

## **School Rules and Etiquette**

In order to be comfortable and knowledgeable with the courtesies expected, students and parents should review the following list:

1. Students, parents, and guests will not converse with any person involved in a class session without the permission of the instructor.
2. Students, parents, and guests observing class, will not converse with other persons in a manner (or volume) that will be disruptive or discourteous to other students, parents or guests.
3. The school is a "no cell phone" zone. Please place or take cell phone calls outside.
4. Students and instructors will bow to the flags each time they enter and/or leave the classroom area, even if the area is not being used for a workout. (The "bow" is the Oriental "handshake" used in showing respect and a feeling of community towards the flags, fellow students and instructors.)
5. If a student is unavoidably tardy for class, the student should quickly change. He/she should then stand at the edge of the workout floor, raise their right hand high left hand supported under the right elbow, and wait to be recognized by the instructor; After receiving permission he/she should then bow in to join the class. (The instructor may assign warm-up and/or other exercises, as appropriate.)
6. Students should use the restroom before coming to class. If necessary, it is acceptable during class to ask permission to be excused.
7. Students will respond "Yes/No, Sir," or "Yes/No, Ma'am," as appropriate, in all conversations with instructors and parents; students will stand respectfully and bow whenever greeting an instructor, in or out of the classroom.
8. Students will address instructors by the last name and the proper title (Master, Mr., Mrs., Miss, Ms.), regardless of any personal or family relationship while at the school or Taekwondo function.
9. The Senior student among students of the same rank is the one who achieved the rank first. If the rank was earned at the same time, then by chronological age. An instructor may also prefer to "rotate" the senior position.
10. No student, regardless of rank, may instruct or correct another student without the direct and specific permission and supervision of the instructor.
11. Students will not wear shoes on the workout floor.
12. Women should wear a white T-shirt, tank top or sport bra under her uniform.
13. A student's personal appearance in class is a reflection of his/her pride. Cleanliness of person and uniform is imperative. If a student shows up with a dirty or wrinkled uniform, they may not be allowed to attend class.

14. Students in informal workout sessions may not engage in free-sparring without the direct supervision of an instructor.
15. If a student is in the room when a student oath is being recited, he/she must stand at attention and recite the pledge with the group, whether or not he/she is in uniform or a participant in the class.
16. There is to be no smoking, or the use of any tobacco product, in the school at any time; there will be no smoking, use of tobacco products, or consumption of alcohol at any time while in uniform.
17. There will be no use of profanity on the school premises, or at any function, class or activity.
18. High ranking visitors or instructors to the class should be greeted with appropriate respect; if class is in session, it should be immediately be interrupted for this salutation. If the instructor of the class does not see them enter, it is appropriate for a student or assistant instructor to say in a loud voice, "Everyone stop! Face Mr./Mrs. \_\_\_\_\_. Charyut Kungyee."
19. Students will turn away from the instructor or opponent when adjusting their uniform or belt.
20. No jewelry, wristbands, watches, etc. shall be worn with the uniform. Flat wedding bands and fitness trackers are acceptable.
21. Any and all complaints or concerns should be brought to the immediate and private attention of your instructor. Students should refrain from complaining or raising concerns in the presence of other students. All instructors should bring all student concerns to the immediate attention of the Head Instructor.
23. If a student wishes to go train at another Martial Arts function (whether NMAA or not), they must ask permission from their instructor first. This is important so that your instructor knows what you are doing. There is a lot to be learned from many different situations and events, but it is your responsibility to double with your instructor first - this is before signing up, buying airline tickets, etc.
24. Students are responsible for asking permission before attending any regional events, or tournaments. This should be asked before buying airline tickets, as non-attendance in class, attitude problems at school, etc, will be cause for you not to be granted permission.