

Student Services

Bulletin Boards

Bulletin boards are located in the facility and contain important information for staff, faculty, and students. Students may place notices on bulletin boards only with permission.

Childcare

This institution does not provide childcare, nor are children allowed in the classrooms.

Counseling

The Director and several instructors are available for professional counseling upon request. **Appointments for such must be made in advanced.**

English As A Second Language

Somatherapy Institute does not provide instruction in English as a second language.

Placement Services

Somatherapy Institute has no placement services. Local employers are allowed to post openings on bulletin boards located at the school.

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Somatherapy Institute does not provide any type of student visa services, nor does it vouch for the immigration status of any student's relationship with the United States Government.

Student Rights and Complaint Procedures

The student has the right to make suggestions and dialogue directly with school personnel about their class work or program progress. This institution has a procedure for resolution of student grievances. A student has the right to lodge a complaint by communicating in writing to any teacher, administrator or other school personnel. The recipient of the complaint shall transmit it as soon as possible to the Director and shall attempt to resolve complaints related to that person's duties.

The Director will investigate complaints thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint. The Director may reject the complaint or attempt to resolve or, compromise in any reasonable manner, including the payment of a refund. The Director will record a summary of the complaint, its disposition, and the reasons, place a copy of the summary in the student's file and make an appropriate entry in the log of student complaints.

The institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and the disposition. If the complaint or relief requested by the student is rejected, the Director will provide the reasons for the rejection.

The student may appeal the Director's decision in writing and resubmit a complaint to the Director. A board, which consists of, the Director, an instructor, and two students will convene as needed.

The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the Bureau's Website www.bppe.ca.gov

Standards of Conduct and Professional Ethics

Teacher/Student Relationships/Boundaries

The relationship between faculty and student is that of teacher and learner and is essential to the success of the program. Healthy boundaries are crucial to creating a high-quality learning environment. Any actions that would compromise that relationship are forbidden. In particular, dating and sexual relationships between student and faculty, or student and administrative staff, are unethical and have negative consequences including favoritism, unfair treatment of students, breach of confidentiality, and violation of ethical boundaries. Other actions, including the giving of gifts to instructors or administrative staff, or excessive familiarity, although less consequential, may also compromise educational boundaries, and are to be discouraged.

Confidentiality

Ethical and professional standards include confidentiality. Students are expected not to reveal personal information concerning faculty, staff, students, and clinic clients. When discussing clinic clients in appropriate settings, such as the classroom, care must be taken not to reveal a client's name or identity. Breaches of confidentiality are grounds for disciplinary action.

Faculty and staff members must keep confidential personal information regarding students, including grades, academic status, health history, financial status and any other information garnered from any source about students.

Sexual Harassment

It is of utmost importance for the staff and faculty of Somatherapy Institute to provide a safe learning environment. We expect the highest level of professional behavior from our students, staff, and faculty. Any form of sexual harassment or other abusive behavior will not be tolerated. This includes any online and social media postings. Students are strictly advised to avoid posting anything that may be construed as unethical, insensitive or inappropriate. When in doubt do not post. **The following behaviors will be grounds for disciplinary action:**

Sexual activity on school premises

Sexual speech or advances in any classroom, therapy setting or in the use of social media or any online forum

Careless, unethical, or sexual touching of classmates, instructors, or clinic clients

Sexual relationships between students and instructors or students and staff.

Sexual speech or innuendo in any classroom or clinic setting or online through social media or other forum

Academic Integrity

Academic integrity means not cheating on examinations or homework assignments, not taking credit for another's work, completing work on time and always working at one's fullest potential.

Peaceful Environment

Maintaining a safe and peaceful environment is essential for learning and for growth. **Any of the following actions listed is grounds for disciplinary action:**

Possession of weapons on school premises

Behavior creating a safety hazard to other persons at school

Disrespectful behavior to another student, an administrator or faculty member, or any other stated or determined infraction of conduct

Any form of verbal, physical, or emotional abuse, harassment, intimidation or violence, or threats of violence toward any member of the school community.

