2026-2027

CLASS CA – HAIRDRESSING AND MANICURING STUDENT HANDBOOK



Picture of Class CA – Hairdressing and Manicuring students

Warrensburg Area Career Center
205 S. Ridgeview Dr.
Warrensburg, MO 64093
(660) 747-2283
wacc.warrensburgr6.org

TABLE OF CONTENTS

FACULTY/STAFF INFORMATION **4**
WACC Faculty/Staff – Adult Programs 4
Warrensburg R-VI Administration 4
Office Hours 4
INTRODUCTION **5**
History 5
Mission Statement 5
Philosophy 5
Accreditation 5
Board Approval 5
Plans and Procedures 5
OBJECTIVES **6**
FACTS ABOUT THE SCHOOL **6**
ADMISSIONS **7**
Admission Requirements 7
Transfer/Re-Entry Student Policy 8
PROGRAM COSTS **8**
Estimated Expenses and Cost of Attendance 8
CLASS SCHEDULE **8**
Daily Schedule 8
ATTENDANCE POLICY **9**
Attendance 9
Tardiness/Early Departure 9
Bereavement 10
Makeup Work 10
Inclement Weather 10
Time Clock 10
GRADING SCALE **11**
PLANNED CURRICULUM **11**
Subjects Included in Curriculum 11
School Regulations 12
Desk/Dispensary Assignments 13
GENERAL INFORMATION **13**
Placement Services 13
Student Organizations 13
PERMANENT RECORDS **13**
Transcript Request 13

POLICIES AND PROCEDURES **14**
Notification of Student Changes 14
Withdrawal from Program 14
Dress Code 14
Accident Procedures 14
Smoking Policy 14
Substance Abuse 15
Drug Testing 15
Firearms 16
Record of Conviction 16
iPad and Internet Use 16
PROFESSIONAL CONDUCT **17**
Interpersonal Expectations 17
Professional Classroom Behaviors 17
Notice of Nondiscrimination 17
Services for Students with Disabilities 18
GRADUATION **18**
Passports 19
Job Description upon Licensure 19
Task Analysis upon Licensure 20
HEALTH AND SAFETY **21**
Fire 21
Tornado 21
Health/Accidents 21
Vaccination Policy 21
GRIEVANCE POLICY AND PROCEDURE WITHIN THE PROGRAM **22**
Informal Discussion 22
Step 1 22
Step 2 22
Step 3 22
PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND RETALIATION POLICIES **23**
ANNUAL ASBESTOS NOTIFICATION LETTER **28**
STUDENT HANDBOOK STATEMENT OF UNDERSTANDING **30**
CALENDAR **32**

The Class CA – Hairdressing and Manicuring Handbook is subject to change.

Policies may be updated as deemed necessary by the faculty and administration.

All district policies are accessible via the Warrensburg R-VI website. (www.warrensburgr6.org)

FACULTY/STAFF INFORMATION

WACC FACULTY/STAFF - ADULT PROGRAMS

Director

Andrew Wakeman, Ed. S., Technology and Occupational Education, University of Central Missouri

Administrative Assistant/Financial Aid Coordinator

Kathleen Stockton

Administrative Assistant

Lea Pummill

Placement/Counselor

TBD

Class CA – Hairdressing and Manicuring

Sarah Smarr, License Instructor's through Missouri State Board of Cosmetology

Practical Nursing

Shiralee Beck, RN, BSN, MCTE, University of Central Missouri

TBD

Kathy Loyd, RN

Integrated Academics

David Richner, Ed. S., University of Central Missouri

Custodian

Trent Hayes

WARRENSBURG R-VI ADMINISTRATION

Superintendent	Dr. Steve Ritter
Assistant Superintendent	Dr. Troy Marnholtz
Assistant Superintendent	Dr. John Finnane

OFFICE HOURS

Monday thru Friday	7:00 am – 3:15 pm

INTRODUCTION

HISTORY

After community members expressed interest in developing a cosmetology school, a survey of area needs and opportunities was conducted in the fall of 1975. A steering committee of twelve citizens was formed to promote the program and advise and assist in developing the proposal to be sent to the Warrensburg R-VI School Board and the state Department of Education. In addition, a large majority of local salons indicated support for such a program.

On February 19, 1976, the Warrensburg R-VI School Board voted to develop the program pending the approval of the State Department of Education and Missouri State Board of Cosmetology. Approval from the State Department of Education and the Missouri State Board of Cosmetology followed, and plans were begun to establish the program. A downtown store was rented, and renovations were made to accommodate the program. Marsha Jenkins was hired as an instructor, and sixteen students were accepted to begin school on August 3, 1976. The program was expanded to include the instructor-trainee phase during the 1986-87 school year. Pat Higgins was employed as an instructor during the 1986-87 term. In June of 1988, the program moved from the location on Holden Street to a district-owned facility at 102 S. Charles Street. Then, in the fall of 1997, the facility was moved to the current facility, 205 S. Ridgeview Drive, Warrensburg, MO, 64093. Upon Pat Higgins' retirement in May 2014, Sarah Smarr was employed as the instructor.

MISSION STATEMENT

Engaging students in relevant education through career-focused experiences.

PHILOSOPHY

The Class CA – Hairdressing and Manicuring program is dedicated to providing the highest quality education to students, providing the best products and services to clients, treating students, clients, and co-workers in a kind and friendly manner, and being a positive influence in the community. The program has high expectations for students to develop the following:

- customer service mastery
- entry level skills
- desirable work habits
- effective team member techniques
- knowledge of a safe environment

ACCREDITATION

The Council on Occupational Education accredits Warrensburg Area Career Center. The contact information is listed below:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Phone: (770) 396-3898 or (800) 917-2081

BOARD APPROVAL

Class CA – Hairdressing and Manicuring is approved by the Board of Cosmetology & Barbers Examiners through September 30, 2027.

