

NORTHWEST FLORIDA BALLET ACADEMIE

310 Perry Avenue S.E.

Fort Walton Beach, Florida 32548

BALLET - (850) 664-7787 ACADEMICS - (850) 226-8072

FAX – (850) 664-0130

STUDENT/PARENT HANDBOOK 2016-2017

MISSION STATEMENT

The mission of the NFB Académie is to provide a strong core educational curriculum enhanced by focused education in dance and the arts. The NFB Académie nurtures those in classical ballet for careers as professional artists while inspiring all students to pursue an enriched life.

OKALOOSA COUNTY SCHOOL BOARD VISION STATEMENT

We inspire a lifelong passion for learning.

OKALOOSA COUNTY SCHOOL BOARD MISSION STATEMENT

We prepare students to achieve excellence by providing the highest quality education to empower each to become lifelong learners who positively impact their families, communities, and the world.

FACULTY AND STAFF

Kelly Day	<i>Academic Director</i>	Todd Eric Allen	<i>Artistic Dir./CEO</i>
Linda Crane	<i>Academic Instructor</i>	Sharon Allen	<i>Asst. Dir/Dance Chair/Aca/PPP</i>
Anne Lavigueur	<i>Academic Instructor</i>	Jeffrey Senior	<i>Ballet Instructor</i>
Cindy Touchstone	<i>Academic Instructor</i>	Amanda Wiley	<i>Ballet Instructor</i>
Sheri Thillet	<i>Academic Instructor</i>	Kaori Mier	<i>Ballet Instructor</i>
Bretta Burger	<i>Academic Instructor</i>	Kimalee Piedad	<i>Ballet Instructor</i>
Mike Crane	<i>Academic Instructor</i>	Jess Kosch	<i>Office Manager</i>
Daniel Westlake	<i>Academic Instructor</i>	Alice Cimino	<i>French Instructor</i>
Kimberly Tincher	<i>Academic Instructor</i>	Kelli Swim	<i>Music Instructor</i>
Agnes Davis	<i>Academic Secretary</i>	Maya Schilder	<i>Visual Art Instructor</i>
Pat Battiste	<i>Classroom Assistant</i>	Brooklyn Burbidge	<i>Ballet Student Instructor</i>
Bridget Jackson	<i>Food Services</i>	Payton Beason	<i>Ballet Student Instructor</i>

ARTISTIC DIRECTOR'S MESSAGE

Northwest Florida Ballet and the Okaloosa School District welcome you and your family to the NFB Académie. We appreciate your enthusiasm and support for this program, and we look forward to working cooperatively with you to provide our children the most effective artistic and academic environment possible.

The Académie's ballet program has been designed to identify, nurture, develop and train the community's children in the art of dance, offering talented students from Northwest Florida access to professional dance training and the opportunity to develop their artistic potential.

Dance education is an important mode of learning. The process of learning to dance also teaches discipline, self-awareness, defines limitations, and enhances musical aptitude and powers of concentration and focus. Both the mind and body are enhanced through the willingness to know and the act of learning how to know. Throughout the year we will witness this process together, as each child develops new self-esteem and pride in his or her abilities.

Respectfully,

Todd Eric Allen
Northwest Florida Ballet Artistic Director and CEO

ACADEMIC DIRECTOR'S MESSAGE

As an administrator of the Okaloosa County School District, it is my honor to welcome you and your family to the NFB Académie. We are excited about this school year and look forward to collaborating with the Northwest Florida Ballet to provide your child with a unique learning environment in which developing the whole child is our common focus.

The Académie's goal is to provide an integrated academic and artistic educational program for third through eighth grade students in an authentic environment. We allow our students to grow and learn directly in the studio environment in which a co-curricular approach immerses students in a rigorous academic and artistic program. NFB Académie has been an A+ rated school every year to date.

In addition to the core curriculum, students will also participate in French, Visual Art and Music classes weekly and will participate in Ballet daily. The highly disciplined environment of the Académie will enable students to develop self-management skills and confidence.

The information provided in this handbook is intended to assist you and your child in becoming familiar with NFB Académie's daily routine. Please read it carefully and refer to it when necessary.

As the school term progresses, you will receive information concerning our School Advisory Council (SAC) and P.L.I.É. (Parents Leading in Education), our school volunteer programs. Let me encourage you to participate in our numerous school activities. **We are here to serve the students and parents of the Académie. Please do not hesitate to call on us.**

Respectfully,

Kelly Day
Academic Director

OKALOOSA COUNTY SCHOOL DISTRICT

Okaloosa County, Florida

2016 – 2017 School Year Calendar

Board Approved – 12/214/15

Pre-School Planning	Friday - Tuesday	August 5 – 9, 2016
First Day of School for Students	Wednesday	August 10, 2016
Labor Day Holiday	Monday	September 5, 2016
End: 1st. Grading Period	Thursday	October 6, 2016
Teacher Work Day/Student Holiday	Friday	October 7, 2016
Veterans Day Holiday	Friday	November 11, 2016
Thanksgiving Holidays	Monday-Friday	November 21 – 25, 2016
End of First Semester	Friday	December 16, 2016
Winter Break Holidays	Monday-Monday	December 19, 2016 – January 2, 2017
Teacher Work Day/Student Holiday	Tuesday	January 3, 2017
Martin Luther King Jr. Holiday	Monday	January 16, 2017
Presidents' Day Holiday	Monday	February 20, 2017
End: 3rd. Grading Period	Thursday	March 9, 2017
Teacher Work Day/Student Holiday	Friday	March 10, 2017
Spring Break Holidays	Monday-Friday	March 13 – 17, 2017
End of Semester/Last Day for Students	Friday	May 26, 2017
Memorial Day Holiday	Monday	May 29, 2017
Last Day for Teachers	Friday	June 2, 2017

The following information has been compiled in this format in order to provide parents, families and students with a quick reference to important school policies and requirements. It does not cover every school or Okaloosa District policy. If there are any questions, please contact our office at (850) 226-8072.

