

# PAK'S KARATE

## LOUISIANA



### TIGER HANDBOOK

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Haughton, La 71037  
318-949-5675

5302 Barksdale Blvd.  
Bossier City, La 71112  
318-752-2221

# Pak's Karate Electronic Media

The below electronic methods of communication are provided for you to keep in touch with what is happening at the schools and to provide a quick way for you to receive information needed. It is highly encouraged that you utilize these resources to stay informed about school activities, due dates for required items, and to stay up to date on events. The Facebook page and the smartphone App are the two most popular and most used methods.

**WEBSITE:** [www.pakskaratelouisiana.com](http://www.pakskaratelouisiana.com)

Click on the MEMBERS ONLY link at the top of the page. This section is where you can go to download information about upcoming events, paperwork required for certain events, and other important items.

**EMAIL:** [bossier@pakskarate.com](mailto:bossier@pakskarate.com), [haughton@pakskarate.com](mailto:haughton@pakskarate.com), [minden@pakskarate.com](mailto:minden@pakskarate.com)

Use these emails to communicate with your respective school via email.

**FACEBOOK:** [www.facebook.com/pakskarate.louisiana](http://www.facebook.com/pakskarate.louisiana)

Like/Follow this page to stay informed about events, activities, and announcements from the school and to post comments about items posted by the school. Once you like this page, request access to our special **Pak's Karate Louisiana Parents and Students** closed group by searching for this name in the Facebook search area. Click on the request access/join button to send us a request.

**YouTube:** [www.youtube.com/user/pakskaratelouisiana1](http://www.youtube.com/user/pakskaratelouisiana1)

Subscribe to this channel to quickly look at videos produced by the school. If you have your own videos of your students, bring them to us and we will post them to the channel.

**Smartphone App:** Download our App FREE from the iTunes or Google Play stores. Search for "pakskarate" in the store. This app will keep you posted about upcoming events, has a link to our online study guide for Terminology, has the daily schedules, and includes an alert system that allows us to quickly notify you of an important event at the school, allows you to quickly refer a friend, has a quick way to submit a photo of your child to the school, etc. It has a ton of extras also – try it out.

**Google+ Page:** [www.plus.google.com](http://www.plus.google.com) and then search for Pak's Karate Louisiana

Add us to your circle to help boost the school rating

**Text Messaging:** 318-703-4149 (Bossier Location Students Only),  
318-703-5964 (Haughton Location Students Only)

Add the appropriate number to your contacts as an SMS message number for the school. THIS IS NOT A VOICE LINE and cannot receive voice calls, only text messages.

**Online Terminology Study Aid:** [www.quizlet.com/class/971844](http://www.quizlet.com/class/971844)

Go to the site and create an account to join the class or you can enter as a guest. This site helps students study the Student Creed and Korean Terminology in a mobile format. Simply click on the word group you want to study and choose your study format. As an option, you can download the quizlet app for your smartphone or tablet and use it to study on the go.

**USB Media Drive:** The flash drive media storage device that comes with your enrollment includes training videos for all major aspects of your training program that can be used to practice at home. The Beginner Curriculum is included initially and as you transition into the Intermediate and Advanced courses, we will update your device to include the videos for your current curriculum. It works on most computers and the newer "Smart" TVs with the USB port



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# Welcome!

The Tigers Program is a detailed curriculum that focuses on improving preschool-age to second grade aged children's basic motor and listening skills. These skills will help them enter society with a more confident and enthusiastic outlook. They will become better students at school, better listeners at home, and more ambitious towards the future. We believe the time between the ages of 4 and 8 are the most important years of a child's development. Our program will enhance positive processes in a fun and motivating way.

Our Tiger Program consists of 2 groups:

The Tiny Tigers Program is designed for students ages 4-5. Their classes are 30 minutes in length and prepares the student by teaching the skills needed to graduate to the Flying Tiger program.

The Flying Tigers Program is designed for students ages 6-7. Their classes are 45 minutes in length and prepares the student for advancement into our Junior Martial Arts Program.

The Tiger curriculum consists of traditional Tang Soo Do/ Tae Kwon Do martial arts. The curriculum also contains a character development program designed especially for this age group called Powerful Words that is used to reinforce family values, social settings, and safety. In the Tiger classes, your child will be exposed to positive social interaction. Your child will learn how to work with others and follow directions from the Tiger instructors. Our Tiger instructors are amazing role models who are trained specifically to work with preschool to second grade aged children. Upon completion of our Tigers Program, your child will become focused and motivated to achieve any goal they set in life!

In our Tiger classes, we make learning fun and educational. Our goal is to help your child be the best at everything they put their minds to. Our motto is "Tigers Today, Leaders Tomorrow"



# Tiny Tigers Objectives

- To prepare children with the tools necessary to learn the Martial Arts at a more productive rate**
- To provide parents with the opportunity for their child to participate in an activity that will benefit them both physically and mentally**
- To teach safety and awareness rules to children**
- To teach children to show respect to others through action and word**
- To instill in children a positive attitude toward learning and help them develop better listening and concentration skills which will prepare them for school**
- To teach children to respect laws and rules**
- To help children develop physically by improving coordination and balance**
- To teach children the importance of exercise at an early age**
- To provide positive role models at the time when children are the most impressionable**
- To instill traditional values at an age when they can be easily accepted**

## Tigers Theme

**Always try your best, never say “I can’t”, set reachable goals, work hard to achieve those goals**



# Your Role As A Parent & Partner

Here are some important tips that will help your child get the most out of our Tigers Program:

**Make sure your child attends classes regularly and on time.**

Children adjust to consistency. If taking class becomes an option and not a priority, they will not adjust as well. If your child is going to miss class for any reason, call our school so that the instructor can make further arrangements. Also, because classes are 30-45 minutes in length, even missing 5 minutes can be detrimental to the student.

