

# NOCCA

## Student & Parent Guide

### 2015 - 2016



2800 Chartres Street . New Orleans . LA . 70117. [www.NOCCA.com](http://www.NOCCA.com)  
(504) 940-2787

## 2015-2016 NOCCA School Calendar

2015.....

August 5-6	Academic Studio Student Orientation Days
August 12	Mandatory Student Prelude
August 13	First Day of Instruction
September 7	Labor Day Holiday
October 9	End of First Grading Period (Student Holiday)
November 11	Veterans Day Holiday
November 23-27	Thanksgiving Holidays*
December 11	Semester Record Keeping Day (Student Holiday)
December 18	End of Second Grading Period
Dec. 21	Winter Break Begins*

2016.....

January 4	Classes/Instruction Resumes
January 18	Martin Luther King, Jr. Holiday
February 8 - 12	Mardi Gras/Spring Break Holiday
Feb 29	Faculty Staff In-service/Audition Day (Student Holiday)
March 11	End of Third Grading Period
Mar 24 - 28	Spring Holiday
May 15	Semester Record Keeping Day (Student Holiday)
May 20	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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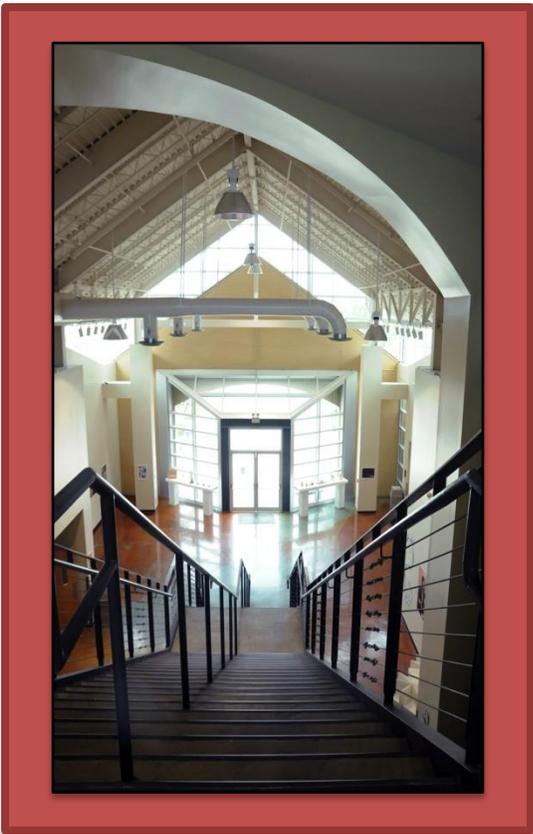
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*An Artist with  
something to say...*

Please call the NOCCA Main Office (504) 940-2787 for any information not found here. 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 many 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, classical instrumental, jazz instrumental, classical voice, drama, musical theatre, theatre design, 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
- exposure to best practices, 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 requirements. 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 takes 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. 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.

The **Culinary Arts** Department at NOCCA offers a four-year course of study for talented and disciplined students who aspire to be chefs. NOCCA selects students on the basis of demonstrable culinary expertise and training, overall commitment level, and desire to learn. NOCCA's Culinary Arts program was developed in collaboration with the Emeril Lagasse Foundation and supported by Johnson & Wales University, which has created the first of its kind curriculum for high school students.

In classes concentrating on hands-on training and technique, students are provided the opportunity to work side by side with leading master chefs who serve as professional mentors while delivering all aspects of curriculum. Students are treated like young professionals and held to high expectations in basic cooking techniques, uniform standards, sanitation and growth of skill set.