504 INFORMATION

Section 504 of the Rehabilitation Act of 1973 provides that a person who has a physical or mental handicap, which substantially limits one or more major life activities, will be treated equally under the law. Parents are requested to provide any information to the Academic Director concerning the special needs of their child that could affect learning.

AFTERCARE/BEFORECARE PROGRAM

Northwest Florida Ballet offers supervised and organized before school and after school care for NFB Academie students in 3rd – 8th grade. Beforecare begins at 7:00 am until classes begin. Aftercare begins at 3:15 pm and end at 6:30 pm on days when school is in session. Space is limited: therefore we require parents to pre-register their child for this service through the NFB office. The registration/retainer fee is \$50.00. This fee is applied back to your account when the last month's charges are posted. Any student who has not been picked up for the day by 3:15 pm will be placed in aftercare and the parent will be billed for charges that day. Aftercare fees are due for the previous month on the first working day of the month and are considered late after the 5th. All accounts receive a statement via email on the first working day of the month. If payment is not received by the 5th of the month, your account will accrue a \$5 late fee each day payment is late and your child will no longer be allowed to attend Aftercare until the account is paid in full. Aftercare payments are non-refundable. Payments made above and beyond Aftercare/Beforecare charges will remain as a credit on the account for up to 6th months to be used on future Aftercare/Beforecare charges. In aftercare, we abide by a 3 strike policy. In the case that your student is displaying behavior that is not pleasing to the staff, you will receive an incident report describing the problem that has occurred. When your student received the 3rd incident report, they will no longer be allowed to attend aftercare and MUST have someone to pick them up immediately after school is released for the remainder of the school year.

For 3rd – 5th grade students: Aftercare charges are \$10 a day. Students are provided with a snack time, homework time, and other scheduled activities. A fee of \$1 a minute will be charged to your account for each minute past 6:30 pm that your child is on the premises, requiring supervision. You must sign your child out each day with the Aftercare Coordinator. Beforecare charges are \$1 a day.

For 6th – 8th grade students: Aftercare charges are \$3 an hour or \$10 for the day for supervised and organized time afterschool. A fee of \$1 a minute will be charged to your account for each minute past 6:30 pm that your child is on the premises, requiring supervision. You must sign your child out each day with the Aftercare Coordinator. Beforecare charges are \$1 a day.

ATTENDANCE, CHECK-IN & CHECK-OUT PROCEDURES

According to Florida "Compulsory Attendance" statutes, students must have regular and punctual attendance. Daily attendance and punctuality provide students with the opportunity for continual educational progress. Research shows that consistent attendance provides greater time on task resulting in higher academic achievement. Whenever a student is absent, please send a note to the Academic Director or homeroom teacher indicating the reason(s) for the absence. The note should have the signature of at least one of the child's parents/legal guardians. Illness that may result in contaminating other students is considered an excused absence until a student has accumulated nine absences within the semester. After this time, absences will only be excused if a doctor's note is provided. If a student has more than four tardies, a certificate of perfect attendance can not be earned.

Generally, students are provided with missed classwork and homework when they return to school. Parents may request materials be provided in advance of a planned excused absence provided that the absence does not exceed 2 days of school. Please make the request 24 hours prior to the absence.

Middle school students who arrive after classes begin (7:30am) should report with their parent to the NFB office and "sign-in" with the Administrative Assistant. Elementary school students who arrive after classes begin (7:45am Grades 4th – 5th, and 8:00am Grade 3rd) should report with their parent to the Academic Secretary's office located in the back of the Miramar building on the second floor. For safety and security reasons, the parent will then be issued an entry pass which should be provided to the teacher by the parent at the classroom door after walking the student to class. Students are not permitted to sign themselves in. If a student arrives at school late and no parent signs them in to receive the proper entry pass, the student may be marked absent on this day. Also, whenever students are to be "checked-out" by the parent(s)/legal guardian(s) during the school day the parent(s)/legal guardian(s) should come to the respective offices to "sign" their child out on the "checked-out" book and receive a check out pass to provide to the homeroom teacher at the classroom door. Student with more than four check-outs during the year will not be eligible for a certificate of perfect attendance. Students are never permitted to leave the school campus unless "checked-out" by their parent(s)/legal guardian(s) or authorized representative. To provide for your child's safety, an authorized representative will need written permission from the parent(s)/legal guardian(s) AND photo identification. (See district attendance requirements)

BALLET CLASSES/GRADING

Ballet classes will begin in August and continue through the school year. Each student will attend class every day. Classes will be conducted by Master Teachers and, in some cases, an assistant. Classes will include ballet warm-up (barre, floor work and centre work) and a formal reverence. The student's curriculum has been created using the Russian, French and Cecchetti methods as a base. The students will be evaluated daily. Roll will be taken before each class (regular attendance is very important in the evaluation process.) All students will be evaluated based on all aspects of class participation including both participation and technical/expressive development. Elementary students will receive both a formal ballet evaluation and a standard PE grade which only includes attendance/dressing out and participation, as well as enthusiasm and effort. These will be evaluated with 50% of the grade related to daily participation (it is impossible to fully participate if not dressed out), and 50% related to effort in class. Students begin with ten points each nine weeks and can earn 1 point each day for properly dressing out for class and 1 point for effort while participating. Points are noted daily in the grade book. With 45 days per nine weeks it is feasible that all students can earn a score of 100 points. The PE grade does not evaluate progress and development of dance skills and in no way affects a student's selection/continuation in the program, therefore the ballet evaluation score and elementary PE grade may not be comparable. Middle school students receive the ballet grade based solely on the formal evaluation.

