



# Student Manual

Black Belt Club and Kneehigh Ninja Program



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***KNOWLEDGE IN THE MIND  
HONESTY IN THE HEART  
STRENGTH IN THE BODY***



# WELCOME!

Dear New Student,

Welcome to the Jhoon Rhee Institute of Tae Kwon Do, one of the most prestigious martial arts institutions in the world. The Institute was founded by 10th degree Black Belt Grandmaster Jhoon Rhee, on June 28, 1962. Some of Grand Master Rhee famous students include Muhammad Ali, George Allen, Jack Anderson, Bruce Lee and over 100 U.S. Congressmen and Senators. Over 80,000 Washingtonians have benefited from our program since its opening.

Grand Master Rhee's honors include a 1975 Professional Karate Magazine Hall of Fame Award, a 1976 Martial Arts Man of the Century Award at the American Bicentennial Sports Awards Banquet, and a 1983 Black Belt Magazine Man of the Year Award. Grand Master Rhee is also the author of five Tae Kwon Do books, and has starred in two movies; "When Tae Kwon Do Strikes" and "The Silent Master". He is also the only Asian American who served as the national chairman for the American Independence Day Festival in 1983. Most recently, Grand Master Rhee was selected as one of the top 200 most famous immigrants to the United States by the National Immigration Forum, in conjunction with the U.S. Immigration and Naturalization Service. Grand Master Rhee was the sole Korean-American to receive the honor.

I am confident that your child will benefit from our philosophical and physical training program. We put great emphasis on the importance of education pertaining to strength in the body, honesty in the heart, and knowledge in the mind. Since 1978, our Black Belt candidates of primary and secondary school level have been required to achieve at least a "B" average in their school studies. Today, thousands of martial arts studios across the country have adopted the B average policy which the Jhoon Rhee Institute originally initiated.

I would like to congratulate you on the choice you just made in becoming one of our students. We will do everything we can to motivate you to become a conscientious and strong future leader. Be sure to read all the enclosed material before you test for your white belt. Most of the questions you may have should be answered by the information in this packet. If there is anything that we can help you with please do not hesitate to ask. Set your goals, work hard, and we'll help you reach your ultimate goal - the coveted "Jhoon Rhee Black Belt." On behalf of our current students, the staff, and Grand Master Jhoon Rhee, I thank you for your trust in our program and welcome you to the Jhoon Rhee Family.

## About Your 4 Week Trial Membership

1. Please arrive to class on time! Students who arrive after the student creed has been recited will not be able to participate in class. We suggest you dress in your uniform prior to arriving to the school.
2. A Parent or legal guardian must be in the premises during class for students under the age of 18.
3. You are limited to any 2 appropriate age and rank level classes per week.
4. Prepare to test for the white belt within the next 2 weeks.

For details about our regular membership beyond the trial period, please stop by the office anytime before your trial ends to discuss your options.

Sincerely,

Master Chun Rhee



# STUDIO PROCEDURES

*(Subject to change without notice)*

## Attendance:

Students in the trial membership are limited to 2 classes per week. If you have enrolled in our regular membership (after the trial) Students in the Black Belt Club program (ages 7 and older) may attend 3 classes per week. Students in the Kneehigh Ninja Membership are limited to 2 classes per week. Please arrive to class on time! Students may not be permitted to attend class once the student creed has been recited.

## Dressing Room:

There are separate bathrooms for males and females where you may change into your uniform. If you need to change, please allow enough time before the scheduled class time. **All bags and shoes are to be placed in the cubbies in the waiting area.** Please do not leave any personal belongings in this room for any extended period of time. **The staff or studio is not responsible for any lost or stolen items left in the studio.**

## Patches:

Three patches are required on your red member uniform; the American Flag (placed over the right shoulder), Korean flag (placed over the left shoulder with the red crest on top), the Jhoon Rhee Institute "Fist" patch (placed over the left chest). Academic Achiever, Competition, and Demo Team patches are also available for students who qualify to receive these patches. The optional "Star" patches should be placed around the collar of the uniform.

## Practicing at Home:

Practicing at home is vital for the student to progress in martial arts training. 80% of what a person learns is directly attributed to the amount of time a student spends taking what they learned in class and practicing it at home. All you need is a little space and as little as 15 minutes a day. Not having enough space or time is no excuse not to practice. Some of the activities, such as stretching and balancing, can be done while you are watching TV! The best time to practice would be before dinner or as a study break from homework. Remember the saying, "Perfect practice makes perfect." If you are not sure about any of these activities please ask your instructor. Practice takes discipline and in order for it to be effective, you must develop a habit of practicing. Start today and monitor your progress for 21 days straight, by then you should have developed a habit of practicing. Please request a training log from the instructor to monitor your monthly practice schedule.

