

Purpose

The New Orleans Center for Creative Arts (NOCCA) Student & Parent Guide serves as the manual for students and parents concerning aspects of enrollment. All NOCCA students are accountable and responsible for information in the:

- Student & Parent Guide
- Department Guide
- Enrollment Contract

Mission, Goals, Objectives

NOCCA provides professional arts training to Louisiana high school students. NOCCA prepares students to take their next logical career step in the arts immediately upon graduation. NOCCA students respect the vital connection between required coursework at their partner schools and their intensive arts training at NOCCA.

NOCCA offers students:

- in-depth training in creative writing, culinary arts, dance, media arts, music, theatre arts, and visual arts
- a high degree of self-sufficiency
- knowledge and application of the artistic skills necessary for a successful career in their chosen arts discipline, and the ability to make career judgments for themselves
- an understanding of what is best in their arts discipline, insights into the qualities of other arts disciplines and appreciation of the value of the arts

NOCCA's programs immerse talented students in the process of making art and becoming artists. This challenging process requires diligence and hard work.

As artist-teachers, faculty members prepare students for the real world and instill the attributes of a mature, discerning individual. Preparation for a professional arts career requires exercise of the creative imagination, but it also requires intensive practice and serious study of both the history and craft of a chosen arts discipline.

NOCCA upholds and maintains policies, rules, procedures and assessment systems characteristic of the professional arts world. Students maintain a professional level of commitment to training and progress. As a result, expectations are high and demands are rigorous.

Students are expected to work at their arts discipline with the intent of making the most of their educational experience. The ability to work diligently, think openly, communicate expressively, make personal assessments and seek additional work characterizes the successful NOCCA student.

In addition, students must regularly demonstrate the capacity to work independently, making best use of study and practice time. Maintaining purposeful activity at all times indicates the self-discipline necessary for success in the program and for continued enrollment.

Three basic career paths lead NOCCA students from their present involvement to a professional career:

- direct entry into the profession from high school
- further training at a college, conservatory or university
- entry into a professional arts training program with a concentration in a specialized arts field

NOCCA's Beliefs

NOCCA is a nationally recognized institution with a proud reputation of excellence held closely by student-artists, alumni, community members, and professional artists across the country. The sterling reputation is built upon the principle that caring, yet highly demanding expectations for student-artist effort is part of the "NOCCA DNA."

The opportunity to receive training and maintain access to training at NOCCA is determined by professionals assessing your arts and academic progress, commitment, and behavior. Showing your best efforts in each of these areas every day will serve to expand your abilities and open doors.

We believe that the student-artists deserve excellence in arts training. We maintain the highest standards for student-artist effort, adherence to the curriculum, concentration, and determination.

We believe arts training at NOCCA is a privilege. Expectations on conduct, civility, honesty, respect, and cooperation are of the highest standard. Strict adherence to protocol is mandatory.

We believe that NOCCA student-artists are enthusiastic, dedicated, inquisitive, alert, kind, imaginative, and cooperative. Student-artists are here every day unwavering in their determination to excel and proud to be NOCCA student-artists.

We believe that NOCCA student-artists seek challenges and honest feedback. Only through honest assessment—by the student themselves and from their instructors—can genuine improvement occur.

We believe that everyone at NOCCA deserves a learning environment that is safe, clean, supportive, and friendly. Student-artists share in the responsibilities essential to creating and maintaining such an environment.

We believe that NOCCA student-artists are exceptional citizens. They have within themselves a strong desire and a ready willingness to show concern and respect for the needs of others, be open to alternate ideas or points of view and demonstrate politeness and compassion.

We believe that NOCCA is one of the finest arts training program in America. Pride is noticeable in everyone, every day.

Program Description

Admission through audition only, NOCCA offers a full-day academic and arts program, half-day arts classes five days per week, as well as late day (after-school) classes. Excellent attendance is expected, and students may receive semester grades and Carnegie Units for their work, based on the number of hours of study pursued. Grades and credits are sent to the students' partner schools for inclusion on the high school transcript.

Admission and Retention

After passing the audition and completing the enrollment process, students gain probationary status for approximately the first three weeks of instruction. During this decision-making period, the student and the faculty decide whether the student will remain at NOCCA for the entire year. NOCCA's admission and retention procedures apply to all students, both new and returning. After the decision period, student progress is reviewed quarterly and retention decisions are made on a rolling basis predicated on attendance, performance and conduct.

Decision Day

The first three weeks of instruction each school year is Decision Period. Decision Period is when every NOCCA student is reviewed and evaluated during this probationary time. The student and faculty decide if the student is ready for the challenge of NOCCA instruction over the course of the entire year. Decision Period concludes with Decision Day.

Registration

Upon paying a department fee, all eligible students will receive a registration packet. Required documents are completed and returned to the Office of Student Services by the end of July to ensure enrollment. Students' enrollment is not assured until all fees are paid and registration documents are completed and received by Student Services. Forms required for registration include:

- Admission Card
- Enrollment Contract
- Internet Acceptable Use Policy Form
- Medical Forms
- Talent Release Form
- Department Fee
- Louisiana Hold Harmless Form

Eligibility

NOCCA maintains high standards for both arts and academic progress. As a result, a student-artist must meet the following conditions for continued enrollment.

