairness and privacy, all reports must be made by the person who has personally experienced the misconduct. We will not investigate a matter based upon a third-party report of misconduct.

All reports must be made in good faith based on information the person reporting the incident reasonably believes to be accurate.

We may request additional information from the person reporting the incident throughout the course of review of the report.

We will take appropriate action to ensure compliance with our policies. The reviewing body will impose any sanctions that it feels are fair, just, and reasonable under all circumstances. We will not allow anyone to retaliate against any person for making a report in good faith or providing information in connection with an investigation into an alleged violation.

Any information provided during a grievance report review will be treated on a confidential basis. Similarly, any actions that the taken in response to the report will also be confidential.

## Due Process and Procedure

We recognize that our school has an obligation to give a person accused of misconduct a reasonable level of due process. Because the person may lose his or her job and their reputation may be tarnished, the decision-making process must be fair and objective. Due process in this context does not mean that the reviewing body will conduct a mini trial, but it will gather all of the relevant facts surrounding the matter and make a fair and objective decision based on the facts. The reviewing body may need to interview the person who reported the situation, the person who perpetrated the misconduct, and any other people who have direct knowledge about the situation. We will examine all other credible and objective evidence about the situation.

After the reviewing body gathers the facts, we will determine if the allegations are credible. If it is determined that is the case, the reviewing body will decide on the sanctions to impose and then communicate its decision to those involved.

## Sanctions

There must be a sense of fairness and moral proportion in judging these situations. All cases of abuse and misconduct, from inappropriate commentary to physical assault, will be judged objectively and the reviewing body will fashion a sanction that fairly and equitably addresses the situation, giving due considerations, to all the facts.

In many cases, it may be hard to uncover all the facts, there may be conflicting facts, there may be conflicts of interest, and there may be circumstances and facts that weigh on both sides.

However, the reviewing body will use sound and careful judgment in deciding what type of sanctions to impose. There are four options:

1. Do Nothing. The facts do not show that the person committed the policy violation.
2. A Warning. The facts show that the person's actions were minor and that a warning is a fair sanction. The warning could be coupled with counseling.
3. Time Out. The facts show that the person's actions were serious, and they warrant suspending the person from the studio or community for a decided amount of time. However, the actions were not so serious that they support termination of employment. For example, the person may be good hearted, but made a mistake in judgement. This may weigh toward leniency. The "Time Out" period is usually one year but it may be shorter depending upon the circumstances. During the "Time Out" the person gets counseling, does spiritual work, contemplates their actions, etc. After the "Time Out" period expires, the person can approach the reviewing body to ask to re-commence their teaching activities or allow them to rejoin the community. This body will then determine whether the person has resolved their issues and that it is appropriate for them to return. When making this determination, we will consider whether there has been a sincere apology and contrition, appropriate reparation to the injured parties, rehabilitation, and heart-felt change before the person may return. This decision will entirely at the discretion of the reviewing body.
4. Dismissal. The facts show that the person's actions were so serious that they warrant dismissing the person from the studio or community. The person is dismissed, and their employment or independent contractor agreement is terminated.

## Anti-Retaliation Policy

We will not retaliate against any person for having reported or threatened to report harassment, discrimination, retaliation, or violations of our Code of Conduct or policies, 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. We encourage any person — including employees, non-employees, and students — who believe they have been subject to retaliation to inform a supervisor or manager. We have a zero-tolerance policy for sexual harassment or sexual misconduct. We encourage anyone who has been anyone who is subject to this behavior to report it to the human resources department or school management. We will do everything possible to ensure that you are not retaliated against by anyone because you have reported misconduct.