## Tae Kwon Do Notebook:

All students in Junior High School and below are required to keep a Tae Kwon Do binder. Information on this binder is enclosed on a separate sheet. The notebook must be presented before each belt test.

## Email Newsletter:

Every week an email is sent out to inform students of any important school events such as graduation, class cancellations due to weather, camps, etc. Please be sure that the studio has your home or work email address. You can also check the website ([JhoonRheeTKD.com](http://JhoonRheeTKD.com)) for school events and updates.



# STUDIO PROCEDURES

*(Subject to change without notice)*

## Sparring and Protective Equipment:

Due to mandatory insurance regulations, all protective padding for the feet, hands, rib, groin cup (males) head (with face shield) and mouth guard is required. All sparring gear can be purchased at the studio. Any sparring gear not purchased at the studio must first be approved by Master Rhee. It is a requirement that white belt students have the protective hand pad and gold belt students have shin guards and foot pads. Once a student has achieved the level of orange belt, the rest of the protective gear is required. All sparring activities must be supervised by an adult Black Belt staff member.

## Belt Testing:

Testing is typically conducted during the last week of every month. Students will always be notified when they are nearing their test date. The testing fee for belts between gold belt and first brown belt is \$50, and the fee for the Black Belt test is \$350 (testing fees are subject to change without notice). Students will receive their new belt and diploma when they attend their first class at their new rank. **The Black Belt Test** is a separate event conducted with the Black Belt candidates from all the Jhoon Rhee schools.

## Tuition Payments:

All tuition payments are due no later than the 5th of the month and must be set up automatically from a savings or checking account. If you go on vacation **you are still expected to make payments on your program during the time you are away.** Please notify the school in writing of your travel plans before you leave.

## Uniform:

The white uniform is the standard uniform for students in our Basic Program. The red uniform is included when you enroll in any of our regular memberships after your trial period. Only Black Belt instructors and assistant instructors are allowed to wear all Blue or Black uniforms. Uniforms must always be clean, odor free, and pressed before each class attended. Jhoon Rhee T-shirts are allowed instead of the uniform top during the summer months or during Sparring Week.

## Vacations and Missed Time:

The school is typically closed for most major holidays and for a 7 to 10 day period in the Spring, Summer and Winter. If you miss class for vacation or an illness for a period of more than one week, please notify the school in writing (via email). For time to be added, the missed time must include a Monday to the following Friday. We do not add missed time during the days we are closed for holidays or for our spring, summer and winter breaks. A maximum of 6 weeks can be added for each 1 year of membership. When you have reached the extended time of your membership, new time cannot be added on to this period. **If you are on a monthly payment plan, you are still expected to make the payments on your program during the time you are away.**

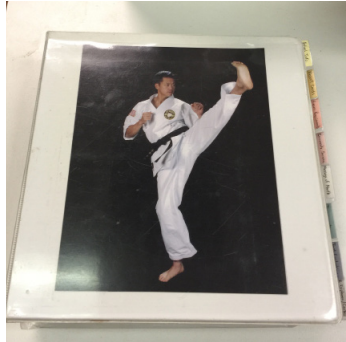


# STUDIO RULES

1. **Arrive to class on-time.** Students more than 5 minutes late will not be allowed to participate in class.
2. **NO FOOD IN THE SCHOOL!** Please do not chew gum or eat in the school (this includes ice cream). Beverages are allowed only in the waiting area.
3. Respond to all instructors questions with "Yes Ma'am" or "Yes Sir".
4. All students must bow before addressing Instructors or other students who have achieved Black Belt rank. This is to show respect and also to help develop humbleness.
5. Loud talking, playing, rowdy behavior, foul language, etc. will not be tolerated in the school. Students may risk rank demotion, suspension or expulsion.
6. Students must wear a Tae Kwon Do uniform with all patches in the workout area and must be kept clean and neat at all times. Top and bottom colors must match. T-shirts are permissible (instead of the uniform top), but must have the Jhoon Rhee logo.
7. All students are expected to be considerate and well-behaved. Adult students are expected to set a good example to junior students, advanced students are expected to set a good example to new students and to help such students whenever necessary.
8. Do not wear shoes in the workout area.
9. All sparring gear not purchased at Jhoon Rhee must be approved by Master Rhee.
10. All students must bow when entering or leaving the Dojang (matted training area). This is to show respect for the place where we build our character and strength.