- Satisfactory grades at NOCCA, maintaining a minimum "B" average. If grades fall below this minimum, students may be placed on probation, counseled out or withdrawn.
- Satisfactory grades at the academic partner school ("C" average). If grades fall below this minimum, students may be placed on probation, counseled out or withdrawn from NOCCA.
- Daily participation is required for successful completion of the program. As a result, more than three absences may result in loss of credit and/or enrollment.
- Adherence to the Enrollment Contract

Grading

Grading is based on student performance on assigned projects, completion of homework and class work, written and oral testing, attitude, attendance and evaluation of other criteria in the particular discipline. Summary grades are issued quarterly.

Progress Reports

The progress report is a quarterly document that illustrates, in grade form, how that student is performing.

The quarterly progress report includes the number of absences, number of tardies, a letter grade for each course or component course including other grades such as a professionalism grade, journal grade, etc., and finally the composite grade. The composite grade is sent to the partner school by the Office of Student Services.

A copy of the progress report is issued to the student at the quarterly counseling session where the individual student and his/her instructors meet together to discuss the student's progress, the student's level of

professionalism, and the student's plans for the future. The department requires the student to bring the progress report home for a parent's signature. A copy of this report is kept in each department's student files.

Semester averages are sent to the partner school at the end of the term. Report cards are mailed to parents.

Probation

Students who do not achieve a "B" or better average in any given quarter are placed on probation. Their parent(s)/guardian(s) are informed by the department chair at the end of the quarter in question. A parent/teacher conference is requested. The conferees consist of, but are not limited to, the student, the parent(s)/guardian(s), faculty, and an Office of Student Services representative. At this conference, the student's lack of progress is assessed, and a Growth Plan for Improvement is drafted which includes a specific date of review.

Counseling Out

After the review date, the Probation/Exit Review Committee determines if the objectives of the Growth Plan have been met. If reasonable progress HAS NOT been made, that department's faculty may decide that it is in the best interest of the student and NOCCA that the student is "counseled out:" participation at NOCCA is discontinued. The student completes a Class Withdrawal Form, returns equipment and textbooks and obtains the appropriate signatures. The student's ID is returned to Student Services and the student's partner school is notified.

Common Community and Protocol

Community rules emphasize values such as respect for the rights of others, consideration for the needs of other students, acceptance of diversity, promotion of individual responsibility and community health and safety. Students who can successfully incorporate these values into their experience within the NOCCA community are sure to have a rewarding experience and accomplish many of the goals they have set for themselves as young artists.

Respect for the NOCCA environment including buildings, campus and neighborhood requires constant attention to litter control and damage prevention. Damage to property through misuse, unauthorized use or defacing (including graffiti) can result in dismissal. Students are required to report any such protocol incident to Capitol Police immediately.

Students travel to and from NOCCA in a variety of ways, at different times and locations. At all times and locations, students must conduct themselves with appropriate decorum and respect for the environment, including all residences, businesses and public property. Students' conduct and demeanor demonstrate the self-discipline and professional courtesy that distinguish the true artist.

Protocol

Students who display behavior in conflict with the Enrollment Contract are subject to dismissal from NOCCA. NOCCA views both out of school suspensions and enrollment termination as a last resort in dealing with disruptive students.

Bullying/Cyber Bullying Policy

NOCCA strives to provide a safe, positive learning climate for students. Therefore, it shall be the policy of NOCCA to maintain an educational environment in which bullying and cyber bullying in any form will not be tolerated.

A violation of this Policy shall subject the offending student to appropriate disciplinary action, which may include suspension, expulsion or notification to the appropriate authorities.

Withdrawal from NOCCA student may withdraw or be withdrawn from NOCCA for many reasons. Examples are: failure to meet the artistic/academic expectations, illness or other personal reasons or due to protocol or behavior issues.

When the decision is made for a student to withdraw, the Office of Student Services is notified and the student and parent complete a withdrawal form. This form is presented to faculty for signatures, to the librarian for clearance of indebtedness, and to a representative of the Office of Student Services for final approval. The Office of Student Services collects the student's ID and a notification of withdrawal form and a report of the final grade to the partner school.

Fall "Prelude"

Attendance at Fall Prelude is required to complete enrollment. Both new and returning students must attend this event in order to be allowed admission to class. Any student not in attendance will receive absence(s) for days missed.

The purpose of Fall Prelude is to familiarize students with the NOCCA campus, allow them to form a sense of common community, to become thoroughly familiar with rules, regulations and expectations, to meet faculty and staff, to learn consequences for behavior and to be completely prepared to begin work on the first day of class.

Attendance

Daily coursework builds on work completed in the previous classes. Absence from any class session affects a student's individual standing as well as the dynamics of the class as a whole. Excessive absence and tardiness for any reasons are a basis for probation or release from NOCCA. Parents/guardians must document in writing every student absence or schedule conflict.

Absences

Three absences in a semester are excessive and may result in loss of credit and/or enrollment.

When a student is absent, a parent should call the Department Chair. **On the day that the student returns, he/she must bring a note from a parent or guardian stating the reason for the absence.**

State of Louisiana guidelines state that if any student is absent from school (excused or unexcused) for more than five days per semester, course credit will be denied.