Students are responsible for the maintenance of their dancewear and their personal appearance and hygiene.

BALLET EVALUATION

The screening process utilized during the try-outs will continue throughout the program as each student is given very careful and objective evaluation of his or her progress. Students will be evaluated according to the established standards and goals of the program, utilizing specially developed criteria to provide equality throughout the assessment process. Motor skills, cognitive skills and performance aptitude will be assessed on a scale of 1 to 6 (1 representing FAIR and 6, SUPERIOR). The student and his or her parents will receive regular reports on the student's progress.

Andance Grades for ballet classes

Progress Report:

<u>Days missed</u>	<u>grade</u>	<u>Tardy</u> <u># of tardies</u>	=	<u>Absent</u>
1-2	6	3		1
3-4	5	4		2
5	4	5		3
6	3	6		4
7	2			
8+	1			

Report Card:

<u>Days missed</u>	<u>grade</u>
1-4	6
5-8	5
9-10	4
11-12	3
13-14	2
15+	1

Unprepared to Participate

UNPREPARED TO PARTICIPATE

3 times-lowers grade by 1
4 times-lowers grade by 2
5 times-lowers grade by 3
6 times-lowers grade by 4

Ballet Policies

- Students must be dressed properly and ready for class on time.
- 3 tardies = 1 absence
- Dancewear should be clean and tights and shoes should be free of holes.
- Label all belongings
- Name tags must be visible at all times (when provided).
- All girls must wear their hair in a bun using hair nets, bobby pins, rubber bands and hair spray. No scrunchies or décor is allowed in the hair.
- Jewelry is not to be worn in class (necklaces, earrings, bracelets, rings or watches).
- No eating or chewing gum in class.
- Hanging on the barres and hands on others in class is not allowed.
- Do not bring any valuables when taking ballet classes.
- Dressing areas must be kept orderly at all times.
- Report any problems to staff members.
- No food or beverages in the studios.
- Loud talking, running, pushing and conflict could lead to disciplinary action.
- Lockers are for middle school students only. All locks must be taken off daily.

Students will receive a *fashion police ticket* during ballet class if they have any missing ballet dress code items and are unable to take class. This ticket must be signed by a parent and returned to the ballet teacher the following school day. If the fashion police ticket is not returned in a timely manner the student will be unable to take class and the parent will be contacted.

All ballet classes are closed to the public unless permission is given by the administrator in charge. At intervals during the school year the doors will be opened to welcome all observers and the students will give a demonstration of their knowledge.

Some additional requirements in terms of evening classes, memberships and fundraising will be expected of students that are accepted into the NFB trainee or company programs.

NFB Académie students in grades 3 through 8 are strongly encouraged to participate in the following activities to gain more strength and aptitude in the field of dance:

- 3rd Grade: Académie ballet classes only. Student should sell two program ads and one season NFB season subscription. Classes are available after hours in jazz, hip-hop and glee.
- 4th Grade: Students should take one evening class in jazz, glee or hip-hop, sell two program ads and one season subscription, audition for Nutcracker, and take two weeks of children's summer workshop.
- 5th Grade: Students should take one evening class in jazz, hip-hop, glee, lyrical or modern, sell one program ad and one season subscription, audition for Nutcracker, and take two weeks of the NFB children's summer workshop.
- 6th Grade: Students may audition for the NFB trainee program. Students should take one evening class in jazz, hip-hop, glee, contemporary, lyrical or modern, sell two program ads and season subscriptions, audition for Nutcracker, and take all four weeks of the NFB summer intensive workshop and attend required rehearsals and classes for trainee program.
- 7th Grade: Students may audition for the NFB trainee program. Students should take one evening class in jazz, hip-hop, glee, contemporary, lyrical or modern, sell two program ads and season subscriptions, audition for Nutcracker, and take all four weeks of NFB summer intensive workshop and attend required rehearsals and classes for trainee program.
- 8th Grade: Students may audition for the NFB trainee program and/or company. Students should take one evening class in ballet, jazz, hip-hop, glee, contemporary, lyrical or modern, sell two program ads and season subscriptions, audition for Nutcracker, and take four weeks of NFB summer intensive workshop and attend required rehearsals and classes for trainee program.

EXAMPLE

PHYSIQUE
STRENGTH
COORDINATION
FLEXIBILITY
CONCENTRATION
RETENTION
CONDUCT
ATTENDANCE

AVERAGE:

POINTS OFF GRADE IF UNPREPARED TO PARTICIPATE:

BALLET GRADE:

TEACHER COMMENTS:

RUBRIC

1-Poor
2-Fair
3-Satisfactory
4-Good
5-Excellent
6-Superior

GRADE SCORING

6-5.1 A
5-4.1 B
4-3.1 C
3-2.1 D
2-0 F

UNPREPARED TO PARTICIPATE

3 times-lowers grade by 1
4 times-lowers grade by 2
5 times-lowers grade by 3
6 times-lowers grade by 4

PLEASE SIGN AND RETURN BELOW:

STUDENT NAME:

PARENT SIGNATURE:

The NFB ballet department recommends the following books and encourages you to expand your dance horizons:

- *Diet for Dancers* by Robin D. Chmelar and Sally S. Fitt
- *The Dancer's Foot Book* by Dr. Terry L. Spilken
- *Technical Manual and Dictionary of Classical Ballet* by Gail Grant (great for ballet terminology)
- *The Pointe Book* by Janice Barringer and Sarah Schlesinger
- *Classical Ballet Technique* by Gretchen W. Warren (excellent photos of ballet do's and don'ts)
- *Dance Anatomy* by Jacqui Haas
- *Inside Ballet Technique* by Valerie Grieg
- *Total Core Fitness* by Kathy Corey (Pilates)
- *Dance and Dancer's Injuries* by Chris Caldwell
- *The Ballet Companion* by Eliza Gaynor Minden (stage makeup included)
- *Conditioning for Dance* by Eric Franklin

BULLYING POLICY

The Okaloosa County School District has an extensive bullying policy in place and any violation of this policy may result in the zoning waiver to attend the NFB Académie being revoked. Please remember that "bullying" implies deliberate offensiveness from one person to another on a repetitious basis.