PLANS AND PROCEDURES

Warrensburg Area Career Center Plans and Procedures are available for review in the main office, the counselor's office, and online at wacc.warrensburgr6.org.

OBJECTIVES

Our program's purpose is to provide a quality education that is up to date with today's trends while using industry tools. Upon completion of the program, students should be able to:

1. Perform those skills necessary for an entry-level position in the field of cosmetology.
2. Communicate effectively with employers, employees, peers, and patrons in a constructive manner.
3. Develop an awareness of the scope of the cosmetology field.
4. Recognize the need to continually upgrade individual skills and keep current with the trends in cosmetology.
5. Confidently prepare for their Missouri state board exam for licensure and employment.

FACTS ABOUT THE SCHOOL

1. Operated by the Warrensburg R-VI School District.
2. Approved by the State Board of Cosmetology.
3. Approved by the State Department of Education.
4. It is a self-supporting Adult Program.
5. We are approved to accept 25 applicants; however, our facility will only accommodate 16.
6. **LENGTH OF PROGRAM:** 1220 hours/36 weeks

ADMISSIONS

ADMISSION REQUIREMENTS

Students will now upload their application and required documents to the account they will create in MOPRO.

1. At least 17 years old.
2. Completed school application.
   a. You will complete sections 1-11 under to be completed by applicant on page 1.
   b. On the second page you will complete all sections but 19-22 and FOR OFFICE USE ONLY.
3. A copy of a birth certificate or current driver's license. If the original documents are brought to the Career Center, we will make a copy; if you mail the copy in, they must be a notarized copy.
4. An official copy of your high school transcripts. Your high school can e-mail or mail an official set directly to the school. Official transcripts can be sent to 205 S. Ridgeview Drive, Warrensburg, MO, 64093 or ccarmack@warrensburgr6.org. Applicants with a GED must contact DiplomaSender and request documentation be sent directly to Warrensburg Area Career Center ccarmack@warrensburgr6.org. The applicant can contact DiplomaSender at 855-313-5799 or diplomasender.com.

   If the official transcripts are from a foreign country, the student must have the diploma evaluated to determine if it is equivalent to a U.S. high school diploma before the file is complete. The following companies have been used: ECE, WES, and Spantran.
5. Two recent photographs that must be 2" x 2". It has to be a color photo on photo paper, a head shot, taken within the last 6 months and in front of a plain white or off-white background, taken in a full-face view directly facing the camera. Please use a clear image of yourself, nothing else in the photo and with no hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. **You will keep one of these to upload when you submit your application, the other will be kept in your file.**
6. Check or money order for $25.00 for a temporary license (made payable to the WACC). If the fee is a check or money order do not turn it in until after January 6, 2026. You can come into the office and pay the fee in cash if you prefer.
7. Take the ACCUPLACER test and meet or exceed the required scores: Reading 237, Writing 220, and Math 210. We can accept scores from tests taken within the last 5 years. If the class is not full, 25% of the students can be accepted if they are within three points of the required score in any of the subjects.
8. Notify WACC if left-handed or right-handed.
9. Complete the MO Highway Patrol MACHS **NAME SEARCH** Background Check and submit the notarized results to the Career Center.
10. No student will be accepted after July 13, 2026.

TRANSFER/RE-ENTRY STUDENT POLICY FROM OTHER INSTITUTIONS

Warrensburg Area Career Center (WACC) is a clock-hour school with a set curriculum. We can only accept transfer/re-entry students that have previously attended a Career and Technical school.

Transfer of hours would be on a case-by-case basis. By request of a transfer-in student, credit for previous training will be considered upon submission of an official transcript and documentation of the prior school. Transfer students will be required to complete a minimum of 500 hours. Please see below for more information regarding the transcripts needed:

1. A transcript from **a fully accredited Missouri public institution** documenting student occupational competency requirements achieved for a specific program will be considered in transfer for the same program. To be accepted, transcripts must reflect at least a C (75%) grade average.

Students are accepted based on the space available. In addition, there must be sufficient time to complete the required 1220 clock hours and all program and course objectives. Transferred-in credit for previous training is not used to calculate a student's WACC grade point average for academic standing at WACC. However, grades received at other institutions may be considered for eligibility in some financial aid programs.

PROGRAM COSTS

ESTIMATED EXPENSES AND COST OF ATTENDANCE

The estimated cost of the program is **$10,300.00, t**he Estimated Expenses include tuition, books, and other supplies, which are part of the fees.

Financial aid eligibility is limited by the cost of attendance for the student's program of study or each academic year of a program longer than one year in length. As required by law, the Cost of Attendance includes institutional charges, such as tuition and fees, and institutionally determined expense allowances for living costs, transportation, and other allowable expenses. More information and a further breakdown of the Cost of Attendance are available on the WACC Financial Aid website (https://wacc.warrensburgr6.org/o/wacc/page/financial-aid).

Students can purchase textbooks independently but must meet with the instructor by May 1, 2024, for approval. The titles and ISBNs must match what the school is purchasing. Purchases must be made by the 1st day of class. No waivers in fees will be made.

CLASS SCHEDULE

DAILY SCHEDULE

August 7th to September 22nd, Monday – Friday, 8:00 a.m. – 4:00 p.m.
We will open to the public on Wednesday, October 1st. Please see the schedule below.

Fundamental period:

Monday, Wednesday, Thursday & Friday	Tuesday
8:00 a.m. - 9:00 a.m. Theory	12:00 p.m. - 1:00 p.m. Theory
9:00 a.m. - 3:30 p.m. Practical	1:00 p.m. - 7:30 p.m. Practical
3:30 p.m. - 4:00 p.m. Clean-up	7:30 p.m. - 8:00 p.m. Clean-up

Lunch will be at alternating times.

We do not dismiss until 4:00 p.m. If you have an after-school job, make sure you are scheduled after 4:00 p.m.

