NOCCA
Student & Parent Guide
2017 - 2018

2800 Chartres Street . New Orleans . LA . 70117 . www.NOCCA.com
(504) 940-2787
NOCCA School Calendar 2017-18

August 7, 2017 (Monday)  Academic Studio Faculty: First Day
August 10-11, 2017 (Thursday-Friday)  Academic Studio Student Orientation Days
August 14, 2017 (Monday)  Arts Faculty: First Day
August 15, 2017 (Tuesday)  Faculty Planning/Professional Development
August 16, 2017 (Wednesday)  Student Prelude – Required Attendance
August 17, 2017 (Thursday)  First Day of Academic and Arts Instruction
September 4, 2017 (Monday)  Labor Day Holiday
October 13, 2017 (Friday)  End of First Quarter (No Students)
                           ½ Professional Development | ½ Record Keeping
November 10, 2017 (Friday)  Veterans Day Holiday
November 20-24, 2017 (Monday-Friday)  Thanksgiving Holidays*
December 15, 2017 (Friday)  Semester I Record Keeping Day (No Students)
                           ½ Professional Development | ½ Record Keeping
December 22, 2017 (Friday)  End of Second Quarter
December 25, 2017-January 5, 2018  Winter Holidays*
January 8, 2018 (Monday)  School Reopens
January 15, 2018 (Monday)  Martin Luther King, Jr. Holiday
February 9-16, 2018 (Friday-Friday)  Mardi Gras Holidays
March 16, 2018 (Friday)  End of Third Quarter (No Students)
                           ½ Professional Development | ½ Record Keeping
March 29-April 2, 2018 (Thursday-Monday)  Spring Holidays*
May 18, 2018 (Friday)  Semester II Record Keeping Day (No Students)
                           ½ Professional Development | ½ Record Keeping
May 24, 2018 (Thursday)  End of Fourth Quarter/Last Day of School
May 26, 2018 (Friday)  Faculty Last Day (No Students)

*In case of emergency, student make-up days will be taken from existing days/holidays in the above schedule.
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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 the information in the guide as stated in the NOCCA Enrollment Contract.

**Mission**
NOCCA will provide professional arts training, coaching, and performance as well as 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 mature, discerning individuals. 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 in 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 in a degree-granting college, conservatory or university program
● 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 students and 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

Academic Studio
The Academic Studio is NOCCA’s full-day, diploma-granting, college prep. high school program. Students are only admitted at the 9th grade level and after a successful arts audition. The Academic Studio’s curriculum takes a comprehensive approach to learning, working across the full spectrum of the Humanities and Sciences, seeking to develop young artists “with something to say.” We believe that a firm academic grounding prepares students for college and postsecondary success, while also furthering their development as artists through a detailed understanding of their historical and scientific contexts.

The instructional model is inspired by the best of arts instruction and emphasizes collaboration, project-based learning, interdisciplinary inquiry, creativity and mentorship by intellectuals who are experts in their fields. In our state-approved curriculum, students take one year-long Integrated Sciences and one Integrated Humanities course each year, in addition to classes in languages, health and PE, allowing them to graduate with a TOPS University Diploma. Academic Studio students are required to take and pass all of the same End-of-Course exams required of all public high school students in Louisiana, and they do so at the highest levels, with the Academic Studio regularly ranked among the top open-enrollment academic programs in Louisiana.

Through the study of the Integrated Humanities at NOCCA’s Academic Studio, students explore what it means to be human through critical, collaborative, and interdisciplinary inquiry. Within this supportive environment, students develop independent voices to grow as artists who creatively engage the complexity and interconnectedness of human existence.