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

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 Department provides professional training in three areas:

- **Classical Instrumental: Piano** The classical piano program offers extensive training to intermediate and advanced piano students. Instruction will focus on areas such as exploration of standard piano literature as well as chamber music and keyboard skills including: scales, arpeggios, etudes, sight-reading, score-reading, and accompanying.
- **Classical Instrumental: Winds and Strings** The classical instrumental program for wind and string players offers chamber-ensemble assignments, musicianship training (theory and ear training), extensive sight-reading, study of chamber and symphonic repertoire, and musicological research.
- **Jazz**
- **Classical Vocal** accepts talented students who have an aptitude and interest in pursuing classical vocal music as a career or avocation. Academic and performance standards are the same for all students, whether or not a career path is followed. The Vocal Music Curriculum is designed to develop and maintain the total musicianship of all students. Applied music classes (vocal technique and repertoire) are at the heart of the curriculum. Other curriculum courses include Music Theory, Musicianship (ear training and sight singing), Opera Workshop, Choral Ensembles, Language Diction, Acting for Singers, and Vocal Literature, which all serve to build a fully educated, literate vocal musician and an effective performer.

The **Theatre Arts** Department provides professional training in three areas:

- **Drama:** "An Open Mind, A Brave Heart and A Willing Spirit." "It's never about you; it's always about the other person and the story." "Never treat anyone like a jerk." In the Drama Division, we believe that these qualities and practices are the basis for developing as an artist. We are all working artists that approach our work here in a professional manner, we expect the same approach to the work and respect for the work from our students. We see ourselves as older artists collaborating with younger artists. We are committed to providing students with a nurturing environment, a place where young artists feel secure in the knowledge that everyone is there to support one another. We celebrate the growth of our fellow ensemble members as much as we strive for personal growth. We are not result-oriented nor are we looking to encourage young artists to live for applause; we would rather help them to develop a more refined sense of artistic taste. We want to provide them with tools that will help to ensure their success over a lifetime. Our intention is to place students in the top theatre programs nationally. We stress personal accountability in academics as well as arts training.

- **Musical Theatre** provides well-rounded training in dance, acting, and music; the fundamental skills required for admission to the top Musical Theatre programs in colleges and universities around the country.
- **Theatre Design**

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.

### **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.

All students within their Arts curriculum will receive the state mandated Fine Arts Survey as part of their Level I arts course (1 Carnegie Unit). Students enrolled in Dance, Drama and Musical Theatre may receive 1.5 Carnegie Unit for P.E. as part of their training course work. 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>.

### **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.

### **PROCEDURES**

With 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 each year.

**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 in NOCCA Arts Courses, 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.

#### **GRADE SCALE:**

A	100-93
B	92-85
C	84-75
D	74-67
F	66-0

### 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.

### **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.

### **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.

### **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.

### 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 7:30 AM. Student will be allowed in the Chevron Forum at 7:45. 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. **Parents will be notified by email and on quarterly report cards when a student has excessive absences.** Parents and students are encouraged to use the Parent Portal to remain informed of the status of the student's attendance. Students are allowed to make-up excused absences. Make-up sessions will be held outside of the regular class time and must be completed before the end of the current semester. To make-up a missed class, students shall discuss appropriate make-up work with teachers, fill out a GREEN Class Make-up Form, and obtain a faculty signature when the work is completed. Faculty will turn this form into the main office and the absence will be changed to made-up.

**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.

**Exempt absences** are absences due to extenuating circumstances for absences that require work to be made up but that do not require the time to be made up. Examples 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
  - Date(s) of Absence
  - Reason for Absence
  - Parent Signature
4. A doctor's note is required for doctors appointments and 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. **Failing to attend regularly scheduled classes could also jeopardize future participation in event/performances.**

### Late Arrivals

Getting to school on time is a key to your success at NOCCA. We believe learning never has a start or stop time, but a student who is late misses essential instruction that can not be repeated, disrupts the instruction already in progress and risks falling behind on our ambitious curriculum. One of the key principals at NOCCA is setting students up for future success. Additionally, tardiness is not professional. We want our students to be able to grow and succeed in any environment and we feel strongly that the practice of punctuality is a key factor in making this happen.

When students are not able to be in class and fully prepared at the start time of each class, they must report to the main office to sign the tardy log and receive a tardy slip 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 unexcused tardiness. Faculty will contact the Director of Student Services to discuss excessive tardiness that has not resolved after being addressed.