**Watch your child and participate often.** Your child wants to make you proud. The best way that they can show you how well they are doing is for you to see for yourself. Many of our classes call for parent participation so get out there and enjoy your child!

**Monitor your child's progress.** Your child should earn a skill stripe each month. If your child does not receive a skill stripe and hasn't already earned that particular stripe, speak with one of our Tigers instructors immediately. Your child may have a challenge with that skill and will need some extra practice at home.

**Keep track of when the next belt promotion is scheduled to take place.** This way, you can help prepare your child for their next performance. Your child should belt promote every twelve weeks to avoid boredom and to keep up with their classmates.

**Invite family, friends, and teachers to your child's belt promotion.**

This is a big event for your child in his or her martial arts training that only comes around every three months. For your child, that is a long time. Make it a big event and your child's confidence will grow.

Congratulations on enrolling your child in our prestigious program! We are dedicated to helping your child be the best that he or she can be while preparing your child for the world. We appreciate the opportunity to work with the most precious thing in your life...your Tiger!!



# How The Tiny Tiger Program Works

The Tiny Tigers program is designed for students ages 4-5. Tiny Tigers will be learning the fundamental basics of martial arts to prepare them for the Flying Tigers.

## How Your Child Will Advance Through The Program

Every three weeks, your child will be rewarded with a different colored skill stripe for learning and demonstrating that skill. Your child must earn all colored skills stripes in order to qualify to advance to the next level. Tiny Tigers must earn four (4) skills stripes. Each Tiger with all four stripes will test for a new belt at the Tiny Tigers Belt Promotion to be held every twelve weeks. Tigers must also have 22-24 classes to test for each belt promotion. If you ***miss*** classes due to illness, family emergency etc. you should make up these classes before belt promotion. Any questions in regards of this, please speak with our Head Instructors or Tiger Instructors. (Private Lessons are also available for scheduling; see instructor for details.)

The following is a list of each skill with the color skill stripe:

Color Stripe	<u>Skill</u>	Description
Purple	<u>Dragon Combo</u>	This is a series of hand and foot combinations that each Tiny Tiger will learn and must remember
Red	<u>Tiger Combo</u>	This is a series of steps and directional movements with blocks and/or hand/foot combination that each Tiny Tiger will learn and must remember
White	<u>Board Break</u>	This is a single hand or foot technique that will be used to break their board on Promotion Day
Yellow	<u>Spotlight</u>	This is a pretest for those that are scheduled to test

If your child has difficulty with a specific skill, the instructor may ask you to work with him or her at home to improve the skill. Homework assignments are provided to help your child be the best that he or she can be. Our goal is to thoroughly develop the skills in the Tiny Tigers Program. With your help, your child will learn and grow with commitment and dedication to excellence in everything that he or she does.



# How The Flying Tiger Program Works

The Flying Tigers program is designed for students ages 6-7. The Flying Tigers will be refining their skills and learning basics to prepare them for the Junior Program. Flying Tigers are distinguished from the Tiny Tigers by having a Red Tip on the end of their belt. Their classes are 45 minutes in length.

## How Your Child Will Advance Through The Program

Every three weeks, your child will be rewarded with a different colored skill stripe for learning and demonstrating that skill. Your child must earn all colored skills stripes in order to qualify to advance to the next level. Flying Tigers must earn Five (5) skills stripes. Each Tiger with all five stripes will test for a new belt at the Flying Tigers Belt Promotion to be held every twelve weeks. Tigers must also have 22-24 classes to test for each belt promotion. If you miss classes due to illness, family emergency etc. you should make up these classes before belt promotion. Any questions in regards of this, please speak with our Head Instructors or Tiger Instructors. (Private Lessons are also available for scheduling see instructor for details.)

The following is a list of each skill with the color skill stripe:

<b>Color Stripe</b>	<b><u>Skill</u></b>	<b>Description</b>
Purple	<u>Dragon Combo</u>	This is a series of hand and foot combinations that each Tiny Tiger will learn and must remember
Red	<u>Basic Form 1</u>	This is an official form that all beginners are taught in the Junior Programs. Flying Tigers must demonstrate their knowledge of the form
White	<u>Board Break</u>	This is a single hand or foot technique that will be used to break their board on Promotion Day
Orange	<u>Vocabulary and Student Creed</u>	A list of words and creed must be memorized (See page 13-14)
Yellow	<u>Spotlight</u>	This is a pretest for those that are scheduled to test

If your child has difficulty with a specific skill, the instructor may ask you to work with him or her at home to improve the skill. Homework assignments are provided to help your child be the best that he or she can be. Our goal is to thoroughly develop the skills in the Flying Tigers Program. With your help, your child will learn and grow with commitment and dedication to excellence in everything that he or she does.





# Tiger Graduation

## Belt Promotion

Belt Promotion gives your child the opportunity to show how their skills have progressed over time. A panel of judges will be evaluating each Tiger to monitor his or her progress. Each rank advancement gives your child a new challenge for each skill.

Your child will then begin to collect the colored skill stripes again as they set their goal for their next belt performance. This keeps the program exciting and challenging. Your child will learn how to set goals and achieve them by accomplishing their new ranks.

## Belt Ranks

- |                        |                         |
|------------------------|-------------------------|
| 1. White-Yellow        | 9. White-Purple         |
| 2. White-Double Yellow | 10. White-Double Purple |
| 3. White-Orange        | 11. White-Brown         |
| 4. White-Double Orange | 12. White-Double Brown  |
| 5. White-Green         | 13. White-Red           |
| 6. White-Double Green  | 14. White-Double Red    |
| 7. White-Blue          | 15. Camo-White          |
| 8. White-Double Blue   | 16. Camo-Yellow         |

## Program Graduation

### Tiny Tigers to Flying Tigers

Tigers that turn 6 years old will be evaluated by the Black Belt instructors that monitor your child's progress and will be eligible for graduation to the Flying Tigers Program at their Belt Promotion. Flying Tigers are identified by the Red Bar on the right side of their belt. If your child will be turning 6 years old, please make an appointment with the Master Instructor to discuss graduation requirements.

