

NORTHWEST FLORIDA BALLET ACADEMIE
310 Perry Avenue Southeast
Fort Walton Beach, Florida 32548
(850) 664-7787 FAX (850) 664-0130

STUDENT/PARENT HANDBOOK 2009-2010

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 ballet for careers as professional artists while inspiring all students to pursue an enriched life.

OKALOOSA COUNTY SCHOOL BOARD VISION STATEMENT

We reach; we strive; we go beyond what's expected. We raise the bar again and again. Our first commitment is to our students – pushing hard to give them the best quality education in the State of Florida and beyond. It takes a total team effort... and we are making it happen.

FACULTY AND STAFF

Jeffrey R. Welsh	<i>Academic Director</i>	Todd Eric Allen	<i>Artistic Dir./CEO</i>
Mistie Rich	<i>Academic Instructor</i>	Sharon Allen	<i>Asst. Director</i>
Anne Lavigueur	<i>Academic Instructor</i>	Amy Frost-Schultze	<i>Ballet Instructor</i>
Cindy Touchstone	<i>Academic Instructor</i>	Jennifer Jones	<i>Ballet Instructor</i>
Colleen Tuele	<i>Academic Instructor</i>	Amanda Wiley	<i>Ballet Instructor</i>
Andrea King	<i>Academic Instructor</i>	Pat Battiste	<i>Class Assistant</i>
Michelle Gonzalez	<i>Academic Instructor</i>	Joleigh Jarvis	<i>Office Manager</i>
Victoria Garley	<i>Visual Art Instructor</i>	Bob Barton	<i>Maintenance</i>
Alice Cimino	<i>French Instructor</i>		
Kelli Scumaci	<i>Music Instructor</i>		

OKALOOSA COUNTY SCHOOL CALENDAR 2009-2010

(Mon-Fri) August 17-21, 2009.....Teacher Planning
(Monday) August 24, 2009.....First Day for Students
(Wednesday) September 2, 2009Early Release Day
(Monday) September 7, 2009.....Labor Day Holiday
(Wednesday) October 7, 2009.....Early Release Day
(Friday) October 23, 2009.....End of 1st Grading Period
(Monday) October 26, 2009Teacher Workday and Student Holiday
(Wednesday) November 4, 2009Early Release Day
(Wednesday) November 11, 2009Veteran’s Day Holiday
(Mon-Fri) November 23-27, 2009.....Thanksgiving Holidays
(Wednesday) December 2, 2009Early Release Day
(Friday-Friday) December 18, 2009-January 1, 2010.....Winter Holidays
(Wednesday) January 6, 2010.....Early Release Day
(Monday) January 18, 2010.....Martin Luther King, Jr. Day Holiday
(Friday) January 22, 2010End of Grading Period and First Semester
(Monday) January 25, 2010Teacher Workday and Student Holiday
(Wednesday) February 3, 2010Early Release Day
(Monday) February 15, 2010.....Washington’s Birthday Holiday
(Wednesday) March 3, 2010Early Release Day
(Thursday) March 25, 2010.....Third Grading Period Ends
(Friday) March 26, 2010Teacher Workday and Student Holiday
(Mon-Fri) March 29-April 2, 2010.....Spring Break Holidays
(Wednesday) April 7, 2010Early Release Day
(Wednesday) May 5, 2010Early Release Day
(Monday) May 31, 2010Memorial Day Holiday
(Thursday) June 10, 2010.....End of Grading Period and Second Semester

School Board Approved February 9, 2009

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 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

ACADEMIC DIRECTOR'S MESSAGE

On behalf of the Okaloosa County School District, it is my privilege to welcome you and your family to The NFB Académie. We are extremely excited about the 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. This free non-traditional public school enables students from diverse backgrounds to develop their skills and talents. Rather than providing services off-site as an extra-curricular program for students from numerous elementary schools, 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.

In addition to the core curriculum, students will also participate in French, Visual Art and Music classes weekly and will participate in Ballet daily. Students will be involved in field trip experiences to the Emerald Coast Science Center and the Fort Walton Beach Public Library. Citizenship will be integrated into the daily curriculum. 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.

