

NOCCA
Student & Parent Guide
2014-15



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(504) 940-2787

2014-2015 NOCCA School Calendar

August 6-8, 2014 (Wed.-Fri.)	Academic Studio Student Orientation Days
August 11, 2014 (Monday)	Arts Faculty: First Day
August 12, 2014 (Tuesday)	Faculty Planning/Professional Development
August 13, 2014 (Wednesday)	Student Prelude
August 14, 2014 (Thursday)	First Day of Instruction
September 1, 2014 (Monday)	Labor Day Holiday
October 10, 2014 (Friday)	End of First Grading Period (No Students) ½ Professional Development/ ½ Record Keeping
November 11, 2014 (Tuesday)	Veterans Day Holiday
November 24-28, 2014 (Mon.-Fri.)	Thanksgiving Holidays*
December 12, 2014 (Friday)	Semester Record Keeping Day (No Students) ½ Professional Development/ ½ Record Keeping
December 19, 2014 (Friday)	End of Second Grading Period
Dec. 22, 2014-January 2, 2015	Winter Break*
January 5, 2015 (Monday)	School Reopens
January 19, 2015 (Monday)	Martin Luther King, Jr. Holiday
February 16-20, 2015 (Monday-Friday)	Mardi Gras/Spring Break Holiday
March 13, 2015 (Friday)	End of Third Quarter (No Students) ½ Professional Development/ ½ Record Keeping
April 3, 2015 (Friday)	Spring Holiday
May 15, 2015 (Friday)	Semester Record Keeping Day (No Students) ½ Professional Development/ ½ Record Keeping
May 22, 2015 (Friday)	End of Semester/Last Day of School

*In case of emergency, student make-up days will be taken from existing days/holidays in the above schedule.

NOCCA Student and Parent Guide

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NOCCA BOARD OF DIRECTORS

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We are happy to help.

INTRODUCTION

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 and parents are accountable and responsible for information in the guide as stated in the NOCCA Enrollment Contract.

MISSION

NOCCA will provide professional arts training, coaching, and performance and academic opportunities for high school level students who aspire to be creative artists.

GOALS AND 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 in their academic studies 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, as well as the opportunity to learn in an infused environment of arts and academics via the Academic Studio
- 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 an 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 as well as state regulations. 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 the 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

THE CREATIVE DNA OF NOCCA

The “Creative DNA of NOCCA” contains elements and dynamics that operate within NOCCA to keep students focused upon their art practice, develop them as potential performing artists, and cultivate relationships between student faculty such that faculty are regarded as credible mentors and guides. These elements are:

- Technical grounding
- Critique
- Respect for the artist, for the work, for the material
- Developing attention/awareness
- Collaboration and ensemble (including anti-competitiveness)
- Development of a professional attitude
- Life skills

PROGRAMS AND PROCEDURES

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 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.

Arts Disciplines

The **Creative Writing** program offers instruction concentrating on aesthetic quality and technique, students study novels, short fiction, poems, drama, 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.

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.

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 dancers, 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.

The **Media Arts: Filmmaking & Audio Production** Department offers technical and conceptual training in audio, film, and video recording and production to creative, mature students. Young artists receive the tools to create artistically, exploring and developing their own voice, in a field that often emphasizes collaboration. The students' mastery of craft is grounded in the fundamentals of film, video, audio and digital media. 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 in film, video, music technology and digital arts and also to prepare them to survive in the professional field of their choice as artists of sight, sound and motion.

The **Music** Department provides professional training in three divisions:

- **Classical Instrumental**
- **Jazz**
- **Classical 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.

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.

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.

NOCCA Student Internships

The NOCCA Internship Program has been developed to provide level IV and above students with the opportunity to explore their arts disciplines in a practical learning environment. Students participating in the internship program will be paired with a mentor designated by his/her department chair. All internships are unpaid (including tips and other non-cash forms of compensation) and must adhere to U.S. Department of Labor guidelines. Additionally, students are prohibited from working for the mentor at any time while participating in the internship program. Once the student has completed the internship program, there is no prohibition for obtaining employment with the mentor.

Credits toward State of Louisiana Graduation Requirements

In order to help students gain the credits needed for graduation, NOCCA offers half-day students the opportunity to take Health, PE, and Foreign Language online. Please see Student Services if you are interested in this.

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, <https://www.louisianabelieves.com/academics/graduation-requirements>.