## Classroom Participation

- All students are expected to act maturely and are required to show respect for other students and faculty members.
- Yoga is about self-awareness, self-respect, and self-control. During the study of yoga, and especially during asana practice, there is an inherent understanding that an individual knows, first and foremost, how to be responsible for his or herself. Listen to your body and respect your limitations.
- Ask questions along the way.
- Students must honor their energy; it is okay to be alone or as inward as one wishes.
- Students must take responsibility for their own experience. There is no need to be a caregiver, parent, or therapist for other students.
- Support each other. Commit to using “I” statements when sharing together.
- Let the instructor know about any physical limitations so appropriate supports and touch may be suggested.
- Honor confidentiality. Anything shared in the classroom, stays in the classroom.
- Come to class with appropriate materials: attire, books, and completed homework. Being unprepared for classes will be noted and can result in dismissal from the program.
- Students will be held responsible for completing all homework assignments, which will be distributed in advance of each TT weekend.
- Please come prepared to practice even if the class sounds more like a lecture.
- Help clean and tidy up at the end of each session.
- Communicate ahead of time if support is needed in completing all assignments. All assignments should be completed before class begins.

## Rules for Student Conduct

- Punctuality is required and enforced. If a student is more than 10 minutes late to a session, one hour will be deducted from their total contact hours and that hour will need to be made up via the policies stated in the Attendance Requirements section.
- Attendance in all activities is required unless arrangements have been made with Valerie prior to class. Make up of missed materials will be required before graduation.
- All students are expected to act maturely and are required to show respect for other students and faculty members.
- Possession of any weapons, illegal drugs, and alcohol of any kind are not allowed at any time on SYS property. No smoking or vaping is allowed on SYS property.
- Audio / film recording of classes is prohibited.
- Photographs are only allowed with instructor approval and are subject to the consent of the instructor, fellow students, and clients. Photographs are not allowed to be posted on social media without explicit permission from everyone in the photo and Valerie.
- No chewing of gum is permitted in the class.
- Wear modest, comfortable clothing that allows unrestricted movement.
- Wear jewelry in moderation or take it off during classes.

- Do not wear perfumes, bath oils, strong smelling shampoos, lotions, aromatherapy, or fragrances due to sensitivities, allergies, asthma, etc. of other students.
- Possession of any weapons, illegal drugs, and alcohol of any kind is not allowed at any time on the property.
- No computers, tablets or cell phones are permitted in the classroom; therefore, no texting, emailing, internet browsing, etc. is allowed during classroom lecture and practices. Please turn cell phones off and leave them in the lobby. The only exception is for electronic forms of textbooks.

## Sunrise Yoga Studio Photo Release Form

I consent and grant Sunrise Yoga Studio permission to copyright, use and publish photographs and or/video of me taken on any date at Sunrise Yoga Studio or alternate location. I hereby irrevocably authorize Sunrise Yoga Studio to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful purpose. I understand these images may be used for a variety of purposes and may appear on the studio website, publications, news releases, social media, promotional materials, or any other media now known or to be invented. In addition, I waive any right to inspect or approve the finished product wherein my likeness appears. I understand and agree that all photos will become the property of Sunrise Yoga Studio and will not be returned. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photos and/or video. Since anyone can download an image from the Internet or make copies from printed material, I agree that Sunrise Yoga Studio is not responsible for unauthorized use of the images. I hereby hold harmless, release and forever discharge Sunrise Yoga Studio from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I acknowledge that I may not use these photos for any purpose with express written consent of Sunrise Yoga Studio.

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

Printed Name: \_\_\_\_\_

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

Agreement for Non-Payment of Teaching and/or Assisting in Classes at Sunrise Yoga Studio, Inc.

Name: \_\_\_\_\_

I am volunteering my services to teach and/or assist teaching in classes at Sunrise Yoga Studio, Inc. I expect no monetary payment for my services.

I will follow all rules and regulations of the studio.

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

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



## Acceptance of Handbook Agreement

I have received a copy of this Handbook. I have read, understand, agree, and will abide with all Policies, Requirements, and the Code of Conduct.

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Student Name (printed)

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Student Signature

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Date