**Please note:** Traffic and Weather Delays have been determined by State Bulletin 741 as an "Unexcused Tardy", unless the school system deems all delays "Exempt" for this particular event. This announcement will then be communicated to the entire NOCCA community through our regular communication procedures.

### 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

All Students are encouraged to use their assigned lockers to store any items they will not for instruction. Students using the dressing rooms must place all valuables (wallets, purses, cell phone, etc) in a locked 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 Library. 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 donated to a local homeless shelter.

## **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.

All over the counter and prescription medications must be given to the Director of Health Services or the Front Office Staff when the student arrives on campus

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. Students will be supervised by a NOCCA Staff member when administering any over the counter or prescription medications.

## **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 students 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 On-Campus 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.

### 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.

### 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.

#### Protocol Process

**Category One** – Personal Responsibility Infraction - This usually is handled in the classroom or by the Faculty or Staff member and documented. Repeat offenders or individual cases may require intervention by the Director of Student Services, the CAO, CEO or other NOCCA Staff Member. (Violation of the Wireless Device Policy, Gum, Dress Code Violation, or any deemed violation of the enrollment contract).

**Category Two** – Responsibility to Others Infraction - This category is telling the Faculty and Staff that the student is making bad choices and does not want the privileges and responsibilities of being a NOCCA student. This level of infraction usually needs the Director of Student Services Intervention. (Repeat Category One Infractions, disrespect to classroom instruction, disrespect to faculty or staff, disrespect to environment or equipment, disrespect to others, continued violation of the Attendance Policy, or any deemed violation of the enrollment contract).

**Category Three** – Irresponsibility Infraction - This category of infraction is conveying to the Faculty and Staff that the student does not want the privileges and responsibilities of being a NOCCA student. (Repeat Category One or Two Infractions, Academic Dishonesty, violation of the Rail Safety Policy, violation of the Bullying/Cyber Bullying Policy, violation of the Closed Campus Policy or any deemed violation of the enrollment contract).

<b>Possible Protocol Interventions (not inclusive)</b>
Protocol Growth Plan Implementation
Attendance Growth Plan Implementation
Artistic Growth Plan Implementation
Faculty/Staff Conference with student
Parent Contact and/or Parent Conference
Re-casting Decisions
Restrictions in extra-curricular NOCCA Related Activities (field trips, readings, show openings, special projects, any deemed arts and academic activities)
Mandatory Service Hours (off campus)
Mandatory Service Hours (on campus)
Detention (outside of instructional time) (before class or after class)
Detention (inside of instructional time) (lunch)
Special Saturday or School Holiday Service Detail
Lunch Detention (if Academic Studio)
Lunch Detail (if Academic Studio) (cleaning tables and picking up trash)
Loss of Special Privileges, Loss of Access to Special Events or Loss of Student Life Activities
Restrictions to Campus Equipment or Resources
Loss of Positive Recommendations for Letters of Recommendation
Suspension from all NOCCA Events/Activities and Classes
Enrollment Termination
Fees assessed for any or all Damages
Other Intervention(s) that may be deemed necessary by appropriate NOCCA Staff Including Mindful Interventions as well as other positive behavioral modifications

NOCCA views both out of school suspensions and enrollment termination as a last resort in dealing with disruptive students.

Any student involved in a physical altercation with a fellow student will be subject to an immediate protocol infraction or expulsion. Any student that stays to observe the altercation instead of notifying any faculty or staff member will also be subject to a protocol infraction or expulsion.

### **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 any space 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, Library, 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.

Students will not use the elevators unless accompanied by a faculty or staff member. To use the elevator, students must have written permission by the Director of Health Services or an Administrator and not "verbal" permission.

### Wireless Device Policy

#### **Electronic Telecommunication Device/Cell Phone/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 intends to protect students' personal privacy while on campus.