NOCCA’s Integrated Humanities curriculum consists of four interdisciplinary year-long courses that are chronologically-
framed: 9th Grade Integrated Humanities 1 (from the Big Bang to 1300 CE); 10th Grade Integrated Humanities 2 (1300-1700 CE); 11th Grade Integrated Humanities 3 (1700-1900 CE); and 12th Grade Integrated Humanities 4 (1900-Present). Across this chronology, students explore case studies that incorporate literature, arts, primary and secondary historical documents, and socio-political theory, allowing students to critically and comparatively engage what it has meant to be human across time and space.

The Integrated Sciences (IS) department provides a comprehensive education in sciences and mathematics through interdisciplinary, project-based learning that emphasizes creativity, observation, and critical thinking. Courses integrate topics including algebra, geometry, calculus, trigonometry, statistics, physics, biology, chemistry, earth sciences, computer programming, and engineering. Instruction focuses on the observation-based reasoning provided by math and science, emphasizing the importance of creativity in logical thinking. Students precisely collect, analyze, and communicate real-world data using technology as professional tools. NOCCA faculty are specialists in their field and bring real life experiences to everyday learning. IS’ goal is to foster scientific literacy and mathematical competence among creative artists, preparing them for success in any field.

NOCCA’s Integrated Sciences curriculum consists of four interdisciplinary year-long courses: 9th grade Integrated Sciences I (Physics & Algebra I Focus), 10th Integrated Sciences II (Biology & Geometry Focus), 11th Integrated Sciences III (Environmental Science & Algebra II Focus), and 12th Integrated Sciences IV (Bioengineering and Calculus Focus). While each course has a main focus, topics are not compartmentalized but instead spiraled throughout all four years. Furthermore, topics emphasize historical context and connection to humanities and arts, preparing students for college and post-secondary success.

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. While a wide variety of authors are used as models, NOCCA writers are encouraged to develop their own voice and style. 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 curriculum reinforces the demands of a career in writing by encouraging self-discipline, the meeting of deadlines and professionalism regarding peers, instructors and one’s own work. Having established a solid foundation with their own craft, students also participate in collaborative projects with other NOCCA arts disciplines to enhance the understanding of their writing and its relationship to other forms and to expose them to the possibilities of art in general.

The Culinary Arts Department at NOCCA offers a four-year course of study for talented and disciplined students who aspire to be chefs. 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 Media Arts Department offers technical and conceptual training in audio, film, and video recording and production. Young artists receive the tools to create artistically, exploring and developing their own voice, in a field that often emphasizes collaboration. Media Arts students master skills in audio recording, animation, cinematography, directing, editing, lighting, motion graphics and script writing. In addition, all students in media arts gain an understanding of the history, theory and aesthetics of communication arts in order to appreciate the art form and to make informed decisions in their own work.

The **Classical Instrumental** program offers extensive training to intermediate and advanced instrumental students in Piano, Winds, and Strings. Instruction focuses on areas such as exploration of standard repertoire, chamber music, theory, musicianship (sight reading and ear training) as well as scales, etude, and accompaniment.

The **Jazz** program is designed to create not only a proficient jazz performer, but a well-educated and literate musician. Students are taught scales, chord vocabulary, and fundamental stylistic elements of various periods of jazz through specific repertoire of jazz literature. Students are expected to memorize a minimum of five songs with solos each semester and perform these works in a combo setting in the weekly student performance class. Also, students are taught via books, handouts, famous recordings, performance videos, and various guest artist workshops about the great jazz artists and their significant contributions to jazz history. Students also learn about the masterworks of classical music and study comparisons in the various styles.

The **NOCCA Classical Vocal Music** Department 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.

**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.

The **Musical Theatre** Department is designed to provide comprehensive training for the musical theatre actor. Courses in acting, music and dance form the basis of the program, along with performance opportunities that are specifically designed to synthesize these disciplines into one cohesive experience. During their course of study, students learn vocal technique for speech and song, dance, acting, music theory, and technical theatre. The demands placed on the student are rigorous because the goal of the program is simple: to prepare students to compete on the national level for entrance to post-secondary training programs in Musical Theatre. In order to attain this goal, the student must clearly demonstrate potential for achievement as a singer-actor-dancer.