CHANGE OF TRANSPORTATION

Changing transportation plans can be very **unsafe** and is a major area of concern for parents and school personnel. This practice can have severe consequences. Generally, parents should understand that some young children are easily confused and that this practice is difficult to manage. Please do not ask your child or the school to manage a change of your transportation plans unless a very unusual and unexpected situation has developed. The safest and easiest procedure is for the parent(s), or another authorized other adult (written certification required), to come to the school and escort their child to the appropriate destination.

Sometimes when exceptional situations occur, the school must implement special accommodations. If this ever happens, parents should follow the "note procedures" below with the knowledge of the above mentioned concerns:

- 1) **Daily**, personally deliver a written note in the parent's handwriting to your child's teacher indicating the specific change necessary for that day (Do **NOT** rely on your child to deliver the note to the teacher).
- 2) The note should clearly indicate the requested change "from" and change "to".
- 3) The note should be dated and bear the parent's signature.
- 4) The Academic Director will sign the note.

Parents should understand that children are always sent home via their regular method unless the parents have implemented the above "note procedures".

CELEBRATIONS

All parties, celebrations, and other such events are coordinated and managed by the classroom teacher. Please contact the classroom teacher regarding any such planned activities. Parents who do not wish for their child to participate in these activities should notify the teacher early in the year. "Ballooning," "costuming," etc. are not permitted. Providing cupcakes or cookie cake on a child's birthday is acceptable, but may not be distributed during lunch unless enough treats are provided for all students eating lunch during that period. These treats, along with party invitations will not be distributed unless the entire class is involved.

CELL PHONES

Cell phones and radios must be turned off or silenced for ALL students during the regular school day. Texting during school hours is also prohibited. Photographing peers and transmitting these images without consent of the individual violates privacy statutes. Cell phones may be confiscated and held by the classroom teacher until the parent claims the equipment in the event a student violates any of these rules. Possession of a cell phone during any state assessment will result in the test being invalidated and the possibility of the zoning waiver to attend the school being revoked. Teachers are also not to be accepting or making personal calls or texts during student contact hours, however it is a form of communication utilized in lieu of an intercom system.

CHANGE OF ADDRESS, TELEPHONE, OR EMERGENCY CONTACT

Parents and families should always notify the school office immediately whenever there is a change of address, telephone number(s), email accounts or a change in emergency contact information. Please provide the information in writing with a signature from the parent/guardian.

CHECKING-OUT

Students are not permitted to leave campus **unless accompanied** by their parent or other authorized adult (written parental certification required). Whenever a middle school student must be "checked-out" by the parent(s)/legal guardian(s) during the school day, the parent(s)/legal guardian(s) should come to the NFB office to "sign" their child out in the "checked-out" book and receive a "check out pass" to provide to the homeroom teacher at the classroom door. Elementary students should follow the same procedure in the Academic Secretary's office (back of the Miramar building on the second floor). Parents and other visitors should not go directly to the classroom without signing the child out at the office first. The adult checking the child out will need to present a photo I.D. Check outs should not be greater than five per semester and will affect "Perfect Attendance" eligibility.

CONDUCT

The Okaloosa County School Board has defined the expectations for student behavior in the "Code of Conduct". All students will receive a copy of the "Code of Conduct". Parents should review the "Code of Conduct" with their children. The effective schools research

clearly indicates that good student conduct is required for student achievement. Teachers will provide parents with information concerning classroom policies and classroom rules. Please review this information with your child.

Parents are expected to support the school regarding student behavior. We believe that children make progress when there are realistic standards established in cooperation between the home and the school. We also believe that high expectations accompanied by kindness are successful with our students. Rude or defiant behavior is unacceptable, and may result in zoning waivers being revoked. Parents are urged to confer with the teaching staff whenever such conferences are in the best interest of the child and other students.

The following infractions would result in the parent being called and the prompt removal of the student from school grounds:

1. Stealing
2. Physical conflict
3. Rude or defiant behavior that disrupts others
4. Bullying, threatening, or abusive name-calling/teasing

The administration does reserve the right to determine the punishment based on the severity of the infraction and previous record of behavior. Please be advised that the NFB Académie is a school of choice in which all students are on zoning waivers. Students may be asked to withdraw from the school based on behavioral infractions, tardiness, or attendance issues at any point during the school year.

For less severe behavioral concerns, teachers will incorporate the following Discipline Plan and parents should be aware of these consequences:

First offense:	Warning-Verbal reprimand.
Second offense:	Written reprimand to be signed and returned by the parent.
Third Offense:	Parent called and conference requested
Fourth offense:	Sent to Academic Director. Possible revocation of waiver.

Teachers and staff will also use positive reinforcement through incentives and rewards.

CONFERENCES

Teachers, as well as the Academic and Artistic Directors are available for individual conferences when appropriate. Often, simple notes, e-mail, or telephone messages are sufficient. Parents who wish to meet with their child's teacher should send a note to the teacher indicating their desire for a conference. The teacher will then send a note home or telephone the parent(s) in order to schedule a convenient time for both parties to meet during school hours (7:15-2:45). Please allow at least 24 hours notice when requesting a conference.