ATTENDANCE POLICY

ATTENDANCE

Attendance is the professional responsibility of each student and is expected at all class sessions. Failure to attend a class may result in poor or inadequate performance on competency assessments. The classes are structured to ensure the student has the knowledge and skill base to pass the course. Students need to attend each day from the first day of class to when the school opens to the public in October. Students must have completed 160 hours before they can work on the floor when the salon opens. If a student does not attend during that time, it could result in dismissal from the program unless the student's absence is due to a medical excuse or a death in their immediate family. **Absences may result in failure of the course, resulting in dismissal from the Class CA – Hairdressing and Manicuring Program.** Therefore, consistent attendance is imperative for students to demonstrate basic skills and knowledge competently.

If you will be absent or late, call the school at (**660) 747-7919 or text the instructor (660) 909-1713 before 7:45 a.m**., speak to the instructor only, or leave a message on the answering machine. Do not leave a message with another student, and do not call the WACC front office. Do not text another student for them to tell the instructor you are going to be late or absent. Do not call during class time (first hour of the day). A maximum of seven days or 52:30 hours makeup period is allowed. **Students missing more than seven days** or **52.30 hours will be dismissed from the program.** Exceptions can be made at the discretion of the instructor and/or Director.

More than two days absent per month must have a doctor's note. If a note is not provided, the student will be written up. The student will be placed on probation if this occurs more than once. **A NO CALL / NO SHOW** is considered a **CLASSROOM ABSENCE AND FAILURE** for that day. An absent student with a **NO CALL/NO SHOW** for two consecutive days could automatically be dismissed from the program.

The student is placed on probation when absences reach three days or 22.30 hours. When absences reach five days or 37.30 hours, they will be placed on a 2nd probation. After seven days or 52.30 hours, whichever occurs first, is missed, the student will be dismissed from the program. Exceptions can be made at the discretion of the instructor and/or Director. Please refer to the Adult Student & Financial Aid handbook on attendance policies regarding financial aid.

TARDINESS/EARLY DEPARTURE

All students who arrive after 8:00 AM (or noon on Tuesdays) must report to the main WACC office, sign in, receive a pass, and clock in. If students have to leave school early, they must notify the instructor before leaving, clock out and sign out in the main WACC office.

Classroom tardiness/early departure is calculated as follows:

Tardy = 0-15 minutes; tardy three times per month will equal one half (1/2) day absence.

Late = 16 minutes to 1.5 hour = time missed only; late more than three times per month will equal one half (1/2) day absence.

1.5 hour to 4 hours = One Half (1/2) of a day absence

4 to 7 hours = One whole day absence

If a student arrives up to two hours late due to inclement weather or an emergency, WACC will allow the student to have only time missed.

Exceptions can be made at the discretion of the Director and/or the instructor.

BEREAVEMENT

1. In the event of a death in the immediate family, students will be granted **three days of bereavement leave per school year**. These days are not in excess of the eight-day absence policy**. An obituary notice must be provided upon return to school.** Any hours missed due to bereavement leave must be made up within a week. However, exceptions could be made at the instructor's discretion.
   a. Immediate family shall be defined as a spouse, child, mother, father, brother, sister, mother or father-in-law, grandparents, or other relatives residing in the home.
2. Students are responsible for obtaining and completing missed work. Special arrangements may be made at the discretion of the coordinator and the instructors.
3. Students will only be granted **three total** bereavement days per school year.

MAKEUP WORK

All class work missed during absences, tardiness, or early departures is the responsibility of the student to make up.

1. Students are expected to take scheduled tests and hand in assignments on days they are tardy or have an early departure unless previously arranged with the instructor. It is at the instructor's discretion if points will be deducted. This must be turned in within 2 days of the day in question.
2. Following an absence, students are expected to turn in assignments or take missed tests within two days upon their return to class.
3. If tests are not made up within those 2 days you will not be on the salon floor until it is completed.

The instructor and/or Director can make exceptions as needed.

INCLEMENT WEATHER

Decisions to close school regarding the Class CA – Hairdressing and Manicuring Program will be made in conjunction with the Warrensburg R-VI School District. The instructor will contact the students, and the students will contact the clients when we are closed.

Assignments that are given for the inclement weather day will be due no later than 11:59pm on the day they are assigned unless otherwise stated by the instructor. All assignments must be turned in by that time, or you will receive a zero and an absence for that day. For work turned in the next day it will be up to the instructor if points and/or hours will be deducted. If work is turned in 2 days after the deadline students will only receive half the points and hours. Exceptions can be made at the discretion of the instructor and/or Director.

If WACC is not closed but a student cannot make it in due to the weather, they will get an absence for the day. You will have the opportunity to make up your time, but the same rules apply for a traditional snow day, it must be turned in by 11:59pm that day. It is the student's responsibility to reach out to the instructor for makeup assignments. The same requirements apply as stated under makeup assignments work.

The calendar is subject to change when making up snow days.

TIME CLOCK

All students must use the time clock at the second set of entry doors under the TV. At the beginning of the day, you must clock in, out and in for lunch, and when you leave at the end of the day.

PLEASE NOTE: You must have 4 scans a day, failure to do so **WILL** result in a loss of ½ hour per missed scan. A grace period will be allotted for the first two weeks of school and the first week back in January after the return from the winter break.

GRADING SCALE

Students will be evaluated in both academic and clinical settings. The grading scale is as follows:

100 - 93	A
92 - 84	B
83 - 75	C
74 – Below	F

THE PLANNED CURRICULUM

The first 160 hours of training are conducted in the classroom with theory and practical work on mannequins and fellow students. Students must complete 160 hours before they are allowed to work on the floor after the school opens. Following the first 160 hours, the remaining weeks of the course are divided into five hours of theory and 32-1/2 hours of practical work in the clinic per week. Clinical work is done on clients and fellow students in a salon atmosphere under constant supervision and individual guidance from the instructor.