### Flying Tigers to Junior Program

Tigers that are 7 1/2 - 8 years old will be evaluated by the Black Belt instructors that monitor your child's progress and will be eligible for graduation to the traditional Tang Soo Do Program at their next Belt Promotion. Flying Tigers promoted to the traditional Tang Soo Do Program are awarded with the Orange-Black Belt. If your child will be turning 7 and 1/2 to 8 years old, please make an appointment with the Master Instructor to discuss graduation requirements.



# Tiny Tiger Promotion Requirements—Year One

	Quarter A	Quarter B
<b><u>Blocks</u></b>	Low Block High Block	Inside-Outside Block Outside - Inside Block
<b><u>Hand Strikes</u></b>	Punch, Double punch	Palm Heel
<b><u>Kicks</u></b>	Back Foot: Front Kick	Front Foot: Side Kick
<b><u>Board Break</u></b>	Back Foot Front Kick	Hammerfist
<b><u>Tiger Combo</u></b>	Step 1: Turn left, Step Step 2: High block Step 3: Punch	Step 1: Turn right, step Step 2: Inside block Step 3: Front kick
<b><u>Dragon Combo</u></b>	Step 1: Double Punch Step 2: Duck Step 3: Front Kick *Roll/Cartwheel	Step 1: Back Fall (Jujitsu) Step 2: Front Kick from ground Step 3: Stand up/roll backwards

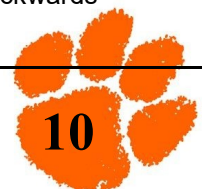
	Quarter C	Quarter D
<b><u>Blocks</u></b>	Outside - Inside Block High Block	Low Block Inside-Outside Block
<b><u>Hand Strikes</u></b>	Knifehand Chops	Hammerfist
<b><u>Kicks</u></b>	Back Foot: Side Kick	Back Foot: Axe Kick
<b><u>Board Break</u></b>	Front Side Kick	Sideways Hammerfist
<b><u>Tiger Combo</u></b>	Step 1: Turn left, step Step 2: Outside block Step 3: Backfist	Step 1: Turn right, step Step 2: Low block Step 3: Axe
<b><u>Dragon Combo</u></b>	Step 1: Bob & weave Step 2: Punch Step 3: Low kick	Step 1: "Front fall" (land on hands & knees) Step 2: Back kick Step 3: Stand up/roll forwards



# Tiny Tiger Promotion Requirements—Year Two

	<b>Quarter E</b>	<b>Quarter F</b>
<b><u>Blocks</u></b>	Inside-Outside Block Outside - Inside Block	High Block Inside Outside block
<b><u>Hand Strikes</u></b>	Backfist	Palm Heel
<b><u>Kicks</u></b>	Front Foot: Front Kick	Back Foot: Inside Axe
<b><u>Board Break</u></b>	Front Foot: Front Kick	Knee Strike
<b><u>Tiger Combo</u></b>	Step 1: Step Forward Step 2: Outside block Step 3: Chop	Step 1: Punch Step 2: Turn backward Step 3: Low block
<b><u>Dragon Combo</u></b>	Step 1: Sliding side kick Step 2: Back pivot side kick Step 3: Double Punch	Step 1: "Front fall" (land on hands & knees) Step 2: Back kick Step 3: Stand up/roll forwards

	<b>Quarter G</b>	<b>Quarter H</b>
<b><u>Blocks</u></b>	Low Block Outside Inside Block	Low Block High Block
<b><u>Hand Strikes</u></b>	Hook Punches	Uppercut punches
<b><u>Kicks</u></b>	Back Foot: Roundhouse Kick	Front Foot: Roundhouse Kick
<b><u>Board Break</u></b>	Back Foot: Side Kick	Back Foot: Front Kick
<b><u>Tiger Combo</u></b>	Step 1: Step Forward Step 2: Low block Step 3: Step forward and punch	Step 1: turn backward Step 2: low block Step 3: step forward with punch
<b><u>Dragon Combo</u></b>	Step 1: Roundhouse kick Step 2: jumping front kick Step 3: side kick	Step 1: Back Fall (Jujitsu) Step 2: Front Kick from ground Step 3: Stand up/roll backwards



# Flying Tiger Promotion Requirements—Year One

	<b>Quarter I</b>	<b>Quarter J</b>
<b><u>Blocks</u></b>	Low Block High Block Inside Outside Block Outside Inside Block	Low Block High Block Inside Outside Block Outside Inside Block
<b><u>Hand Strikes</u></b>	Knifehand Chops	Palm Heel
<b><u>Kicks</u></b>	Back Foot: Roundhouse Kick	Back Foot: Side Kick
<b><u>Board Break</u></b>	Front Kick	Side Kick
<b><u>Basic Form 1</u></b>	Steps: 1-8	Steps: 1-8
<b><u>Karate Words/ Creed</u></b>	Kooki Ki Kwan Jang Nim See Jak	Student Creed #1
<b><u>Dragon Combo</u></b>	Step 1: Side step Step 2: Roundhouse Step 3: Knee strike	Step 1: Back Fall (Jujitsu) Step 2: Front Kick from ground Step 3: Stand up/roll

