



Welcome to the Full Circle Martial Arts Academy family!

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 of our students to be an integral part of our community.

We are pleased to present you with a copy of the Student Handbook. This handbook has been written to serve as a guide for all students and all programs. Read it thoroughly and keep it in a handy place so you can refer to it regularly through your journey.

We look forward to working with you and growing our family and community.

*Master Naomi Even-Aberle*

Master Naomi Even-Aberle  
Owner & Master Instructor

## **OUR STORY**

### **Mission**

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

### **Vision**

We are community builders, mentors, and friends working to redefine the role of the 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 our way of contributing to a healthier community. Our values are reflected in every aspect of our organization. We strive to be: accessible, inclusive, responsive, and collaborative.

### **Instructors**

We are a team of fun-loving, dedicated martial artists who provide quality training for all ages and skill levels. We are committed to cultivating strong, confident, and healthy students by strengthening individual and community connections.

To ensure a safe, productive, and engaging training atmosphere, all of our instructors hold certifications in their designated class of instruction, are CPR & First Aid trained and certified. In addition, all instructors are thoroughly background-checked and vetted before running classes.

All instructors and volunteers receive continued yearly training that strengthens their skill sets, deepens their foundational knowledge, and develops responsive and age-appropriate teaching techniques.

### **Lineage**

FCMAA has a strong lineage of traditional martial arts and is under Strongheart Martial Arts Academy in Morris, MN. Strongheart is under the direction of 6th degree Master Instructor Nathan Schutz, Northern Minnesota, and South Dakota Regional Director of the Greenquist Academy Association. We are a proud member of the Greenquist Academy Taekwondo Association under the direction of 8th degree Grand Master Eric Greenquist, Vice President of the United States Chang Moo Kwan Taekwondo Union (USCTU), and President of the

Cchung Ryoung Hapkido Federation.

Greenquist Academy Taekwondo Association is a member of the USCTU, the third-largest Martial Arts Association in the United States. Its headquarters are located in Moorhead, MN, and has over 8,000 members.

The USCTU is a member of the World Chang Moo Kwan, one of the 13 original schools of Taekwondo to come together to form a unified Taekwondo in the Kukkiwon. The Kukkiwon headquarters is located in Seoul, South Korea.

## **EMERGENCY & SECURITY POLICIES**

Our facility posts an emergency plan in each room detailing how to handle emergencies such as fire, weather-related events, and medical crises.

Should an emergency occur, remember to stay calm, use common sense, and follow the Head Instructors' directions and the posted instructions. In case of an emergency, evacuated instructors and students should assemble down the street in front of Dun Brother's Coffee (405 Canal St Suite 1500).

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

To ensure the safety of all minor students 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 no more than 15 minutes before their program start time and 15 minutes after their program end time.
- Any student not picked up within their 15 minutes 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 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 not be held. If any other weather circumstance should arise, FCMAA will notify all students of cancellations. We will update the online Facility Schedule, send out class emails, and post updates on our social media

accounts. It is the responsibility of the guardian/student to check the Facility Schedule and stay in communication.

FCMAA does NOT prorate tuition or offer Make-ups for inclement weather closures.

### **Bullying & Offensive Behavior**

FCMAA is committed to providing an environment that is free from all forms of discrimination, harassment, and bullying. FCMAA has a zero-tolerance policy. Discriminatory, harassing, or bullying actions, words, jokes, or comments whether verbal or written will not be tolerated.

If any guardian or student experiences or witnesses what they believe to be discrimination, harassment, or bullying they should report it immediately to their Head Instructor. If the Head Instructor is unavailable they should immediately contact their Master Instructor.

All allegations of discrimination, harassment, or bullying will be promptly, fairly, and discreetly investigated. When the investigation is completed, guardians and students will be informed of the outcome of the investigation.

Anyone engaging in discrimination, harassment, or bullying will be subject to disciplinary action, up to and including suspension from training.

### **Drug & Alcohol-Free Training Space**

We are dedicated to providing a safe and drug/alcohol-free space. Therefore, FCMAA prohibits the use, possession, transfer, dispensation, distribution, sale, or manufacture of illegal drugs or alcohol while on FCMAA property. All guardians and students are prohibited from being under the influence while at the FCMAA facility. If you fail to comply with this policy, we will take disciplinary action, up to and including suspension from training.

### **Smoking & Tobacco Free Training Space**

The use of smokeless tobacco or vapor/e-cigarettes is banned in all areas on FCMAA property. Disregarding this policy will result in disciplinary action, up to and including suspension from training.

### **Health & Student Safety**

FCMAA wants all guardians and students to be healthy, safe, and feel

supported. To help promote a healthy environment we require that all students who are sick are kept at home. By staying home at the first sign of sickness, you are reducing the spread of illness to others.

If a student becomes sick while in class, we will determine if they are too sick to participate in the remainder of the class. FCMAA will make every attempt to call the student's guardian for pick up. In the event of a serious illness or injury, if the guardian cannot be reached in time, the student may be transported to the nearest hospital or emergency care facility for immediate care and treatment.