SUBJECTS INCLUDED IN THE CURRICULUM

1. Professional Development
2. Shampooing
3. Hair Cutting
4. Manicuring
5. Hair Coloring
6. Hair Lightening
7. Permanent Waving
8. Facials
9. Eye-brow Arching
10. Thermal Curling
11. Hair Styling
12. Hair Setting
13. Scalp Treatment
14. Salon Management
15. Salesmanship
16. Sanitation/Sterilization
17. Cosmetic Chemistry
18. Chemical Hair Relaxing
19. Anatomy
20. State Law
21. Skin Care
22. First Aid/Fire Safety
23. Resume Writing
24. Job Interview

SCHOOL REGULATIONS

1. School-approved uniforms must be worn at all times. No excuses, you will be sent home to change.
2. Clean, professional-looking, closed-toe shoes and heels must be worn at all times.
3. Socks are mandatory.
4. Student name tags must be worn at all times.
5. Fingernails must be kept short and shapely.
6. All supplies in kits must be labeled. **Kit items must be kept inside the station.**
7. Magazines or books can be checked out through the instructor.
8. Kits are not to be taken from school until graduation or during skill competitions.
9. Always keep the chair, station, and floor free from hair.
10. Gum chewing is not allowed.
11. The instructor must check all work.
12. Students must be courteous to the instructor, other students, and patrons.
13. No profane language is allowed.
14. **Students must get permission before leaving the classroom or clinical area**.
15. Each student is responsible for clocking in and out. Failure will result in hours not being counted. Failure to clock in and out for lunch will result in an hour's loss for the day.
16. **Only seven days of makeup time is allowed.**
17. Students must call the school before 7:45 a.m. if they will be absent or going to be late.
18. Tardy three times in one month equals a loss of one-half (1/2) of a day's absence (3.45 hours).
19. No more than two days absent per month without a doctor's note.
20. Students may have their hair done with the permission of the instructor. Charges for supplies will be made for additional service. **This must be paid before the service.**
21. Students must check with the instructor or appointed dispensary manager before using the dispensary.
22. Area clean-up must be approved before students can leave the building.
23. **Only students assigned to the appointment desk should monitor calls, make appointments, and receive patrons. The only exception is in October when students are training on the desk.**
24. Pets are not allowed in the building.
25. Students are not allowed personal phone calls except for emergencies. Cell phones must be kept in your car or turned off in your locker. **Your phone is not to be used except during your lunch or break.**
26. The instructor may request a physician's note if a contagious disease is prevalent.
27. Stealing products, money, or items belonging to others will result in disciplinary action.
28. Faculty and students are not to sell or solicit any items to faculty, students, or visitors to WACC unless doing so as a fundraiser for a school-sponsored activity that the Director has approved.
29. Distribution of prescription medication to a person for whom the medication has not been prescribed may constitute a misdemeanor, even if the medication is not a "controlled substance," as that term is defined by law.

DESK/DISPENSARY ASSIGNMENTS

The desk manager will receive experience in balancing monies for the night deposit, making change, and greeting patrons. The desk manager is responsible for money in the drawer. Students are also assigned to the dispensary on a rotating basis. This includes determining items in short supply, keeping records of items dispersed, laundry, and restocking consumable items. Students are responsible for cleaning all areas, including vacuuming carpets and washing windows.

There should be no food at the front desk unless the salon is so busy that no one can cover. In that event, food should be immediately put away when a client comes to the counter.

There are to be **no** cell phones at the front desk. You can only have your iPad if you are doing schoolwork. iPads should be immediately put away when a client comes to the counter.

GENERAL INFORMATION

PLACEMENT SERVICES

The Warrensburg Area Career Center offers placement services for students. Resumes, cover letters, and interviewing skills are covered in the curriculum. In addition, the school maintains continual contact with the business and industrial community to locate job opportunities and assist with securing initial employment for graduates.

STUDENT ORGANIZATIONS

Clubs and organizations related to the school's programs play an active and integral part in the school's atmosphere. Class CA – Hairdressing and Manicuring students will be members of SkillsUSA. Students are encouraged to participate in local, regional, state, and national SkillsUSA-sponsored activities. The primary purpose of funds raised is to provide financial support for students participating in the SkillsUSA organization and field trips. Officers are elected at the beginning of each year. Offices include President, Vice President, Secretary, and Treasurer.

The instructor serves as club sponsor and must give final approval to all businesses voted on by the club. In addition, the Director must approve all fundraising activities.

PERMANENT RECORDS

A permanent record of each student's grades, attendance, achievements, etc., is kept at the Warrensburg Area Career Center.

TRANSCRIPT REQUEST

If you need a copy of your transcripts from the Class CA - Hairdressing and Manicuring Program, please complete the transcript request form at wacc.warrensburgr6.org and return it to WACC with the appropriate fee, or you can pay over the phone with a debit or credit card. You may also submit a request in our office. The cost is $5.00 for a cash or check payment and $8.00 for a debit or credit card payment.

POLICIES AND PROCEDURES

NOTIFICATION OF STUDENT CHANGES

Please notify the school office, **IN WRITING**, of any change in your name, address, or telephone number. This information must be kept current.

WITHDRAWAL FROM PROGRAM

If a student chooses to withdraw from the program, they must notify the Class CA- Hairdressing and Manicuring Instructor and the Financial Aid Coordinator in writing.

DRESS CODE

All students are subject to Missouri State Board of Cosmetology rules and regulations and Warrensburg R-VI regulations. Students should dress in good taste and in a way that doesn't attract undue attention. Properly attired students are usually more respected and admired by their classmates, the faculty, and the community. A clean appearance is expected at all times. Nose, tongue, and facial rings are permitted with the consent of the instructor.

