

# **CLASSROOM RULES**

1. Always bow when entering or leaving the classroom.
2. Do not enter class late nor leave early without the permission of the instructor; if you can't make it in on time for class, please telephone your senior instructor. This is a sign of common courtesy.
3. Uncontrolled conduct, such as the use of profanity, obscene gestures or actions, loud conversations, and unnecessary roughness toward a fellow student or an instructor, is strictly prohibited.
4. No food, drinks, or gum is allowed in the classroom area. It is also the responsibility of each student to keep the classroom clean at all times.
5. At all times, come to class with a clean uniform, trimmed nails, and good personal hygiene. No excessive jewelry is to be worn at any time during class.
6. Always bow before speaking to the instructor and address that instructor as Ms./Mr.\_\_\_\_ or Master \_\_\_\_.
7. Stand at attention while formally speaking to your instructor, any Black Belt or higher ranking student; also use words of consideration while speaking, such as yes sir/ma'am, no sir/ma'am, and pardon me.
8. All students are expected to be courteous inside and outside the classroom.
9. Any substitute teacher shall be treated as your regular instructor.
10. No sparring is allowed without the permission of a senior instructor.
11. To test for a higher rank, you must: have permission from a senior instructor, all class fees must be paid up to date, all students must have proper attire (uniforms, sparring equipment, etc.) for their rank level, and lower rank & upper rank students test fees must be paid one week in advance.
12. The senior instructor must approve all classroom attire and equipment for safety reasons.

13. Anything learned in class is to be used for self-defense purposes only. Do not teach Tong Il Lo without the permission of your instructor and never show off what you have learned in front of your friends. This could get you or someone else hurt.
14. You must have the approval of your instructor for any tournament competition.
15. Always receive your instructor's permission before participating in other classes or activities pertaining to martial arts hosted by an outside affiliate.
16. Do not engage in any activities that might degrade the reputation of Tong Il Lo or its instructors.
17. Any assistant instructor in a class or the highest rank in line will make themselves responsible for seeing that discipline and order are maintained during class.
18. When problems arise between students that cannot be resolved among them, they must be brought to the Instructor's attention for mediation. Any problems between the Instructor and student that cannot be solved may then be address to Master McDonald for final policy decision. Always remember we are a family and we are here to help and support each other. We are not in competition with one another. We must all progress at our own pace.
19. Any decisions regarding promotion, demotion, or eligibility for testing are decisions to be made by the senior instructors. Any questioning of those decisions or any other policy should be made respectfully and in private. A student should never question an instructor's authority publicly nor should the method of teaching techniques be questioned in class.
20. Any form of discipline given by an assistant instructor or instructor must be adhered to by the student immediately.

*Disciplinary action will be taken for violation of the above regulations. Penalties will vary at the discretion of the instructor. Such penalties could result in physical discipline, demotion of rank, suspension, or even termination of training. The more severe punishments will only be given by the senior instructor.*