Schedule/Activity Conflicts

NOCCA must receive a written statement from a parent/guardian affirming a schedule conflict. It is also the parent/guardian's responsibility to notify both the partner school and NOCCA immediately for resolution.

Early Release/Check-Out Policy

NOCCA cannot release a student except at the usual time unless the parent/guardian picks-up the student or the student brings a letter from the parent/guardian at the beginning of the session. The letter must state the reason for the student's departure and who, if anyone, is to pick up the student. The student must obtain a pass to leave campus from the Administration front desk before leaving campus.

NOCCA's Check-Out Policy states that every moment of NOCCA instruction time should be respected and it should not be interrupted. Students are not allowed to be checked-out unless due to a family emergency. Disregarding this policy will jeopardize a student's status of enrollment.

Celebration Season

Celebration Season refers to year-end student performances spanning April and May. At the annual Celebration Ceremony, NOCCA's departing students may receive certificates and recognition.

NOCCA Certificates

NOCCA issues four completion certificates: Certificate of Artistry, Certificate of Performance, Certificate of Achievement and Certificate of Recognition.

Requirements for each certificate vary among the disciplines. Please refer to the discipline curriculum for specific requirements. In all cases, faculty decisions regarding awarding of certificates are final.

Arriving and Departing

Students must wear a NOCCA ID when entering campus. Students who arrive on campus without their NOCCA ID card will be required to purchase a new NOCCA ID card.

Students who arrive before their scheduled classes begin must remain in the Canteen area while awaiting the start of classes. They are not allowed on campus more than one hour before the beginning of scheduled class or one hour after the end of the class. Students are not allowed to leave the campus without prior parental permission.

Students must also use designated areas, near the Canteen, while waiting for transportation. NOCCA expects students to depart campus as soon as possible after classes are dismissed.

Closed Campus/Security

NOCCA is a closed-campus. Every person on NOCCA property should wear an official ID card or a visitor's permit clearly visible on their upper body.

During Fall Prelude, faculty members orient students to instructional areas and the prescribed pathways to and from those areas. Students use these designated areas only. Students may use common areas (Library, Canteen, Administrative Office, Office of Student Services) with faculty permission. Students may not use exterior stairwells, secondary entrances/exits and elevators without special permission and/or staff supervision. NOCCA's closed-campus policy extends to areas within the facility and grounds that are off-limits to students without special authorization. Students who violate these policies are subject to dismissal.

Students cannot leave campus for lunch after arriving on campus. Also, students cannot leave and return to campus (i.e. to visit coffee shops; neighborhood cafes) after dismissal time without written parental permission. Written parental permission must be submitted to the Student Services Admissions & Protocol Officer.

Safety

Student-artists must adhere to all NOCCA policies regarding safety at all times. For example, railroad access and train activity takes place on NOCCA's campus. Students must exercise extreme caution, approach crossings with care and never approach a train (moving or at a standstill). Any student-artist behavior deemed unsafe by faculty, administration or police may result in immediate withdrawal and/or dismissal.

Medical Forms

All returning and new students must have new medical forms (Emergency/Insurance Medical Information, Student Medical History, Medication List, Copy of Immunization Card) on file EACH YEAR. Dance, Musical Theatre, Theatre Design, and Vocal are also required to have a medical examination (physical) by a medical doctor.

Students will not be allowed to attend class until all medical forms are completed and filed with Health Services.

Transportation

Students must arrange their own transportation. The NOCCA website (nocca.com) has a page devoted to carpool registration. Once registered, students will receive access to contact information of other students driving from locations in close proximity to their own. Students are responsible for coordinating carpools.

Dress Code

Students should dress in an appropriate manner. Guidelines and expectations for dress reflect NOCCA students' partner school policy. For example, no flip-flops are allowed on campus.

Phone Usage

When necessary, students may use the student telephone in the Administrative Office. Parents should refrain from calling students at NOCCA unless it is an emergency. Students must turn off cellular telephones and pagers while in class and may only use cell phones outside campus buildings.

Eating and Drinking on Campus

Students may only eat and drink in the Canteen. Some departments may allow consumption of bottled water in certain areas at certain times. Students must properly dispose of litter before they leave the Canteen and must discard all trash in trash receptacles. Students may not chew gum while on NOCCA property.

Performances

Public performances, a natural outgrowth of the NOCCA professional training, give student-artists the opportunity to perform and/or display work for an outside audience. The instructional process remains of utmost importance.

These public performances, regular, annual demonstrations of NOCCA's instructional process, include:

- Theatre arts students' productions, senior theatre recitals in the spring and other performances
- Dance concerts and other dance performances

- Creative writing students' spring reading, coinciding with the publication of Umbra, the department's literary journal
- Exhibits by visual arts students
- Music recitals by vocal and instrumental music students as well as annual music recitals, a jazz series and a classical series
- Music student performances at the New Orleans Jazz & Heritage Festival
- Various performances scheduled during Celebration Season

Off-Campus Performances & Activities

Student-artists have frequent opportunity to perform, present or display works in off-campus events. However, only activities pre-approved by the Department Chair and administration can be branded with the NOCCA name and logo.