	<b>Quarter K</b>	<b>Quarter L</b>
<b><u>Blocks</u></b>	Low Block High Block Inside Outside Block Outside Inside Block	Low Block High Block Inside Outside Block Outside Inside Block
<b><u>Hand Strikes</u></b>	Hook Punches	Uppercut Punches
<b><u>Kicks</u></b>	Crescent Kick	Jumping (Switch) Front Kick
<b><u>Board Break</u></b>	Front Kick	Side Kick
<b><u>Basic Form 1</u></b>	Steps: 1-8	Steps 1-8
<b><u>Karate Words/ Creed</u></b>	Charyet Tang Soo Do Kyong Yet	Student Creed #1
<b><u>Dragon Combo</u></b>	Step 1: Jumping front kick Step 2: Knee strike Step 3: Hook punch	Step 1: "Front fall" (land on hands & knees) Step 2: Back kick Step 3: Stand up/roll



## Flying Tiger Promotion Requirements –Year Two

	<b>Quarter M</b>	<b>Quarter N</b>
<b><u>Blocks</u></b>	Low Block High Block Inside Outside Block Outside Inside Block	Low Block High Block Inside Outside Block Outside Inside Block
<b><u>Hand Strikes</u></b>	Knee Strike	Elbow Strike
<b><u>Kicks</u></b>	Back Pivot Side Kick	Front Foot Roundhouse
<b><u>Board Break</u></b>	Front Kick	Side Kick
<b><u>Basic Form 1</u></b>	Steps: 1-8	Steps: 1-8
<b><u>Karate Words/ Creed</u></b>	Do Jang Dobak Chun-be	Student Creed #2
<b><u>Dragon Combo</u></b>	Step 1: Double Hook punch Step 2: Front kick Step 3: Groin kick	Step 1: “Front fall” (land on hands & knees) Step 2: Back kick Step 3: Stand up/roll

	<b>Quarter O</b>	<b>Quarter P</b>
<b><u>Blocks</u></b>	Low Block High Block Inside Outside Block Outside Inside Block	Low Block High Block Inside Outside Block Outside Inside Block
<b><u>Hand Strikes</u></b>	Back Fist	Ridgehand
<b><u>Kicks</u></b>	Front kick	Side kick
<b><u>Board Break</u></b>	Front Kick	Side Kick
<b><u>Basic Form 1</u></b>	Steps: 1-8	Steps 1-8
<b><u>Karate Words/ Creed</u></b>	Dee Sah Buh Nim Ba-row	Student Creed #2
<b><u>Dragon Combo</u></b>	Step 1: Spinning Backfist Step 2: Elbow strike Step 3: Side kick	Step 1: Back Fall (Jujitsu) Step 2: Front Kick from ground Step 3: Stand up/roll

# Student Terminolo-

**Flying Tigers** are required to know Korean Terminology for each testing cycle. They will be tested in class on their memory of the required words for Tiger Belt Testing Promotion. (See Pages 11 and 12 for the required words for the current quarter.)

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Kook Ki -- *Flag*  
Tang Soo Do (Tae Kwon Do) -- *Korean Martial Art*  
Kwan Jang Nim -- *Grandmaster*  
Sah Buh Nim -- *Head Instructor (4th Dan & up)*  
Do Jang -- *Martial Arts School*  
Dobok -- *Martial Arts Uniform*  
Dee -- *Belt*  
Char-yet -- *Attention*  
Kyong Yet -- *Bow*  
Chun Bee -- *Ready Position*  
Ba-row -- *Recover to Ready Positon*  
See-Jak -- *Begin*

Ha Na -- 1  
Dool -- 2  
Set -- 3  
Net -- 4  
DaSut -- 5  
YaSut -- 6  
Il Kup -- 7  
Yuh Dul -- 8  
Ah Hop -- 9  
Yul -- 10



# STUDENT CREED

*Flying Tigers* are required to know 1 Student Creed Tenet each testing cycle. They will be tested in class on their memory of the required words for Tiger Belt Testing Promotion.. (See Page 11 and 12 for the required tenet for the current quarter.)

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**I will develop myself in a positive manner and avoid anything that would reduce my mental growth or my physical health.**

**I will develop self-discipline in order to bring out the best in myself and others.**

**I will use what I learn in class constructively and defensively, to help myself and my fellow man, and never to be abusive or offensive.**

**This is a Black Belt School. I am motivated, I am dedicated, I am on a quest to be my best.**





## Dr. Robyn Silverman's Powerful Words Character Development

We are proud to have Child and Adolescent Development Specialist, Robyn J. A. Silverman, PhD as a member of our staff. Dr. Robyn provides a multitude of resources to the families of our school for the betterment of our children.

Dr. Robyn, as many call her, has developed a comprehensive character development curriculum called Powerful Words specifically for martial arts students like ours! Powerful Words provides easy-to-follow lessons for children ages 4 - 7, lessons that give each student the **strength to explore** and the **foundation to succeed**. **Pak's Karate Academy** has a character education program used within the context of our organized martial arts lessons which invites students to listen, share, discover and reflect on the ways to become upstanding members of our community as well as confident individuals in their own right.

You will notice some very exciting benefits at our academy as we prove to be the finest Personal Development Center in our area. During class our students get to take part in a Power Chat that will help them to solidify their understanding of the Powerful Character Word of the Month. These Chats are age appropriate, very educational, and fun to take part in! Dr. Robyn has written this curriculum specifically for use in our martial arts academy, so our students will actually be getting two world-class programs for the price of one! {For additional information visit [www.DrRobynSilverman.com](http://www.DrRobynSilverman.com)}





# Home and School Checklist

In Martial Arts Class, our instructors' goal is to teach the essential skills to prepare future Black Belts. We also want it to be consistent at home and at school. One way to do this is with our Home and School Checklists. Once a week, your child will receive a checklist worksheet. You can circle or color in the deed for the days of the week and have your child turn it in to their instructor. After each testing cycle, Tigers will be awarded their Gold Stripe for completing the Home and School Checklists.