# NOTEBOOK REQUIREMENT



Every student who enrolls beyond the trial membership must keep a Tae Kwon Do notebook. The notebook should be a **plain** 3-ring binder (**minimum** ring size of 2-1/2 inches ), with a plastic cover so you can slide a picture of yourself or a notebook title sheet with your name. Notebooks are checked by an instructor prior to a belt test and must be up-to-date before a student will be allowed to test.

## **VERY IMPORTANT!**

**Each individual sheet of information you put in your notebook must be inserted in a sheet protector. Please also organize the contents of your notebook in the following 7 sections with tabbed dividers:**

### ***1. Class Schedule & Student Manual***

Unstaple this manual and place each sheet in a sheet protector. A copy of the most recent class schedule should be the first sheet in this section.

### ***2. Academic Report Cards***

From your child's academic school. Please remember to update every grading period. We understand some younger students may not be in school yet, please create this section anyways.

### ***3. Belt Test Applications, Essays and Power Goals***

Black Belt Club students will place belt test applications, essays and paragraphs in this section. The first test application will be the sheet with the teacher and parent questionnaire (in this packet).

### ***4. Curriculum Requirements Sheet***

The first sheet in this section is the "White Belt to Gold Belt" examination requirements sheet. As students progress in rank, the new belt requirements can be requested from the office. Sheets can also be downloaded from the website.

### ***5. Message of the Month***

The Message of the Month is sent in the first email of each month and can also be found in the main website. Please remember to download the messages each month.

### ***6. Jhoon Rhee Diplomas/Certificates/Attendance Cards***

Copies are fine if you wish to frame the original. After every belt graduation, you will receive your old attendance card and belt test grade sheet.