PROCEDURES

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 (afterschool) 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.

Registration

After passing the audition and confirming intent to enroll, students will receive a registration packet. Required documents are completed and returned to the Office of Student Services, along with the student fee or financial aid application. **Students' enrollment is not**

assured until all fees are paid and all registration documents are completed and returned. Parents must provide most current address information throughout the school year.

All students enrolled in Dance, Drama, Musical Theatre, and Vocal Music must sign the **Physical Contact Agreement** in the registration packet. By signing, students and parents acknowledge that they have been informed that this program of study involves activities which require physical contact, both with instructors and other students, that this physical contact is safe and appropriate for professional performance training, and that it is the student's responsibility to inform his or her teachers of any physical contact which causes him or her discomfort.

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, Drama, Musical Theatre, and Theatre Design students 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.

Prelude

Attendance at Prelude is a required step in the enrollment process. 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 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.

Decision Day

After completing the registration 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. Decision Period concludes with Decision Day. **A student's enrollment could be terminated on Decision Day.**

After the decision period, student progress is reviewed quarterly and retention decisions are made on a rolling basis predicated on attendance, performance and conduct.

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 Contract and/or department requirements. Students, parents and faculty create a growth plan for improvement in an effort to avoid dismissal from the program.

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 five (5) absences per semester may result in loss of credit and/or enrollment.
- Adherence to the Enrollment Contract

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

Grading

Grading is based on student performance on assigned projects, artistic growth, completion of homework and classwork, written and oral testing, attitude, attendance, and evaluation of other criteria in the particular discipline. 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.

Report Cards/Progress Reports

The report card is a quarterly document that illustrates, in grade form, how a student is performing. The report card includes the number of absences, number of tardies, a letter grade for each course or component course, and a conduct grade. The course grades are sent to the student’s partner school by the Office of Student Services.

Some students will also receive a quarterly progress report. 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. A copy of this report is kept in each department’s student files.

NOCCA Arts Discipline 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.

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 an Official 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. A student may re-audition at any time after being counseled out.

Discipline Changes

When a currently enrolled student is considering changing disciplines, the following procedure must be followed:

- 1) The student must communicate with the current discipline.
- 2) The current department chair will write a letter of recommendation to the new department chair.
- 3) The student must fill out a new application, indicate the discipline change on the application, and prepare to audition in the new discipline.
- 4) The student will bring in a note from the parent stating agreement with this audition.
- 5) To be eligible to move to the new discipline the student must meet the requirements of a successful audition in the new discipline.
- 6) If the student is offered enrollment in the new discipline, the effective date for the change will be fall of the following year.
- 7) If the student is not offered enrollment in the new discipline, then the student may continue in the current arts discipline or withdraw from NOCCA.

Withdrawal from NOCCA

A student may withdraw or be withdrawn from NOCCA for many reasons. Examples are: failure to meet the artistic/academic expectations, attendance matters, 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 equipment, textbooks, and the student's ID. A notification of withdrawal form and a report of the final grade will be sent to the partner school.

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.

NOCCA Arts Discipline 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.

SCHOOL OPERATIONS

ARRIVING AND DEPARTING

All students must wear their NOCCA ID's during regular school hours. Students who arrive on campus without their NOCCA ID card will be required to purchase a new NOCCA ID card. Upon the second incident, if a student cannot produce their state issued NOCCA ID card, a parent or guardian must come to campus to purchase the replacement ID. A student will not be allowed into any class without their proper and current ID.

Full-day students may arrive as early as 7:00 AM and must remain in the breezeway and canteen until the full campus opens at 7:30 AM. Full-day classes begin at 8:15.

Half-day and after school students may arrive up to one hour before their first class and must remain in the breezeway and canteen until the full campus opens. The full campus is open for half-day students at 1:00 PM, and for after school students at 3:45 PM. Students may not remain on campus over an hour after the end of their last class. All students are expected to leave class immediately at the end of instruction and move to the breezeway and canteen to leave or await transportation.

Students are not allowed to leave campus during their scheduled school hours without prior parental permission. If it is necessary to leave campus during regularly scheduled school hours, parents must check out students in the main office. After checking in with security, parents may proceed to the main office.