The **Theatre Design** Division is designed for students who wish to become theatrical designers and stage technicians. Students learn by doing, through hands-on instruction in stage lighting, sound design, costuming, make-up, hair, set construction and stage management. Theatre Design students provide resources and support to NOCCA student productions in all the performance arts.

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

**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.

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 Foreign Language online. Additionally, we can help students access programs to gain credits in health and PE. 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 1 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.

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. Grades and credits are sent to the students’ partner schools for inclusion on the high school transcript.

Registration
After acceptance and confirmation of 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 are responsible for updating NOCCA with changes to contact information throughout the year.

All students enrolled in Dance, Drama, Musical Theatre, and Vocal Music must read and respond to the Physical Contact Agreement during online registration. By agreeing, 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 on file EACH YEAR. Academic Studio students must submit immunization records upon acceptance of their place in AS. Dance, Drama, Musical Theatre, Theatre Design, and all Academic Studio 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 about protocol procedures, 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. NOCCA uses the State of Louisiana grade scale below.

| 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, and a letter grade for each course or component course. 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 the committee determines that 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 during application and audition season the following year, or any year thereafter.

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.

Arts 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. To be eligible to move to the new discipline the student must meet the requirements of a successful audition in the new discipline.
5. If the student is offered enrollment in the new discipline, the effective date for the change will be fall of the following year.
6. 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 third incident, if a student cannot produce their NOCCA ID card, a parent or guardian will be called. 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. Students will be allowed in the Chevron Forum at 7:30AM. Full-day classes begin at 8:00AM.

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. 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 a student needs to go to their vehicle during school hours, the student must obtain a pass to leave class from a faculty member. The student should check in with DPS on the way to their car and return to campus.

If a student ever feels unsafe walking to their vehicle, they should ask DPS police or administrative staff for an escort.

Late Arrivals

Getting to school on time is key to success at NOCCA. We believe learning never has a start or stop time, but a student who is late misses essential instruction that cannot be repeated, disrupts the instruction already in progress and risks falling behind on our ambitious curriculum. One of the key principles at NOCCA is setting students up for future success. Additionally, tardiness is unprofessional. We want our students to grow and succeed in any environment and punctuality is essential.

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 may contact parents to discuss frequent unexcused tardiness.

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

Early Dismissals

NOCCA’s Check-Out Policy states that every moment of NOCCA instruction time should be respected and it should not be interrupted.
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 information to verify that the person checking out the student is listed as an authorized 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 DPS before exiting campus.

Students checking themselves out shall provide written documentation from the parent for the reason for early dismissal. The students show 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 DPS before exiting campus. For unplanned departures, the front office will call the parent to gain permission to allow the student to leave campus.

Absences
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.

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. Parents will be notified 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 must make up missed class time for absences over the allowed five (5) before they are able to receive course credit. 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, skipping class, weather or transportation-related absences.

Exempt absences are absences due to extenuating circumstances. Students are still responsible for their missed classwork, but these absences do not count toward the 5 per semester a student is allowed. Examples include extended physical or emotional illness, extended contagious disease within a family, observance of special and recognized holidays of the student’s own faith, prior school-approved travel for education (including college visits), death in the family, natural catastrophe and/or disaster, and activities required by sending school. Prior approval and documentation is required. Any other extenuating circumstance must be discussed with the Director of Student Services.
Procedure for Reporting Absences

1. If a student is going to be absent, the student should email faculty members and their art department chair as early as possible in the day to notify them of the absence and find out about work that needs to be made up.

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. The following information shall be included in the parent note:
   - Student’s Name
   - Date(s) of Absence
   - Reason for Absence
   - Parent Signature

A doctor’s note is required for medical 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 in which the student is participating. 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 jeopardizes future participation in events/performances.