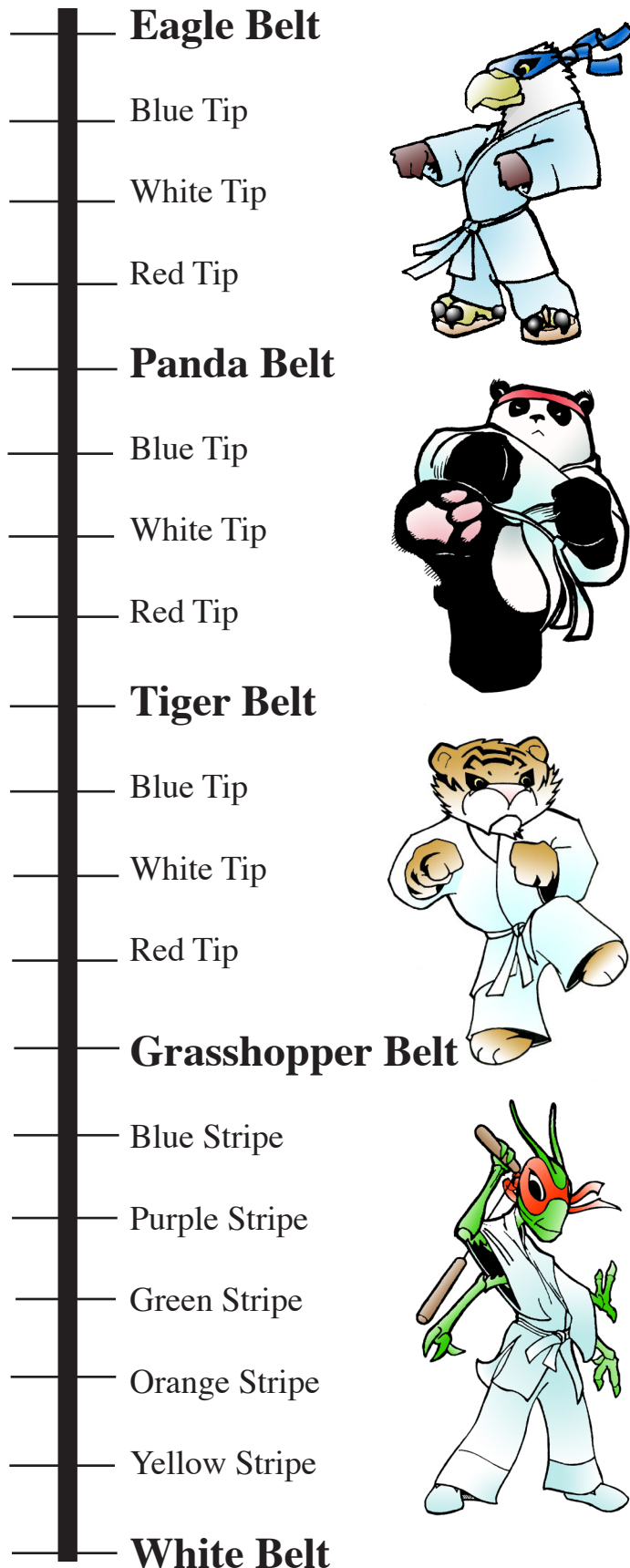
### ***7. Miscellaneous***

Any other martial arts material you wish to put in your notebook. Tournament flyers, news articles, pictures, drawings, community service, etc.



# Kneehigh Ninja Program

## Levels of Progression



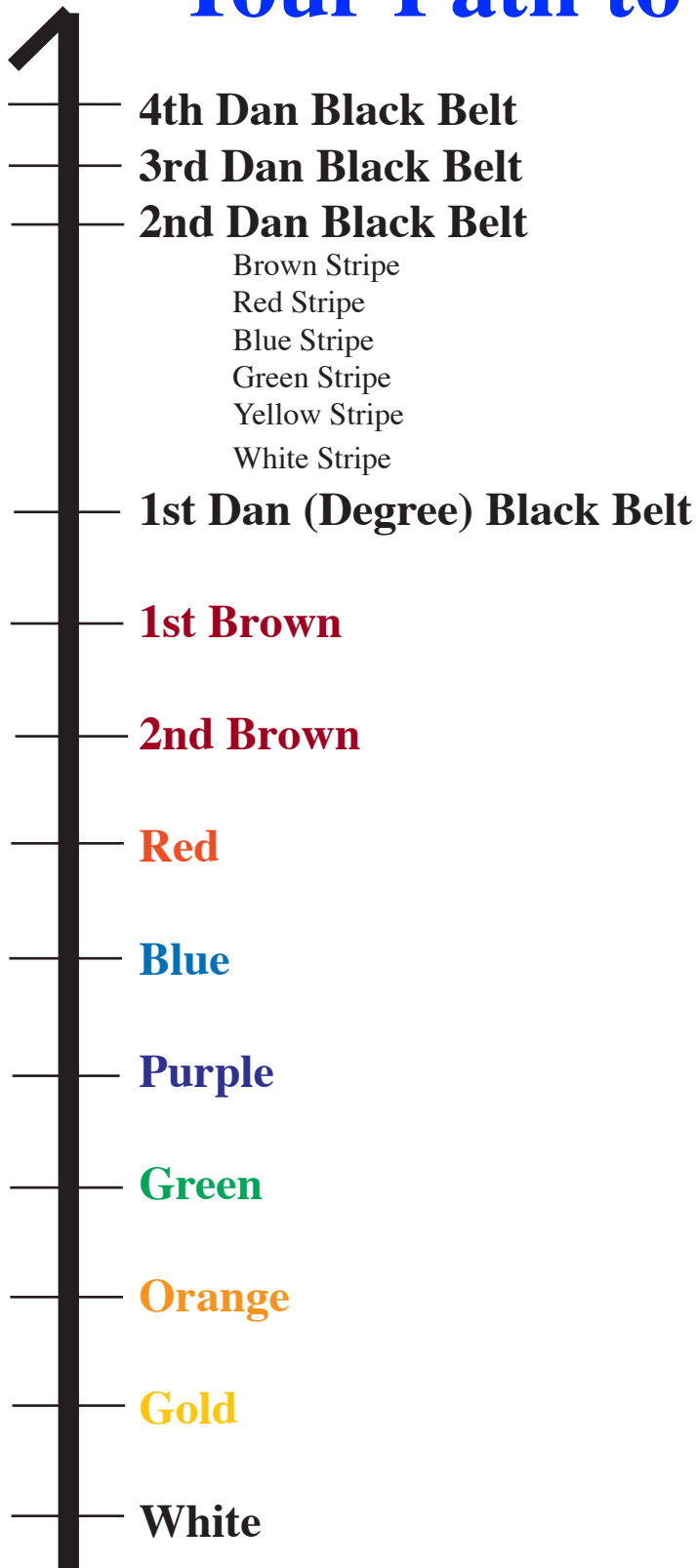
Students enrolled in our Kneehigh Ninja Program advance in rank according to the following belt progression ladder.