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.**

Sincerely,

Jeffrey R. Welsh
Academic Director

Grade Tracking Page*

NINE WEEKS	PROGRESS REPORTS GO HOME	REPORT CARDS GO HOME
1 ST	September 28, 2009	November 3, 2009
2 ND	November 20, 2009	February 2, 2010
3 RD	February 26, 2010	April 9, 2010
4 TH	May 7, 2010	June 10, 2010

*Please be aware of dates and initial for your own records when you see your child's progress reports and report cards. Look for progress reports and report cards on the dates listed above.

Grading Scale

Grade	Percent	Definition
A	90-100	Outstanding Progress
B	80-89	Above Average Progress
C	70-79	Average Progress
D	60-69	Lower Acceptable Progress
F	0-59	Failures

Subjects Graded in Grades 3 - 5:

Reading
 Language Arts/Writing
 Math
 Science
 Social Studies
 PE/Ballet
 Art
 French
 Music

Subjects Graded in Grades 6 - 8:

M/J Language Arts
 M/J Mathematics
 M/J Comp. Science
 M/J World Cultures (6)
 M/J Geography (7)
 M/J US History (8)
 Ballet

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) 664-7787.

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.

AFTER-CARE PROGRAM

NFB Académie offers supervised and organized care for students after school on days when school is in session until 6:00 p.m. Space is limited: therefore we require parents to pre-register their child for this service through the NFB office. The registration fee is \$40.00. This fee must always be present in your account. It may be used for the last five days of after-care, if your account is up to date. Students will be provided with a snack time, homework time, and other scheduled activities. The cost of this service is \$8.00 per day. Please sign your child out each day with the After-Care Coordinator. A fee of \$1.00 per minute will be charged to your account for each minute after 6:00 p.m. that your child is still on the premises, requiring supervision. Students with outstanding balances will not be permitted to stay in the aftercare program unless deposit money is available. Parents must maintain a deposit of \$40.00. Any student who has not been picked up for the day within thirty minutes of his or her school dismissal time will be placed in aftercare and the parent will be billed for the daily charge for that 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. Family vacations are not considered excused absences. If a student has more than three unexcused 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.

Students who arrive after classes begin (7:30 Grades 6, 7 & 8, 7:45 Grades 4-5, and 8:00 Grade 3) should report with their parent to the NFB office and "sign-in" with the Administrative Assistant. 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. 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 NFB office to “sign” their child out on the “checked-out” booklet and receive a check out pass to provide to the homeroom teacher at the classroom door. 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

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, participation and dressing out. 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 Class Policies:

- Students must be dressed properly and ready for class on time.
- Dancewear should be clean and tights should be free of holes.
- 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
- Jewelry is not to be worn in class (necklaces, earrings, bracelets, rings or watches).
- No eating or chewing gum in class.
- Playing on the barres is not allowed.

-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

-Do not bring any valuables when coming to Académie 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.

Some additional requirements in terms of evening classes, NFB membership and fundraising will be expected of students that are accepted into the trainee program of the NFB Company.

NFB Académie students in grades 3 through 8 are strongly encouraged to participate in the following activities:

3rd Grade: Académie ballet classes only. Student should sell one program ad and one season NFB membership. Classes are available after hours in Jazz, Hip-Hop and Character.

4th Grade: Students should take one evening class in jazz, hip-hop, or modern, sell one program ad and one season membership, audition for Nutcracker, and take two weeks of young kids summer workshop.

5th Grade Students should take one evening class in jazz, hip-hop, or modern, sell one program ad and one season membership, audition for Nutcracker, and take two weeks of young kids summer workshop.

6th Grade Students may audition for the NFB trainee program. Students should take one evening class in jazz, hip-hop, or modern, sell one program ad and one season membership, audition for Nutcracker, and take a minimum two weeks of summer intensive workshop with older students.

7th Grade: Students should audition for the NFB trainee program. Students should take one evening class in jazz, hip-hop, or modern, sell one program ad and one season membership, audition for Nutcracker, and take a minimum two weeks of summer intensive workshop with older students and take combined trainee class every other Saturday beginning in October.