Four shirts and two aprons will be issued to each student. Additional shirts may be purchased at a cost to the student. These shirts must be worn daily in both the class and clinical settings. **Any infraction of this rule and you will be sent home to change.**

Students must always wear school-approved uniforms once the salon is open. The uniforms are school shirts with gray or black pants. No blue jeans, yoga pants, leggings, shorts, short skirts, or sweatpants are allowed. Nice jeans or professional dress can be worn on Fridays with a school-approved shirt. Jeans that do not meet instructor approval may cause loss of casual Friday privileges. A solid-colored shirt may be worn under a uniform during cold weather. **No hats or non-school hoodies are allowed on the clinic floor.** Name tags are to be worn at all times. Students must wear an apron when working in the clinic area.

Students must wear clean, professional-looking, closed-toe shoes for standing and walking. Black or white tennis shoes are allowed but must be kept clean at all times. Crocs are not allowed. Socks are to be worn with shoes at all times. This requirement is a safety measure.

Good personal hygiene is a must. Students shall maintain good oral hygiene, such as washing hands daily, bathing, having a hairstyle befitting a professional cosmetologist, wearing makeup, having a clean face, or neatly trimmed facial hair.

Failure to follow the above expectations will result in being sent home to change. The second time it will be documented and a meeting with the instructor and/or Director and you will be sent home with an absence for the day.

ACCIDENT PROCEDURES

1. All accidents involving injury to the student during program hours must be reported to the instructor immediately. First aid will be given, and the instructor must complete an incident report form.
    a. An accident claim form must be filed within 24 hours of injury, if appropriate.
    b. Reporting every accident, however slight, is very important for your protection.
2. All injuries received outside of program hours while a student is in this program must also be reported to the instructor as soon as appropriate so that safety for all (the student, other students, instructors, and the clients we are in contact with) is maintained.

SMOKING POLICY

The WACC smoking policy is as follows:

1. No person is permitted to use, possess, vape, or distribute tobacco at any time, including non-school hours, on school property, grounds, or at any school-sponsored event or activity off campus.

a. Classroom - NO SMOKING in or near the school building is permitted. School property boundaries include the parking lot and driveway leading to Ridgeview Drive.
b. Smoking is prohibited in your private vehicle until off school property.
c. Use of a breath mint or mouthwash before returning to class, or the clinical area will be appreciated by the individuals with whom you come in close contact.

2. Students are not to possess, use, distribute, or sell tobacco products.
   a. Products may include but are not limited to cigarettes, cigars, chewing tobacco, snuff, matches, lighters, vaping products, similar items, and look-alike items.

SUBSTANCE ABUSE

The following policy is outlined in order:

1. Maintain a working, learning, and clinical education environment that is safe and healthy for students, faculty, staff, and clients.
2. Ensures a positive reputation of the Class CA – Hairdressing and Manicuring Program and its graduates within the community.
3. Minimize the number of accidental injuries to person or property.

All students and program faculty members are prohibited from being under the influence of alcohol or illegal drugs during classroom/clinical hours. The unlawful manufacture, distribution, dispensing, possession, or use of an illegal or controlled substance in a WACC vehicle, on WACC property, or at a WACC-sanctioned activity is strictly prohibited. Possession of prescription drugs, on campus or at clinical sites, by any person other than the one for whom it was prescribed is prohibited. Such drugs will be used only in the prescribed manner, combination, or quantity.

An alcoholic beverage is any beverage that may be legally sold and consumed and has an alcoholic content over 3% by volume. A drug is any substance capable of altering an individual's mood, perception, pain level, or judgment. A prescription drug is any substance prescribed for individual consumption.

Failure to comply with policies and procedures in the student handbook as well as Warrensburg School Board polices will result in a meeting with the instructor and/or Director and will be documented. It could also result in immediate dismissal from the program.

DRUG TESTING

Drug and/or alcohol screening may be arranged by the instructor and will not be announced beforehand.

Drug and/or alcohol screenings can be performed anytime on all students. Random drug and/or alcohol tests may be requested periodically throughout the year and can be performed at any time. Testing may be required if the student is involved in an accident, observed using a prohibited substance, exhibits a severe and prolonged reduction in productivity, or for any other reasonable cause. A second test may be required to determine the exact substance if the initial testing is positive. Additional tests will be performed at the student's expense. Any student who fails to submit to required testing will be subject to discipline, including dismissal. A positive result will require the student to meet with the instructor. The positive test could result in immediate dismissal or referral to substance abuse counseling and repeated drug screens. Consultation with the instructor and Director will take place prior to any final course of action.

Random drug and/or alcohol screenings may be required if inappropriate drug or alcohol use is suspected in the classroom or salon area by the faculty or any staff member. The cost of the testing will be at the student's expense. Refusal to take a drug and/or alcohol test could result in the student's dismissal.

FIREARMS

Students are not allowed to possess any firearms while on school district property; this includes your private vehicle while on school property.

1. A weapon is any firearm, whether loaded or unloaded; any chemical substance, device, or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike horror, or cause bodily harm or death.

Any violation of this policy will result in dismissal from the program.

RECORD OF CONVICTION

At any time during the school year, if you are arrested, convicted, or found guilty in a criminal prosecution, you must inform the instructor when it happens, and we are required to notify the Missouri State Board of Cosmetology. A personal statement along with legal documentation will have to accompany your exam application, or you will not be scheduled for the exam.