DAILY DISMISSAL PROCEDURES

Parents, faculty and staff should be aware that this daily event is a very busy and critical time for all schools due to the brief time in which this event occurs. Office "traffic" and telephone use should be reduced as much as possible so that important communications can be given and received.

Dismissal Schedule: 3rd Grade students and Middle School students will be in the pick-up area of NFB at 3:00pm and their parents should not arrive before 2:55pm. Students in 4th and 5th grade will be in the pick-up area at 2:45pm and their parents should not arrive before 2:40. Children will be released individually when each parent's vehicle or daycare van is in the Brooks Street loading area. *All students should be off the premises by 3:10 p.m.*

DISMISSAL AND ARRIVAL RAMPS

Car riders should use the unloading/loading area. The car traffic must be continuous. Please **do not stop a vehicle or leave a vehicle parked** where it will block the movement of others and create a safety hazard. Please do not arrive early and get in line for pick-up which would cause a traffic jam for the parents whose children are already released for pick up. It is fine to request a conference at this time, but not possible to conduct one. Use approved city lots for parking when necessary.

FASHION POLICE TICKETS

We take pride in our uniform policy. Since NFB Académie has this specific uniform policy requiring students to be in ballet, everyday or dress uniforms while in regular attendance, we will issue a "fashion police ticket" when a student is out of compliance. This could be a major infraction, such as no leotard for ballet or inappropriate style of khaki pants, or a minor issue like no monogramming on a polo, no belt with belt loops or not keeping a shirt properly tucked in. If a student has 3 or more ballet fashion police tickets within one semester, he or she will lose "dress down/spirit" privileges on the final day of the week for the remainder of the semester. When a student accrues five school fashion police tickets within a semester the opportunity to participate in "Jeans Day" will be lost for the current semester.

FIELD TRIP PRIVILEGES

Field trips are planned to enhance the educational program and are considered a privilege and not a right for each student. Students may be restricted from participating in field trips for disciplinary reasons (suspensions or referrals within the semester) or due to inadequate attendance (more than 9 days of absence per semester) or excessive tardiness (more than 12 times per semester). In the event trips are planned and some students from another grade level are invited, behavior, attendance and appropriateness of the trip to the development of the student will be considered in this invitation process.

FIELD TRIP BUS TRANSPORTATION

Bus transportation routes, bus stops, driver employment, policies and procedures are developed and implemented by the School Board's Transportation Director. Review and disposition of student conduct or infractions have been assigned to school administrators.

Parents should explain to their children that students transported on buses must always demonstrate good bus conduct. Misconduct interferes with the driver's concentration and endangers the safety of all children.

Please share the following general guidelines and bus transportation procedures with your child:

- 1) The bus driver is in charge of the bus and the transported pupils.
- 2) Sit in the seat assigned by the driver at all times (movements from seat to seat, standing, etc. are not permitted).
- 3) Observe classroom conduct rules (however, talking in a quiet manner is permitted).
- 4) Report any unsafe situation to the bus driver.
- 5) Keep hands, feet, and other objects inside the bus at all times.
- 6) Glass containers and large items are generally not permitted on the bus without having the driver's prior permission. No animals of any type (dead or alive) are permitted on the bus.
- 7) Buses are equipped with video cameras and radios.
- 8) If an incident occurs, then parents are encouraged to telephone/visit the Academic Director.

FIELD TRIP CHAPERONES

If you are planning to assist the Académie as a chaperone on a field trip during the school year, be sure to attend the volunteer orientation at the beginning of the term. District policy requires that all volunteers attend an orientation session each year and have a Volunteer Affidavit on file. These must be filed at least two weeks prior to an event in which the parent will serve as a volunteer in order to provide time for a thorough background check and security clearance. Often there is little time to become "oriented" immediately before a field trip.

For overnight field trips the students will be housed in rooms with other students only. For instance, students will be assigned to a room of four to six students of the same gender. Parent chaperones will be assigned to share rooms with another chaperone of the same gender, unless separate plans are made at an increased fee and does not involve students or adults who are not related.

Preschool children or students not attending NFB Académie will not be permitted to accompany classes on school related field trips, even if transported in a private vehicle. Plan to make other arrangements for younger children.

Field trip chaperones are an extension of the district supervisory staff. Parents and teachers are not permitted to drink any alcoholic beverages on these trips or be seen by students using any tobacco products. Please do not volunteer to chaperone on these trips if this is an issue.

Académie students may be transported to and from field trip sites in their parent's private vehicle. Please make sure to sign your child out from the teacher before this occurs.

FUNDRAISING

Throughout the year fundraising events will be offered. Some of these projects raise funds that are used throughout the school year for various school functions such as field trips, awards, supplies, and service contracts. These fundraisers include projects such as school pictures, coupon book sales, t-shirt/sweatshirt sales, and yearbooks. We also have a “Jeans Day” fund raiser on the first Friday of every month. Students pay five dollars and they can wear jeans and a shirt of their choice (it does not have to be an Académie shirt). Students are not required to participate.