8th Grade: Students should audition for the NFB trainee program and company. Students should take one evening class in ballet, jazz, hip-hop, or modern, sell one program ad and one season membership, audition for Nutcracker, and take four weeks of summer intensive workshop with older students and company class or take combined trainee class every other Saturday beginning in October.

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.

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 appears on the district provided report card) which only includes attendance, participation and dressing out. Middle school students receive the ballet grade based solely on the formal evaluation.

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.

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. 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.

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 child 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" booklet and receive a "check out pass" to provide to the homeroom teacher at the classroom door. 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 occur after 1:15 p.m. or during ballet class.**

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
5. Improper uniform

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 time-out in an alternative space.
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 will be in the pick-up area of NFB at 2:45 and should be picked up by 2:55. Students in 4th through 8th grade will be in the pick-up area at 3:00 and their parents should not arrive before 2:55. 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 loading area is based on your child's homeroom teacher, so please follow the specific traffic pattern explained on the class roster. 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.

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 unrelated.

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.

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, uniform re-sale, sweatshirt sales, and yearbooks. Other fundraisers are held to enable students to earn money that is placed directly into a student "trip" account. These funds can only be utilized for Académie field trips and roll over from year to year until the student's graduation. In the event the student withdraws, the unused "trip" account funds revert back to the general fundraising account. Refunds of fundraised monies are never possible. Parents or other adults can not use fundraising monies for adult fees.

GRADES

Your child will receive a report card each nine-weeks and a midterm report between each report card period at 4 1/2-week intervals. Your child's grades are based on mastery of the **Sunshine State 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 will result in report card grades in the C range which would indicate scores in the Level 3 range on the FCAT. Above average performance will result in B grades indicating a potential for Level 4 on the FCAT and only exceptional students will typically earn grades of A's which should be indicative of the potential for Level 5 scores on the FCAT. Please remember that the FCAT is based on Sunshine 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 FCAT which could result in retention based on the district's Pupil Progression Plan.

HEALTH

The staff of N.F.B Académie is available to dispense medication (with proper documentation/permission) to students and to address 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.

HOMEWORK

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.

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. Each nine-week grading period students who earn all A's, B's, and S's will be Honor Roll recipients. We consider the total performance of the students; consequently all grades will count, including co-curricular studies (French, Art, Music, and Ballet). Students recognized at End of Year Awards for A Honor Roll must have all A's throughout the entire year during each grading period resulting in final averages of all A's. Students recognized for A/B Honor Roll must have all A's and B's throughout all grading periods and the final averages.

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 a visitor's badge.** 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 the receptionist. 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	1.50 (Elem.)	1.50 (MS)
Reduced Lunch	0.40	
Lunch	2.10 (Elem.)	2.25 (MS)
Adult Lunch	3.00	

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.

MORNING CARE

NFB Académie provides supervised care for students beginning at 7:00 a.m. The fee for this service is \$5.00 per week, or \$1.00 per day. If you do not wish to be charged, your child should not enter the building more than 30 minutes before the start of his/her class.

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.

When new foods are introduced children are often attracted to bite-sized portions that can be eaten with their hands. The attitudes of those nearby are meaningful when a child is deciding whether to try something new. Repeated exposure to new foods can make each additional experience a bit easier, especially if it is done without fanfare.

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 FCAT 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 Dance-A-Thon, 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 pictures are made in the fall and group/classroom 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. If your child arrives at school after classes begin, please come in the office and sign him/her in.

SELECTION/CONTINUATION

New students are accepted into the NFB Académie through an audition process in the spring of their second grade year. These auditions, which are closed to the public, are video-taped and evaluated by the NFB Artistic Faculty. Generally, new students are accepted only into our third grade program. Continuation in the program will be based on the student's progress in ballet. Hard work, focus and physical ability will be evaluated. After the first of April each year all students at NFB will be evaluated and notified in writing of their status for the next academic 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 Académie 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 ensignia 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. 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.** A visitor's pass will be issued when guests sign in. 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 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.