Due to the unique population of our student body and the diverse locations our students travel from each day, NOCCA recognizes that there are sensitive issues dealing with safety, security, and even weather concerns. Some families may desire to send their student to NOCCA accompanied with a cell phone/wireless device for use during transit.

In compliance with the **Louisiana Law Revised Statute 17:239** NOCCA prohibits the use or operation of any “electronic telecommunication device/wireless device” on campus **before** and **during** enrollment time. Under this policy, the term “wireless devices” includes, but is not limited to, cell phones (*whether “smart” or “dumb”*), camera phones, smart watches, tablets, e-book readers, portable media devices, and any other device with wireless or telecommunication capabilities. Students may not be seen with a wireless device anywhere on campus from arrival through 3:45 p.m.

If families decide to send a wireless device to campus, it must be stored in a secure location. Students shall be personally and solely responsible for the security of their wireless devices. NOCCA shall not assume any responsibility for theft, loss, or damage of an electronic device or unauthorized calls/charges/purchases made on a cell phone. **Any student seen with a wireless device before 3:45 p.m. will have their device confiscated.** The device will be given to the Director of Student Services or designee and a protocol infraction will be issued.

Faculty or Staff will ask the student to hand over the wireless device. The student will without hesitation or comment release the wireless device to Faculty or Staff. It can be picked up from the front office by a parent or guardian (*only those listed on emergency contact cards*) at the end of the day.

NOCCA will hold the wireless device until a parent or guardian can come by the office to pick it up. If no one can pick up the wireless device it will be returned to the student after one week.

**After 3:45 p.m., students may have and use wireless devices in the NOCCA Front 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) 940-2787.

It is important that we have parent support on this issue and we encourage all families to discuss this thoroughly so there is clarity and understanding on this policy.

### Closed Campus/Security

NOCCA is a closed-campus. Every person on NOCCA property will 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 arrives on campus, he/she may not leave until dismissal time, unless properly checked-out through the Front Office. **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. **AGAIN, STUDENTS CANNOT COME AND GO FROM CAMPUS EVEN**

**IF THEY ARE DISMISSED FROM INSTRUCTION** (for clarification The Press Street Café, The NOCCA Gardens and Five Press Gallery are considered off-campus).



### Visitors on Campus

Students are not allowed to bring visitors to campus to observe instruction. All visits/tours must be coordinated through Office of Communications and DPS.

### NOCCA Merchandise

NOCCA Merchandise is available on line at [www.nocca.com](http://www.nocca.com).

### Campus Deliveries

NOCCA is not responsible for any deliveries from outside vendors for students. We value our instructional time and discourage this practice. We will not guarantee timely deliveries.

### Drivers Permits and Minor Work Permits

For our Academic Studio students, both certificates of Required School Attendance (used for drivers permits) and Minor Work Permits are available in the office of Student Services. These permits require the proper documentation and are not always immediately available. Please allow at least 24 hours for a turn around time.

### Parking Vehicles and Bicycles

As always we encourage students to be safe while on the roadways whether in a car or bike. NOCCA is not responsible for any overnight parking. Please use bike locks and only use the designated bike racks when storing your bike. Skateboards are not permitted on campus and can be stored in the Front Office.

### Student Dress Code

Students should dress in a manner that is deemed a professional representation of their arts and academics, and in a way that does not disrupt from the learning environment for themselves or others.

This includes the following:

- Students must be covered from mid-thigh to top of chest in non-see-through materials
- No Flip-flops or backless thong sandals are allowed.
- Clothing should not include suggestive symbols, words, or advertisements of products or substances that are prohibited or deemed inappropriate

Students who do not conform to the Dress Code will have their parent 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 (replacement merchandise will be charged to the student's account).

All students should wear their NOCCA I.D.s during regular school hours and all school related events. Students who arrive on campus without their NOCCA ID card will be required to purchase a new NOCCA ID card. (Replacement I.D.s will be charged to the student's account). Students who continue to “forget” their ID will not be allowed to take class, will be sent home and will be charged an unexcused absence.