IPAD AND INTERNET USE

1. Students' tuition and fees will include an iPad package.
    a. Students must sign and abide by the Student iPad User Agreement Policy.
    b. Students will use their iPads for educational purposes only in the classroom, lab, and clinical settings.
    c. Student iPads are monitored by the district's Mobile Device Management Program.
    d. The Mobile Device Management Program will be removed from the iPad for students in good standing upon withdrawal, dismissal, and/or program completion.
    e. **Students are strictly forbidden to use iPads for personal use in the classroom, lab, and salon setting, i.e., email, shopping, Facebook, Twitter, Tinder, messaging, etc.**
2. The wireless internet is for the **sole** usage of the Class CA – Hairdressing and Manicuring students.
3. The students are responsible for utilizing the internet within the classroom for **COURSE WORK ONLY. Any personal internet use, such as checking personal email, instant messaging, or viewing inappropriate websites, is strictly prohibited and will result in disciplinary action; subsequent offenses will result in dismissal.**
    a. Inappropriate computer/ iPad use is any action by a student that includes but is not limited to the following : (1) view, print, or distribute obscene or pornographic material, (2) trespass in another's folder, view/alter work, files or use another's password (3) harass, insult, or attack others (4) damage computer systems and/or computer networks or tamper with hardware and/or software (5) download games, programs, music files, streaming music (6) violate copyright laws (7) intentionally waste resources (8) employ the network for commercial purposes and (9) bypass or attempt to bypass network filters.
4. Each student must complete a Media and Technology User Agreement/Permission Form to obtain independent use of school computers/iPads. (Appendix B)
5. Students will be given access to a school email account.
    a. It is the student's responsibility to check their student email account frequently.
    b. Student email accounts are for school use only and should not be used for personal use. Warrensburg R-VI reserves the right to monitor these accounts.
    c. Students should refrain from emailing during class.

PROFESSIONAL CONDUCT

INTERPERSONAL EXPECTATIONS

Disagreement and discussion are a productive part of higher education and are to be expected. However, there are appropriate and effective ways to handle disagreements and concerns.

Remember: question or complaint in private; praise in public.

1. Talk with your instructor or classmate positively and professionally.
2. State what your concern is and how you feel about it.
3. Discuss the issue and hear each other's side of it.
4. If you cannot resolve a disagreement or concern with your instructor, you may contact the Career Center Director.
5. Be optimistic.

Failure to follow the above expectations could result in the loss of a full day of class (7.5 hours). On the second offense, you could be dismissed from the program.

PROFESSIONAL CLASSROOM BEHAVIORS

1. **Cell phones need to remain in the classroom unless they are being used for client consultation and photos. Cell phones are not allowed at the front desk. Students may not make or receive phone calls in class, and no personal text messaging! If you need to make a call you need to have it approved with the instructor and you will need to step outside of the building. A student may be asked to leave the class if this is not followed.**
2. Avoid side conversations while the instructor, guest lecturers, or class members are speaking. This behavior infringes on your classmate's learning.
3. Respect those who are teaching. Give them your full attention.
4. Solicit help quickly when you have a problem with class material (poor test grade, don't understand some of the material, etc.).
5. Please come to class prepared for the work to be done and in a positive frame of mind so that you are ready to learn. Complete reading and other learning activities. Bring all necessary course materials such as paper, pencil, required books, handouts, and notes.
6. Address any course concerns you have with your instructor outside of normal class times.
7. Please do not interrupt a fellow student or instructor when responding to classroom questions. Take your turn. When you respond to another student's comment, please acknowledge the other class member's position and address each other by name.
8. Active participation is necessary for successful performance in any course. For example, if a student chooses not to participate, they may be asked to leave the class and be counted absent for the day.

NOTICE OF NONDISCRIMINATION

The Warrensburg Area Career Center and Class CA – Hairdressing and Manicuring Program does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its program and activities. Any person having inquiries concerning the Warrensburg R-VI School District's compliance with the regulations implementing Title II, Age Discrimination Act, Title VI, Title IX, and Section 504 is directed to contact Dr. John Finnane, 201 S. Holden Street, Warrensburg, MO 64093, (660) 747-7823. The Warrensburg R-VI School District has designated Dr. Finnane to coordinate the institution's efforts to comply with the regulations implementing Title II, Age Discrimination Act, Title VI, Title IX, and Section 504.

SERVICES FOR STUDENTS WITH DISABILITIES

Warrensburg Area Career Center facilities are accessible to individuals with physical disabilities. In most areas, workstations can accommodate individuals with special needs.

Students with a disability in the Class CA – Hairdressing and Manicuring Program may request an academic adjustment and/or auxiliary aid through the following process:

1. The student shall initially make their request in writing to the instructor, identifying the disability and type of accommodation being requested for the specific disability.
2. The student must take the following actions and provide the following type(s) of documentation to support their request:
   a. Written request to the instructor.
   b. Documentation from a licensed physician (MD, DO) or Psychiatrist that will support and reflect the need for the accommodation and advise on the type(s) of accommodations.
   c. Proof of previous assistance/accommodation provided for the same disability request.
3. Academic adjustments, auxiliary aids, or other accommodations that constitute a significant alteration to the content and operation of the program may require specific, additional documentation to preserve the integrity of the program and protect patient health and safety.
4. Once the written request and supporting documentation is received, the instructor will respond to the student and their request in writing within two weeks.
5. If the Warrensburg Area Career Center denies the request, the Center will explain the reasons for the denial in writing and notify the student of the right to appeal or grieve the denial.
6. The Grievance Policy can be found in the Class CA – Hairdressing and Manicuring Program Student Handbook.
7. The instructor cannot unilaterally deny approved academic adjustments or auxiliary aids, nor may students be asked or required to negotiate with instructors or staff about providing academic adjustments or auxiliary aids that the Warrensburg Area Career Center has approved.

If you need special accommodations under the Americans with Disabilities Act, you must submit an ADA request form and supporting medical documentation.

GRADUATION

Upon satisfactory completion of the program, students will receive a diploma. Request for "Not Participating" in the graduation ceremonies must be made in writing to the school director no later than five days before the ceremony. Exemptions will be given for emergency reasons only.

Students must be 18 years of age and meet the hour qualification to take the State Board Examination**.** **PLEASE NOTE**: **Successful program completion does not guarantee eligibility to take the licensure examination (sit for the State Board), successful completion of the test/licensure passage, or employment upon completing the program.**

Upon completion of the program, hours will be sent to the Missouri State Board of Cosmetology, which will issue a temporary license. **AFTER** a temporary license is received, a student can begin working under the supervision of a licensed Cosmetologist.

