



Welcome to the Full Circle Martial Arts Academy!

Our mission at Full Circle Martial Arts Academy (FCMAA) is to cultivate healthy students in body, mind, and spirit by providing space to train, learn, and connect. We consider all our students to be an integral part of our community.

We are pleased to present you with a copy of the FCMAA Student Handbook. Read it thoroughly and refer to it regularly. We look forward to your contributions to our vibrant and healthy community.

*Master Naomi Even-Aberle*

Master Naomi Even-Aberle  
Owner & Master Instructor

## **INTRODUCTION**

Your Student Handbook is designed to introduce FCMAA and summarize its policies, procedures, and benefits. While it is not a contract, it provides a guide to the organizational practices of FCMAA. If you have questions, please see the Office Manager.

FCMAA may need to change the policies and benefits discussed in this handbook. Therefore, FCMAA reserves the right to revise, adapt, and delete provisions. Students will receive updated material and are encouraged to keep copies for their records.

### **Mission Statement**

Our mission is to cultivate healthy students in body, mind, and spirit by providing space to train and connect.

### **Vision Statement**

We are community builders, mentors, and friends working to redefine the role of martial arts as a tool for individual and community growth.

### **Values**

More than just a martial arts gym, we view our role of building strong students as contributing to a healthier community. We strive to be accessible, inclusive, responsive, collaborative, and responsible to our community.

### **Instructors**

All our instructors hold certifications in their designated instruction class and are CPR & First Aid trained and certified. In addition, all instructors are thoroughly background-checked and vetted before managing classes.

### **Lineage**

FCMAA is a Greenquist Academy Association member, a United States Chang Moo Kwan Taekwondo Union member, and a Cchung Ryoung Hapkido Federation member under the direction of 8th-degree Grand Master Eric Greenquist.

## **TRAINING POLICIES**

### **Registration & Enrollment**

FCMAA offers registration and enrollment year-round. However, all students must schedule and attend one free class trial before registration. The Lead Instructor will evaluate the student during their trial class. To complete enrollment, a New Student Registration Packet and an enrollment invoice must be filled out and paid in full.

Enrollment invoices include a \$25 new student registration fee (\$5 for each additional family member enrolled), monthly class tuition, and required starting equipment fees.

FCMAA reserves the right to refuse enrollment to any student based on the evaluation.

### **Program Age Restrictions**

All programs have a set age range that will be followed and monitored. Age range restrictions ensure that effective teaching strategies and student interactions are developmentally appropriate and manageable for all students and instructors.

### **Waitlist**

Free class trials are scheduled based on enrollment availability. If spaces are unavailable, students will be placed on a Waitlist. All waitlisted students must provide updated contact information.

Waitlisted students will be contacted by email and phone when class space is available. Students have 72 hours to respond to the communication and schedule their free trial class. If no response is received within 72 hours, the student will be removed from the Waitlist.

### **Invoicing & Payment**

Monthly tuition is charged based on the monthly average of classes offered. Holiday breaks are factored into monthly tuition costs. FCMAA implements an automatic withdrawal system for monthly tuition payments. Therefore, FCMAA will charge monthly tuition on the 1st of every month. If you notice multiple debits to your account, you must notify FCMAA. In addition, you are responsible for any outstanding balances on your account.

All invoices not received by the posted deadline will be considered late, and a \$10 late fee will be added to the account every 30 days the invoice is considered outstanding.

Registration fees, monthly tuition, equipment orders, and testing fees are non-refundable. There will be no prorating or refunds given due to missed classes. Any canceled, disputed, declined, returned payment, or non-sufficient funds will incur a \$25 failed payment processing fee.

### **Program Attendance**

Being present in class is vital to student success. If you miss a class, you must notify the office. Repeated absenteeism or tardiness will affect student progress and could lead to class suspension.

FCMAA offers three testing seasons (Spring, Summer, and Fall). Students must attend 75% of classes during the testing season to be eligible for testing recommendations.

<b><i>Students are allowed to miss 25% of classes. Missed classes include; excused, late, and unexcused attendance. View the chart below to see how many absences are allowed for each testing season.</i></b>			
	<b>Spring (5 months)</b>	<b>Summer (3 months)</b>	<b>Fall (4 months)</b>
<b>Classes that meet twice a week</b>	10	6	8
<b>Classes that meet once a week</b>	5	3	4

### **Program Scheduling & Information Dissemination**

FCMAA can only run smoothly and efficiently with communication. Therefore, FCMAA has designated the following communications methods for providing information: phone calls, text messages, emails, our website [www.fullcirclemaa.com](http://www.fullcirclemaa.com), and in-class announcements. Students are responsible for staying informed through these methods.