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 absences 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

Students may only miss five (5) days per semester (excused or unexcused) in order to be eligible to receive credit for courses taken. Students who have missed more than five (5) days in a semester are in danger of failing due to excessive absences and must make up the missed class time before they are able to receive course credit. **Written notification will be sent home along with a student form for documenting made-up work and time. Parent signatures will be required on the documentation form.** Make-up sessions will be held outside of the regular class time and must be completed before the end of the current semester.

Excused absences are absences of two or fewer consecutive school days incurred due to personal illness or serious illness in the family.

Unexcused absences are any absences not defined by the definition above for excused absences. Some examples include family trips and cutting or skipping class.

Extenuating circumstances for absences that require work to be made up but that do not require the time to be made up include extended physical or emotional illness, extended hospital stay, extended recuperation from an injury, extended contagious disease within a family, observance of special and recognized holidays of the student's own faith, prior school system approved travel for education, death in the family, and natural catastrophe and/or disaster. Any other extenuating circumstance must be discussed with the Director of Student Services.

Procedure for Reporting Absences

1. Call the NOCCA main office (504) 940-2787 at least 15 minutes prior to the start of the student's scheduled class time to report the absence EACH day that a student is absent. It is acceptable to leave a voicemail with this information as early as you like.
2. Immediately upon return to NOCCA following an absence, the student brings a note signed by the parent, even if a call has already been made, to document the reason for the absence and the parent's awareness of the absence.
3. The following information shall be included in the parent note:
 - Student's Name
 - Student's Discipline and Grade
 - Date(s) of Absence
 - Reason for Absence
 - Student Signature
 - Parent Signature
4. A doctor's note is required in all cases of contagious illness or when three or more consecutive days have been missed due to illness.

Students cannot be absent from their partner school on the day of a scheduled NOCCA performance or production. **The student will not be allowed to participate in the NOCCA performance or production on that day if they are absent from their partner school.** The NOCCA faculty will determine if the student will be replaced in the performance or production.

Late Arrivals

When students are not able to be in class and fully prepared at the start time of each class, a tardy slip must be obtained from the front office before going to class. This applies to the beginning of the day as well as in-between classes. Documentation regarding the tardy shall be turned in to the NOCCA main office at the time of arrival. NOCCA will contact parents to discuss frequent tardiness. Teachers will contact the Director of Protocol to discuss excessive tardiness that has not resolved after being addressed.

Early Dismissals

Parents who wish to pick-up their student early must come to the front office and present identification. NOCCA Staff will check the student's Emergency Data Card to verify if the person checking out the student is listed on the card as a check-out person. The Parent/Guardian signs the Check-out binder. The student will be called to the main office and a pass will be given. The pass must be given to Capitol Police before exiting campus.

Students checking themselves out shall provide written documentation from the parent for the reason for early dismissal. The students share the documentation with their current teacher and proceed to the front office to sign the Check-out binder and receive a pass to leave campus. The pass must be given to Capitol Police before exiting campus. For unplanned departures, the front office will call the parent to gain permission to allow the student to leave campus.

NOCCA's Check-Out Policy states that every moment of NOCCA instruction time should be respected and it should not be interrupted.

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.

LIBRARY

The Senator John Breaux Library provides a quiet place for students to read, write and study. The library has more than 25,000 items, concentrated on the arts disciplines taught at NOCCA, including books, compact discs, DVDs, videos and musical scores. 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 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 and a replacement cost for lost or damaged materials. Faculty must grant students permission to use the library during regular class time.

LOCKERS

Students using the dressing rooms must place all valuables (wallets, purses, cell phone, etc) in a locker during class. **NOCCA is not responsible for any lost or stolen items.** Students must empty their locker by the last day of classes each year. Remaining locks left after the school year ends will be removed and disposed.

LOST AND FOUND

Daily, items are turned into the Lost and Found in the main office. Students are encouraged to ask permission to check this area frequently when they have missing items. Periodically, after alerting students a day or more in advance, the Lost and Found is discarded.

MEDICATION POLICY

Students are not permitted to have in their possession any medication (prescription or over-the-counter) while on campus, except when an urgent need has been specified (i.e. asthma inhaler) by a physician and proper procedure has been followed.

Each student shall complete the **Medical and Emergency Information** packet provided by the Health Services Department and included in the Registration Packet prior to the beginning of each year.

The **Medication List** and signed **Consent Agreement** sections of the Medical and Emergency Information packet allow parents to authorize the administration of specific over-the-counter medications by NOCCA's Director of Health Services or other qualified NOCCA personnel. Only the checked medications will be administered to the student.