GRADES

Your child will receive a report card each nine-weeks and a midterm report between each report card period at approximately 4 1/2-week intervals. Your child’s grades are based on mastery of the **Florida Common Core Standards**. It is expected that children at the NFB Académie will do their very best to achieve academically, however parents should be aware that average performance may result in report card grades in the C range which would indicate scores in the Level 3 range on the FSA. Above average performance may result in B grades indicating a potential for Level 4 on the FSA and only exceptional students may typically earn grades of A’s which should be indicative of the potential for Level 5 scores on the FSA. Please remember that the FSA is based on State Standards and the curriculum should prepare students for success on this assessment instrument. Students earning grades of D or F may be at risk of scoring in the Level 1 or 2 range on the FSA which could result in retention based on the district’s Pupil Progression Plan. All middle school students will have End of Course Exams that account for 1/7th of the total grade for the semester. Middle school students enrolled in high school level Algebra or Geometry will participate in the state level End of Course exam and grade will be affected as directed by the FLDOE. All parents are encouraged to monitor their student’s grades using the “Parent Portal” located on the Okaloosa County School District website. www.okaloosaschools.com

HEALTH

The NFB Académie is not a full service school and no nurse or health technician is available on the premises. If your child has a chronic condition requiring specialized care (such as extreme asthma, diabetes, heart related issues, etc.), it may not be the most beneficial environment for your child. The staff of N.F.B Académie is available to dispense medication (with proper documentation/permission) to students and to address minor health related issues. A child who was ill the night before, nauseated in the morning, or has a fever should not attend school. Parents should make arrangements in case of an emergency for a relative or neighbor to pick up children who become ill at school. It is imperative that complete health information forms are on file with the school. Please be sure to notify the office if there are any changes in your child’s physical condition, emergency contacts, or health provider information.

HOMWORK

Homework is a necessary part of any successful school program and contributes to overall student performance. The purpose of homework assignments is to reinforce or extend what your child has learned in the classroom. As a result students develop a sense of self-discipline, personal responsibility, and independent thinking. Parents should provide some assistance to their child with homework and ensure that the student brings the homework to school. Parents should expect homework assignments to be of a review nature and these should not require more than thirty to fifty minutes nightly in elementary grades and Sixty to eighty minutes in middle school. Homework participation will directly affect the student's academic grades. Homework will never be weighted at greater than 10% of the student's grade.

Parents can assist their child with the development of successful study/work habits by:

1. Providing your child with a quiet place, such as a table or desk, to work.
2. Setting a regular time for completing homework each day and being consistent. Children should be given some play time after school prior to homework time.
3. Seeing that your child brings home assignments clearly written down.
4. Assisting in offering helpful explanations and by ensuring that homework is neat and complete.
5. Offering encouragement and avoiding pressure.
6. Having it understood that homework comes before television.
7. Informing the child's teacher if an assignment is unclear.

All students are asked to read at home for at least 20 minutes daily.

HONOR ROLL

We take pride in recognizing outstanding student achievement. We consider the total performance of the students; consequently all grades will count, including co-curricular studies (French, Art, Music, and Ballet). Students recognized for A Honor Roll must have all A's throughout the entire grading period. Students recognized for A/B Honor Roll must have all A's and B's throughout the entire grading period.

LUNCH/BREAKFAST

All students are encouraged to eat school lunches. Parents are welcome to visit to eat lunch with their child. **Parents and visitors must sign-in at the office and obtain clearance to be on the premises.** Bottled beverages and soft drinks are not permitted to be brought to school or purchased from the school's vending machines.

Student lunches are set with school board approval. Prices for paid and reduced lunches will be provided in the orientation packets. **Lunches/breakfast may be paid in advance** by visiting lunchroom worker. Students may not charge lunches.

Eligible families are encouraged to investigate our **free and reduced lunch program**. If your child received free or reduced priced meals last year, you will still need to complete a new application within two weeks of their entry into school.

Meal prices are subject to change and are as follows:

Reduced Breakfast	\$ 0.30
Breakfast	\$ 1.80
Reduced Lunch	\$ 0.40
Lunch	\$ 2.55
Milk	\$ 0.65

MEDICATION

School personnel shall be authorized to assist students in the administration of oral prescription medication or over the counter medication only when the following conditions are met:

1. MIS form 5183, Administration of Medication in the School Permission form, must be completed and filed in the school office.
2. Prescription and over the counter medication must be received and stored in its original container with proper labeling.
3. All medication must be delivered to and from the school by a parent or guardian.
4. Students found in possession of prescription medication are at risk of expulsion.

NUTRITION INFORMATION

The proper growth and development of a child is very essential in becoming an alert and productive adult. And good nutrition and eating habits are essential to growth and development.

The foundations for healthy eating habits and food choices are laid in early childhood. Forced feeding, using food as a reward, eating when bored or upset, irregular and unbalanced meals and tension-filled mealtimes leave lasting impressions with negative effects. Children need the structure of regular mealtimes at which a variety of wholesome foods and appropriate size portions are offered.

Foods brought in packed lunches to be eaten at school should reflect this philosophy. Students are not to have carbonated soft drinks, sugary desserts, or candy at lunch time. If parents choose to bring their child a breakfast or lunch from a restaurant, such as Subway or McDonalds, the meal should be healthy and not involve any carbonated drink. Parents may not bring food for other children (besides their own) as this violates the non-competitive food policy.

One of the most dominant problems of today's youth is obesity caused by poor food choices, over-eating and lack of activity. Offer your child foods from these groups daily: milk and milk products, protein, breads, cereals and grains, and fruits and vegetables. Set regular meal and snack times, and say "NO" to junk food requests (give a choice of low-calorie foods). Store food out of sight and reach.

Think about what you feed your child and how you prepare the food. Bake or broil instead of frying. Avoid buying high-calorie foods (remember food high in sugar and fat is also high in calories). Encourage your child to eat slowly, keep portions small, and let your child ask for seconds.

You should set good examples. When possible, take your child's mind off food by encouraging active play every day and join them on occasion. Television viewing and viewing times also will figure greatly in your decisions. Make activities fun. (Activity uses calories and active children sleep well.) And as always, love and comfort your child. This will be a plus toward their development.

OUTSIDE TRAINING

The Académie curriculum is comprehensive and demanding. In order to maintain a commitment to each dancer's artistic and technical growth, the Academie students should not take class with or perform with any other dance or gymnastics studio without permission from the Artistic Director.