Closed Campus/Security

NOCCA is a closed campus, meaning only NOCCA students and personnel are allowed. Visitors must check in with DPS and be issued a visitor permit. 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. (The Press Street Café, The NOCCA Gardens and Five Press Gallery are considered off-campus.)

Visitors on Campus

Visitors, including family members, are not allowed to join students on-campus for lunch. Students are not allowed to bring visitors to campus to observe instruction. All visits/tours must be coordinated through Office of Communications and DPS.
**Campus Deliveries**
NOCCA will not accept deliveries from outside vendors for students. We value our instructional time and do not encourage this practice.

**On-Campus Sales**
Students are not allowed to sell items on campus for their own benefit or on behalf of another organization. If a student wishes to hold a fundraiser, they should approach a faculty or staff member to make the sale an official school event.

**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.

**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 (eg. asthma inhaler or EpiPen) 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.

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 and the administration will be documented.

**Eating and Drinking on Campus**
Students may only eat and drink in the Canteen, Breezeway, and Great Hall. 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 Student Services 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.
Public Performances
Public performances are a natural outgrowth of the NOCCA professional training and 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 are regular, annual demonstrations of NOCCA’s instructional process and 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 opportunities 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.

Audience Protocol During On-Campus Performances
Food or drinks cannot be brought into any of the performances spaces. Audience members 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.

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.

**Student Services**

**Office of 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 transferring grades and course credits each quarter.

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

**The Parent Portal**
The Parent Portal allows parents to access students’ grades and attendance records on Powerschool. 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 are able to update their contact information and preferences for how information is communicated. The site is [nocca.powerschool.com](http://nocca.powerschool.com). New families will receive login information during registration.

**Future and College Planning**
It is never too early to consider summer study and college options. We recommend early investigation of the wide-ranging opportunities for training outside of NOCCA. All students are welcome to a Naviance account which can be helpful in the college-planning process. Students and families can contact Student Services for additional information about Naviance or to request transcripts.
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 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). The goal is to find a program that best suits a student’s 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. Students 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 the fall of each year. Admissions representatives from colleges and conservatories across the country provide information and answer questions regarding their institutions.

**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.

**Drivers Permits and Minor Work Permits**
The office of Student Services is able to issue Minor Work permits for all students and Required School Attendance (used for drivers permits) for full-day students. These documents require the proper documentation and are not always immediately available. Please allow at least 24 hours for a turn around time.

**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 and 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.
NOCCA Merchandise
NOCCA Merchandise can only be purchased online at www.nocca.com. NOCCA does not ship items. Items may be picked up in NOCCA’s front office 2-3 business days after ordering.

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 may be referred for outside services when needs may require professional attention beyond the scope of the NOCCA facilities. Students and parents can email aalvarez@nocca.com or call 504-940-2919 for an appointment. A parent must give consent for social services during registration in order for a student to take advantage of the Social Services opportunities.

Library
The Senator John Breaux Library provides a quiet place for students to read, write and study. The library has more than 30,000 items, concentrated on the arts and academic disciplines taught at NOCCA, including books, ebooks, CDs, DVDs, musical scores, Kindles, iPads and Chromebooks. 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 for three days. Students must present ID cards for computer use and for checking out materials. 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 and locker content left after the school year ends will be removed and donated.

Lost and Found
Items are turned into the Lost and Found in the Library daily. 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.

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 community, including the CENTER STAGE concert series, the Creative Readings Series, and the "On the Edge" Gallery Series. The Institute also operates 5 Press Gallery, Press Street Station restaurant, and Press Street Gardens, which provide new learning spaces for students and opportunities for the general public to experience work by NOCCA students, faculty, and
alumni. Learn more about these and other exciting programs by visiting NOCCAInstitute.com or calling 504-940-2900.

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, private lessons, and travel to arts competitions;
- Summer Study Awards help students attend important summer training programs across the country

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**Student Protocol**

**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.

**NOCCA Enrollment Contract**

These 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’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.  

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.