It is essential that all off-campus and pre-approved NOCCA student-artist activities, performances and displays represent the highest standards of preparation and implementation. As a result, students are encouraged to speak with the Department Chair of their arts discipline for guidance.

Student Services and Counseling

The Office of Student Services offers support services to NOCCA students and provides them with an opportunity to fully develop their potential while training with NOCCA's artist-teachers. The Student Services staff offers information on educational planning, college applications and admission requirements, special programs for summer study and scholarship opportunities. Students are also provided confidential consultations on personal matters and provide a referral service for students whose needs may require professional attention beyond the scope of the NOCCA facilities.

The Office of Student Services promotes student success through individual and group consultations and serves as a liaison between NOCCA and students' partner schools by coordinating schedules, grades and course credits.

It is the student's responsibility to report changes of address, telephone number or partner school to the Office of Student Services immediately.

Health Services and Fitness Center

NOCCA's Health Services provides emergency care, physical rehabilitation, wellness education, nutritional guidance. Health Services is under the direction of a certified athletic trainer. Health Services is located next to NOCCA's fitness center.

The fitness center offers circuit strength training, free weights and cardiovascular equipment. Students may utilize services that include individualized fitness and flexibility programs and nutritional counseling.

Library

The Senator John Breaux Library provides a quiet place for students to read, write and study. The library has more than 20,000 items, concentrated on the arts disciplines taught at NOCCA including books, compact discs, DVDs, videos and musical scores. National and state newspapers, arts-related magazines and journals are also available. As a hands-on resource, listening stations and computers with internet access may be used. Students and parents must sign an acceptable-use policy statement before internet access can be granted.

Students may check-out most books for three weeks and media overnight. Students must present ID cards for computer use and for checking out books. The library charges a late fee for overdue materials. Faculty must grant students permission to use the library during regular class time.

The NOCCA Institute

The NOCCA Institute is a 501(c)(3) community support organization incorporated in 1982 to provide advocacy and support for NOCCA. The Institute funds a variety of programs for students, including over 100 artist residencies each year, as well as financial aid for department fees, supplies, required private lessons, summer session room and board, and summer study scholarships. The Institute also sponsors activities for the general public, including the CENTER STAGE concert series, the Creative Readings Series, and the “On the Edge” Gallery Series.

Financial Aid

The NOCCA Institute’s Financial Aid Program promotes access to NOCCA by providing three different types of financial support to students:

- Term-Time Awards help cover the cost of department fees, required supplies and private lessons, and travel to arts competitions;
- Summer Study Awards help students attend important summer training programs across the county; and,
- Summer Session Aid provides room, board, and department fees for students attending the NOCCA Summer Session

Students and parents are encouraged to contact NOCCA’s Department of Student Services for more information on the process of applying for financial aid.

State of Louisiana Graduation Requirements

To provide high school students with the knowledge and skills to succeed in their post-secondary and career pursuits, Louisiana has adopted graduation requirements and options to meet today’s college and workplace demands. Below outlines the state’s two diploma pathways, as well as options for earning specific endorsements.

NOCCA students may qualify for both LA Core 4 and TOPS by taking late afternoon classes in Physical Education, Health, Civics and/or Free Enterprise. Online classes through the Louisiana Virtual School (LVS) may be scheduled through NOCCA’s Office of Student Services if approved by the student’s partner school. Students enrolled in Dance, Drama and Musical Theatre may receive 1 Carnegie Unit per year for P.E and two for the arts discipline. Those enrolled in the 1/2 day Media Arts class receive .5 to 1.0 credit for computer science in addition to two in Media Arts. Students enrolled in advanced levels of Visual Arts may take the advanced placement (AP) exam in Studio Art.

Some schools have additional requirements that demand the student’s special attention. For this reason students should consult with their partner school counselor or NOCCA’s Office of Student Services for course recommendations. NOCCA encourages students to also visit the Louisiana Department of Education website, http://www.doe.state.la.us/topics/grad_reqs.html.

College & Career Diploma

LA Core 4

Units of credit.....Course(s)

4.0..... English (English I-IV)

4.0.....	Mathematics (Algebra I-II; Geometry)
4.0.....	Science (Biology, Chemistry)
4.0.....	Social Studies (.5 Civics; .5 Free Enterprise; American History)
2.0.....	Foreign Language
1.5.....	Physical Education
1.0.....	Art
	(Fine Arts Survey, Art, Dance, Media Arts, Music, Theatre Arts)
0.5.....	Health
3.0.....	Elective Courses
24.....	TOTAL

Career Diploma

<i>Units of credit.....</i>	<i>Course(s)</i>
4.0.....	English (English I-II)
4.0.....	Mathematics (Algebra Applied-II)
3.0.....	Science (Biology)
3.0.....	Social Studies (.5 Civics; .5 Free Enterprise; American History)
1.5.....	Physical Education
0.5.....	Health
7.0.....	Career and Technical Education
23.....	TOTAL

Career/Technical Endorsement

TOPS Opportunity: 4 Units of English; 3 Units of Math; 3 Units of Science; 3 Units of Social Studies; 1 additional Unit of Math or Science; ½ Unit of Health; 1 ½ Units of PE; 1 Unit of Fine Arts; 2 Units of Foreign Language; 1 Unit of Computer Related Course; 4 Optional Electives

TOPS Tech: 4 Units of English; 3 Units of Math; 3 Units of Science; 3 Units of Social Studies; ½ Unit of Health; 1 ½ Units of PE; 4 or 6 Units of Required Credits

LA Core 4: 4 Units of English; 4 Units of Math; 4 Units of Science; 4 Units of Social Studies; ½ Unit of Health; 1 ½ Units of PE; 1 Unit of Art; 2 Units of Speech or Foreign Language; 3 Units of Electives Including Computer-Related

High School Concentration: Students must complete four elective courses in an area of concentration and two related elective credits.