School District of Okaloosa County Attendance Requirements

Rationale

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.**

2. Reporting an Absence

When a student accumulates a total of eighteen (18) excused or unexcused absences within a year, 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 ninth (9th), but before the fifteenth (15th), absence (excused or unexcused), the parent will be notified.
- B. After the eighteenth (18th) absence (excused or unexcused), a letter will be sent to the parents notifying them of the necessity for a doctor's excuse or an excuse from an official agency. In addition, this letter will notify parents of the consequences of any additional absences.
- C. All absences after the eighteenth (18th) must be reviewed by the child study team, i.e., guidance committee, attendance committee etc., for recommendations.
- D. Students will have three (3) school days, including the day they return, to bring in **written verification** for an excused absence. The absence will be considered unexcused if the school does not receive verification for the absence within that time frame.

3. Absences Defined

- A. Excused Absences are absences resulting from
 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 or injury not requiring medical attention will require a parent note explaining the absence;
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;
6. Medical and legal documentation of permanent and total disability, as defined by the U.S. Social Security act, are excused from school and eligible to be made up; the documentation must be on file at the school of record;
7. Head lice (pediculosis) or nits up to three (3) school days per incident.

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

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.

4. Truancy

1. If a student has five (5) unexcused absences or absences for which the reason is unknown within a calendar month or ten (10) within a ninety (90) calendar day period, the primary teacher must report to the Academic Director or designee that the child may be exhibiting a pattern of nonattendance.

2. Unless there is clear evidence that there is no pattern of nonattendance, the academic director shall refer the case to the child study team. If the child-study team finds a pattern of non-attendance, whether the absences are excused or unexcused, a meeting with the parent must be scheduled to identify potential remedies.
 3. If the meeting does not resolve the problem, the child study team shall implement interventions that best address the problem including frequent communication between the teacher and family; changes in the learning environment; mentoring; student counseling; tutoring, including peer tutoring, placement into different classes; evaluation for alternative education programs; attendance contracts; referral to other agencies for family services; or other interventions.
 4. If the parent or guardian refuses to participate in the remedial strategies because he or she believes they are unnecessary or inappropriate, the parent or guardian may appeal to the school board. A hearing officer shall make a recommendation for final action to the board. If the board determines that strategies are appropriate and the parent or guardian still refuses to participate or cooperate, the superintendent may seek criminal prosecution for noncompliance with compulsory school attendance.
 5. The child study team will be diligent in facilitating service and only report the case to the Superintendent or his designee when all reasonable efforts to resolve the nonattendance are exhausted and the student reaches fifteen (15) unexcused absences within a ninety (90) calendar day period.
5. If a child will not comply with efforts to enforce school attendance, the parent, guardian or superintendent shall refer the case to the case staffing committee and the superintendent may file a truancy petition.

RIGHT OF ACCESS - ANNUAL PUBLIC NOTIFICATION OF STUDENT AND FAMILY RIGHTS

Authorized individuals having legitimate educational interests will have access to your child's educational records. The principal has the responsibility for all educational records. The CUMULATIVE EDUCATION RECORD of each student shall be kept at the current school of attendance and the custodian of such record shall be the Principal or designee of that school. The school principal or designee shall be responsible for the privacy and security of all student or adult student education records maintained in the school. Copies of psychological examinations and evaluations are required by the Principal in the CUMULATIVE EDUCATION RECORD and are also secured by the Superintendent at 120 Lowery Place, S. E., Fort Walton Beach, Florida.

The Principal of each school and the Superintendent shall be responsible to protect and secure from scrutiny all student education records, without written, signed permission of the eligible/adult student or parent, except by school officials, such as, teachers, counselors, assistant principals, principals or county staff personnel who are directly providing for the education of the student, teacher aides, school nurses, and clerical personnel who are designees of the principal or Superintendent.

Annual notification to parents and eligible students shall be in the language of the parent or eligible student unless it is unfeasible to do so. If necessary, an interpreter will be provided by the school. Parent, student, and eligible/adult student right access, right of waiver of access, right to challenge and hearing, and right of privacy shall not be denied. Request to inspect or review records shall be honored within a reasonable time, but in no case more than thirty (30) days after it has been made. This official will periodically review these records for the purpose of correcting or deleting any inaccurate, misleading, or inappropriate information. You may have an appointment to inspect and review your child's records.