## Martial Arts Homework

Homework assignments are available for additional practice. Topics will include social skills, character development, health, exercise and safety. Once students complete their homework assignments and turn them in to their instructor students will be recognized and awarded a special Silver Stripe at the end of the testing cycle.

Home and School Checklists, Powerful Words Character Development Homework and Martial Arts Homework sheets are available to the students online under the Members Only section of our website.

[www.pakskaratelouisiana.com](http://www.pakskaratelouisiana.com)

\*This is an optional opportunity for your students to practice above and beyond their marital arts classes. This is not mandatory for Tiger Belt Promotions.





# Home Checklist



Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** Circle the numbers you did for each day and turn it in to your karate teacher to earn your *Gold Stripe!*

- 1. Clean my room all by myself
- 2. Help take care of my pets
- 3. Help a family member
- 4. Follow Directions
- 5. Clean my toys after playtime
- 6. Did my homework
- 7. Use my manners
- 8. Didn't argue with my parents

Monday	1	2	3	4	5	6	7	8
Tuesday	1	2	3	4	5	6	7	8
Wednesday	1	2	3	4	5	6	7	8
Thursday	1	2	3	4	5	6	7	8
Friday	1	2	3	4	5	6	7	8
Saturday	1	2	3	4	5	6	7	8
Sunday	1	2	3	4	5	6	7	8

Parent Comments:





# School Checklist



Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** Circle the numbers you did for each day and turn it in to your karate teacher to earn your *Gold Stripe!*

- |                                   |                               |
|-----------------------------------|-------------------------------|
| 1. Listen to my teacher           | 5. Use my manners             |
| 2. Clean up my activities         | 6. worked well with others    |
| 3. Help my teacher/<br>classmates | 7. Keeping my hands to myself |
| 4. Follow Directions              | 8. Raised my hand             |

Monday	1	2	3	4	5	6	7	8
Tuesday	1	2	3	4	5	6	7	8
Wednesday	1	2	3	4	5	6	7	8
Thursday	1	2	3	4	5	6	7	8
Friday	1	2	3	4	5	6	7	8

How many good days have you had this week?

5 Days      4 Days      3 Days      2 Days      1 Day

Parent Comments:



# School Policies and General Information

## **Class Times and Attendance**

Please refer to your schedule for class times. Classes are divided by age and rank. Students are required to attend at least two classes per week, however, we recommend three classes per week for most students. Our class schedule is built with flexibility for the convenience of our students and parents, however, we highly recommend you commit to specific classes each week so that regular attendance becomes part of your weekly routine. Makeup classes are available if a class is missed during the week due to illness or other reason. If for some reason you are not able to attend class, we ask that you call the school or send a text to the school text number (see inside front cover) and inform the receptionist. Parents dropping off children should do so ten minutes prior to class start time and pick them up within ten minutes of class end time. **We are extremely interested in the safety of your children. However, the school becomes very busy around class times and we cannot be held responsible for watching unattended children. Please make an extra effort to pick your children up on time.**

**Class Attendance** is tracked by our computer system in the lobby. Students are required to attend a set minimum number of classes each quarter. Students are responsible for pulling their card out of the box at the front desk and bringing that card with them to class. The instructor will collect ID cards at the beginning of each class and scan the cards for attendance. **PLEASE DO NOT LOSE, DAMAGE, OR OTHERWISE DESTROY YOUR CARD.** Damaged cards will not scan properly and you want to make sure you get credit for class. If you are late to class, please don't forget to pull your card and bring it to your instructor. Students who fail to bring their card to class will not receive credit for that class.

## **Class Tardiness**

Students are required to arrive on time for class. Tardiness for class causes major disruption for the students who are already in class and wastes valuable class time. Students who continue to be late for class will be asked to attend a later class.

## **Safety Equipment**

Students are required to maintain certain mandatory safety equipment. This equipment must be acquired from the school to meet required safety regulations and dress code. Students enrolled in our "All-Inclusive" program will be issued their initial set of required safety gear at certain belt ranks as they progress through our course. Safety equipment must be brought to every class and taken home every night. Storing your gear at the school is not permitted. Students are responsible for their own gear and must purchase replacement gear if it becomes lost, worn beyond usefulness, and/or outgrown. The school is not responsible for equipment left at the school. If you are missing something, please check our lost and found shelf in the lobby.

**Missing Equipment Policy** – Students who do not have their required safety gear will be given one warning and disqualified from sparring practice for that day. If safety gear is missing for any subsequent class, the student will be required to rent safety gear (chest guard/head guard) or purchase safety gear (mouth guard/groin protector). Students will be invoiced for the charges associated with rental/purchase. Invoices not



settled by graduation day will result in a student being disqualified for graduation to the next rank.

**Damaged Mandatory Equipment Policy** – Students who have damaged mandatory safety equipment that jeopardizes their own safety or the safety of other students will be required to purchase replacement equipment.

Students will be told when replacement gear is required and will be given a one week grace period in which to replace the damaged equipment. During that time, mandatory safety gear will be loaned to the student for sparring. After the grace period, the student will be issued/rented replacement equipment and will be invoiced for the cost. Invoices not settled by graduation day will result in a student being disqualified for graduation to the next rank.

### **Late Pick-Up Fees**

A late fee will be applied if the student is not picked up within 10 minutes of class end time. Late fees are \$1.00 per minute and is due at the time the student is picked up. Failure to pay late pick up fees and/or being late more than three times may result in cancellation of belt promotion test for that quarter. If you know you are going to be late ahead of time, please notify the receptionist. We are not responsible for watching unattended children.