To test for the first belt (White Belt), a Kneehigh Ninja student must first complete the bowing assignment, attend a minimum of 2 classes and be able to perform the "9 seconds of discipline".

Earning the first belt builds tremendous confidence and self-esteem in our young students. Therefore, it is important to help your child earn the White Belt within the first two weeks of enrolling in the trial program.

The White Belt is the only belt a student can earn during the trial period. Students are eligible to test for the next belt or belt tip after every 12 lessons. Students must first qualify to test by completing certain tasks. The tasks for each belt/tip are explained in a separate packet that will be provided to students who enroll in our regular program after the trial.

# Your Path to Black Belt!



Students enrolled in our Black Belt Club will advance in rank according to the following belt ladder.

Earning the first belt builds tremendous confidence and self-esteem in our young students. Therefore, it is important to help your child prepare for the white belt test within the first two weeks of the trial membership. You'll be surprised how hard your child will work to earn the first belt.

If you are in a trial membership, the highest rank you can earn is the white belt. Only students enrolled in one of our regular 1 year memberships or longer can test beyond the white belt rank.

For information on our regular tuition rates, please ask for a rate sheet.





# WHITE BELT (To Gold Belt) EXAMINATION REQUIREMENTS

## BELT CONCEPT: HONESTY

### Yellow Tip: Notebook Requirement:

All students in grade school (Grade 12 and below) are required to keep a Tae Kwon Do notebook. Students must earn the yellow tip first before any of the other tips. Please refer to the notebook requirement sheet in the student manual. Once completed, submit the notebook to Master Rhee before your class. Not required for adults but highly suggested you keep one.

**Students must have a minimum of 10 classes to test for their second tip. 20 classes to test for their third tip.**  
**Tips do not have to be tested in the order presented.**

### Orange Tip: Count Kicks & Fitness

**3 Count Front Kick:** (kicks must be at least belt level)

1. Front kick fold
2. Front kick snap and re-fold
3. Foot down

**3 Count Round Kick:** (holding the wall / kicks must be at least belt level)

1. Round kick fold
2. Round kick snap and re-fold
3. Foot down

**4 Count Side Kick:** (holding the wall / kicks must be at least belt level)

1. Side kick chamber
2. Side kick extension and hold
3. Re-chamber
3. Foot down

**Fitness Test:** 10 good pushups and 30 sec. plank

### Green Tip: White Belt Basics 1-3

*Performed on left and right side*

*Defensive basics - executed in a stationary position / Offensive basics - executed with a front foot step and yell.*

<b>White Belt Basic # 1</b>	Front punch	(Ap Joomok Chirugi)
<b>White Belt Basic # 2</b>	Back punch	(Deet Joomok Chirugi)
<b>White Belt Basic # 3</b>	Front leg front kick	(Ap Chagi)

### Purple Tip: White Belt Basics 4 & 5

<b>White Belt Basic #4</b>	Front leg side kick	(Yop Chagi)
<b>White Belt Basic #5</b>	Front leg round kick	(Tol Yo Chagi)

### Blue Tip: Form

**"Kamsah"** form meaning "Appreciation" (please refer to picture diagram in the student manual)

### Red Tip: Blocks and Counters

*Instructor (Attacker) - Steps forward first in guarding stance with left foot and loud yell.*

*Student (Defender) - Responds and Steps back with right foot in guarding stance and loud yell.*

<b>Blocks and Counter #1</b>	Defense against front punch (side block)
<b>Blocks and Counter #2</b>	Defense against back punch (side block)
<b>Blocks and Counter #3</b>	Defense against front kick (down block)
<b>Blocks and Counter #4</b>	Defense against side kick (down block)
<b>Blocks and Counter #5</b>	Defense against round kick (palm / press block)

### Black Tip: Final Test (minimum 30 lessons)


Final testing will cover all curriculum learned thus far. Check your attendance card for a star stamp on the top left corner to see if you qualify for the final test. The following **must** be submitted to Master Rhee **before** the test day.

1. Typed paragraph on the importance of "**Honesty**" and where you can apply it to your life
2. Power Goal
3. TKD binder with all messages of the month since your enrollment, most recent report card, graduation application and test fee.

Upon passing the final test with the Master instructors, the final black tip will be given to you and placed lengthwise along your current belt. Students in high school and below must have a parent place the black tip along the width of the belt (at the tip) for final approval. Students who do not receive the black tip from their parents will not earn their new belt until the black tip is properly placed on the belt.