FCMAA provides programming in seasons; Spring (January - May), Summer (June-August), and Fall (September-December).

To help facilitate easy scheduling, FCMAA posts the annual holiday schedule on our live Facility Schedule located on our website:

<https://www.fullcirclemaa.com/live-gym-schedule.html>

FCMAA does not prorate monthly tuition or offer make-up classes for pre-scheduled holiday closures.

### **Student Drop Off & Pick Up**

To ensure the safety of all minors, we have implemented the following drop-off and pick-up policies.

- Doors to the facility will be open approximately 30 minutes before the scheduled program time.
- All students should be dropped off and picked up at most 15 minutes before their program start time and 15 minutes after their program end time.
- Students not picked up within their 15-minute grace period will be charged \$2 per minute.
- Students will not be released to someone who is not their guardian or not listed on the Drop Off & Pick-up Release Form.

### **Inclement Weather**

FCMAA's inclement weather policy follows the Rapid City Public Schools. If Rapid City Public Schools are canceled or let out early due to inclement weather, FCMAA classes will be canceled. FCMAA will notify all students of cancellations. In addition, we will update the online Facility Schedule, send out class emails, and post updates on our social media accounts. The student is responsible for checking the Facility Schedule and staying in communication.

FCMAA does not prorate monthly tuition for inclement weather closures, but we offer make-up classes.

### **Make-Up Classes**

If FCMAA cancels a class for unexpected reasons, students can schedule a make-up class. All make-up classes must be scheduled within two weeks of cancellation. Make-up classes are scheduled based on enrollment availability. Refunds will not be given. Contact our office to schedule a make-up class.

### **Training Equipment**

Students must purchase equipment through FCMAA. The Lead Instructor must

approve any equipment purchased outside of the academy before use in classes. Students must follow the equipment guidelines.

- All Taekwondo and Hapkido students must purchase a class-specific uniform at registration.
- All Taekwondo students must purchase shin guards at registration. *Tykes Taekwondo students are an exception.*
- All Hapkido students must purchase gloves at registration.
- All Taekwondo yellow belts must purchase gloves.
- All students participating in sparring must purchase shin guards, gloves, mouth guards, and groin cups (male competitors).
- Kumdo students must purchase two training swords at registration.
- Kumdo students must purchase a uniform after their first belt test.
- Kumdo students must purchase armor after their 3rd gup test.

### **Class Transfers**

All students aged out of their current class must schedule and attend one trial transfer class. The Lead Instructor will evaluate the student during their trial. FCMAA will update the student profile to complete the class transfer; a class transfer invoice must be paid in full.

Class transfer invoices include updated monthly tuition and program-specific required starting equipment fees.

FCMAA reserves the right to refuse enrollment to any student based on the evaluation.

If the trial transfer class evaluation is denied, the student will remain in their current class for the remainder of the season (Spring, Summer, and Fall).

### **Class Withdrawal**

To withdraw from classes, students must fill out a Withdrawal Form. All withdrawal forms must be submitted 30 days in advance. The 30-day notification begins when our office receives the completed Withdrawal Form.

FCMAA does not prorate or provide refunds due to withdrawing from programming. Therefore, students are responsible for the next payment if they do not provide written notice.

Any student who is gone for one month without communicating with their Lead

Instructor will be considered inactive and lose their class spot. Any inactive student who wishes to continue training must re-register before re-enroll in classes.

### **A Guardian's Role**

For students to be successful, guardians and FCMAA instructional staff must work together. Therefore, a guardian's and student's role is essential, and these six guiding principles will help.

- **Commitment:** We expect guardians to be engaged and committed to their child's training by financing training, providing transportation, and helping them stay connected and aware of all programmatic information.
- **Communication:** We expect guardians to utilize constant and open communication. All of the instructors are approachable and knowledgeable of student requirements. Ask questions, and pay attention to the details.
- **Involved:** We expect and encourage guardians to be involved in the gym and their child's training. Not sure where to get involved? Ask your Lead Instructor.
- **Encouragement:** Guardians greatly influence their children, and their encouragement may be the difference between success and failure. We encourage guardians to come to observe classes, but they should not interact with their children during class time.
- **Diverse Training:** Every student learns differently, and we utilize various teaching methods. Have concerns or insights into how your child learns best? Share it with their Lead Instructor.
- **Advancement:** The difficulty level and progress speed are up to the student. The more work put into training, the faster the student will improve. Helping convey this idea to your child helps reinforce a collective expectation for the learning process.