### **Viewing Classes**

Parents are encouraged to watch classes. In fact, you may be asked to participate in a particular drill for the day. We only ask that you respect the class by keeping noise levels to a minimum. Also, we do not provide a play area for children who are watching brothers/sisters/parents in class. Children are not allowed to run around and play in front of the classroom and are not allowed on the mats. Some of our students have very short attention spans and/or are easily distracted by this behavior. In addition, children and toys going onto the floor are a safety hazard for our students. Spectators who disregard this policy will be asked to leave the classroom area.

### **Instructor Notices**

From time to time, the instructor may send a note home with your child to inform you of an event that happened in class. This notice must be signed and returned to the school no later than one week after receipt for inclusion in the student's record.

### **Family Memberships**

Pak's Karate prides itself on our family environment and highly encourage our parents and family members to participate and learn together. We provide special family member discounts to help encourage our families to learn together. To inquire about these discounts, please see our receptionist for details.

### **Financial Responsibilities**

Financial obligations are a necessary part of our lives. Likewise, your school has financial obligations as well. Similar to courses at a university or a private school, you are enrolling in a course of study that includes knowledge and personal attention. Our programs are set up to provide 4 training periods each calendar year and take into account holidays and staff training breaks. Payment plans are set up through a third-party billing company for your convenience and your account is due whether or not you or your child attends classes or completes the course.



Your Student Enrollment Agreement outlines the financial responsibilities, payment plan, and payment method you have agreed to follow and lists conditions whereby the Agreement may be changed and/or altered. Your tuition is divided into monthly payments for your convenience. You are required to keep your accounts current and up-to-date. We are fully committed to keep our promise to you to provide the best training facility and course of instruction that we can. We know that you will keep your promises to us, too. We appreciate your sacrifice to make tuition payments on time. Students who budget their programs do so through our billing and tuition company, Educational Funding Company. If you do not receive a notification from EFC within two weeks or you do not see a deduction for your tuition on your bank, please notify the school as soon as possible. Or, if you wish, you may call EFC at 301-654-8677.

Payments may be made at the school for program down payments, to purchase equipment, or for seminars, tournaments, etc. Payments may be made in cash, money order, Visa/MasterCard, or personal check. However, any checks returned from the bank due to insufficient funds or other reasons will result in a \$35 return check fee in addition to the amount of the returned check. Parents and students have 10 days from notification to pay the outstanding balance or will incur a late charge of \$10. We will no longer continue to accept checks on any account that has had more than two returned checks. You will be put on a Visa/MasterCard, money order, or cash only basis.

Students who leave the school with a completed program or under good terms are considered Inactive-Good Standing. You retain all rights, ranks, and privileges for life and are welcome to visit or return to complete your training at any time. Students who quit without notification, are dismissed for rules violations, or owing a balance due are considered Inactive-Incomplete Standing. Any students who are in Incomplete Standing will not receive their belt certificates, references, etc., until they have fulfilled their obligations to place them into Good Standing.

### **Uniform Dress Code**

Student uniforms consist of a white traditional Karate uniform with school logo on the back, flag patches on the sleeves, and a Federation patch over the heart plus a colored belt. All students are issued their first uniform when enrolled in a regular program. Replacement and/or spare uniforms are the responsibility of the student and must be purchased at the school. Males do not wear shirts under their uniform tops. Females are required to wear solid white, solid black, or solid belt color shirts under their uniform tops. T-shirt days are Wednesdays, Thursdays, and Saturdays. On these days, students may wear an approved Martial Arts T-shirt with their pants and belt instead of their uniform top. Black Belt Club members have a special red trimmed uniform that they may wear to any class. During classes and promotional testing, all students must wear their full uniform. Uniforms worn to class **MUST** be kept clean and neat. Uniforms that have holes, tears, or that are too small for the student must be replaced. Students who attend class with uniforms that do not meet standards will not be allowed to participate and will not get credit for that day's class.

Belts, except for red, red/white, and red/black, should not be washed. Belts with red should be washed once before wear due to the red color bleeding out onto the uniform when it becomes sweaty. It is customary to not wash the student's belt, no matter how dirty it becomes. In addition to tradition, it will teach the student how to care for and maintain his belongings. Belts should never touch the ground until the day of promotional testing.



Students are allowed to participate in class if they forget their belt but are unable to earn progress stripes. However, students may not participate if they have forgotten their pants and/or top on non T-shirt days.

Uniform Flags/Patches are provided with your initial enrollment and must be sewed onto the uniform as soon as practical. Additional uniforms and patches may be purchased at the Pro Shop at anytime.

### **Patch placement**

USA patch – on the right sleeve of the uniform top, just below the armhole seam

Korean patch – on the left sleeve of the uniform top, just below the armhole seam

Federation patch – on the left side of the uniform front, over the heart, with the top of the triangle pointing up

Black Belt Club patch – over the top of the Federation patch

Weapons Achievement patch – on the left sleeve cuff

**Please see Master Heidi or Master Chapman if you would like your uniform marked for placement**

### **Belt tying**

Locate the center of the belt and place it on your stomach

Wrap the belt around your waist, bringing both ends to the front. Make sure the ends are even. Cross the right end over the left end and bring it up under all parts of the belt (against the stomach). Then cross both parts of the belt again, bringing the bottom end up and around the top end and pull tight.

### **Tournament Competition**

Periodically, we hold competitions at the school or we attend competitions in other locations. Information about tournaments that we feel are suitable for our students will be posted and announced in class. Tournament competition is strictly voluntary, however, we encourage all students to compete in at least a few tournaments in their Martial Arts career because the experience that comes with competing is unmatched in the classroom setting. We provide tournament competition training classes and seminars for those students who are interested in competing. Don't forget that tournament competition requires additional safety gear not normally required for class. Leave yourself enough time to purchase and receive any gear required.

