

**Institute for the Creative Arts Procedures  
2025-2026**

**Notice of Non-Discrimination**

The Institute for the Creative Arts shall establish and maintain an atmosphere where all persons can develop attitudes and skills for effective, cooperative living including respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, gender, or age.

In compliance with federal nondiscrimination laws, ICA does not discriminate based on race, color, national origin, sex, age, religion, gender identity, or disability in its employment and educational practices.

**Mission Statement**

*Empowering students through an intensive arts and academic curriculum that prepares them for higher education, creative careers, and to become future leaders in the performing and visual arts industries.*

**Parents and Students:**

Welcome to the 2025-2026 school year. On behalf of the Institute for the Creative Arts staff and administration, let me express our desire that every student be successful at ICA. For this to be a realistic outcome, our school learning community, which includes parents and students in addition to our staff, must work together. The key will be our combined efforts to maintain open dialogue and good communication.

**This Procedure Guide contains four sections:**

- **Section 1: Student Procedures**
- **Section 2: Academics**
- **Section 3: Chromebook Policy/Use**
- **Section 4: Health & Wellness**
- **Section 5: Additional Information & Signatures**

We believe our certified staff to be one of the strongest in our state, and we are committed to helping our students obtain the best education possible. Visit your counselor, work with your administrators, and take advantage of all the opportunities we offer.

We have high expectations for our students and will provide encouragement and assistance at every stage of academic and artistic development. This, however, does not mean that success will come automatically. You must approach this vital time in your life with a good attitude, good work habits, and an enthusiasm for learning. If you do so, success will be yours. I want to extend my best wishes and I look forward to an exciting and productive 2025-2026 school year.

Best Wishes,

**Michael Johnson  
Dean**

*Section 1: Student Procedures*

**Student Attendance:**

Regular school attendance is vital to the overall academic success of every student. ICA will follow the Board Policy regarding student attendance.

A maximum of six (6) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the Dean of School.

When a student has 5 unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Students are allowed 4 unexcused absences per semester

**Tardies:**

Promptness is an important character trait that school staff are encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement.

Three (3) tardies/early checkouts per semester will be considered excessive. Once a student has accumulated six (6) tardies and/or early checkouts, the student will acquire a full day absence. Tardies are defined as a student arriving to any class less than 15 minutes late. If a student arrives to a class more than 15 minutes late they will be considered absent from the class.

**Truancy:**

A student who is absent without parent/guardian consent is considered truant. A student is also truant if he/she leaves school without permission; he/she obtains a pass and does not report to the place for which the pass was obtained; or he/she does not report to his/her assigned class.

Students may not congregate in parking lots (including arriving at school in the mornings), in unsupervised areas north, south, east, or west of the building, or in unsupervised classrooms.

**Check In/Check Out** ICA is a closed campus. A student is expected to arrive on campus before school begins in the morning and remain on campus until the close of the school day for that particular student.

- If it becomes necessary to leave campus during the school day, the student must **“check out”** through the office. **To “check out,” a parent/guardian must call the office or send the attendance secretary an email.** Students leaving and returning to campus will be subject to disciplinary action.

**Visitors:**

Visitors will follow Board Policy regarding contact with students while at school

**All visitors must report to the office first.**

**2. Conduct Behavior Code**

Students will follow all procedures according to Board Policy regarding Student Conduct

**Prohibited Substances:** Students are not allowed to possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any prohibited substances while on school property or at school events. It is also prohibited for any student to be in possession of any paraphernalia, related to prohibited substances. E-cigarettes are prohibited and will be treated as tobacco. Confiscated items will be destroyed. Prohibited substances that alter a student's ability to act, think, or respond, are strictly prohibited.

Minimum Penalty: ISS

Maximum Penalty: Recommendation of Expulsion

**Weapons:**

Students are not allowed to possess a weapon, display what appears to be a weapon or threaten to use a weapon while in school, on school property, at school events, or in school vehicles.

Minimum Penalty: ISS

Maximum Penalty: Recommendation for Expulsion

**Fighting:**

Students are not allowed to threaten or attempt to inflict physical injury upon another student or school employee. Fighting and violent behavior will not be tolerated under any circumstance.

Minimum Penalty: ISS

Maximum Penalty: Recommendation for Expulsion

**Search and Seizure:**

ICA will follow Board Policy regarding Personal and Property Searches.

**Bullying:**

Students will follow Board Policy regarding Student Conduct Bullying  
To ensure a safe environment at ICA we ask everyone to report bullying to the counselor and/or an administrator.