GEE: Pass all four components with a score of Basic or above OR one of the following combinations with the English Language Arts score at Basic or above and (1) Approaching Basic, 1 Master or Advanced, Basic or above in the remaining two (2) Approaching Basic, 2 Mastery or above

GPA/ACT: TOPS Opportunity GPA (2.5); ACT of 20

Other Performance Indicators: 3 College Hours in a career technical area and a minimum of 90 work hours of work-based learning experience OR a Senior Project related to the student’s area of concentration with 20 hours of related work-based learning and mentoring.

Academic Endorsement

TOPS Opportunity: 4 Units of English; 3 Units of Math; 3 Units of Science; 3 Units of Social Studies; 1 additional Unit of Math or Science; ½ Unit of Health; 1 ½ Units of PE; 1 Unit of Fine Arts; 2 Units of Foreign Language; ½ Unit of Computer Related Course; 3 ½ Optional Electives

LA Core 4: 4 Units of English; 4 Units of Math; 4 Units of Science; 4 Units of Social Studies; ½ Unit of Health; 1 ½ Units of PE; 1 Unit of Art; 2 Units of Foreign Language; 3 Units of Electives

High School Concentration: Students satisfy this requirement by completing the Core Courses listed above.

GEE: Pass all four components with a score of Basic or above OR one of the following combinations with the English Language Arts score at Basic or above and (1) Approaching Basic, 1 Master or Advanced, Basic or above in the remaining two (2) Approaching Basic, 2 Mastery or above

GPA/ACT: TOPS Opportunity GPA (2.5); ACT of 23

Other Performance Indicators: Senior Project OR 1 Unit in an AP course with a score of 3 or higher OR 1 Unit in an IB course with a score of 4 or higher OR 3 college hours of non-remedial credit in core area (Mathematics, Social Studies, Science, Foreign Language or English Language Arts).

NOCCA Course Credit

Most of the Center's arts discipline courses provide either one, two or three units of honors-weighted high school credit for the completed course. NOCCA sends grades to partner schools for inclusion on report cards and academic transcripts.

Directed Study

NOCCA considers students with demonstrated ability to work in a defined interest area for directed study. Similar to monitored independent study, the degree of teacher contact varies with the student's needs and the opinion and availability of the coordinating teacher. The student's arts discipline chair and the Office of Student Services arrange and approve directed studies.

Distance Learning

For students who qualify and whose partner schools agree, NOCCA may enroll a limited number of students in the Louisiana Virtual School to earn needed credits otherwise unavailable due to time constraints or schedule conflicts.

Advanced Placement Students may earn advanced placement credit in visual arts portfolio.

Future and College Planning

It is not too early to consider summer study and college options. We recommend early investigations of the wide-ranging opportunities for training outside of NOCCA.

Summer study is a critical component of advancing arts skills. Each year, many NOCCA student-artists travel to camps around the country to work with some of the leading artists and educators. Making connections to the wider world of artists is of enormous value.

The NOCCA Institute assists many student-artists each year with summer study scholarships.

Given the immense amount of work associated with the college search, application, and admissions process, it is good to begin researching college options early (10th grade). Most important is finding a program that best suits arts interests, provides specialized training and environment and has scholarship opportunities.

NOCCA's Student Services Office can provide guidance in the college search process. Stop in and make an appointment. Faculty members are a great resource for specific college programs.

Student-artists should be ready to apply to their preferred colleges with auditions, portfolios, essays, and so forth fully prepared by early fall of their senior year.

NOCCA also hosts a college fair in October each year. Admissions representatives from arts colleges and conservatories from across the country provide information and answer questions regarding post-secondary choices.

Departmental Programs

ACADEMIC STUDIO

The Academic Studio will take a comprehensive approach to learning, working across the full spectrum of the arts, science, and humanities. Classes will revolve around small-group learning led by educators whose passion for their given subject matches their students' passion for art. A new kind of instruction will be provided by a team of scholars from around the world, who will travel to NOCCA each year to work with students directly, and will be available year round via interactive technology. The Academic Studio allows NOCCA to meet the needs of a broad range of learners by using the same master-apprentice teaching model that has defined NOCCA's highly successful arts learning environment.

CREATIVE WRITING

The Creative Writing Department at NOCCA offers a four-year course of study as well as year-long writing workshops for talented and disciplined students who aspire to be writers. NOCCA selects students on the basis of demonstrable writing promise, overall academic performance and enthusiasm for literature. They must show open-mindedness, discipline, maturity, imagination and strong self-motivation in respect to their creative work and to their education as a whole.

