

Koinonia Music Academy - Student Policy

1. Attendance & Punctuality

a. Attendance

- Students are expected to attend all lessons. In a school year, students can request for up to **FIVE** excused absences that must be applied for approval through a Google form four weeks prior to lesson date. Reasons for excused absences include:
 1. Sickness (Parent's note is required for students below age 19.)
 2. School or other events (Proof of attendance /event is required.)
 3. Emergencies (Parent's notification is required for students below age 19.)
- Reasons for excused absences do NOT include: finishing school homework, studying for exams, or gathering with friends. Students are expected to recover the missed materials from their peers and to submit assignments before the due date.
- To achieve a PASS grade in attendance, students must not be absent for more than **FIVE** lessons.

b. Punctuality

- Students are expected to arrive at the scheduled times and attendance will be taken upon arrival. To achieve a PASS grade in punctuality, students must not be late for more than **FIVE** lessons. A verbal warning will be given at the **THIRD** late lesson.

2. Discipline, Attitude, and Expectation

a. Discipline

- Students are expected to behave in a responsible and respectful manner at all times. Disrespectful behavior towards others in the school, such as fighting, harassment, verbal abuse, and gossiping, will not be tolerated and will be dealt with firmly.

b. Attitude

- To cultivate a safe and fun learning environment, students are asked to bring a positive, humble, and respectful attitude towards each class. Similarly, all instructors will be held to the same standard of attitude.

c. Expectation

- The vision of the Worship Academy is to “nurture and inspire Christ-centered worshippers.” As the instructors strive to develop each student, the students are also expected to take ownership in their spiritual growth through daily devotions and active involvement with Sunday Worship Service and fellowship.

3. Academic Information

a. Grading

i. Musical Skills

To measure student’s progress in relation to the prescribed learning outcomes, musical growth, and performance, a letter grade & percentage grading system will be used.

A	90%-100%	Outstanding achievement in relation to prescribed learning outcomes
B	80-89%	Very Good achievement in relation to prescribed learning outcomes
C	70-79%	Good achievement in relation to prescribed learning outcome
D	60-69%	Average achievement in relation to prescribed learning outcome
F	0-59%	Failing to demonstrate acceptable performance

1. Assignments - will be weighted **40%** of the final grade
2. Unit Tests - will be weighted **40%** of the final grade
3. Final Project - will be weighted **20%** of the final grade

ii. Efforts & Attendance

To measure the student’s attitude and efforts, a pass or fail grading system will be used. The following items will be graded:

1. Completion of practice logs
2. Absences & Punctuality

iii. **Character Growth**

Students' growth in character will also be evaluated on, through self-evaluation (weighs **25%**), peer-evaluation (weighs **25%**), and teacher's evaluation (weighs **50%**). The following four character traits will be considered:

1. Cooperation
2. Helping Others
3. Leadership
4. Participation

b. Reporting Progress

- Each year, students will be given **THREE** school reports on their growth and effort for the **THREE** school terms. The third and FINAL school report will be given at the end of the year, summarizing their achievements and growth, and indicating their status for next school year.

c. Assignments

- i. Written Assignments - Students will be assigned with **THIRTY** minutes of written assignment each week.
- ii. Practical Assignments - Students will be assigned **THIRTY** minutes of practical assignments for **FOUR** days a week.
- iii. Practice Logs - Upon completion of the practical assignments, students will record their work in a practice log that will be graded based on both practice duration and content. To achieve a PASS grade in assignments, student must achieve a minimum of 60% in practice logs.
- iv. All practice logs, written and practical assignments will be submitted through Google Classrooms no later than **Saturday 11:59pm** each week. Assignment will not be marked until all parts (written, practical, ear training) are submitted; grades of late assignments will be deducted by 5% per day, based on the date that all parts of assignments are received.

d. Advancement/ Retention

- Students who achieve a grade of **D** or above, a **pass** grade for their efforts AND a minimum grade of **3** (meeting expectations) in character growth will advance to the next level of studies in the next academic year. Student who do not meet all of the requirements will be subjected to grade retention for the next academic year.

e. Practicum for Students in year 2-3

- All students in year 2-3 are expected to serve in Sunday worship as part of their practicum.

f. Switching Instruments

- Students in the rhythm /solo streams are allowed to switch their instrument once within the academic year. He/she will go through an interview and the final decision will be made by the head of school and homeroom instructor.

g. Graduation

- Upon graduation from year 2 and satisfactory performance in the practicum, an offer to join the KEC music team will be presented to the student.

h. Advanced Directed Studies

- Students who show exceptional musical skills, musical understandings, work efforts, and work attitudes may be invited by the instructors to enrol in advanced directed studies to become one of: Band Leader, Arranger (in the Rhythm Section stream), Orchestrator, Conductor (in the Solo instruments stream), Conductor, Choir Director, or Worship leader (in the Vocal stream).