**Cell Phones and Electronic Devices:**

Students are not allowed to use cell phones, smart watches, iPads, or any other electronic devices during the school day unless permission from the instructor is obtained. We are a phone free campus as enacted by the Arkansas state law. If a phone is out during the day and it is not being used for a teachers class, the phone will be confiscated and returned to the student at the end of the day. If this occurs more than once, the parent will be contacted by the school.

**Dress Code:**

Students are expected to dress professionally and appropriately at all times while attending ICA or attending any ICA-related events.

**Dress Code Violations:**

**Offense 1 and 2:** Warning/Documentation, Student will change clothes

All offenses after the 2nd: Parents will be called, and a student may be asked to go home.

**General:**

1. Students will be expected to wear school clothing to school.
2. Styles must not infringe on the rights of others or pose a hazard to personal safety.
3. State health laws require that shoes be worn at all times.
4. Hair must be neat and clean

**Specific Prohibitions:**

1. Clothing styles that are revealing to the point of disruption or distraction.

*Examples include but are not limited to the following:*

- (a) Spaghetti straps.
  - (b) Any type of strapless apparel.
  - (c) Shirts, blouses, or tops that expose any part of the stomach.
  - (d) Any type of spandex apparel or clothing that is tight to the point of being inappropriately revealing.
  - (e) Low-cut attire, bare backs, halter tops, mesh attire, shirts, tops, or blouses with open sides, tank tops, see-through clothing, etc. Straps on tops must extend from the edge of the neck to the tip of the shoulder.
  - (f) Undergarments (underwear, bra, etc.) cannot be exposed.
2. Clothing or body art that advocates poor standards of character and citizenship. Items in this category include:
    - a. Advertisements for alcohol, drugs, e-cigarettes, or tobacco.
    - b. Displays of excessive violence. Slogans associated with death, suicide, or killing are a few examples.
    - c. Suggestive language, slogans, or sexual connotations.
  3. Clothing, drawings, body art, jewelry, symbols, or items that denote or suggest membership in a public-school fraternity, sorority, secret society, or organization, or gang.
  4. Guidelines for lower body clothing.
    - a. Students will be permitted to wear jeans, long slacks, or capri pants. Shorts and skirts must not be more than 2 inches above the knee. If shorts/skirts are shorter than this, leggings must be worn underneath
  5. Sleepwear, house shoes, slippers, etc., are prohibited.
  6. Clothing with rips, tears, or holes above the mid-thigh is prohibited. Flesh cannot be shown through rips or tears above the mid-thigh. If there are holes above the mid-thigh shorts or leggings must be worn underneath
  7. Hats or other head coverings are prohibited.
  8. "Sagging" or "bagging" is prohibited.
  9. Sunglasses (worn in the building) are prohibited.
  10. Any type of chain, including wallet chains, dog chains, or collars, or studded apparel is prohibited
  11. Blankets are prohibited.
  12. Costumes are prohibited, including accessories such as tails, ears, mask, etc.
  13. Special dress requirements for concerts and camps will be determined at each event
  14. Some classes, such as dance and theater, may have required dress codes that can affect the student's grades. This will be in the class syllabus and can be addressed with the teacher

**Public Display of Affection (PDA):**

Public displays of affection will not be allowed on the ICA campus. Any students engaged in PDA will be sent to the office. Students may not have body contact by hugging, kissing, holding hands, etc. (depending on the severity of the display any of these actions may be taken for the 1<sup>st</sup> offense).

- **1<sup>st</sup> offense: Warning**
- **2<sup>nd</sup> offense: Detention and contact parent or guardian**
- **3<sup>rd</sup> offense: ISS**

**Other Issues****Student Parking:**

Driving to school is a privilege for ICA students, not a right.

- Students will only park in an orderly fashion in designated student parking lots only.
- Students will observe a speed limit of 5 miles per hour while on campus.
- Students who violate parking/driving rules will be subject to suspended driving privileges.

**Safety Drills:**

**Fire Drills, Tornado Drills, Evacuation Drills, and Lockdown Drills** will be performed throughout the school year. Students will follow the procedures practiced by the staff.

**Child Care:**

It is the responsibility of student parents who attend ICA to arrange care for their infant and toddler children. Infants and young children will not be allowed to attend class with their parents.

**Medical Policies:**

Students will follow Board Policy regarding health services. All medications must be brought to the school office by a parent in the original container. A medication authorization form must be filled out by a parent before any medications will be administered. Any changes in a student's medication such as dosage or administration time must be accompanied by a physician note and a new form signed by a parent.

**Food and Drink:**

Students are permitted to carry water bottles to class. No food is to leave the eating area during lunch. This includes chewing gum. Parents/Guardians are not permitted to bring outside lunch, snacks, or beverages to students other than their own.