**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.**

### NOCCA Dance/Prom Guidelines

A Dance/Prom Permission Form must be filled out and turned in in order to buy tickets. Required signatures: NOCCA Student, NOCCA Student Parent, Signature of Guest (if non-NOCCA Student).

1. All NOCCA rules and regulations are in effect at all times during the Dance/Prom. These rules include, but are not limited to, alcohol and tobacco usage, illegal substances, appropriate male/female conduct and dress code. Appropriate disciplinary action will be taken for failure to follow regulations.
2. Students who are Suspended (during the Dance/Prom Date) or have been expelled may not attend the NOCCA Prom.
3. All guests of NOCCA students entering a school Dance/Prom must present an appropriate picture ID and leave this ID at the Registration Table upon entering the event. ID's will be returned at the conclusion of the event.
4. The NOCCA student and his/her guest must enter and leave the dance together.
5. The NOCCA student is responsible for the behavior of his/her guest and is subject to disciplinary action for failure to abide by the rules and regulations.
6. The guest must abide by all rules and regulations during the entire Dance/Prom. If rules and regulations are not followed, the guest's school may be contacted for appropriate disciplinary action at that school.
7. Parents will be contacted to pick up their child and guest due to Protocol Infraction at the Dance/Prom.

Guest must agree to the following: *I understand that I must abide by all the rules that apply to NOCCA students. I understand that my host is responsible for my behavior/actions while attending the Dance/Prom on*

*State of Louisiana property. I understand that I must release my picture ID at the Registration table upon entering the Premises and my ID will be returned when I depart. I understand the dress code for this event. I understand that at any time NOCCA officials may ask me to leave and I will not be allowed back on campus and no refund will be issued.*

## **2015-16 Student Internship Program**

### *Purpose*

The New Orleans Center for Creative Arts (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 an employer/mentor designated by his/her department chair.

### *Labor Requirements*

All internships are unpaid (including tips and other non-cash forms of compensation), and must adhere to the U.S. Department of Labor guidelines (see NOCCA Student Internship Policy for more information).

Additionally, students are prohibited from working for the employer/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 employer/mentor.

### *Academic Accountability*

Academic accountability will reside with the arts instructor assigned to monitor the students participating in the internship program. This includes:

- Development of curriculum to be supported by the employer/mentor while students are under their tutelage.
- Supervision of students progressing through the developed curriculum while participating in the internship program.
- Daily student attendance at their designated internship site.
- Coordination of non-work days at the internship site that do not coincide with school holidays. If an internship site is not operating on a school day, each student assigned to the internship program must report to NOCCA during their internship class and complete assignments as prepared by their supervising instructor.

All grades reported from the internship program must follow NOCCA's official grading scale and shall be the responsibility of the supervising instructor in conjunction with the employer/mentor. Periodic site visits (at least 2 per quarter) in support of each student participating in the internship program.

Provide the employer/mentor with emergency contact information for each intern prior to the student reporting to the internship location for the first time.

#### *Student/Parent Responsibilities*

Students participating in the internship program are responsible for ensuring they are in compliance with the student contract at all times while present at their internship site. Additionally, students are required to:

- Professionally represent NOCCA in their capacity as an intern.
- Provide their own transportation to and from their internship site.
- Arrive promptly each day they are scheduled at their internship site and report daily attendance with their supervising instructor and their employer/mentor.
- Complete all goals established within the curricular guidelines by the supervising instructor and the employer/mentor.
- On days when students are not required to report to their internship sites, they are to report to NOCCA to complete all assignments prepared by their supervising instructor.