The appointment may be made in person at 310 Perry Ave. SE, Ft. Walton Beach, FL, or by telephoning the school at 664-7787 and talking with the Academic Director.

Upon review of the records, if information contained therein is inaccurate, misleading, or inappropriate, you have the right to request an amendment to that information. If there is agreement, the necessary steps to expunge or correct the information contained in the record will be taken. If agreement is not reached, an informal hearing will be scheduled. The hearing will provide you with the opportunity to present your views and reasons for the challenge. You may bring with you any individual who is knowledgeable of the factual information to support your contention relative to the record. Following the hearing, should there be a failure to reach an agreement, you have the right to appeal the decision to the appropriate school district official.

School Board policy implementing the Family Rights and Privacy Act is set forth in Chapter XVI of the policy of the School Board of Okaloosa County, Florida. A copy of this policy may be obtained from the office of the Assistant Superintendent at 120 Lowery Place, Fort Walton Beach, FL. You may also review School Board policies at the principal's office.

The rights pertaining to inspect, review, and challenge described in the School Board policy are transferred to your child upon the attainment of his/her eighteenth birthday or admission to an institution of post-secondary education.

Personally identifiable information, which is disclosed to an institution, agency, or organization, may be used by its officers, employees, and agents, but only for the purpose of which the disclosure was made. All copies of the disclosure shall be destroyed when no longer required by the persons to whom the information was appropriately disclosed. A record shall be maintained of all access or disclosure of education records. Reasonable time, but in no case more than fifteen (15) days shall

be given the parent, guardian, or eligible student to inform the school or School District in writing what personally identifiable information is not to be designated directory information. Transcript to a post-secondary institution or scholarship granting agency shall be provided for the student without charge.

Directory information which includes name, address, telephone listing, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities and sports, weight and height (if a member of an athletic team), degrees and awards received, name of parents, name of school currently attending, current grade level, photograph of the student, and most recent previous education agency or institution attended may be released unless you make a request in writing to the contrary. This information will be released only in accordance with the guidelines established by School Board policy.

When a student transfers to another school district, you will be asked to hand carry a sealed copy or his/her records. If records are not hand carried, a copy of your student's records will be mailed to the new school upon their request.

The Okaloosa School District actively seeks to locate exceptional students and maintains information on those students screened and identified as exceptional. The term "exceptional student" includes the following: the mentally retarded, the blind and partially sighted, the physically handicapped, the emotionally handicapped, those with specific learning disabilities and the gifted. Information gathered may include the student's social, emotional, physical, psychological, academic and communication behaviors and abilities.

Information is collected through screening programs, check lists, teacher observations, standardized tests and from such individuals as parents, teachers, psychologists, audiologists, social workers, physicians, other professional personnel and the child himself.

Information is used to assist in the development of appropriate educational programs for exceptional students and for reports to state and federal agencies.

Students are screened periodically for vision, hearing, speech and academic achievement as the initial step in the process of identifying those students with suspected exceptionalities. If your child is selected for further testing, you will be notified of the content of the evaluation and the procedural safeguards available to you.

When education records of exceptional students are no longer needed for educational services, but may be needed by the parent or student in the future to certify for Social Security or other benefits, the parent or eligible/adult student shall have the right to take possession of such records. However, the principal or Superintendent shall keep a duplicate copy of Category B records for five (5) years after the graduation date of the student and a duplicate copy of Category A records permanently. If requested by a parent or an eligible/adult student, parts of the records in Category B will be destroyed prior to the five (5) year retention provisions. If you have any further questions, please contact our Academic Director at 664-7787.

**Florida Statewide and Okaloosa County Assessment
2009-2010 Schedule**

February 9-11, 2010	Grade 4 and Grade 8	FCAT Writing Assessment
March 9-19, 2010	Grades 3, 4 ,5, 6, 7, 8	Reading and Math Sunshine State Standards (FCAT)
March 9-19, 2010	Grades 5 and 8	Science Sunshine State Standards (FCAT)