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

Protocol Consequences

Administration, faculty, staff and DPS officers are empowered to enforce community norms and manage protocol issues. The Director of Protocol is ultimately responsible for determining if a student is meeting the terms of the Enrollment Contract. Students who display behavior in conflict with the Enrollment Contract are subject to dismissal from NOCCA.

The goal of Protocol at NOCCA is student growth in terms of displayed personal responsibility and respect for others. As with the training students receive in the classroom, Protocol is the technical grounding necessary for a student to gain and exercise the non-cognitive social skills that will help them succeed not only in high school but throughout their lives.

Students benefit from consistent critique and feedback, so protocol is managed on a Response To Intervention (RTI) model. All students start at Tier 1, receiving feedback about their behavior and choices, with corrections as-needed. Repercussions for actions that are not in keeping with community norms will aim to help the student learn from their actions and make different choices in the future. Student having difficulty with school expectations will be moved up in the Tier system to Tier 2 and, in some cases, to Tier 3.

**Tier 1**
When a student is not meeting specific school expectations in a manner that does not involve or immediately impact others (including but not limited to dress code violation, use of wireless device, lack of personal responsibility such as litter or gum chewing) a faculty or staff member will correct their behavior and, when possible, report the violation to Student Services.

**Tier 2**
When a student habitually violates a Tier 1 rule or exhibits behavior that immediately adversely impacts others or is of a more serious nature (including but not limited to Academic Dishonesty, skipping class, severe disrespect, bullying) the student will be moved to Tier 2. Behaviors of this nature should always be documented by faculty/staff.

A team made up of relevant faculty/staff, parents, and the student will be convened to discuss the causes of the unwanted behavior and possible solutions. The group will develop a growth plan for the student to follow. The
growth plan will be revisited on at least a monthly basis and revised if-needed to help the student grow and meet expectations.

If the student’s pattern of behavior and decision-making improve, the growth plan will be retired and the student will move back to Tier 1. If the student’s behavior has not improved after three months on the growth plan, or if the behavior worsens, the student will be moved to Tier 3.

**Tier 3**
If a student does not respond to interventions at Tier 2 or if a student has a major protocol violation (including but not limited to a documented threat to a member of the campus community, vandalism, off campus illegal activity) the student will be moved to Tier 3. These behaviors should always be documented. Students at Tier 3 will not be allowed to participate in NOCCA activities outside of the graded academic/arts curriculum.

A pre-established panel composed of students and faculty/staff will be engaged. The panel will be given background information about the case and set options for moving forward. The recommendation of the panel will be the final recommendation to the CEO regarding the student.

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

**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
Protocol Policies

Physical Altercations
Safety of all members of the NOCCA community is of the utmost importance. Consequently, actions that put a student of faculty member in physical danger are taken very seriously. 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.

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.
- Clothing should not include suggestive symbols, words, or advertisements of products or substances that are prohibited or deemed inappropriate.
- Due to safety concerns, flip-flops and/or backless sandals are not allowed.

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.

Consequence for violation: Students who do not conform to the Dress Code will be asked to adhere to the dress code either by putting on clothing/shoes of their own, wearing loaned clothing, or having a parent bring appropriate clothing. If that latter is necessary, the student will wait in the front office and be counted absent in classes until appropriate clothing/shoes are brought to school.

NOCCA ID
All students should wear their NOCCA I.D.s during regular school hours and all school related events.

Consequence for violation: 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). Consistently forgetting or refusing to wear a student ID may result in a protocol violation.

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 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.

- Students should not cross over or crawl under a parked railroad train at any time.
- Students should not approach a moving or parked railroad train at any time.
- Students should not violate rail safety laws while operating their vehicles on the NOCCA campus.
- Students should adhere to the directions of NOCCA law enforcement officers, faculty or staff members when a train is approaching or parked.
Consequence for violation: 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.

Bullying/Cyberbullying 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 cyberbullying in any form will not be tolerated.