## **TRAINING POLICIES**

### **Registration & Enrollment**

FCMAA provides classes and offers new student registration and enrollment year-round. All new students are required to schedule and attend one free class trial prior to registration. During this free class, the student will be evaluated by the Master Instructor. If the student and the Master Instructor feel that the student is ready to start classes, a Registration Packet must be filled out and turned in with the monthly tuition, a one-time registration fee, and the required equipment order. The registration fee for new students will be \$25 for a single member, or \$30 for a family.

*\*The Master Instructor reserves the right to refuse training to any student based on the evaluation\**

*\*Free class trials are scheduled based on enrollment availability within the requested class. If spaces are unavailable in the requested class, interested students can be placed on a Waitlist. Registration is not finalized until payment is received in full.\**

### **Waitlist**

Guardian's wishing to be placed on the Waitlist must provide their full name, student's name, student's age, phone number, and an appropriate email address. When space opens up the Waitlisted guardians will be contacted starting with the first entry on the list. Each entry will be contacted by both phone and email. Each guardian has 72 hours to respond to the communication and schedule their free trial class. Class spots are filled on a first-pay, first-served basis. If no response is conveyed within 72 hours that the guardian will be dropped from the Waitlist.

## **Payment**

Program tuition is charged based on registration guidelines and programmatic guidelines. All tuition is charged based on a monthly average of classes offered. Holiday breaks are factored into monthly tuition. FCMAA implements an automatic withdrawal system for monthly tuition payments. Monthly tuition will be charged on the 1st of every month. If you notice multiple debits to your account, it is your responsibility to notify FCMAA. You are responsible for any outstanding balances on your account.

Monthly tuition not received by the deadline will be considered late and there will be a \$10 late fee added onto the account.

Registration fees, tuition payments, 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 payments or non-sufficient funds will incur a \$25 failed payment processing fee.

## **Class Age Restrictions**

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

Any special request for enrollment outside of the listed class age range must be made before registration through the Master Instructor. All students requesting special enrollment must have actively participated in a class within their age range for a skill level review.

## **Attendance**

Being present in class is important to the success of the student. If you must miss a class please notify the office via text, email, or phone. Repeated absenteeism and/or tardiness may lead to disciplinary action, up to and including suspension from classes.

*\*Students registered in traditional martial arts classes are allowed three (3) unexcused absences within a testing session (3 - 6 months).*

*\*Students registered in our Youth Prevention program are allowed zero (0)*

absences during a monthly session.

### **Equipment**

All equipment orders placed must be paid in full and in advance before the final order is submitted.

All program-related equipment must be purchased through FCMAA. Any equipment purchased outside of the academy will need to be approved by the Head Instructor before use in classes. Students enrolled in traditional martial arts classes are required to follow the below equipment guidelines.

- All new Taekwondo/Hapkido students are required to purchase a class-specific uniform at the time of registration.
- All new Taekwondo students are required to purchase shin guards at the time of registration.
- All Taekwondo/Hapkido yellow belts and above are required to purchase and use gloves.
- Kumdo students are required to purchase a jukdo and mokum at the time of registration.
- Kumdo students are required to purchase a uniform after their first belt test.
- Kumdo students are required to purchase armor after their 3rd gup test.

### **Communication**

FCMAA cannot run smoothly and efficiently without good internal communication between guardians, students, and staff. Therefore, FCMAA has designated the following communications methods for providing updated and new information: class-specific emails, our website [www.fullcirclemaa.com](http://www.fullcirclemaa.com), our monthly newsletter *Breaking News*, bulletin boards, and in-class announcements/handouts. You are responsible for regularly reading the information disseminated by FCMAA through these methods.

### **Open Door Policy**

FCMAA has an open-door policy for all guardians and students. This means that every Head Instructors' door is open to everyone. The purpose of our open-door policy is to encourage open communication, feedback, and discussion about any matter of importance to our martial arts family.

Whether you have a problem, a complaint, a suggestion, or an observation, we want to hear from you. By sharing, FCMAA can improve, address complaints, and foster a better understanding of our family's needs. Please reach out to

your Head Instructor or Master Instructor with any questions or concerns.

### **Holiday Benefits**

Family time, relaxation, and holidays are important ingredients to becoming a balanced student. FCMAA does NOT prorate tuition or offer Make-ups for holiday closures. FCMAA recognizes the following days as holidays for which we will not host classes:

- New Year's Eve
- Martin Luther King Jr. Day
- President's Day
- Spring Break Week (April)
- Memorial Day
- Independence Break Week
- Labor Day
- Native American Day
- Halloween
- Veterans Day
- Thanksgiving Break (November)
- Winter Break (December)

To help facilitate open communication and easy scheduling FCMAA will post the annual holiday schedule on our live Facility Schedule located on our website: <https://www.fullcirclemaa.com/live-gym-schedule.html>

### **Make-Up Classes**

If FCMAA closes or cancels a class for unexpected reasons, students affected will be allowed to make up the missed class by taking a similar class at the same level, as long as class enrollment allows. All make-up classes must be made within 2 weeks of the closure/cancellation. It is the responsibility of the guardian/student to request a make-up class. Refunds will not be given. This does not apply to weather closures.