Alcohol and Substance Abuse

The following activities are grounds for disciplinary action:

Somatherapy Institute has a ZERO tolerance policy for use of alcohol, marijuana or any other controlled substance. The use, abuse, bartering, possession, exchange, selling, or distributing of alcohol or controlled substances (illegal drugs) on school premises or at school-related activities is strictly prohibited.

Students attending school, working in the clinic, engaging in practice sessions or other course requirements while under the influence of alcohol or illegal drugs will be asked to leave immediately and subject to disciplinary action.

Any member of the Somatherapy Institute community, including students, staff, and faculty, who is observed or reported to have violated this policy, will be immediately removed from the school premises and is subject to dismissal. The Director will notify the student or staff member of any disciplinary action that will be taken, including a warning, probation, or dismissal. Probation will depend upon participation in a drug/alcohol abuse or rehabilitation program. In addition, the school has the responsibility to notify the legal authorities of any violation of the law observed or reported on school premises.

Sale/Endorsement of Products or Services

Students shall not sell, promote, or endorse the purchase of a specific product or professional service in the classroom or clinic. Flyers may be posted on the bulletin boards, subject to approval by the office, as long as any demonstrations and/or sales activities are conducted off school premises.

Professional Appearance: Hygiene Dress Code

Students are expected to be professional in appearance and have good personal hygiene. While we do not require students to wear a uniform, we have certain minimum requirements for dress and hygiene.

The following clothing and hygiene guidelines should be followed:

Students should be covered with opaque clothing from the clavicle to three quarter's way down to the thigh. Shirts must have short sleeves – armpits always covered. Any and all students may wear scrubs to

class as an alternative to the school dress code. Students who are found to consistently violate the school's dress code may be asked and will be encouraged to wear scrubs to fulfill the school dress code. Students must wear shoes with non-skid soles and closed toe and heels. Flip-flops, slippers, and backless sandals are not allowed.

Students should take care to have clean, neatly groomed hair and short, clean fingernails. Students should avoid receiving tattoos or piercings for the duration of their training time.

Students should take care not to have any offensive odors, including body odor, bad breath, cigarette smoke, perfumes or after shave.

Students should be aware that others in the school might be allergic to perfumes and other scents. Students are encouraged not to wear jewelry to school.

Guidelines for Draping, Dressing and Undressing, Nudity

Complete nudity is never permitted at any time in the presence of others, except that same sex students may share the same dressing room.

Students giving a massage are always fully clothed, including shoes.

Individual modesty is to be respected at all times.

Students must use proper draping techniques as demonstrated by their instructors.

Genital areas and the female breast are to be covered at all times.

The body should not be completely uncovered at any time in class or clinic. Generally, only the body area being massaged at the time is uncovered.

In the clinic, the student therapist should instruct the client to undress privately, while the student is out of the room, and to get on the table under the drape before the student therapist returns.

Students Receiving Compensation for Massage

If a student chooses to perform massage or bodywork for compensation without the proper certification and/or permit, he or she should know that this action may result in arrest, a fine, inability of to obtain certification in the future, and other sanctions determined by local authorities. In addition, if a student working without certification becomes the object of a complaint regarding personal injury, inappropriate behavior or unethical practice, such a person is not covered by liability insurance.

CAMTC Law Regarding Unfair Business Practices

Students and graduates are advised to note CAMTC's Law related to unfair business practices as related to massage:

(1) Pursuant to California Business and Professions Code section 4611, It is an unfair business practice for a person to do any of the following:

- . (a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- . (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to

the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

Probations and Disciplinary Procedures

The Director coordinates disciplinary action. Grounds for disciplinary action:

Failure to maintain satisfactory academic progress
Failure to keep payments current
Failure to comply with Policies and Procedures outlined in Student Catalog
Failure to maintain satisfactory academic progress

The student's instructor will notify the Director when a student is not in compliance with academic requirements. The Director and instructor will determine whether counseling, an academic warning, probation, suspension, or dismissal is warranted. If dismissal is not warranted, the Director and instructor will determine the conditions under which the student will come back into compliance with academic requirements. This may include re-taking failed courses, modifying the student's schedule, make-up work, special projects/assignments, or additional testing. The goal is not punitive, but to provide an opportunity for the student to successfully complete the program.