#### *Employer/Mentor Responsibilities*

- NOCCA Arts Department Chairs will be responsible for identifying and selecting employer/mentors for student internships. Employer/mentor organizations must:
- Provide a mentor for at least ½ hour per week to supervise the student's work and oversee the student's experience.
- Meet all state and local sanitation requirements at the worksite (if applicable).
- Satisfy all OSHA safety standards, as well as any state or local safety standards, at the worksite.
- Orient the student to the employment culture, including policies, procedures, employees, etc.
- Accommodate the student's school schedule and understand that NOCCA will set the schedule in coordination with the employer/mentor.
- Follow all labor laws as spelled out for unpaid internship programs under The Fair Labor Standards Act of the U.S, Department of Labor, Wage and Hour Division.
- Follow the curricular guidelines provided by the supervising faculty member and ensure the student intern meets the required goals. Including periodic status updates as required by the supervising faculty member.
- Maintain ongoing communications with the supervising faculty member concerning the student's progress, and address any concerns or problems with the student immediately by contacting the supervising faculty.
- Allow numerous on-site visits by the supervising faculty member while student intern(s) are assigned to the workplace.
- Provide any work uniform, if required. All uniforms must meet the NOCCA student dress code policy.

Signatures required to be on file: NOCCA Student, Parent, Faculty Mentor or Department Chair and Employer.

#### **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*

On the following pages are the words that we live by as a community, the things that we believe bind us all together to do our very best work. These community standards/expectations stem from the NOCCA DNA and are designed to ensure every NOCCA community member understands their roles and responsibilities as we move through the training process. Please read over the Enrollment Contract and sign in the appropriate places - **Student and Parent/Guardian signatures are required for continued enrollment at NOCCA.**



## **FAMILIES' 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 the 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 respect.*
- 6. NOCCA will facilitate the interaction of students with professionals in the arts as well as provide students with counseling in career/college application and audition.*

## **NOCCA ENROLLMENT CONTRACT**

### **NOCCA'S EXPECTATIONS OF ALL STUDENTS: ADMISSION TO NOCCA IS AN EARNED PRIVILEGE, THEREFORE:**

1. 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 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. 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. Tardies are not acceptable at NOCCA. I understand it will be difficult if not impossible to make up missed class work due to the training aspect of the instruction.
5. I must attend all required rehearsals and performances in my area including those scheduled after my enrollment time.
6. 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.
7. I must behave and speak in a mature and respectful manner, to faculty and staff members, DPS Officers and my fellow students.
8. I must complete all required class work independently and I understand that if I plagiarize in any form my enrollment status may be terminated.
9. I must demonstrate continuous and consistent artistic progress and that progress will be determined by the faculty.
10. I must **successfully pass** a yearly in-class re-audition and fulfill all of my discipline's requirements or my enrollment may be terminated.
11. I must respect and care for all equipment, supplies and school property offered for my use. I am responsible for reporting lost or destroyed property or textbooks that I checked out from any class or the library; Failing to do so will result in a protocol infraction.
12. I understand that NOCCA is a closed-campus. Once I am dismissed from my class or rehearsal I am not allowed to return to the campus.
13. I may be prosecuted for illegal activities.
14. Physical altercations on campus, malicious defacing or destruction of property may result in my immediate release from NOCCA.
15. I must not use or be suspected of using drugs, tobacco or alcohol on the NOCCA campus or parking lot, nor 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 my enrollment.
16. I must not violate the NOCCA Wireless Device Policy, Rail Safety Policy or the NOCCA Bullying/Cyberbullying Policy.

17. I must place participation in NOCCA performances above those that are sponsored by non- NOCCA organizations and I understand that I must be present at school on the day of a NOCCA performance. 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.
18. NOCCA may use my work, music, writing, photograph or an interview for recruitment purposes or publicity.
19. 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 may 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, self motivation 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.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Discipline \_\_\_\_\_

**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 also 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 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 student regarding educational or psychological evaluation, chronic health problems, hospitalization and traumatic events in a timely manner.
9. I authorize and consent for NOCCA's professional staff to share information collaboratively with each other regarding 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 of his/her discipline requirements or 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 rehearsals and productions.
12. I understand that all NOCCA classes/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).
14. I will address concerns appropriately with respect to the protocol of NOCCA's organizational structure: teacher, chair, president/CEO or an appropriate designee.
15. I understand that my student's NOCCA enrollment status may be compromised if he/she **does not** maintain an overall **GPA of a "B" or better** in his/her arts discipline and maintain a **2.0 GPA or better** at his/her partner school.
16. I understand that I must pay my student fees (i.e. department fees/assessed fines/ID fees) in a timely manner. **All fee payments are non-refundable.**

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, self motivation and evaluation of other criteria in the particular discipline.