PERFORMANCES

Public 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, both in class and off site
- Creative writing students' spring reading, coinciding with the publication of Umbra, the department's literary journal
- Exhibits by visual arts students, Galleried or non-traditional showings
- Music recitals by vocal and instrumental music students as well as annual music recitals, a jazz series and a classical series, both in class and off-site
- Music student performances at the New Orleans Jazz & Heritage Festival
- Various performances scheduled throughout the year and 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. Students must place participation in NOCCA performances above those that are sponsored by non- NOCCA organizations. As a result, students are encouraged to speak with the Department Chair of their arts discipline for guidance.

Student Protocol During School Performances

Food or drinks **cannot** be brought into any of the performances spaces. Students should never rest their feet or legs on the seats of any performance space. Respect is always shown to the performer by remaining silent when a performer appears on stage or in the front of the performance space.

PROTOCOL

Administration, faculty, staff and DPS Police are empowered to manage protocol issues at the Center. The Director of Student Services in the Office of Student Services is responsible for enforcing the Enrollment Contract.

Students who display behavior in conflict with the Enrollment Contract are subject to dismissal from NOCCA. The Director of Student Services is responsible for assuring that all students and parents adhere to their Enrollment Contract obligations. NOCCA has a 3-Step Protocol Process in place to manage discipline problems.

Protocol Process

- Verbal Warning
- Incident Report
- Request for Parent Conference. Parent Conferences will include: Parent, Student, Instructors, Chief Academic Officer, Mentors, Department Chairs and the Director of Student Services.

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.

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

- Physically, emotionally or mentally harming a student;
- Damaging, extorting or taking a student's personal property;
- Placing a student in fear of physical, emotional or mental harm;
- Placing a student in fear of damage to or loss of personal property; or
- 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:

- Physically, emotionally or mentally harming a student;
- Placing a student in fear of physical, emotional or mental harm;
- Placing a student in fear of damage to or loss of personal property; or
- 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 Director of Student Services or a faculty or staff member. If a parent initiates the complaint, the Director of Student Services 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.

Rail Safety Policy

NOCCA strives to provide a safe learning environment for students. Therefore, it shall be the campus policy of NOCCA to maintain a high level of rail safety at all times.

Rail Safety Policy

Rail Safety is crucial to the safety of every student in the NOCCA community. Students should adhere to this policy at all times to ensure Rail Safety on the NOCCA campus.

1. Students **should not** cross over or crawl under a parked railroad train at any time.

2. Students **should not** approach a moving or parked railroad train at any time.
3. Students **should not** violate rail safety laws while operating their vehicles on the NOCCA campus.
4. Students should adhere to the directions of NOCCA law enforcement officers, faculty or staff members when a train is approaching or parked.

Protocol Consequences

If a student violates the Rail Safety Policy the following protocol consequences will take place:

1. The student's enrollment in the Arts Conservatory **will be immediately terminated.**
2. The student's enrollment in the Academic Studio **will be immediately terminated.**
3. Parent conference will be held to terminate the enrollment.
4. The parent is responsible for locating another school for the student.

Eating and Drinking on Campus

Students may only eat and drink in the Canteen and the Breezeway. 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 or Breezeway and must discard all trash in trash receptacles. Students may not chew gum while on NOCCA property. **Half-day students may not bring food to full-day students.**

Passes on Campus

Students needing to visit other departments (i.e. Health Services, Student Services) on campus during class time must have permission from their teacher and a NOCCA General Pass. Students shall go directly to the desired destination, show the pass to all departments visited, and return the pass to their classroom teacher. Teachers will report concerns of misuse of this procedure to the Director of Protocol for potential disciplinary action.

Wireless Device Policy

NOCCA desires to promote an environment that is conducive to instruction and creativity. Wireless devices used by students to communicate with others inhibit the creation of such an environment. NOCCA also desires to protect students' personal privacy while on campus. The emergence of camera wireless device technology has created a new set of privacy and data protection challenges for the NOCCA community.

Therefore, in compliance with the **Louisiana Law Revised Statute 17:239** NOCCA prohibits the use or operation of any "wireless devices" on campus **before** and **during** enrollment time. Under this policy, the term "wireless devices" includes, but is not limited to, cell phones (whether analog or digital), camera phones, tablets, e-book readers and portable media devices. Students may not be seen with a cell phone anywhere on campus from morning arrival (applicable to the Academic Studio only) through 3:45 p.m.