FCMAA does not allow make-ups for students who are absent due to illness, travel, extracurricular activities, etc. Many of our classes are full and the integrity of the class instruction is affected, as well as the safety of the students when the class size is too large.

### **Parking**

Limited free parking is available to FCMAA guardians and students. Spaces are



available on a first-come, first-served basis. Reserved parking spaces are available for individuals with disabilities.

Please drive safely while on the FCMAA property. For safety reasons, cars parked illegally in unauthorized areas will be towed. Keep your valuables out of sight and lock your car. Parking is at your risk. FCMAA is not responsible for any loss or harm to your car that occurs while it is parked in the lot.

If you believe your car has been vandalized, please contact the police and your Head Instructor.

### **Class Withdrawal**

If program attendance is no longer possible for you or your child, you must fill out a Withdrawal Form.

For all youth prevention programs, summer adventure camps, private lessons, and community classes a withdrawal form must be filled out with a two-week notice.

For traditional martial arts classes and our after-school care program, the withdrawal form must be filled out 30-days before your upcoming monthly tuition payment.

Be aware that no prorating or refunds will be issued due to withdrawing from programming. All automatic charges will stop after the above-written notice is received by our office. You will be responsible for the next payment if you do not give the required written notice.

Any student who is gone for 1 month without communicating with their Head Instructor will be considered inactive and will lose their spot in the class. Any inactive student who wishes to continue training is required to re-register before re-enroll in classes in the future. Standard New Student Enrollment fees apply.

## **A STUDENT'S JOURNEY**

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

For students to be successful, guardians and FCMAA instructional staff must work together. A guardian's and student's role is important and these six guiding principles will help get you on the right path.

- **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 Head Instructor.
- **Encouragement:** Guardians have a huge influence on 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 a variety of teaching methods. Have concerns or insights into how your child learns best? Share it with their Head Instructor.
- **Advancement:** The level of difficulty and the speed of progress are very much up to the student. The more work that is 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**

Guardians and students need to be aware and follow our general rules and etiquette listed below. Keep in mind that this is a general list of rules and etiquette. More detailed information will be taught during class time.

- Inform the office/instructor of all class absences, tardiness, or sick leave.
- Students should be on time for all programs.
- All accessories (eg: jewelry, hats, jackets, and gum) are not allowed during traditional martial arts class times.
- Students should come prepared for all programs including bring program-specific equipment.
- Students should implement and pay attention to personal hygiene.
- Students should demonstrate and practice positive attitudes.
- Be respectful to all students, assistants, and instructors.
- Students should clean up after themselves.

- Shoes are not to be worn on the training mats.
- All students are asked to leave all other personal items (such as tablets, phones, books, toys, etc.) at home unless otherwise specified.
- Three Strike Rule - Students will be given two reminders for rude, offensive, or disruptive behavior. If a student receives three strikes we reserve the right to terminate the student's enrollment. Upon the third strike, the guardian will be contacted.

### **Testing & Belt Ranks**

Testing is a privilege, not a right. To be recommended and earn the right to test, certain requirements must be met. Guardians and students will be notified of recommendations with our recommendation packet. All testing dates are set annually and are located on our Facility Schedule. To achieve the next belt rank students must:

- Receive an instructor's recommendation.
- Shows maturity appropriate to the current rank.
- Demonstrate a respectful attitude.
- Demonstrate proper etiquette.
- Knows and studies any required academic material.
- Possesses knowledge and demonstrates the required material.
- Demonstrates the appropriate physical fitness level.
- Meets attendance requirements.
- Testing application and fee submitted by the set deadline.

Each martial arts discipline (Taekwondo, Hapkido, Kumdo & Kumbup) has its colored belt (gup) and black belt (poome or dan) ranks.

#### Taekwondo Color Belt Ranks

White, Orange Stripe, Orange, Yellow, Green, Blue, Purple, Purple Trim, Brown, Red

#### Hapkido Colored Belt Ranks

White, Yellow, Green, Blue, Brown, Red

#### Kumdo & Kumbup Colored Belt Ranks

No Gup, 5th Gup, 4th Gup, 3rd Gup, 2nd Gup, 1st Gup



## STUDENT HANDBOOK RECEIPT ACKNOWLEDGEMENT

I understand that any policies and practices may be changed at any time by FCMAA, and the company reserves the right to change class times, schedules, and policies at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the owner of FCMAA can adopt any revisions to the policies 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 \_\_\_\_\_ Date \_\_\_\_\_

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Guardian Name (Print) \_\_\_\_\_

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Participating Students Name (Print) \_\_\_\_\_

TO BE PLACED IN STUDENT'S FILE