# White Belt Form

## “Kamsah” meaning ‘Appreciation’

 <p><b>Beginning Position</b></p> <ul style="list-style-type: none"> <li>- Cross hands making an "X" at the wrists, chin level; right hand closer to face</li> </ul>	 <p><b>2. Left Fold</b></p> <ul style="list-style-type: none"> <li>- Left index finger touches the neck</li> <li>- Right hand makes a fist: "thumb side" touching the belt on the hip.</li> </ul>	 <p><b>3. Left Chop Block</b></p> <ul style="list-style-type: none"> <li>- Left hand chops. Palm outward, looking over fingertips. Wrist is straight and elbow bent</li> <li>- Right hand comes up to chest.</li> <li>- Left foot steps out 1 foot length.</li> </ul>	 <p><b>4. Back Punch</b></p> <ul style="list-style-type: none"> <li>- Left hand comes back to protect face. Keep left elbow next to ribcage</li> <li>- Right foot pivots for back punch.</li> </ul>	 <p><b>5. Right Fold</b></p> <ul style="list-style-type: none"> <li>- Right hand touches the neck w index finger.</li> <li>- Left hand makes a fist touching belt on the hip.</li> <li>- Feet come together, left to right</li> </ul>
 <p><b>Right Chop Block</b></p> <ul style="list-style-type: none"> <li>- Right hand chops. Palm outward, looking over fingertips. Wrist is straight and elbow bent</li> <li>- Left hand comes up to chest.</li> <li>- Right foot steps out 1 foot length</li> </ul>	 <p><b>7. Back Punch</b></p> <ul style="list-style-type: none"> <li>- Right hand comes back to protect face.</li> <li>- Left foot pivots for back punch</li> </ul>	 <p><b>8. End Position</b></p> <ul style="list-style-type: none"> <li>- Bring feet together, right to left.</li> <li>- Cross hands making an "X" at the wrists, chin level</li> </ul>	 <p><b>9. Charo Position</b></p> <ul style="list-style-type: none"> <li>- Hands to the side</li> </ul>	 <p><b>10. Appreciation Bow</b></p> <ul style="list-style-type: none"> <li>- Bow for 3 seconds saying, "Thank You Sir/Ma'am"</li> </ul>

# 9 Seconds of Discipline



Start at **Shio** Position (stand at ease). Feet shoulder width apart, hands behind your back.



**Chario** Position (stand at attention). Left foot moves to right foot. Big toes touching, hands to your sides, fingers straight. Hold for a count of three.



**Kyoung ne** Position (bow to show respect). Bow at the hips (45 degree angle) eyes forward, hands remain at your side. Hold for a count of three.



Return to **Chario** Position. Hold for a count of three.



Return to **Shio** Position.





**Ninja White Belt Test**

Students have to bow 7 days with parents. Complete the calendar(s) below by adding the dates of the month in the top left corner of each box. Place a check mark on the day your child bows with you. When your child completes assignment, bring this sheet to an instructor before the start of class. Student must have completed a minimum of 2 classes to test for the white belt.

**Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MONTH:**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**MONTH:**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday



## NO BELT (To White Belt) EXAMINATION REQUIREMENTS

### BELT CONCEPT: ATTENTION AND RESPECT

#### White Belt Test

*New students should test for the White Belt within the first 4 weeks of your membership (during the trial period). When you are ready to test, please submit this sheet to any of the instructors BEFORE the start of your class. Students in grade school must have the questionnaire on the back of this sheet completed and signed by a school teacher and parent.*

#### A. Korean Commands: (know the first 4 commands in bold italics)

<i>Chario</i>	<i>"Move to Attention"</i>	Hana	"One"
<i>Kyoung Nay</i>	<i>"Bow" (For Respect)</i>	Dool	"Two"
<i>Shio</i>	<i>"At Ease"</i>	Set	"Three"
<i>Joon bee</i>	<i>"Ready Stance"</i>	Net	"Four"
She jak	"Begin"	Tausut	"Five"
Goman	"End"	Yausut	"Six"
Dojang	"Tae Kwon Do School"	Ilgope	"Seven"
Tae Kwon Do	"The way of the hands and feet"	Yaudul	"Eight"
Diro Dorah	"Turn"	Ahope	"Nine"
Dobok	"Uniform"	Yaul	"Ten"

#### B. Memorize and Recite Student Creed:

*"To build true confidence through  
Strength in my Body, Honesty in my Heart, and Knowledge in my Mind.  
To keep friendship with one another and to build a Strong and Happy community.  
Never fight to achieve selfish ends, but to develop Might For Right!"*

#### C. Memorize and Recite Class Closing:

##### INSTRUCTOR

*Class dismissed!  
Might For Right!  
How do we lead!  
Thank you class! (Instructor bows)*

##### STUDENT

*Might For Right!  
Attitude!  
By example Ma'am/Sir!  
Thank you Ma'am/Sir! (student bows)*

*(See The Back of this Sheet ----->)*



## Belt Test Application (ver. 2018)

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

**Dear Educator,**

The student named above is scheduled to test for his/her next belt. Please answer the following short questions.