In classes concentrating on aesthetic quality and technique, students study novels, short and long stories, poems, drama, book reviews and other nonfiction and films. They discuss and analyze texts, then apply that knowledge to their own writing. Students write almost every day and are given exercises that encourage both imaginative and technically skilled work. During class and the more structured workshop sessions, they receive feedback from peers, instructors and visiting artists toward revision of their work.

Grounded in the belief that the qualities of good writing remain consistent regardless of literary form, faculty teach all aspects of the curriculum. They also rotate instruction among all of the classes so that students have the benefit of receiving a variety of approaches, while instructors remain involved with all of the students in the department.

Students who have completed the program may pursue studies in undergraduate and graduate programs and find such outlets for their writing as literary journals, magazines and books. Students should have a lifelong dedication to literature and writing and leave NOCCA with a sound appreciation for the written word and as valuable

supporters of the literary arts. In addition, the benefits students receive from being trained as close and appreciative readers, help them pursue a variety of careers.

CULINARY ARTS

Culinary Arts students engage in the discussion and application of basic cooking techniques with an emphasis on Grilling; Broiling; Roasting; Baking; Sautéing; Frying; Braising; Stewing; Nutritional Concepts; Vegetarian Cuisine; and Healthy Sauces over a four-year curriculum standard. Daily laboratory lectures and production center on cooking skills and regional American menus and ingredients. Basic knife skills, production organization and time management are also discussed and applied during lab sessions. Emphasis will be placed on Nutritional Cooking Concepts, and Vegetarian Cuisine as well as Nutritional Science.

DANCE

The Dance Department maintains a supportive, rigorous and challenging dance atmosphere that prepares students for the requirements of today's professional dance world. The knowledge, discipline, creativity and serious nature of the dance program aids students in advancing their education in conservatories, universities and colleges, thus enabling them to prepare for careers in dance. Students receive training in ballet, modern, jazz, tap, dance history, nutrition and injury prevention. Because the instructional program utilizes the artist-teacher instructional concept, students have the advantage of knowing and experiencing dance as an art. Visiting artists help serve as role models and guides to dance students, so they may have a clear outlook about their career choices. With the knowledge gained at NOCCA, students become technically sound, confident and disciplined for any future they aspire to achieve.

MEDIA ARTS: FILMMAKING & AUDIO PRODUCTION

The Media Arts Department offers technical and conceptual training in audio, film, and video production and digital media. Young artists receive the tools to create artistically, exploring and developing their own voice in a field that often emphasizes collaboration. With a respect for the past, students boldly create new works and prepare for the challenges of an ever-changing field. This program's goal is to prepare students for admission to top universities and prepare them to work in the professional field of their choice as artists of sight, sound and motion.

Media Arts students master skills in audio recording, cinematography, directing, editing, lighting, motion graphics and script writing. In addition, all students in media arts gain an understanding of the history, theory and aesthetics of communication arts in order to appreciate the art form and to make informed decisions in their own work.

NOCCA's Media Arts department is a Avid Digidesign Sponsored School incorporating Digidesign hardware and ProTools software into its audio program.

MUSIC

The Music Department provides professional training in three divisions:

- Classical Instrumental
- Jazz
- Vocal

The curriculum is designed to develop and maintain the total musicianship of all students. Applied music (study in technique, sight-reading and repertoire) is the core of the curriculum. General musicianship courses such as theory, ear training and style history serve to build a more effective performer.

THEATRE ARTS

The Theatre Arts Department provides professional training in three divisions:

- Drama
- Musical Theatre
- Theatre Design

The philosophy of the Theatre Arts Department is grounded in the belief that in order to train students according to the highest standards of excellence, their commitment must be comparable to the demands of a career in theatre.

VISUAL ARTS

The goal of the Visual Arts Department is to create a supportive and challenging arts environment for students that enables them to experience, first-hand, the discipline, knowledge and seriousness that lead them to a career in the visual arts. Artist-teachers and visiting artists, who, through their teaching, serve as mentors to the student artist, introduce students to art history and the principles of artistic form. In two- and three-dimensional studio classes, NOCCA visual art students are encouraged to concentrate on technical proficiency, creative problem solving and self-discovery. This focused exploration increases confidence and allows students to stay open to new possibilities and to become increasingly self-directed. In critiques, students are able to exercise their aptitude at art analysis and more accurately assess their own work and the work of others. With the knowledge they gain at NOCCA, students leave with a portfolio that reflects work that is technically sound and that expresses their personal point-of-view.

Enrollment Contract

Upon registering for NOCCA, students and parents sign the following contract which is then kept on file in the Office of Student Services.

ENROLLMENT CONTRACT

NOCCA Beliefs

We believe that the student-artists deserve excellence in arts training. As a result, our standards for student-artist effort, adherence to the curriculum, concentration, and determination are high.

We believe arts training at NOCCA is a privilege. Expectations on conduct, civility, honesty, respect, and cooperation are of the highest standard. Strict adherence to protocol is mandatory.