**Furniture and Equipment:**

At no time will student put their feet on furniture, lay down on furniture, or sleep on the furniture. When students are at school, they are expected to behave in a professional manner at all times. Sleeping at school is strictly prohibited. Students are to respect furniture and take care of it.

All equipment and furniture must receive approval in order to move it. Equipment is to be checked out and returned promptly when finished using. This includes all classroom furniture as well as student space furniture and lobby furniture. Any furniture that is moved **MUST** be returned to its proper spot immediately. The student spaces furniture and Lobby Furniture is **NOT** to be moved without instructor or administrative approval. The facility is to be kept neat, clean and in order at all times.

## *Section 2: Academics*

### **Plagiarism:**

Plagiarism is defined as quoting, paraphrasing, or summarizing someone else's words or ideas without giving credit to that person or source. It is characterized by claiming work published in print, on digital media, such as CD or Internet, as one's own. Copying assignments could be construed as plagiarism as well. The penalty for plagiarism will be a minimum reprimand and notification of the parent, but could also constitute an "F" on the assignment, ISS, or an "F" for the course.

### **Grading:**

Students are expected to review the syllabus for each course to understand grading procedures. If you have questions or concerns related to grading in a certain course, please speak with that instructor or your counselor

### **Semester Exams**

Students who have an A, B, or C in a class and have only (3) excused absences (these include medical) or less in that class have the option of being exempt from the semester test in that class. Any unexcused absence, out of school suspensions, or ISS will make a student ineligible for the exemption. School business will not count as an absence. If a student who is exempt chooses to take the test their grade may not be lowered from the result of that test. Semester test cannot count for more than 20% of a student's grade.

## *Section 3: Chromebook Policy/Use*

To increase student access to technology, ICA will provide a Chromebook for student use. Chromebooks will remain on the ICA campus but may be checked out by individual students as needed.

As with lockers and vehicles, there is **NO** expectation of privacy. If a student is found to be in violation of school policy regarding unacceptable use i.e., pornography, illegal downloads, etc., normal disciplinary actions will be taken. If your child intentionally damages the Chromebook, the use of the Chromebook may be revoked.

Chromebooks are to remain free of any writing, drawing, stickers, and labels. Damage will be referred to building administrators and will be handled as damage to school property.

## *Section 4: Health & Wellness*

### **HEALTH SCREENINGS (state-mandated)**

**BMI:** (ARK Code 20-7-133 and 3.04)

Act 1220 requires students in grades KF, 2, 4, 6, 8, and 10 to have their height and weight assessed. A parent who refuses to have their child assessed must provide a written request of the refusal to the school. Screening results will be sent home only upon request of the parent/legal guardian.

### **Non-Nutritional Days**

The Arkansas Department of Education has passed rules governing nutrition standards in Arkansas Public Schools. These rules affect what food items parents are allowed to send to school.

- This does not apply to students with special needs indicated in the student IEP or to school nurses providing health care to individual students.
- Students may be given any food and/or beverage items for up to nine (9) different school events each school year to be determined and approved by school officials.
- Nutritional foods may be used for instructional purposes. The school, as part of the planned Instructional program, may also distribute nutritional snacks
- This does not restrict what parents may provide for their own child's lunch or snack.
- To meet state regulations (law), we must ask parents not to provide food/beverage items to other children at school for events such as birthday parties.



*Section 5: Additional Information & Signatures*

**Release of Information**

*I hereby authorize emergency medical services for this student. I give ICA staff permission to give my child first aid treatment with OTC ointments and pain relieving sprays, cough drops, Band-Aids, and bandages. I hereby authorize the ICA Health Services to share or discuss my child's health issues with any **pertinent** person.*

**Parent/Legal Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ICA Field Trip Permission Slip**

*This signature of permission will allow your child to attend any field trip sponsored by ICA.. You will receive information regarding specific field trips. **If you do not want your child to attend a specific field trip, you will need to notify the school.***

I give my child \_\_\_\_\_ permission to attend field trips with their school.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Student Media Release***

*ICA requests signature permission to use your child's name, recognizable picture, or video image in any school-approved media releases. Throughout the year, student pictures may be used in different media formats (social media posts, etc.) in an effort to make the public aware of positive things occurring at ICA.*

I **GIVE** permission to use my child's name, recognizable picture, or image in any ICA media release.

Student Name: \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I **DO NOT** give permission to use my child's name, recognizable picture, or image in any VBSD media release.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

After reading the ICA student handbook with your child, this page must be signed, dated, and returned to the school

**Michael Johnson,  
Dean**

I have read and discussed the material in this handbook with my child. I understand and agree that my child will abide by the rules and regulations set by ICA

**Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Grade:** \_\_\_\_\_



*Where Dreams Take Center Stage*