### **Seminars and Clinics**

Pak's Karate Academy hosts a multitude of seminars and clinics each year to provide additional training to our students. Many of the seminars are free but some will require a registration fee to cover the expenses of the seminar instructor. You are encouraged to attend as many of these events as possible. Some may be mandatory for a particular belt rank or for Black Belt Club and others are included to enhance the overall experience of the Martial Arts. It is best to support as many of these clinics as possible for the benefit of all students.

### **Special Help, Makeup Classes, and Private Lessons**

If for any reason you or your child falls behind in classes or if you feel that there is a need for some extra help, please see the front desk to schedule a time for a private lesson. Sometimes the instructors may feel that a student needs some additional practice with a form or a kick. If so, they may recommend an additional makeup class or a private lesson for you or your child. Makeup classes are held on Saturdays and are free of charge. Private lessons are scheduled at the convenience of the student with their instructor of choice. Private lessons will be charged at a rate of \$30 per session



which is due prior to the scheduled session.

## **Holiday Schedule**

Pak's Karate Academy is closed for most major holidays. Please be sure to check the announcement sheet or bulletin board to see if we are open. Closed holidays normally include: Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Veterans Day, Easter weekend, and Thanksgiving holidays. We are closed for approximately two weeks during the Christmas break and from time to time, we will bring our staff to a special training event and may close for a few days during the summer. You will be notified in advance of these events.

## **Vacations or Extended Absences**

If you will be absent from class for more than three weeks due to a medical reason or vacation, please notify Master Heidi. Time that you miss can then be added back into your program for credit.

## **Sparring**

Sparring is the application of all of the technical aspects of Tang Soo Do such as basic movements, breaking, forms, as well as the mental discipline and the school philosophy. Sparring benefits the student in many ways.

- It improves endurance, balance, and flexibility
- It builds reflexes for quicker movements of attack, block, counter attack and ability to dodge an attack
- It develops greater muscle and respiratory control

Your partner is your friend, without whom you cannot improve your techniques. You must show respect for your partner through light contact and control. If during sparring, your partner accidentally hits you too hard or in the wrong location, you must learn to control your temper. Losing control of yourself would mean defeating your mental discipline objectives. Be patient and show friendly support for your partner.

Sparring is introduced to the student gradually, beginning with learning how to do one and two-step sparring. This is sparring with a partner, without contact. As the student progresses in rank, light contact will be introduced so that the student can progress in self-defense knowledge. Insurance regulations require each student have certain gear at certain ranks. Refer to the Sparring Rules and Safety Equipment Requirements section in this handbook to understand our safety equipment requirement. No strikes are allowed to the face, neck, back, or below the belt. Students who continuously disregard sparring rules or are dangerous and malicious in sparring with other students will be expelled from the school.

## **Lost and Found**

If you have left something behind, please check our lost and found box at the front desk. Items will be held for two weeks before being discarded or donated. Please do not interrupt classes to ask the instructors for something that is lost.

## **Special Orders**

We have several different Martial Arts catalogs available. If you are looking for a weapon, video, book, or any particular type of equipment, please ask our front desk staff to see the most current catalog. Catalogs may not be removed from the front desk. A 50% deposit is required on all special orders. Deposits are non-refundable once the order has been placed. Special order delivery depends on the company the order is





placed from. Delivery could be as fast as 3 days or as long as several weeks.

## **School Communication**

Our staff utilizes multiple methods to communicate with our students. With so many events and activities at the school, please keep an eye and ear out on a regular basis for updates.

End of class announcements are provided every day

Emails are sent out on a regular basis so please ensure you have pakskarate.com in your list of allowed email addresses

Posters – located in the lobby and in the parent’s viewing area

Newsletter - Each month the school publishes a newsletter online. The newsletters contain dates for upcoming events, a message of the month, tournament results, outstanding students, discussions about our Word of the Month, and other timely information. Copies of the newsletter may be available at the counter but is always available to download from our website [www.pakskaratelouisiana.com](http://www.pakskaratelouisiana.com) (click on the Members Only section at the top and then follow the link for Newsletters).

Website – [www.pakskaratelouisiana.com](http://www.pakskaratelouisiana.com) and click on the Members Only link at the top of the page

Facebook – our Facebook page is a great place to keep in touch

Text Messaging

## **Inclement Weather**

Pak’s Karate Academy’s policy is to close if the weather/road conditions become hazardous. The school will open as soon as possible, but will always keep the safety of our students and staff first in mind. If the weather becomes hazardous during class, we encourage all parents to pick up their students as soon as possible. If you suspect that we may have implemented our inclement weather policy, you may call the school to find out if we will be open or if we need to close early.

## **Emergency Information**

It is essential that you keep all records current. If your business or home phone numbers change, or if you change jobs or move to a new address, make sure that the information is given to us to change on the student’s records. Emergency notifications cannot happen if our records are outdated.

## **Illness**

Pak’s Karate Academy is a place for well children, so please do not bring your child when he/she is sick or has signs of a contagious illness. Students should be free of fever for 24 hours before returning the Pak’s Karate Academy. If a student becomes ill while at the school, his/her parents will be notified immediately and asked to come for the child. If the student is not picked up within 30 minutes, the emergency number or a third person will be called. We reserve the right to ask a student to leave due to medical reasons restricting them from safely functioning in classroom activities.

## **Birthdays**

The student’s birthday is special to us! If you would like to send refreshments for your child’s class to share, please speak to an instructor. Pak’s Karate Academy can host your birthday party if you wish to have a Karate themed birthday party.

Please see a staff member for more information.