PERFECT ATTENDANCE

Any student who attends school everyday, has less than five check-outs, and has not been tardy more than four times will be recognized at the end of the school year at the "Célébration des Connaissances," our final program.

PERSONAL PROPERTY

Frequently, unidentified items are found at school. **Parents are urged to write their child's name on items that might be lost so that the items can be returned to the proper owner.** Please label all uniform pieces and shoes.

PROMOTION AND RETENTION

Guidelines for promotion and retention are mandated by the district's Pupil Progression Plan and include classroom grades and statewide assessment results.

SAFETY & SCHOOL SECURITY

The safety of our students is everyone's responsibility. No one other than students, faculty & staff should ever be on campus without prior authorization through the school office. As per School Board Policy, **all visitors** must first report to the school office, sign-in and receive a visitor's badge which provides identification and indicates authorization. Parents and families should feel comfortable with this policy which sometimes also requires school personnel to ask for **appropriate identification**, particularly when a child is to be "checked-out" from school. Please be prepared and **notify** your authorized representatives that this might occur when they arrive on campus.

According to Florida law, the school conducts fire, severe weather, and lock-down drills.

SCHOOL ADVISORY COUNCIL/P.L.I.É. (Parents Leading in Education)

This is a vital link between the school and the local community. The School Performance Plan (SPP) is written based on school needs as seen by these individuals. There will be a meeting within the first four weeks to determine this year's voting SAC members. P.L.I.É. is a group of involved parents that assists the staff in creating successful field trips, fundraisers, and special events such as dances, classroom improvement projects, Field Day, etc. All parents are encouraged to attend meetings and become active in P.L.I.É.

SCHOOL INSURANCE

School insurance is offered to all students. Enrollment information is sent home at the beginning of the school year. Parents may purchase the insurance in two forms:

- 1) At-school protection when school is in session; and,
- 2) Twenty-four hour protection with coverage for the year.

SCHOOL PICTURES

NFB Académie sponsors school pictures twice each year. Individual and group/classroom pictures are made in the fall and ballet pictures are made in the spring. Yearbooks are also available. These services are provided at a reasonable fee to Académie families.

SCHOOL HOURS

School hours are 7:00 a.m. to 3:10 p.m. **For your child's safety please do not drop him/her off before 7:00 a.m.** There is no adult supervision prior to this time.

SELECTION/CONTINUATION/CONTINGENCY PLAN

New students are accepted into the NFB Académie through the following audition process: Elementary auditions for upcoming 3rd graders are held in the Spring for area 2nd graders. Middle school audition for upcoming 6th graders are held in the Spring for area 5th graders and current NFB Académie 5th graders (NFB Academic students must re-audition for middle school and are not guaranteed continuation in the program). Additional auditions for all

grade levels are possible during the course of the year, but can be difficult to achieve due to the intensity of this technical program. Continuation in the program will be based on the student's progress in classical ballet. Focus, physical ability, attendance, and/or behavior will be evaluated through the ballet progress and report cards. Parents should pay close attention to commentary and scores on ballet assessments and attend conferences when requested in order to achieve an understanding of their child's aptitude in dance. It is possible for a student to be earning a grade of A or B in dance and still not be in the top level of a class. Parents should be aware that NFB Academie students are not guaranteed continuation to the next grade level after acceptance. Class size reduction guidelines will also play a factor in continuation as the school is limited to the number of students that can be placed in each classroom. Notice will be given to all NFB Academie families in writing each Spring as to the status of the student's continuation to the next grade level. Students whose ability, attendance, and/or behavior fall below the standard needed for continuation at NFB Academie will be placed on a contingency plan during the course of the year. Conferences will be set with parents of students on this plan.

All parents will be required to sign the "NFB Academie Selection and Continuation Process Form" each year.

STUDENT DRESS CODE

The following excerpts regarding the student dress code are from School Board Policy:

- A. Appropriate student grooming and dress is primarily the responsibility of the student and parent...a student's personal hygiene, appearance, or dress...should not disrupt or interfere with the educational process or endanger the health/safety of students or others.
- B. The wearing of garments appropriate for school is to be encouraged. All instructors should be alert to give helpful, friendly guidance...Failure of any student to dress simply and appropriately should be brought to the attention of the principal. Extremes in dress, hairstyle, make-up or jewelry are not in good taste and should be discouraged. The principal of the individual school will determine when these provisions have been violated and will make the initial decision as to conformity to policy and discipline for offenders.

NFB Academie has adopted a school uniform policy. It is each family's responsibility to purchase these required items prior to the first day of classes and have polo shirts and hooded sweatshirts embroidered with the school insignia at a local vendor. Everyday uniforms are standard dress for school and dress uniforms will be worn on specific field trips and special school events. Students out of compliance with the dress code will be issued "Fashion Police" tickets. These should be signed by the parent and returned the following day. **Jewelry policies** related to ballet class are to be followed all day (stud earrings only, no bracelets, necklaces, rings, or other face or ear piercings). Hair is to be in a bun in all elementary grades for female students and if any **hair accessories** are worn, they must blend in with the natural hair color and all ribbons or bows should be navy blue, red, white or uniform plaid. Any make-up worn should be tasteful and non-distracting in nature. Male students should have hair cut in a way not to impede vision or be a distraction to others. Shoes are to be as dictated in the uniform guidelines. **Tennis shoes** should be solid black or white (Converse shoes would not be appropriate as they are generally black and white). All **outerwear** for cold or inclement weather should be solid navy blue or black.

Please purchase items for your child with this policy in mind. No everyday uniform bottoms should appear to be of a denim type material. Specific uniform requirements are provided in an orientation packet and available at the NFB office.