1. My student is attentive and respectful during class instruction.  
a. all of the time    b. most of the time    c. some of the time    d. needs work
2. My student is respectful, courteous, and kind to his/her classmates.  
a. all of the time    b. most of the time    c. some of the time    d. needs work
3. My student turns in his/her homework on time.  
a. all of the time    b. most of the time    c. some of the time    d. needs work

Signature: \_\_\_\_\_

**Dear Parent,** please answer the following short questions.

1. My child responds to my requests with Yes, sir/ma'am!  
a. all of the time    b. most of the time    c. some of the time    d. needs work
2. My child is respectful, kind, and courteous with his/her siblings (if applicable).  
a. all of the time    b. most of the time    c. some of the time    d. needs work
3. My child keeps his/her room neat and clean.  
a. all of the time    b. most of the time    c. some of the time    d. needs work

Signature: \_\_\_\_\_

### Power Goal

Goal setting is a powerful tool all successful people use to achieve great things in life. On a separate sheet, list a significant non-Tae Kwon Do related Power Goal that you wish to achieve in the next 4 to 6 months. If you need help from your parents, that's okay, but if you are 7 and older you should be able to set your own goals. Make sure that your goal has the following 3 elements:

1. **Be as specific as possible**
2. **A specific time frame to achieve your goal.**
3. **A specific plan of action.**

**Wimpy Goal:** *My goal is to be able to do a jump on my snowboard. I will achieve it by practicing every day.*

**Power Goal:** *My goal is to be able to do full 360 degree spin and jump on my snowboard by December 28, 2016.*

*I will achieve this goal by doing 50 jumps a day and working on my 360 degree spins with leg weights 3 times per week.*

### Character Concept Paragraph

Paragraphs on the following topics must be submitted by students (in High School and below) testing for the next belt. All paragraphs must be typed! Parents you may help your child, but please make sure the content is supplied by your child. We do not check for grammar or spelling errors, so its okay to type it in their words.