PASSPORTS

The passport is a portfolio containing formal documents that identify and describe the marketable skills of the vocational completer. It is designed to assist students in making the transition from school to work, job seeking, and career planning by presenting skills and knowledge acquired through non-work and work experiences.

The passport addresses the need to identify and document vocational completers' employability and occupational and academic skills. For students, it is a tool to be utilized in any situation that calls for a resume or concise description of an individual's skills and abilities (e.g., when interviewing, job searching, or completing applications). For employers, colleges, and training institutions, it provides information for screening, interviewing, and selecting applicants.

To be eligible for the Passport, the student must meet the following requirements:

1. Earn a 3.5 GPA or higher on a 4.0 scale in the program.
2. Master 85% or higher of all program competencies attempted.
3. Attend 98% or more of the possible time.
4. Maintain membership in a vocational student organization.
5. Ask for and receive a positive recommendation from the instructor.
6. Be in continuous good standing with the program requirements throughout the school year (not on probation of any type at any time).

JOB DESCRIPTION UPON LICENSURE

Provide beauty services to customers according to the physical features of the patron, current styles, or the patron's instruction and management personnel.

Style hair by cutting, trimming, and tapering by using clippers, scissors, razors, or by quick service techniques.

Shampoo's hair and scalp. Performs rinses, demi-permanent and permanent color, and lightener on hair. Other services include permanent waves, shaping eyebrows, treating dandruff conditions, and relaxing curly hair. Styles, cuts, colors, and cleans wigs. Applies scalp treatments and massage techniques. Selects and applies cosmetics and gives facials, manicures, and pedicures.

Takes appointments, maintains business records, merchandises products, helps maintain public relations, and cleans the shop environment. Working hours are primarily during the daylight hours and according to appointment and management schedules. The cosmetologist will be expected to stand for extended periods.

Wages are based upon one of the following: hourly, commission, or self-employed/booth rental.

TASK ANALYSIS UPON LICENSURE

1. Clean and maintain the shop environment
2. Maintain and care for laundry items
3. Care and maintain capes and caps
4. Maintain personal grooming
5. Maintain public relations
6. Take appointments
7. Maintain business records
8. Scissor-cut hair
9. Razor-cut hair
10. Taper hair
11. Shingle hair
12. Shampoo hair
13. Treat dandruff conditions
14. Set hair
15. Quick service styling techniques
16. Analyze hair
17. Apply rinse
18. Perform lightening techniques
19. Apply permanent color
20. Apply scalp treatment
21. Permanent wave hair
22. Straighten hair
23. Give facials
24. Remove superfluous hair
25. Arch eyebrows
26. Apply massage techniques
27. Select and apply cosmetics
28. Manicure nails
29. Pedicure nails
30. Style, cut, color, and clean wigs
31. Clipper cutting and maintenance
32. Merchandise products
33. Sell products and services
34. Prepare to advertise
35. Skincare
36. Apply gel polish, liquid, and powder nail enhancements
37. Complete a Resume
38. First Aid

HEALTH AND SAFETY

FIRE AND TORNADO PRECAUTIONS

FIRE

Fire drills will be held periodically during the year. The instructor will inform the students of the evacuation card posted in the classroom. The front office will announce the signal for a fire. The students are instructed to:

1. Do not talk and stay calm.
2. Walk quickly from the room to the assigned safety area.
3. At the assigned safety area, remain quiet for the roll call.
4. Stay with your group.
5. Do not return to the building until the all-clear is sounded.
6. If you are the first to exit from the room, hold the door open until the last person is out and then close the door.
7. Stand quietly and wait for instructions if the exit is blocked.

TORNADO

Tornado drills will be held periodically during the school year. The instructor will inform the students of the procedure to be followed. The front office will announce the signal for a tornado. The student is instructed to:

1. Walk rapidly to the assigned area of safety.
2. Maintain silence.
3. Follow the instructions of the person in charge and as directed on the tornado procedure posted in the classroom.

HEALTH/ACCIDENTS

The student is encouraged to practice good health habits such as eating properly, getting enough rest, and avoiding exposure to illness.

It is recommended that each student maintain health insurance. The school or affiliating agencies will not assume responsibility for any illness or injury occurring while the student is present or going to and from any activity required by the Class CA – Hairdressing and Manicuring program or the school.

The Warrensburg R-VI School District recognizes that some students may require medications for chronic or short-term illnesses during the school day to enable them to remain in school and participate in their education. Any prescribed medication must clearly display the student's name, date, name of the physician, name of the medication, time to be administered, and dosage to be given. In addition, the student must inform the Instructor when they have been prescribed medication.

VACCINATION POLICY

Even though there are no required vaccinations for the Class CA – Hairdressing and Manicuring program, we recommend that students obtain the necessary vaccines for their health and safety. For more information, see the CDC website (https://www.cdc.gov/index.htm).

GRIEVANCE POLICY WITHIN THE PROGRAM

INFORMAL DISCUSSION

A student with a grievance toward a policy should attempt to resolve the problem through discussion with the teacher or Director.

Step I

If the problem is not resolved informally through discussion with the teacher or Director, the student may initiate a formal grievance procedure by requesting a Step 1 Grievance form. This form will be completed and returned to the Director within five school days of the informal discussion. The Director shall provide the aggrieved person a written reply within three school days after receipt of the Step 1 request. Copies of the above are to be sent to the Warrensburg R-VI Superintendent or their designee.