Any student seen with a cell phone before 3:45 p.m. will have their device confiscated. Their device will be given to the Director of Student Services and a protocol action will be issued. **Wireless devices will only be returned to a parent or guardian.**

After 3:45 p.m., students may have and use cell phones in the NOCCA Breezeway or Canteen ONLY.

A telephone is available in the front office for students to use to call parents and if necessary parents may leave an emergency message with the front desk at (504) 940-2850.

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.

Once a student comes on campus, he/she may not leave until dismissal time, unless properly checked-out. **Students may not leave at or after dismissal time and return to campus unless attending a ticketed event. If a student has commitments or plans on campus after dismissal time (other than to a ticketed event), then prior plans must be made to bring food or clothing needed in the interim.**

Common Community

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 the 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 any faculty member or DPS officers 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.

Student Dress Code

Student Dress Code for Females

Females are required to wear clothing that is suitable for school and that complies with the following regulations:

- No see-through, sheer shirts, tube top or lace-like clothing are permitted, and no skin may show between the lower garment and shirt in any position.
- Any article of clothing with suggestive symbols, words, or advertisements of products or substances is prohibited.
- Tank shirts and undershirts may not be worn as outer garments.
- Lower garments worn by students must be secured at waist level with no undergarments revealed.
- Flip-flops or backless thong sandals are not permitted.
- Culottes, split skirts, and walking shorts are acceptable providing they meet the dress length requirement stipulated below.
- The minimum length of dresses, culottes, skirts, and shorts must be at the fingertip or below when standing erect with arms extended down the sides or not more than 5" above the knee.

Student Dress Code for Males

Males are required to wear clothing that is suitable for school and that complies with the following regulation:

- Shirts must be buttoned, except for the collar button. Tank shirts and undershirts may not be worn as outer garments. Any article of clothing with suggestive symbols, words, or advertisements of products or substances is prohibited.
- No see-through or sheer shirts are permitted, and no skin may show between the pants and shirt in any position.
- Walking shorts may be worn as long as they meet the length requirement. While standing erect with arms extended down, the length of shorts must come to the tip of fingers or below.
- Lower garments worn by students must be secured at waist level, with no undergarments revealed.
- Flip-flops or backless thong sandals are not permitted.

Some disciplines have a specific dress code which should always be followed during the Arts class time. Students are reminded to follow the Student Dress Code when not in Arts class, which may require a cover-up when moving between classes.

Students who violate the dress code will be seen by the Director of Student Services. The parent of the student will be notified and replacement clothing will be requested. If the student is

not able to contact their parent the student will be required to purchase NOCCA merchandise to serve as their replacement clothing.

NOCCA Suspension Policy

All NOCCA student suspensions are to be led and managed by the Director of Protocol or his/her designee. The NOCCA President/CEO shall receive notification from the Director of Protocol when suspension is being considered as an appropriate disciplinary action.

All suspensions shall be preceded by a conference conducted by the Director of Protocol or his/her designee between the student, and whenever practical, the faculty member, or staff member who referred the student for Protocol matters. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her; he/she shall be given the opportunity to present his/her version and evidence in support of his/her defense. All statements shall be documented in a disciplinary report containing:

- a) the student statement;
- b) any witness statements;
- c) the statement of the faculty member who witnessed the student's violation;
- d) citation of the exact NOCCA Enrollment Contract violation; and
- e) signatures of all participating parties. Parents shall be notified as stated below of the student's infraction and the conference. Parent(s) may be included in the initial conference at the discretion of the Director of Protocol of his/her designee.

The NOCCA President/CEO shall receive a copy of the disciplinary report.

At the time of the suspension, The Director of Protocol or his/her designee shall contact the parent/guardian by telephone or in person and record a log of the same. The parent/ guardian shall then be officially notified of:

- a) the reason(s) for suspension;
- b) the length of suspension;
- c) the date and time when the student may return to school;
- d) the growth plan outlining the conditions and expectations and agreed upon student actions upon return to NOCCA; and
- e) the right to appeal and the process for initiating an appeal via NOCCA's Suspension Letter which goes home with the student. A signed copy of this letter by the parent/guardian **must** accompany the student upon his/her return to school.