We believe that NOCCA student-artists are enthusiastic, dedicated, inquisitive, alert, kind, imaginative, and cooperative. Student-artists are here every day unwavering in their determination to excel and proud to be NOCCA student-artists.

We believe that NOCCA student-artists seek challenges and honest feedback. As a result, expectations for learning and progress are very, very high. Only through honest assessment—by the student of themselves and from their instructors—can genuine improvement occur.

We believe that everyone at NOCCA deserves a learning environment that is safe, clean, supportive, and friendly. Student-artists share in the responsibilities essential to creating and maintaining such an environment.

We believe that NOCCA student-artists are exceptional citizens. They have within themselves a strong desire and a ready willingness to show concern and respect for the needs of others, be open to alternate ideas or points of view and demonstrate politeness and compassion.

We believe that NOCCA is the finest arts training program in America. As a result, pride is noticeable in everyone, every day.

NOCCA's Expectations of Student

NOCCA's expectations of Student: Admission to NOCCA is an earned privilege. I understand that to succeed and maintain enrollment at NOCCA I must adhere to the NOCCA beliefs and the enrollment contract:

1. I must read and abide by all rules set forth in the NOCCA Student/Parent Guide. The guide is available at www.nocca.com or for check-out at NOCCA's front desk.
2. I must maintain an overall grade-point average of "B" or better in my arts discipline and maintain a 2.0 GPA at my partner school.
3. I understand that excellent attendance is crucial to success at NOCCA and more than 3 absences a semester will impact my grade and compromise my enrollment status.
4. I must arrive in my classes at the scheduled time.
5. I understand it will be difficult if not impossible to make up missed class work due to the training aspect of the instruction.
6. I must attend all required rehearsals and performances in my area including those scheduled after my enrollment time.
7. I must sign-out with the NOCCA office to receive permission to leave before normal dismissal time. I am not permitted to leave the campus before dismissal without consent of parent or guardian and NOCCA office approval.
8. I must behave and speak in a mature and respectful manner, to faculty and staff members, Capitol Police and my fellow students.
9. I must complete all required class work and do so independently and I understand that if I plagiarize my enrollment status will be terminated.
10. I must demonstrate continuous and consistent artistic progress and that progress will be determined by the faculty.
11. I must pass a yearly re-audition and if required fulfill my discipline requirements.
12. I must respect and care for all equipment, supplies and school property offered for my use and I will follow the check-out procedure.
13. I am responsible for lost or destroyed property or textbooks.
14. I may be prosecuted for illegal activities.
15. Malicious defacing or destruction of property will result in my immediate release from the Center.
16. I must not use or be suspected of using drugs, tobacco or alcohol on the NOCCA campus, parking lot and on the campus of my partner school. Possession of any illegal substances, prescription medication and over the counter medication may result in a disciplinary action or termination of enrollment.
17. I must not violate the NOCCA Bullying/Cyber Bullying Policy.

18. NOCCA may use my name, work, music, writing, photograph or an interview for recruitment purposes or publicity.
19. I must place participation in NOCCA performances above those that are sponsored by non- NOCCA organizations. If I fail to meet the above stated expectations, I will be placed on probation or I will be released from NOCCA.

I understand that if I fail to meet the above stated expectations, my enrollment in NOCCA can be terminated.

General Probationary Policies (see Student/Parent Guide):

1. My parent(s)/guardian(s) will be informed of my probation by mail and will be requested to come to a conference.
2. A growth plan with objectives for improvement will be drafted that will include a specific date of review.
3. After the review date, my parents and I will meet with the growth plan review committee to determine if the objectives of the growth plan have been met. If any objective of the growth plan is not achieved, my enrollment will be terminated immediately.
4. I understand that grading is based on student performance, assigned projects, completion of homework and classwork, written and oral testing, attitude, attendance and evaluation of other criteria in the particular discipline.

I have read the enrollment contract and agree to all conditions for attendance at NOCCA. I will attend mandatory Prelude orientation sessions every year of study.

NOCCA's Expectations of Parent(s)/Guardian(s)

1. I must read and abide by all rules set forth in the NOCCA Student/Parent Guide. The guide is available at www.nocca.com or for check-out at NOCCA's front desk.
2. I understand the commitment my child has made and I support my child in his/her efforts in attending NOCCA.
3. I support the NOCCA beliefs.
4. I will attend required meeting(s). If I cannot attend, I will designate an adult relative to serve this purpose.
5. I grant blanket permission for my child to attend field trips and other faculty- approved off-campus activities.
6. I understand that students will be dismissed directly from off-campus locations on many occasions.
7. I will maintain an accurate address and telephone number with NOCCA.
8. I will accept responsibility for arranging transportation for my child to and from the Center and field trips as needed.
9. I will notify the Center of situations that may have an impact on my child's ability to manage the instructional program.
10. I will give appropriate NOCCA personnel pertinent information about my child regarding educational or psychological evaluation, chronic health problems, hospitalization and traumatic events in a timely manner.
11. I authorize and consent for the Center's professional staff to collaboratively share with each other any educational, medical, social, psychological and health information when it is for the benefit of my child.
12. I will accept the judgment of the Center's faculty and staff relative to my child's progress in the instructional program and my child's participation in rehearsals and productions.
13. I understand that all NOCCA rehearsals are closed to all non- NOCCA personnel.
14. I understand that NOCCA has the right to immediately dismiss my child for any disciplinary infraction.
15. I will address concerns appropriately with respect to the protocol of the Center's organizational structure: teacher, chair, president/CEO or an appropriate designee.