Bullying is repeated verbal, physical, social or psychological behavior that is harmful and involves the misuse of power by an individual or group towards one or more persons.

Bullying can involve humiliation, domination, intimidation, victimization and all forms of harassment including that based on sex, race, disability, homosexuality or transgender. Bullying of any form or for any reason can have long-term effects on those involved including bystanders.

Bullying behavior can be:
- **Verbal** (eg. name calling, teasing, abuse, putdowns, sarcasm, insults, threats)
- **Physical** (eg hitting, punching, kicking, scratching, tripping, spitting)
- **Social** (eg ignoring, excluding, ostracising, alienating, making inappropriate gestures)
- **Psychological** (eg spreading rumors, dirty looks, hiding or damaging possessions, malicious text and email messages, inappropriate use of camera phones.)

Conflict or fights between equals and single incidents are not defined as bullying.

Bullying behavior is not:
- Students not getting along well
- A situation of mutual conflict
- A single episodes of nastiness or random acts of aggression or intimidation.

Cyber Bullying refers to bullying through information and communication technologies and 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 Protocol or a faculty or staff member. If a parent initiates the complaint, the Director of Protocol will follow-up with the student.

Consequence for violation: 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.
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 weather concerns. Some families may desire to send their student to NOCCA accompanied with a cell phone/wireless device for use during transit. If families decide to send a wireless device to campus, it must be stored in a secure location and not accessed throughout the day. 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.

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, smartwatches, tablets, 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 7:45 am through 3:45 p.m.

Before 7:45am and after 3:45 p.m., students may have and use wireless devices outdoors and in the canteen. 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 any time.

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.

Consequence for violation: Any student seen with a wireless device between 7:45 am and 3:45 pm or in an improper place outside of these hours will have their device confiscated. 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. The device will be given to the Director of Protocol or designee and a protocol infraction will be issued.

• First offense: Student must pay $5 or give one unit of community service before the phone is released.
• Second offense: Student must pay $10 or give unit hours of community service before the phone is released.
• Third offense: Student is moved up in Tier and has to turn the phone into the front office every day for a month.

The student’s phone 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 if the above conditions have been met. 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.

Closed Campus/Security

NOCCA is a closed campus, meaning only NOCCA students and personnel are allowed. Visitors must check in with DPS and be issued a visitor permit. 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/exports 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.

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.** (The Press Street Café, The NOCCA Gardens and Five Press Gallery are considered off-campus.)

**Consequence for violation:** Students who violate these policies will be moved up a tier and are subject to removal of privileges and dismissal.

**Academic Integrity**
Respect for the artist and the work is one of the DNA strands at the heart of NOCCA. Consequently, the school takes academic integrity very seriously. It is important that students are honest about their own work and respectful of others’ work.

**Academic Dishonesty includes the following:**

**Cheating:** Using aids (written, digital, or through a fellow classmate) to gain an advantage on an assessment or assignment. Though a lot of the work at NOCCA is collaborative and we celebrate producing work as an ensemble, students should be very careful to understand what assignments are meant to be done individually. Similarly, students should also be clear with faculty what work is their own and what was produced as part of a group.

**Plagiarism:** Using someone else’s work (including but not limited to words, ideas, images) in whole or part as one’s own without properly citing and or giving credit.

**Other Academic Dishonesty:** Dishonesty that impacts academics in any way. Could include forging signatures, fabricating excuses for absences, facilitating another student’s academic dishonesty on the part of another

**Consequences of Academic Dishonesty:** If a student is discovered to have engaged in cheating or plagiarism after an investigation, the following will take place:

- The student loses the ability to receive full credit on the assignment.
- The teacher will identify how the student will demonstrate their learning on the original assignment and how much, if any, credit the student will be able to receive on the assignment.
- The student may serve an in-school suspension redoing the assignment.
- The student will move up a tier.
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, John Bel Edwards, Governor.