Parents have the right to appeal a suspension. Should a parent wish to appeal the decision, he/she has the right to file an appeal with the President/CEO and the Director of Protocol within five (5) school days of receiving the written notice. The appeal will be heard by the NOCCA Discipline Review Board (Three NOCCA Faculty/Staff members and one alternate selected to serve for at least one school year that the President/CEO deems consistently objective in their

decision-making. One member will serve as the chair. If a faculty member on the Review Board was involved in the previous conferences, he/she will be replaced for this review). The NOCCA Discipline Review Board will convene within five (5) school days and determine whether to recommend upholding, reversing, or modifying the decision to suspend the student.

The President/CEO retains the right to modify the original decision after hearing the NOCCA Discipline Review Board's recommendation. The decision of the President/CEO shall be final.

Offenses for which a student may be suspended include, but are not limited to:

1. Any Violation of the NOCCA Enrollment Contract
2. Violation of the NOCCA Student Acceptable Use Policy or the Cyber Bullying Policy
3. Treating a NOCCA Staff, Faculty, student or community member with intentional disrespect
4. Making an unfounded charge against a NOCCA Staff, Faculty, student or community Member
5. Using unchaste or profane language
6. Using tobacco or possessing alcoholic beverages or any controlled dangerous substance
7. Cutting, defacing, or injuring any part of the NOCCA Campus, any property belonging to NOCCA, or any public/private property while on any NOCCA Activities
8. Carrying implements which can be used as weapons, the careless use of which might inflict harm or injury
9. Instigating or participating in fights
10. Violating traffic and safety regulations
11. Leaving the NOCCA Campus without permission
12. Leaving a classroom/performance without permission
13. Being habitually tardy or absent
14. Plagiarism in any form
15. Committing any other serious offense

NOCCA Expulsion Policy

All NOCCA student expulsions are to be led and managed by the Director of Protocol or his/her designee. The NOCCA President/CEO shall receive notification from the Director of Protocol when expulsion is being considered as an appropriate disciplinary action.

All expulsions shall be preceded by a conference held within five (5) school days of the report of student misconduct. This conference is conducted by the Director of Protocol or his/her designee and includes the student, and whenever practical, the faculty member or staff member who referred the student for protocol matters. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her; he/she shall be given the

opportunity to present his/her version and evidence in support of his/her defense. All statements shall be documented in a disciplinary report containing;

- a) the student statement;
- b) any witness statements;
- c) the statement of the faculty member who witnessed the student's violation;
- d) citation of the exact NOCCA Enrollment Contract/Policy violation; and
- e) signatures of all participating parties. Parents shall be notified at this time of the student's infraction and the conferences held to gather information. Parent(s) may be included in the initial conference at the discretion of the Director of Protocol or his/her designee.

The Director of Protocol or his/her designee will share the complete disciplinary report with the NOCCA President/CEO and when making a recommendation for expulsion. The NOCCA President/CEO will determine whether to recommend upholding, reversing, or modifying the decision to expel the student.

At the time of the expulsion, a Director of Protocol or his/her designee shall contact the parent/guardian by telephone or in person and record a log of same. The parent/ guardian shall then be officially notified of:

- a) the reason(s) for expulsion; and
- b) the right to appeal and the procedure for initiating an appeal via the school's Expulsion Letter which goes home with the student.

The student or parent/guardian is entitled to file an appeal requesting a review by the Personnel and Grievance Committee of the NOCCA Board of Directors who will determine whether to uphold, reverse, or modify the decision to expel the student. The appeal must be filed in writing within five (5) school days of the decision. The Personnel and Grievance Committee of the NOCCA Board of Directors' decision is final.

Offenses for which a student may be expelled include, but are not limited to:

- 1) Any single violation of the NOCCA Enrollment Contract which explicitly states consequences up to and including expulsion
- 2) Violation of the NOCCA Rail Policy
- 3) Possessing, use or transmittal of a weapon
- 4) Possession or use of a controlled substance
- 5) Committing or attempting to commit Assault
- 6) Committing or attempting to commit Battery
- 7) Committing or attempting to commit Arson
- 8) Possession, use or transmittal of alcohol
- 9) Habitually violating NOCCA expectations, policies or the NOCCA Enrollment Contract

THE NOCCA ENROLLMENT CONTRACT

THE CREATIVE DNA OF NOCCA

The “Creative DNA of NOCCA” contains elements and dynamics that operate within NOCCA to keep students focused upon their art practice, develop them as potential performing artists, and cultivate relationships between student and faculty such that faculty are regarded as credible mentors and guides. The elements are:

- TECHNICAL GROUNDING
- CRITIQUE
- RESPECT FOR THE ARTIST FOR THE WORK, FOR THE MATERIAL
- DEVELOPING ATTENTION/AWARENESS
- COLLABORATION AND ENSEMBLE (INCLUDING ANTI-COMPETITIVENESS)
- DEVELOPMENT OF A PROFESSIONAL ATTITUDE
- LIFE SKILLS

NOCCA’S EXPECTATIONS OF STUDENT: ADMISSION TO NOCCA IS AN EARNED PRIVILEGE. I UNDERSTAND THAT TO SUCCEED AND MAINTAIN ENROLLMENT AT NOCCA I MUST READ, AGREE AND ABIDE BY ALL RULES AND POLICIES SET FORTH IN THE NOCCA STUDENT/PARENT GUIDE AND I SUPPORT THE CREATIVE DNA OF NOCCA AND THE ENROLLMENT CONTRACT:

1. I must read, agree and abide by all rules and policies set forth in the NOCCA Student/Parent Guide and I support the Creative DNA of NOCCA.
2. I understand that my NOCCA enrollment status may be compromised if I do not maintain an overall GPA of a “B” or better in my arts discipline and maintain a 2.0 GPA or better at my partner school.
3. In accordance with state law, I understand that excellent attendance is crucial to success at NOCCA and more than 5 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. I understand that on performance days or days of extra arts activities, I must attend ALL classes in order to participate in any activities outside of regular class 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 may be terminated.
10. I must demonstrate continuous and consistent artistic progress. I understand progress will be determined by the faculty.
11. I must successfully pass a yearly in-class re-audition and fulfill all of my discipline requirements or my enrollment may be terminated.

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 reporting lost or destroyed NOCCA property (including textbooks) that I checked out from class or the library, failing to do so will result in a disciplinary action and I will be held responsible for the monetary value of the equipment.
14. I may be prosecuted for any illegal activities.
15. Malicious defacing or destruction of property will result in my immediate release from NOCCA.
16. I must not use or be suspected of using drugs, tobacco or alcohol on 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 Rail Safety Policy or the NOCCA Bullying/Cyber Bullying Policy.
18. I must place participation in NOCCA activities above those that are sponsored by non-NOCCA organizations. If I fail to meet the with faculty members about the non-NOCCA performance expectations, I may be placed on probation or my enrollment may be terminated.
19. NOCCA may use my work, music, writing, photograph or an interview for recruitment purposes or publicity.
20. I understand that my enrollment may be terminated at the conclusion of the Decision Period.

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. Parent(s)/guardian(s) will be informed and will be requested to come to a conference.
2. After the Decision Period 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, artistic growth and evaluation of other criteria in the particular discipline.

I have read the enrollment contract and agree to all conditions for attendance at NOCCA and I will attend mandatory Prelude orientation session.

Student's Signature _____ **Date** _____

Print Name _____ **Discipline** _____

EXPECTATIONS OF NOCCA

1. NOCCA will provide highly specialized training in the student's chosen arts discipline.
2. NOCCA will provide all grades and academic records to the partner school in a timely manner.
3. NOCCA will be available for conferences with parent(s)/guardian(s) and student(s) in reference to my student's progress.
4. NOCCA will provide information on attendance times to the partner school or school district to assist with class scheduling.

5. NOCCA Faculty and Staff will strive to treat all students with professional courtesy and deliver an honest assessment of their artistic potential.

6. NOCCA will facilitate the interaction of students with professionals in the arts as well as provide students with counseling for the next steps in career/college preparation.

NOCCA'S EXPECTATIONS OF PARENT (S)/GUARDIAN (S):

1. I understand the commitment my student has made and I support my student in his/her efforts in attending NOCCA.

2. I must read, agree and abide by all rules and policies set forth in both the NOCCA Student/Parent Guide and the Enrollment Contract. I understand and support the Creative DNA of NOCCA.

3. I will attend required meeting(s). If I cannot attend, I will designate an adult relative to serve this purpose.

4. I understand that my student's enrollment may be terminated at the conclusion of the Decision Period.

5. I understand that students will be dismissed directly from off-campus locations on many occasions.

6. I will accept responsibility for arranging transportation for my student to and from the NOCCA and field trips as needed.

7. I will notify NOCCA of situations that may have an impact on my student's ability to manage the instructional program.