STUDENT WELFARE

The following are prohibited:

- 1) Any type of gun (toy, etc.), shells, knives, sling shots, or any other type of toy unless prior permission has been granted;
- 2) Cameras, radios, tape recorders, video games, or any other items of significant value (coin collections, baseball cards, etc.) unless requested by a teacher and proper arrangements have been made;
- 3) Significant amounts of money;
- 4) Student visitors and small children will not be permitted to attend classes;
- 5) Students should not bring any unusual item to school unless prior approval has been granted by the teacher, bus driver, and/or principal; and
- 6) Animals (dead or alive) are not permitted in the classroom.
- 7) Cell phones may not be set to ring during the school day and may be confiscated if seen in use during the school day without the teacher's permission.

TEXTBOOKS

Textbooks are provided by the State of Florida Department of Education at no cost to the students. These must be accounted for both by the student and the school. For this reason, any textbook that is lost or damaged must be paid for by the student to whom the book is assigned before a second book can be issued.

VISITORS

While it is desirable for parents to visit the school during the time students are present; arrangements for such visitation must be made in advance by the teacher and parent. These visits should not be considered as a conference, and the teacher may not discontinue regular classwork to discuss any student with a parent. **For security reasons, at no time is any adult permitted to pass the office without proper identification.** If you wish to visit the classroom, the teacher may require 24-hour notification. Ballet classes are closed to visitors unless permission is granted by the Artistic Director.

WITHDRAWAL

Notice should be given to the Academic Director at least one day prior to the student's last day of school. The records will be forwarded to the new school upon request from the receiving school.

ZONING WAIVERS

All students at the NFB Académie are considered to be on zoning waivers from their local zone schools. Therefore, it is imperative that students meet the following guidelines:

1. Student must maintain regular attendance and limit tardiness.
2. Student must maintain a satisfactory behavior record each grading period.
3. Parent must provide transportation to and from school daily.
4. Parent will attend conferences when requested by the school staff.

Parents will be required sign an Okaloosa County School District Attendance Waiver Form each year their student attends the NFB Academie.

**** ALL ACADEMIC QUESTIONS OR CONCERNS NEED TO BE DIRECTED TO AGNES DAVIS, ACADEMIC SECRETARY (850) 226-8072 AND/OR KELLY DAY, ACADEMIC DIRECTOR (850) 226-8072 ****

School District of Okaloosa County Attendance Requirements

Regular attendance provides students the opportunity to master required skills at each grade level. Many integral activities, including class discussions, group experiences, field trips, guest speakers and direct instruction, cannot be simulated or replicated with written work. Therefore, with the goal of promoting student success, Okaloosa County Public Schools has adopted a uniform Attendance Policy. It is our intent to encourage honest, accurate, and consistent adherence to this policy by all students, parents, teachers and administrators.

1. Attendance Policy

To fully benefit from the instructional program, students are expected to attend school regularly, be on time for class and satisfy all course requirements. **Poor attendance or excessive tardiness and/or frequent early check-outs may result in low or failing grades and/or revocation of waiver.**

2. Reporting an Absence

When a student accumulates a total of nine (9) excused or unexcused absences within a semester, the student must have an excuse from a doctor or an official agency (i.e., Department of Juvenile Justice, Department of Children and Families, etc.) for each subsequent absence.

- A. After the third (3rd) unexcused absence for which the reasons are unknown the parent or legal guardian will be notified.
- B. After the fifth (5th), but before the eighth (8th), absence (excused or unexcused) per semester, the parents or legal guardian will be notified of the absences in writing.
- C. After the ninth (9th) absence (excused or unexcused) per semester, a letter will be sent to the parents or legal guardian notifying them of the necessity for a doctor's excuse or an excuse from an official agency in order for make-up work to be provided.
- D. Prior to the fifteenth (15th) absence, the principal may review any absence caused by some insurmountable or extraordinary situation or event that places an undue hardship on the student and notify the teachers that this student may make up all work.
- E. After the fifteenth (15th) absence per semester, no make-up work will be allowed and a parent/teacher conference should be scheduled before the student returns to school.

Absences Defined

- A. Excused Absences are absences resulting from the following:
1. Death in the family or any other bona fide family emergency;
 2. Illness or injury **requiring** medical or dental attention (physician's statement required);
 3. Appointments for medical, dental care or with official agencies (physician's statement or statement from official agency required);
 4. Illness, injury or circumstances **not requiring** medical attention will require a parent note explaining the absences, up to 9 absences per semester;
 5. Religious holidays: Pupils are permitted to be absent in observation of established religious holidays, but they must be counted absent on all school records. Absences of a religious nature, preceded by prior parent notice, will not require written notification on the student's return to school. Religious holidays considered excused absences include Good Friday, Yom Kippur, Passover, Rosh Hashanah, and Hanukkah. In addition to these recognized holidays, parents may request in writing, five days prior to the absence for their child to be excused for other religious holidays;
- B. Unexcused Absences are absences resulting from:
1. Unverified absence (absences other than those defined in 3. 'A.'),
 2. Truancy,
 3. Suspension or
 4. Expulsion
 5. Participation in private lessons, activities, or classes sponsored by outside agencies
- C. Tardiness
- The parent will be notified when a student has reached five (5) unexcused* early check-outs and/or late arrivals within a semester. When the number of early checkouts and/or late arrivals reach seven (7) within a semester, the parent will be required (at the Academic Director's discretion) to have a conference with the Academic Director or his/her designee.
- Note: Students who must leave school as a result of illness will be excused.
*Excused tardies will be defined the same as absences in section 3, A.
- D. Make Up Work
- For excused or unexcused absences the student will be expected to make up the work missed during the time of absence. As a general rule, all such make-up work must be completed within five (5) school days after the student returns to school. However, the teacher and/or principal may grant additional time for the make up work if the individual situation warrants.