Paul Mitchell The School Arkansas

DISTANCE EDUCATION POLICY

THE SCHOOL USES ASYNCHRONOUS DISTANCE EDUCATION PRACTICES

The interaction with the Learning Leader is validated by measurable participation through clock hours. Milady, which is the program that the school will use for the distance education portion of the course, provides the school with a detailed report weekly as to the on-line assignments completed by the student and the exact time the student spent on that assignment. The program monitors if there is any inactivity during the time the student is logged into the system, if so, it will log the student out and time will not be given. Each student has their own unique login.

All tests, final assessments that will be used for calculating a part of a student's Grade Point Average (GPA) is student is not physically on campus. Students are evaluated on academic performance for each of the Distance Education modules. These evaluations are completed at the school facility.

The student participates in learning activities while physically present at the school on a daily basis.

DISTANCE EDUCATION SOFTWARE AND GUIDELINES

The school uses the following programs to monitor and tracking Distance Learning; Zoom.us, Google Classroom, and Milady.

ZOOM

Zoom is used for online classes that may be held at various times during the day. To access these classes please set up a free zoom account. Zoom access codes are placed on Google Classroom.

JOIN AN EXISTING ZOOM ACCOUNT

If you are being invited to an existing account, you will receive an email from Zoom (no-reply@zoom.us). Once you receive this email, click "Activate Your Zoom Account."

CREATING YOUR OWN ZOOM ACCOUNT

To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click "Activate Account."

SIGNING-IN TO YOUR ZOOM ACCOUNT ON THE WEB

You may access your Zoom account on the web by searching zoom.us/sign-in. Once you are logged in, use the panel on the left side to navigate the Zoom web portal and click "Profile" Please create your profile to show your First Name and Last Name.

SIGN INTO YOUR ZOOM ACCOUNT USING A ZOOM APP

You may download the Zoom App and enter your username and password for ease of accessing Zoom meetings on an iPad or phone.

GOOGLE CLASSROOM

Google classroom is an app to download or you may access from your google profile on a computer. Your designated Learning Leader will send you an email invite to join your Google Classroom using your school email address. Your Google classroom codes will also be provided to you from your designated Learning Leader. Enter the Google code to request class access. Please check with your education team if you have challenges with finding the code or gaining access. Google classroom is where you will find Theory and Classroom assignments, upload any home play assignments and access the stream of event that may occur each day. Google Classroom has a chat stream monitored throughout the day by the education team.

MILADY

Milady is your online theory. You will be airdropped the registration link in Core and then follow the prompts to create a user profile. Milady monitors your online hours through video, reading, animations and online activities. Daily agendas are placed on Google Classroom and monitored by the theory leader.

DISTANCE LEARNING TRACKING

Your participation is measured through online tracking of Zoom, Google Classroom, and Milady. The school uses FAME Student Mobile app which you will clock in from home using the QR Less punch. The Future Professional Advisor will ensure that on specific distance education days are tracking as distance education for your hours.

DISTANCE EDUCATION POLICIES AND PROCEDURES

- Students are required to be in contact with a learning leader daily.
- Students hours will be tracked through Milady remote hours. They must clock in as Remote Learning when working on their Milady
- Students must use their first and last name on their profiles so that roll may be taken and activity tracked.
- Distance Education Zoom Meetings may be scheduled by class and program during regularly scheduled hours.
- Learning Leaders are available to answer questions on Zoom meetings and/or Google Classroom.
- All assignments are due the day they are given and must be turned in by no later than 5:00 PM for cosmetology and manicure Future Professionals and 6:30 PM for aesthetic Future Professionals.
- If a student cannot maintain Satisfactory Academic Progress of 80% for Attendance and 80% for Academic should contact their Advisory Leadership team.
- Students must be logged into their own account to receive credit for their hours.
- If a students notices they have logged out of Milady, they must rejoin as soon as possible.
- Students must ensure that their internet service is sufficient for these requirements.
- All Distance Education written assessments and practical skill assessments must be completed on-campus. please refer to the programs " Testing and Grading Procedures." a. A student must be interactive for a minimum of 50-minutes during a 60-minutes period. If you are not actively engaged the system will automatically clock you out and discontinue tracking attendance for the session.
  b. Students only received hours for the time that is logged and tracked in Milady. The time is then verified and imported to our Student Information System the following business day.
  c. Student cannot clock on-campus hours at the same time as participating in asynchronous activities.