## **Parent/Student Conferences**

Our goal is to partner with you in order to see you and your child achieve their goals. If your child is ever struggling at home or at school, please feel free to schedule a conference with us. We take our student's progress very seriously and have helped numerous families overcome struggles at home and school. In addition, if you notice that your child is struggling to maintain focus and interest with their training, please let us know as soon as possible. Everyone goes through times when they do not feel like coming to class (adults skip gym days all the time when they are not "feeling it"). Your child will also. Usually, a loss of focus and interest has to do with an activity that is hard for them or something they do not understand. These issues can easily be resolved with a little extra attention from our staff. We want your child to achieve their goals and we will do everything we can to help them reach their goals.

## **Arrival and Departure**

We have limited parking spaces available. Parents may park and attend classes with the student. However, if you are dropping a student off at the door, please make sure that the student is completely in the building before leaving. Also, be aware that during change of classes, the parking lot becomes extremely busy. Please watch out for students and other vehicles. Children are not allowed to leave the building without a guardian and are not allowed to wait outside of the building for a ride. We strive to put the safety of our students first. Please be courteous and help us out.

## **Other Available Programs**

### **After School Program**

Pak's Karate Academy has an active After School program. We pick up students from most Bossier Schools. Students attend classes daily, have quiet time to complete homework, are provided with a snack if they wish, and have access to computers, games, and arts/crafts for their enjoyment while at the school. This program is an excellent economical alternative to traditional After School care. If you are interested in more information concerning the Transported After School Martial Arts (TASMA) Program, please contact Master Chapman.

### **Summer Camp**

Our summer camp program runs all day for approximately 10 weeks during the summer school break. This program is an excellent alternative to prevent students from getting bored during the summer. With weekly themed training activities, daily field trips that include skating, swimming, and park time, and much more, our summer camp will be sure to keep your child's mind and body active. Students may sign up for a single week, multiple weeks, or all summer long. For more information, contact Master Chapman.

### **Judo Program**

Judo translates to "the gentle way" and is modern Martial Art and Olympic sport created in Japan. Judo teaches the student ways to use an opponent's force or weight against them. Learning how to redirect an attack is central to this form. Students learn how to defend against and even throw much larger opponents in this dynamic style of Martial Arts. Open to students ages 7 and up, Judo is an excellent program for anyone who enjoys a hands-on style.



## **Mixed Martial Arts Program**

Mixed Martial Arts (or MMA) is becoming ever more popular by the UFC and other organizations that promote the professional aspects of MMA competition. Our MMA program is designed for serious competitors who want to improve their overall skills in the ring or for those teens and adults who want a harder workout and want to push their bodies to their limit. Our instructors are certified by American Top Team (ATT) and our program includes the practical aspects of ground fighting, karate, and Muay Thai. The MMA program's main focus is teaching in-the-ring skills for those who want to push themselves physically and mentally and providing an outstanding workout for those who are not interested in competing. Students have the option of fighting in the local amateur events under our team name ***Team Fearless*** if they choose.

## **Grappling**

Sport grappling is a class taught to those who seek to compete in judo and wrestling competitions. Students learn take-downs, grabs, and ground grappling techniques for use in a sport environment. This is an excellent supplemental program for those who are wrestlers or for those who just want to learn the ground techniques associated with Jujitsu. This program is open to all students ages 7 and up.

## **Black Belt Club**

The Black Belt Club is a special program for those students who have set their long-term goal of reaching the coveted **Black Belt**. Members receive an extra class each week, special extra-curricular activities, a 1<sup>st</sup> Dan **Black Belt** to go on our BBC wall with their picture, a club patch and t-shirt, as well as discounts on supplies and school-sponsored events. If you are dedicated to the Martial Arts, have a goal of **Black Belt**, and have been nominated by the Instructor Staff, you should talk to Master Chapman to convert your membership to that of the Black Belt Club.

## **Master's Club**

The Master's Club is a special program for those students who have set their goals beyond merely reaching a 1<sup>st</sup> Dan Black Belt. Members take formal classes in Grappling and begin to expand their experiences beyond a single style of Martial Arts. Master's Club students will learn aspects of Muay Thai, Aikido, and various other styles to enhance their training. Students will also continue their weapons training. If you are dedicated to continuing your training beyond 1<sup>st</sup> Dan Black Belt, have been recommended by Master Chapman, and want to enhance your training, make an appointment to talk with Master Chapman about Master's Club enrollment.

## **Te-Geri Kickboxing Fitness**

Te-Geri is a high energy, explosive, exciting and motivating workout program. It is the non-contact Martial Arts workout with the kicks and punches of karate. Te-Geri will give you the excellent physical fitness results you've always wanted while also learning to defend yourself in many situations. From shoulders to calves, you will become lean and strong. You will tighten, tone, and firm your body while building a positive self-image, increasing your self-confidence, and reducing your stress level. Te-Geri is for everyone -- from those who want to get into shape to those who are looking for a new and exciting type of workout.

## **Student Referral Program**

Throughout history, all institutions of learning have been judged by the quality of the students they produce. Martial Arts institutions such as ours



are no exception. As our numbers have grown, our school has strengthened. This is because of the fact that the greater number of good examples a person comes into contact with, the greater the chance that he will become like those examples. Also, if a student is surrounded by positive energy and enthusiasm, he will become a positive person characterized by greatness.

Our student strength is due largely in part to referrals from our students. It is an indication of the confidence that the students have in their instructor and school. It is also an indication that the student is sincere and thinks not only of their own development, but the development of others.

Our referral program rewards the student for their loyalty. Any student or parents who refers an individual who enrolls in a regular course of instruction at Pak's Karate Academy will receive a special reward as a Thank You from the school. These rewards vary throughout the year and include gift certificates, cash rewards, and/or special awards. If there is anyone who you know that is interested in our school, please let us know how we can help you refer them to the school.