**Your paragraph should explain the following in a minimum of 5 sentences:**

1. **What the concept means**

2. **Give specific examples in your life where you can apply the concept.**

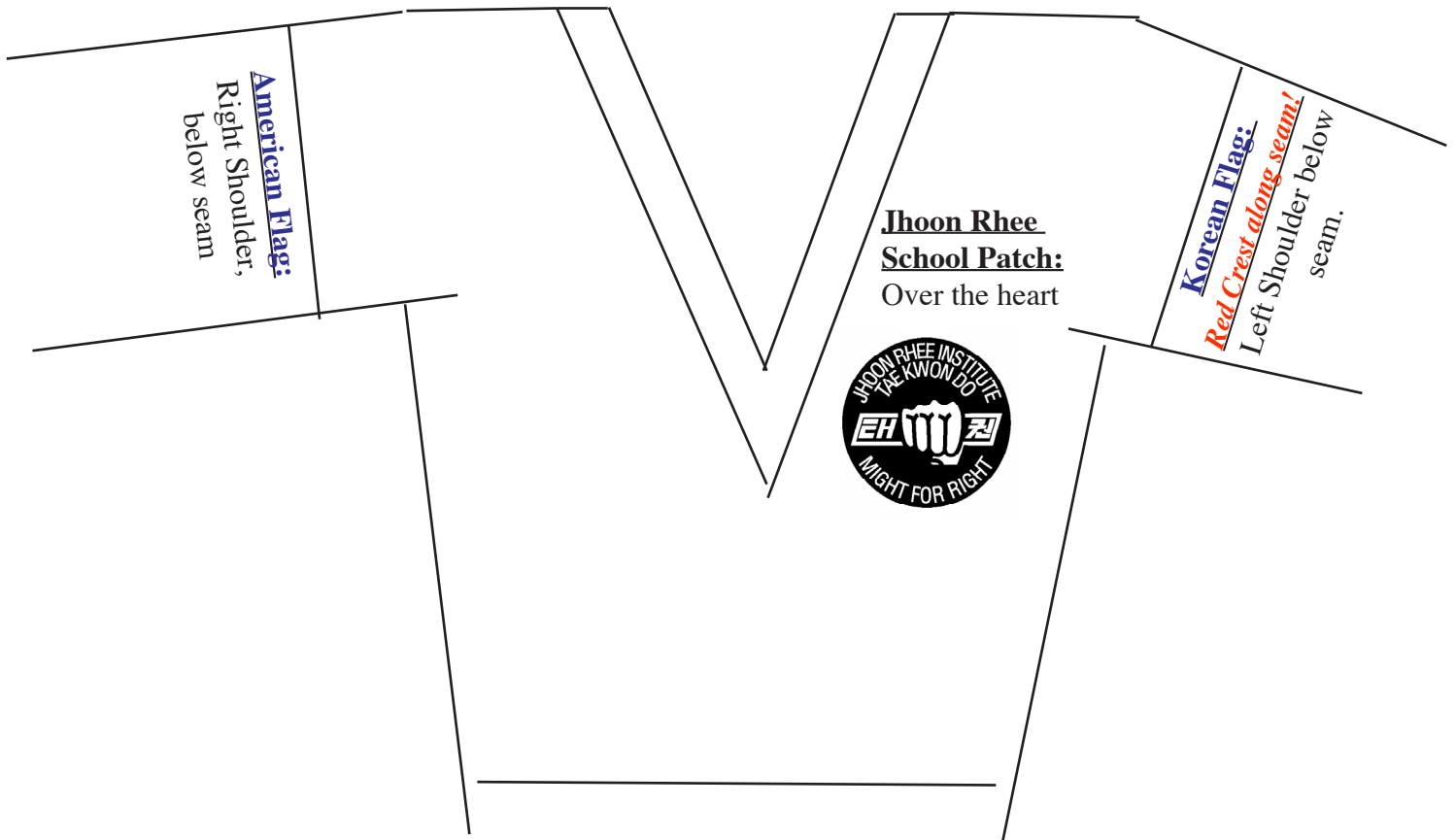
Testing to Gold Belt	"The importance of <b>Honesty</b> "
Testing to Orange Belt	"The importance of <b>Self Control</b> "
Testing to Green Belt	"The importance of <b>Perseverance</b> "
Testing to Purple Belt	"The importance of <b>Focus</b> "
Testing to Blue Belt	"The importance of <b>Responsibility</b> "
Testing to Red Belt	"The importance of <b>Courage</b> "
Testing to 2 <sup>nd</sup> Brown Belt	"The importance of <b>Positive Attitude</b> "
Testing to 1 <sup>st</sup> Brown Black	"The importance of <b>Confidence</b> "
Testing to 1 <sup>st</sup> Dan Black Belt	" <b>What Jhoon Rhee Tae Kwon Do has done for me.</b> " (2 pages typed)

#### Black Belts Testing to 2<sup>nd</sup> Dan

Testing to Gold Stripe	"The importance of <b>Compassion</b> "
Testing to Green Stripe	"The importance of <b>Patience</b> "
Testing to Blue Stripe	"The importance of <b>Leadership</b> "
Testing to Red Stripe	" <b>What Teaching Jhoon Rhee Tae Kwon Do has done for me.</b> " (2 pages typed)



# Uniform Patches



Patches for your uniform will be given to you when you enroll into the regular program after your trial period. Patches are best sewn on the uniform. ***Do Not Iron!*** They won't stay on.

## Other Patches:

Leadership Patch: Sew below American Flag

Tournament Patches: Sew below Korean Flag

Academic Achiever, Masters Club, Demo Team, Competition Team Patches: Sew around the Jhoon Rhee Fist Patch

**SEW ALL PATCHES/ DO NOT IRON**  
**NO OTHER PATCHES ARE ALLOWED ON THE UNIFORM**



## **Student Creed:**

*"To build true confidence through  
Strength in my Body, Honesty in my Heart, and Knowledge in my Mind.  
To keep friendship with one another and to build a  
Strong and Happy community.  
Never fight to achieve selfish ends, but to develop Might For Right!"*

## **Class Closing:**

### **INSTRUCTOR**

*Class dismissed!  
Might For Right!  
How do we lead!  
Thank you class! (Instructor bows)*

### **STUDENT**

*Might For Right!  
Attitude!  
By example Sir/Ma'am!  
Thank you Sir/Ma'am! (student bows)*