Failure to keep payments current

This school is held accountable to the State government for fiduciary responsibility. It is irresponsible and unfair to other students to allow a student to continue taking classes if that student fails to meet his/her financial obligations. The Director and student will discuss the factors that are affecting the student's ability to pay his/her financial obligation and if necessary create a new payment schedule. If the new payment schedule is not adhered to, the Director will initiate disciplinary procedures, up to and including dismissal.

Failure to comply with Policies and Procedures outlined in Student Catalog

A student, instructor, or staff member must submit complaints regarding a student's conduct in writing to the Director. The director will notify the student that a complaint has been made and will give the student a copy of the complaint along with the specific policies that are at issue and potential sanctions. The student may respond to the complaint by submitting a written response to the Director within 5 business days of receiving the complaint.

The Director will investigate the complaint thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint; and decide upon one of the following courses of action: dismiss the complaint, issue a warning to the student, or hold a disciplinary action hearing.

If the Director decides the complaint should be dismissed, The Director will write a letter to the person who made the complaint. If the Director determines that a warning should be issued, the Director will write a letter to the student that describes the warning and reminds the student that failure to heed the warning will be grounds for further action.

If the Director determines that a disciplinary action hearing should be held, the Director will convene a committee consisting of the director and two faculty members. The hearing shall be held within ten working days of receipt of the student's written response to the complaint. The Director may require that

the student discontinue attending classes until and during the hearing.

The hearing committee will review all written documents and schedule a hearing at which time the student may respond to the complaint. The committee shall determine whether the complainant's appearance at the hearing for questioning is required. The committee may also receive any other pertinent oral or written information at the hearing from other person within the school community. All information oral or written reviewed by the committee will be made available to the student for his/her response. The student may submit to the committee documents, information, and/or statements. This student is responsible for arranging the attendance of persons whom he/she wishes to attend as witnesses. The hearing committee may limit the number of persons attending the hearing.

The hearing is not a courtroom proceeding and therefore the rules that govern such proceedings do not apply. The hearing committee shall exercise reasonable control over the inquiry and presentation at the hearing in order to achieve the legitimate purpose of the hearing and to prevent intimidation or harassment of any person, which is contrary to the purpose of the hearing. An advocate may accompany the student at the meeting.

The committee may decide to dismiss the complaint, issue a warning to the student, place the student on probation, suspend or dismiss the student. The committee will notify the student of its decision within 10 working days of the hearing.

The Director will record a summary of the complaint, its disposition, and the reasons, place a copy of the summary in the student's file and make an appropriate entry in the student complaint log.

Probation means that a student may continue in the program for one academic quarter under specific probationary conditions, given to the student in writing by the Director.

Suspension means that a student must discontinue participation in the program for a specific period of time, indicated to the student in writing by the Director. Reinstatement may be requested in writing to the Director when the suspension period and all conditions of suspension have been met.

Dismissal means that a student must discontinue participation for a period of one calendar year from the date of dismissal.

Probation, suspension, or dismissal may be appealed as follows: Within 10 working days of the disciplinary action, the student must submit to the Director a written request for an appeal, describing the reasons for the appeal. Within 10 working days of receiving the appeal, the Director will convene an appeal committee consisting of two faculty members who have had no involvement in the original complaint or hearing. The appeal committee will review all related, written documentation, including the findings of the hearing committee, and will meet with the student to hear the student's concerns. An advocate may accompany the student and other parties may be requested to attend or send a written statement to the appeal committee. Within five working days of the appeal meeting, the committee will submit to the Director a written recommendation. The committee may recommend that the original decision for disciplinary action be upheld, that a different disciplinary action be taken, that no disciplinary action be taken, or require that there be a full rehearing by the same or a different committee.

Readmission after dismissal

Following a minimum of one year from the date of dismissal, a student must submit a request for readmission in writing to the Director. The Director will notify the student in writing whether or not the application for readmission has been accepted.

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