Step II

If the alleged grievance is not resolved in Step 1, then the aggrieved person and their representative, if any, may present the grievance in writing to the Warrensburg R-VI Superintendent or their designee within five school days following the receipt of the Step 1 answer from the Director. The Warrensburg R-VI Superintendent, or their designee, shall arrange for a hearing with the aggrieved person and the representative, if any, to take place within five school days of receiving such written grievance. Each party shall have the right to include in its presentation such witnesses as such party deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Warrensburg R-VI Superintendent or their designee will provide a written decision to the aggrieved person and their representative, if any, within five school days thereafter.

Step III

Should the grievance still not be resolved to the satisfaction of the aggrieved person, a written appeal of the decision of the Warrensburg R-VI Superintendent or their designee may be made to the President of the Warrensburg R-VI Board of Education within five days of the receipt of the Step II decision from the Superintendent, or their designee. A copy of the appeal must be provided for the Warrensburg R-VI Superintendent or their designee. Within fifteen school days of the receipt of the appeal, the Warrensburg R-VI Board of Education shall grant the aggrieved person a hearing. The Warrensburg R-VI Board of Education shall render a decision and inform the aggrieved person and their representative, if any, in writing of its determination within ten school days of the date of the hearing of the grievance.

If you are not satisfied with the actions of Warrensburg R-VI School District, you may appeal to the following:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Phone: (770) 396-3898 or (800) 917-2081

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND RETALIATION

WARRENSBURG R-VI DISTRICT POLICY AC

GENERAL RULE

The Warrensburg R-VI School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination, harassment and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Warrensburg R-VI School District is an equal opportunity employer. The board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
    a. Make complaints of illegal discrimination or harassment.
    b. Report illegal discrimination or harassment.
    c. Participate in an investigation, formal proceeding, or informal resolution, whether conducted internally or outside the district, concerning illegal discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing illegal discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy and law.

As used in this policy, "discrimination, harassment or retaliation" has the same meaning as "illegal discrimination, harassment or retaliation" and is limited to acts prohibited by law. All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law.

Sexual Harassment Reporting and District Response

Sexual harassment is prohibited under this policy and policy ACA, but policy ACA applies only to a narrower category of sexual harassment under Title IX, as defined in the federal regulations. All sexual harassment reports must be made to the Title IX coordinator identified in policy ACA and evaluated for policy ACA applicability. If a sexual harassment report is made to any other district employee, the report must be promptly referred to the Title IX coordinator for intake. Incidents of alleged sexual harassment that are not investigated under policy ACA may be referred for processing under this policy.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. The district encourages students, employees and the public to report such behavior so that it can be promptly addressed, but the grievance process in this policy is reserved for allegations of illegal discrimination, harassment and retaliation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

School Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the district is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action with the USDA Office of the Assistant Secretary for Civil Rights or the district's compliance officer using the process outlined in policy EF.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. Such interim measures may include, but are not limited to, altering a class seating arrangement, providing additional supervision or suspending an employee pending an investigation. The district will also take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or

retaliation made to the compliance officer.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance. "Sexual Harassment under Title IX" is a subset of this definition, and the district's response to qualifying allegations is set forth in policy ACA.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officer

The board designates the following individual to act as the district's compliance officer:

Assistant Superintendent for Student Services
201 S. Holden St., Warrensburg, MO 64093
Phone: 660-747-7823 Fax: 660-747-9615

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Superintendent
201 S. Holden St., Warrensburg, MO 64093
Phone: 660-747-7823 Fax: 660-747-9615

For matters within the scope of this policy, the compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation except as provided in policy ACA.
3. Serve as the district's designated Title VI, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Forward reports of sexual harassment and otherwise assist in Title IX compliance as directed in policy ACA.
5. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
6. Review all evidence brought in disciplinary matters to determine whether additional remedies are appropriate, and recommend which interim measures should be implemented.
7. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
8. Communicate regularly with the district's law enforcement unit or other law enforcement point of contact for the district to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
9. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the board.
10. Seek legal advice when necessary to enforce this policy.
11. Report to the superintendent and the board aggregate information regarding the number and frequency of grievances and compliance with this policy.
12. Make recommendations regarding changing this policy or the implementation of this policy.
13. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
14. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
15. Perform other duties as assigned by the superintendent.

To view Policy AC in its entirety, including the steps to take to file a grievance with the district's Compliance Officer, use the following link:
https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36031084&revid=LEGon2R5suZdOjIT5AqHFQ==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&secid=&PG=6&IRP=0&isPndg=false.

ANNUAL NOTIFICATION TO PARENTS AND EMPLOYEES

To Parents and Employees:

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress in 1987. AHERA was enacted to determine the extent of and develop solutions for any problem schools may have with asbestos.

We continue to have our facility inspected by the Asbestos Program Manager and their representatives. In addition, a certified Inspector inspects the facility every three years as required by AHERA. All areas at this time are in good condition (non-friable) and show no change.

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. Our Asbestos Program Manager will answer all inquiries regarding the plan.

We will continue to implement the asbestos management plan. We are intent on not only complying with but also exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to ensure your children and our employees have a healthy, safe environment in which to learn and work.

Sincerely,

Mr. Lyle Kreisel
Director of Facilities
Asbestos Program Manager
Warrensburg R-VI School District
(660) 747-7823

CLASS CA – HAIRDRESSING AND MANICURING
STUDENT HANDBOOK
STATEMENT OF UNDERSTANDING

I, _____, certify that I have read and understand the Class CA – Hairdressing and Manicuring student handbook located at https://warrensburgrvimo.sites.thrillshare.com/o/wacc/page/class-ca-hairdressing-and-manicuring.

There is a copy of the student handbook located in the office that I may access at any time.

My signature below demonstrates that I agree to comply with the standards and rules set forth therein. I understand that failure to comply with the policies established and set forth by the Warrensburg R-VI Board of Education may result in disciplinary action and/or dismissal from the Warrensburg Area Career Center programs of study.

Disciplinary, technology usage and attendance policies are found within the handbook.

Student Name Student Signature

_____

Date