16. I understand that I must pay my child's departmental fee.
17. I understand that participation of my child in any and all Center programs including Summer Conservatory at NOCCA requires full adherence to the enrollment contract and the Student/Parent Guide.
18. I understand grading is based on student performance on assigned projects, completion of homework and class work, written and oral testing, attitude, attendance and evaluation of other criteria in the particular discipline.
19. I will notify the Administrative Office if my child will be absent (504-940-2850). I will send written documentation of the reason for the absence on the day of return. My child will, upon return, immediately make up missed work as assigned.
20. I understand that excellent attendance is crucial to success at NOCCA and more than 3 absences a semester will impact my student's grade and compromise my student's enrollment status.
21. I am responsible for NOCCA state equipment, supplies and school property my child checks out and damages due to lack of respect or care. I understand that I am responsible for paying NOCCA to have the property repaired or replaced as determined by the state.
22. I understand that NOCCA is not responsible for lost or stolen items (ipods, cell phones, memory sticks, etc.)

I have read the enrollment contract and I will read the Parent and Student Guides. I agree to all conditions for my child's attendance at NOCCA. I will attend all mandatory orientation sessions during the school year and will submit all completed forms required.

Your EXPECTATIONS OF NOCCA:

1. We will provide highly specialized training in the student's chosen arts discipline.
2. We will provide all grades and academic records to the partner school in a timely manner.
3. We will provide a report of all absences and tardiness.
4. We will be available for conferences with parent(s)/guardian(s) and student(s).
5. We will provide information on attendance times to the partner school or school district to assist with class scheduling.
6. Faculty and Staff will strive to treat all students with professional courtesy.
7. We will facilitate the interaction of students with professionals in the arts as well as provide students with counseling in career/college application and audition.
8. We will arrange internships, when applicable, with practicing artists and arts organizations.

BULLYING/CYBER BULLYING POLICY

NOCCA strives to provide a safe, positive learning climate for students. Therefore, it shall be the policy of NOCCA to maintain an educational environment in which bullying and cyber bullying in any form will not be tolerated.

Bullying shall be defined as unwelcome verbal, written, or physical conduct directed at another student that has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in fear of physical, emotional or mental harm;
4. Placing a student in fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that interferes with a student's educational opportunities.

Cyber Bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or a faculty or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Placing a student in fear of physical, emotional or mental harm;
3. Placing a student in fear of damage to or loss of personal property; or
4. Creating an intimidating or hostile environment that interferes with a student's educational opportunities.

A student shall report a complaint of bullying or cyber bullying, orally or in writing, to the Admissions and Protocol Officer or a faculty or staff member. If a parent initiates the complaint, the Admissions and Protocol Officer will follow-up with the student. A violation of this Policy shall subject the offending student to appropriate disciplinary action, which may include suspension, expulsion or notification to the appropriate authorities.

Quick Reference

How are the students graded?

Each discipline varies and an in-depth explanation on current student progress is given through quarterly grades. Parents of NOCCA students are encouraged to have open communication with faculty members concerning all aspects of grading. Faculty members encourage parents to schedule conference appointments as needed.

What is Decision Day?

Decision Day is the first formal evaluation of students. The Department of Student Services working together with department chairs and lead teachers will communicate both verbally and in writing to parents if a student is not fulfilling the enrollment contracts and/or department requirements. During the year parents are notified when students are failing to fulfill the expectations set forth in the NOCCA Enrollment Contract. Students, parents and faculty create a growth plan for improvement in an effort to avoid dismissal from the program.

Is bus transportation provided by NOCCA?

Bus transportation to NOCCA is not a guarantee. Each year, funding determines that availability, if any, of bus transportation. Therefore, students must plan ahead and arrange their own transportation. The NOCCA website (nocca.com) has a page devoted to carpool registration. Once registered, students will receive access to contact information of other students driving from locations in close proximity to their own. Students are responsible for coordinating carpools.

Who handles discipline at NOCCA?

Faculty, staff, administration and Capitol Police are empowered to manage discipline issues at the Center. The Admissions & Protocol Officer in the Office of Student Services is the contact person for discipline.

How can a parent best help to ensure their child meets requirements set forth for NOCCA students?

Completing assignments, participating in class activities and attending mandatory performances recommended by faculty, are essential to students' success in their discipline.

What is Celebration Season?

Celebration Season refers to the array of year-end performances spanning April and May. NOCCA celebrates the accomplishments of its students at the end of the regular school year. At the annual Celebration Ceremony, NOCCA's departing students may receive certificates and recognition. NOCCA invites seniors and their families to attend.

Helpful Resources:

NOCCA Office of Student Services, 504.940.2787

TOPS (Tuition Opportunity Program for Students), www.osfa.state.la.us,
<https://osfantweb.osfa.state.la.us/TOPSPort.nsf/>

Resource for online research regarding Visual and Performing Arts Colleges and Universities, www.petersons.com