19. I will notify the Administrative Front Office if my student will be absent (504-940-2787). 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 understand by student is NOT allowed to use his/her cell phone before class dismissal. I recognize that the Front Office is my main point of contact with my student and I will work with the Front Office as a means of appropriate communication with my student during school hours.

22. I am responsible for NOCCA and state equipment, supplies and school property my student checks out and damages due to lack of respect or care. I understand I am responsible for paying NOCCA to have property repaired or replaced as determined by the state.

23. I understand that NOCCA is NOT responsible for my student's lost or stolen items (cell phones, clothes, laptops, etc.).

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

25. I understand that my student's participation in NOCCA 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 performance.

**I have read the enrollment contract and I refer to the online Parent and Student Guide as needed. 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 \_\_\_\_\_ Phone Number \_\_\_\_\_



## 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

### THE PARENT PORTAL

The Parent Portal allows parents to access their students' grades and attendance records. Though teachers will update grades throughout the year, parents should note that all grades will be up to date at the end of each quarter. Additionally, parents will be able to update their contact information and preferences for how information is communicated.

Please contact Student Services for details about logging into the Parent Portal.

### 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](mailto: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** (this was part of the registration package).

### 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 admission requirements, special programs summer study and scholarship opportunities.



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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.

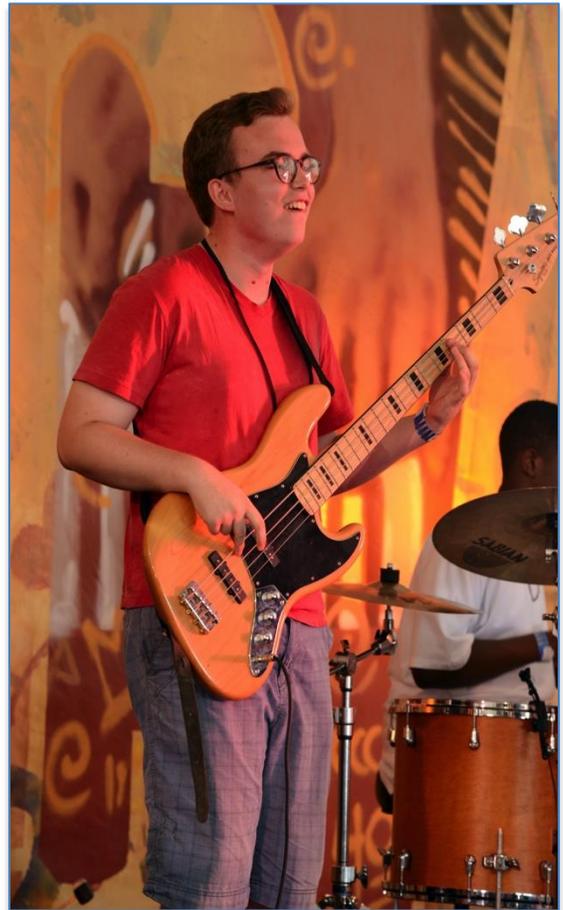
### TRANSPORTATION RESOURCES

Parents are responsible for arranging transportation to and from NOCCA. Families can sign up for a carpool database during the registration process each year. 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.