8. I will give appropriate NOCCA personnel pertinent information about my in a timely manner.

9. I authorize and give consent to NOCCA's professional staff to share information collaboratively with each other any educational, medical, social, psychological and health information when it is for the benefit of my student.

10. I understand that my student must successfully pass a yearly in-class re-audition and fulfill all arts discipline requirements or their enrollment may be terminated.

11. I will accept the judgment of NOCCA's faculty and staff relative to my student's progress in the instructional program and my student's participation in activities, rehearsals and productions.

12. I understand that all NOCCA rehearsals are closed to all non-NOCCA personnel.

13. I understand that NOCCA has the right to immediately dismiss my student for any disciplinary infraction or violation of any NOCCA policy (i.e. Rail Safety Policy/Plagiarism/illegal activity)

14. I will address concerns appropriately with respect to the protocol of the NOCCA's organizational structure: teacher, chair, student services, president/CEO or an appropriate designee.

15. I understand that my student's NOCCA enrollment status may be compromised if they do not maintain an overall GPA of a "B" or better in their arts discipline and maintain a 2.0 GPA or better at their partner school.

16. I understand that I am responsible for and must pay my student's fees. (i.e. department fees/accessed fees/fines)

17. I understand that participation of my student in any and all NOCCA programs on and off campus 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, artistic growth and evaluation of other criteria in the particular discipline.

19. I will notify the Administrative Office if my student will be absent (504-940-2850). I will send written documentation of the reason for the absence on the day of return. My student 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 5 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 student 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 my student's lost or stolen items (cell phones, clothes, laptops, etc.).

23. NOCCA may use my student's work, music, writing, photograph or an interview for recruitment purposes or publicity.

24. I understand that my student's participation in NOCCA activities/performances must be placed above those that are sponsored by non-NOCCA organizations and I understand that my student must be present at school the day of a NOCCA activity/performance.

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

Parent's Signature _____ **Date**

Print Name _____ **Discipline** _____

STUDENT SUPPORT

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 programs 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. Faculty members are a great resource for specific college programs. In partnership with the arts faculty, NOCCA's Student Services Office can provide guidance in the college and scholarship search and application process.

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

NOCCA hosts a college fair in October each year. Admissions representatives from colleges and conservatories from across the country provide information and answer questions regarding their institutions.

HEALTH SERVICES AND FITNESS CENTER

NOCCA's Health Services provides emergency care, physical rehabilitation, wellness education, and 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.

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, 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. You can contact The NOCCA Institute directly about any of their exciting programs by calling 504-940-2900.

FINANCIAL AID

The NOCCA Institute’s Financial Aid Program promotes access to NOCCA by providing 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

SOCIAL WORK SERVICES

In order to assist student-artists in their adjustment to NOCCA and to help them with emotional and/or personal problems that may develop, social services are available at no cost to the student-artist or his or her family. Students are provided confidential consultations on personal matters and are provided a referral service when needs may require professional attention beyond the scope of the NOCCA facilities. Students and parents can email aalvarez@nocca.com or 504-940-2919 for an appointment. A current parent consent form must be on file in order to take advantage of the Social Services opportunities.

STUDENT SERVICES

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.

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

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

TRANSPORTATION RESOURCES

Parents are responsible for arranging transportation to and from NOCCA. 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. Parents are responsible for coordinating carpools and for contacting carpool drivers in the event of schedule changes throughout the year.

Parents who depend on outside companies for transportation must contact those companies directly in the event of schedule changes or daily transportation needs throughout the year.

NOCCA cannot accept responsibility for coordinating individual transportation changes.

NOCCA Board of Directors

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New Orleans Center for Creative Arts, Louisiana's arts conservatory for high school students, provides intensive, professional instruction in creative writing, culinary arts, dance, media arts, music, theatre arts, visual arts as well as academics. Tuition is free.

Created by the Orleans Parish School Board in 1973, the Center is now an agency of the state of Louisiana servicing students from public, private, parochial and home partner schools. For more information call 800-201-4836, 504-940-2787 or visit nocca.com.

NOCCA, an agency of the state of Louisiana, does not discriminate on the basis of race, color, sex, sexual orientation, handicap or disability, religion, nationality of ethnic origin in the administration of its educational programs, admissions policies, employment practices, or financial procedures.

NOCCA is an agency of the state of Louisiana, Bobby Jindal, Governor.