### **Student Rules & Etiquette**

Students must be aware of and follow gym rules and etiquette.

- Inform the Office Manager of all class absences, tardiness, or sick leave.
- Students must be on time for all programs.
- Students should come prepared for all programs, including bringing program-specific equipment.
- While training, students must remove all accessories (e.g., jewelry, hats, jackets, and gum).

- Shoes are not to be worn on the training mats.
- Students must implement and pay attention to personal hygiene.
- Students must clean up after themselves.
- Students must be respectful.
- Students must follow directions and be open to the learning process.
- Students must demonstrate and practice positive attitudes.

### **Promotion Testing**

FCMAA offers testing in our traditional martial arts programs three times yearly (Spring, Summer, and Fall). Testing dates are set annually and listed on our Facility Schedule on our webpage:

<https://www.fullcirclemaa.com/facility-schedule.html>

Testing is a privilege, not a right. Students must meet specific requirements for promotion testing. Lead Instructors submit testing recommendations based on students' progress and demonstration of testing requirements. The Executive Director reviews all testing recommendations.

- Students meet the class attendance policy.
- Students demonstrate an age-appropriate physical fitness level.
- Students demonstrate an age-appropriate understanding of the martial arts curriculum.
- Students can demonstrate up-to-date, age-appropriate notes and study habits.
- Students follow and demonstrate all gym rules and etiquette.
- Students maintain personal hygiene.
- Students maintain personal training equipment.
- Students demonstrate a positive and respectful attitude.
- Students show age-appropriate and rank maturity
- Students are in good standing in school.
- Students are in good standing at home.
- Students' financial accounts are in good standing.
- Students submit their Testing Application and testing invoice by the set deadline.

FCMAA reserves the right to withdraw a testing recommendation anytime and for any reason. FCMAA will notify students of recommendations via email. All Testing Recommendation packets include a testing application and testing invoice. To accept your testing recommendation, complete your Testing Recommendation packet by the deadline. Students reserve the right to decline



a testing recommendation.

## **EMERGENCY & SECURITY POLICIES**

### **Bullying & Offensive Behavior**

FCMAA is dedicated to providing a safe and healthy training environment free from bullying and offensive behavior from personnel, students, and visitors.

FCMAA has zero tolerance for bullying and offensive behavior in the gym. Individuals found instigating, threatening, or perpetrating bullying or offensive behavior will be subject to disciplinary action, including suspension from training.

Students who experience or witness bullying or offensive behavior in the gym should report it immediately to HR. Students can raise concerns and make reports without fear of reprisal or retaliation.

HR will promptly and discreetly investigate all allegations of bullying or offensive behavior. Students will be informed of the study's outcome when the investigation is complete. Students should understand that this policy applies to all FCMAA personnel. If you believe the HR contact has acted contrary to this policy, please report it to the Executive Director.

### **Open Door Policy**

FCMAA has an open-door policy for all students. This means that every Lead Instructor's door is open to everyone. Our open-door policy encourages open communication, feedback, and discussion about any matter of importance to our students.

### **Health & Student Safety**

FCMAA wants students to be healthy, safe, and feel supported. To help promote a healthy environment, we require that all students who are sick stay home. By staying home at the first sign of sickness, you reduce the spread of illness to others.

If a student becomes sick while in class, FCMAA will send them home. However, in the event of a severe illness or injury, the student may be transported to the nearest hospital or emergency care facility for immediate care and treatment.

### **Emergency Procedures**

Our facility posts an emergency plan in each room detailing how to handle emergencies. In case of a fire, evacuated instructors and students will assemble down the street in front of Dunn Brother's Coffee (405 Canal St, Suite 1500).

**Drug & Alcohol-Free Training Space**

FCMAA provides a safe, drug and alcohol-free working environment. Therefore, FCMAA prohibits possessing, transferring, dispensing, distributing, selling, or manufacturing illegal drugs or alcohol while on FCMAA property.

**Smoking & Tobacco Free Training Space**

Smoking, smokeless tobacco, or vapor/e-cigarettes are banned while on FCMAA property.

## STUDENT HANDBOOK RECEIPT ACKNOWLEDGEMENT

I understand that FCMAA may change policies and practices, and the company reserves the right to change class times, schedules, and procedures at any time. FCMAA will communicate all changes through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Executive Director of FCMAA can adopt any revisions to the guidelines in this handbook.

Furthermore, I acknowledge that I have received the Student Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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Guardian Signature

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Date

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Guardian Name (Print)

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Participating Students Name (Print)

TO BE PLACED IN THE STUDENT'S FILE