

# Ranger Taekwondo Code of Conduct

Version 1 : March 2016

## **Respecting others:**

### Beginners:

1. Addressing others at the studio for first time
  - Students will bow respectfully and introduce themselves to other students
2. Addressing others at the studio during training
  - Students will acknowledge other students with a greeting
  - Students will address all other students with respect
3. Greeting instructors
  - Students will bow respectfully and greet all instructors with a “Hello, Sir/Ma’am, Master \_\_\_\_\_”
4. How to address instructors during training and off
  - Students will say, “Master \_\_\_\_\_,” to get instructor’s attention.
  - Students will speak respectfully, make eye contact, and face instructors while conversing.
5. How to address higher ranking belts
  - Address all other students with respect
  - Students will speak respectfully, make eye contact, and face students while conversing.
  - Students will address Intermediate Level and above students with, “\_\_\_\_\_, Sir/Ma’am”
  - Black Belts 3<sup>rd</sup> Degree and above will be addressed as “Master \_\_\_\_\_”
6. Addressing non training personnel (parents, visitors)
  - Students will address all adults “Sir/Ma’am”
  - Students will speak respectfully, make eye contact, and face all individuals while conversing.

### Intermediates

1. Students will acknowledge lower level students addressing them as “(name), Sir/Ma’am” and respond with their name
2. It is the student’s responsibility to instruct Beginner level students of rules of respecting others when infraction occurs.
3. Students will treat other students with respect.

### Advanced

- Students will be responsible for all students following rules of “Respecting others” while present.

## **Attendance**

### Arriving to class

1. Students should arrive 10 minutes prior to class. During this time, students will be allowed to change into permitted uniform, check into class, and prepare for the days instruction.
2. At start of class, students must be in uniform and ready for the days instruction.

## Absences

1. Students must attempt to attend all classes scheduled during each semester (testing period)
2. If a student cannot attend a class, it is their responsibility to notify the studio with proper notice of their absence.
3. If absent for a planned prolonged period of time (vacation), student must notify instructor no less than 2 weeks prior to absence.

## For Promotion

1. To be eligible to participate in a promotion exam, students must attend 80% of all classes scheduled. Attendance will be tracked by Check-in system.

## Advancement

### What is expected of the Students

1. Students will need to be able to display understanding knowledge and technical training proficiency of instructed material.
2. Students will have to have an attendance of 80% during class semester (1 cycle)

### What is expected of the Instructors

1. Instructor must instruct all required curriculum and provide sufficient time to train students
2. Instructor must make all student aware of what is expected of them during examination
3. Instructor must provide Exam Expectation/Check List to each student no less than 3 weeks prior to examination date.
4. Instructor must ensure that each students meets the minimum attendance requirement for examination (80% attendance)