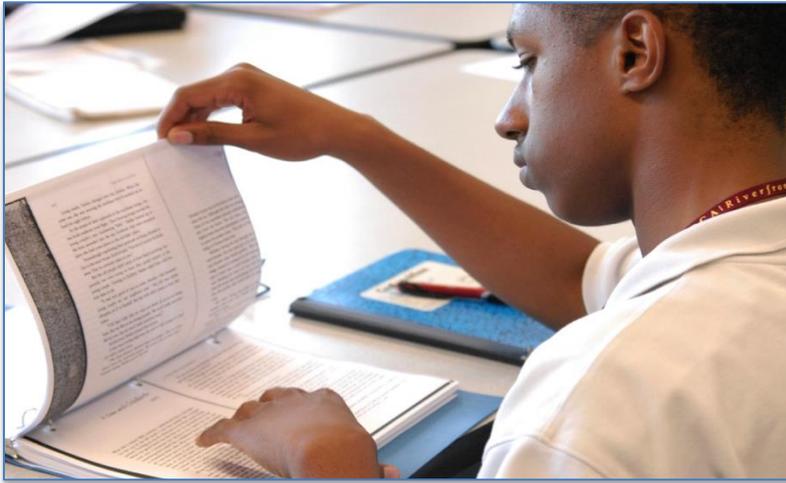


### NOCCA FACULTY

	<u>Extension</u>	<u>Title/Department</u>	<u>Email</u>
Anantnarayan, Parvathy	940-2931	Integrated Humanities/Academic Studio	<a href="mailto:panantnarayan@nocca.com">panantnarayan@nocca.com</a>
Arthur, Chris	940-2881	Artist-Teacher/Theatre Design	<a href="mailto:carthur@nocca.com">carthur@nocca.com</a>
Authier, Marty	940-2861	Integrated Humanities/Academic Studio	<a href="mailto:mauthier@nocca.com">mauthier@nocca.com</a>
Birbochukov, Hristo	940-2842	Artist-Teacher/Classical Instrumental	<a href="mailto:hbirbochukov@nocca.com">hbirbochukov@nocca.com</a>
Brooks, Kathy	940-2932	Integrated Sciences/Academic Studio	<a href="mailto:kbrooks@nocca.com">kbrooks@nocca.com</a>
Brown, Marcus	940-2885	Artist-Teacher/Visual Arts	<a href="mailto:mbrown@nocca.com">mbrown@nocca.com</a>
Caldwell, Catherine	940-2841	Artist-Teacher/Dance	<a href="mailto:ccaldwell@nocca.com">ccaldwell@nocca.com</a>
<b>Condon, Karl</b>	<b>940-2843</b>	<b>Dept. Chair/Dance</b>	<a href="mailto:kcondon@nocca.com">kcondon@nocca.com</a>
<b>Cooper, Silas</b>	<b>940-2836</b>	<b>Dept. Chair/Drama</b>	<a href="mailto:scooper@nocca.com">scooper@nocca.com</a>
DeRoche, Terry	940-2894	Artist-Teacher/Visual Arts	<a href="mailto:tderoche@nocca.com">tderoche@nocca.com</a>
Duplantier, Jean-Marc	940-2819	Integrated Humanities/Academic Studio	<a href="mailto:jduplantier@nocca.com">jduplantier@nocca.com</a>

Egan, Courtney	940-2866	Artist-Teacher/Media Arts	<a href="mailto:cegan@nocca.com">cegan@nocca.com</a>
Flint, Jonathan	940-	Integrated Sciences/Academic Studio	<a href="mailto:jflint@nocca.com">jflint@nocca.com</a>
Gisleson, Anne	940-2822	Artist-Teacher/Creative Writing	<a href="mailto:agisleson@nocca.com">agisleson@nocca.com</a>
Haas, Travis	940-2911	Integrated Sciences/Academic Studio	<a href="mailto:thaas@nocca.com">thaas@nocca.com</a>
Holtcamp, Amy	940-2835	Artist-Teacher/Drama	<a href="mailto:aholtcamp@nocca.com">aholtcamp@nocca.com</a>
Jackson, Nikki	940-2882	Artist-Teacher/Visual Arts	<a href="mailto:njackson@nocca.com">njackson@nocca.com</a>
Kammer, Stephani	940-2841	Artist-Teacher/Dance	<a href="mailto:skammer@nocca.com">skammer@nocca.com</a>
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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](http://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 or 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.*