Paul Mitchell The School Pasadena

DISTANCE EDUCATION POLICY AND PROCEDURES

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THE SCHOOL USES ASYNCHRONOUS AND SYNCHRONOUS DISTANCE EDUCATION PRACTICES:

Note: *The school is currently not offering the Distance Education for the following programs: Cosmetology, Barbering and Esthetics.*

The interaction with the Learning Leader is validated by measurable participation through clock hours. Pivot Point, 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, practical and final assessments that will be used for calculating a student's GPA must be given while the student is 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 Pivot Point Time Tracking.

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/signin. 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.

Pivot Point Lab

All distance education hours are completed through Pivot Point LAB, the school's approved online learning platform. This platform is designed to deliver theory-based curriculum and track student engagement and academic progress.

Time Tracking Requirements

Pivot Point LAB utilizes an internal time-tracking system that records the actual time a student is actively engaged in coursework. The following standards apply:

- Only active time spent within the platform is recorded and eligible for credit.
- Time is tracked based on student interaction, including completing assignments, quizzes, and other required activities.
- Periods of inactivity (idle time) are not counted toward attendance hours.
- Students must be logged in under their own credentials; time cannot be earned on behalf of another student.

ATTENDANCE AND HOUR CONVERSION

- Distance learning hours are awarded based on the time recorded within Pivot Point LAB, not on login duration alone.
- All hours must align with the school's approved academic calendar and scheduled distance education periods.
- Students are responsible for ensuring their time is accurately recorded prior to logging out.

Student Responsibilities

Students participating in distance learning are expected to:

- Maintain consistent and active engagement while logged into Pivot Point LAB.
- Complete all assigned coursework within the designated timeframe.
- Regularly monitor their recorded hours and report discrepancies promptly.
- Adhere to all school policies regarding academic integrity and attendance.

School Responsibilities

The school will:

- Monitor student progress and time records within Pivot Point LAB.
- Maintain documentation of attendance based on verified platform data.
- Ensure that distance education hours meet state and accreditation requirements.
- Provide support and guidance to students regarding platform usage and expectations.

DISCREPANCIES AND CORRECTIONS

- Any discrepancies in recorded hours must be reported within a timely manner.
- The school will review time logs within Pivot Point LAB; however, adjustments will only be made if supported by verifiable system data.
- Manual adjustments without supporting documentation will not be permitted.

Compliance

All distance learning hours are subject to audit and must comply with state board and accrediting agency requirements. Failure to follow this policy may result in loss of hours or disciplinary action.

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- Students are required to be in contact with a learning leader daily.
- Students hours will be tracked during the LIVE Zoom meetings and students must be engaged with the class and learning leader at all times while logged on to Zoom and clocking hours.
- Students must use 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 Google Classroom.
- All assignments are due the day they are given. (Day school turned in by 7:00 PM and Night school turned in by 10:00 PM)
- If a student cannot maintain attendance or satisfactory progress in Distance Education they should contact their Advisory Leadership team.
- Students must be logged into their own account to receive credit for the meeting. Students may not view the meeting together or host a group view party.
- Students must have cameras on at all times.
- If a student notices they have logged out of Zoom, they must rejoin as soon as possible.
- Students must ensure that their internet service is sufficient for these requirements.
- All Distance Education Assessments must be completed on campus.
- A student must be in attendance a minimum of 50 minutes of instruction during a 60- minute period. If you are not actively engaged the system will automatically clock you out and discontinue tracking attendance for that session.
- Students only receive hours for the time that is logged and tracked in Pivot Point Lab. The time is then verified and imported to our Student Information System the following business day.
- Students cannot clock on-campus hours at the same time as participating in asynchronous activities.

DISTANCE EDUCATION ASSESSMENTS

Students must complete a distance education written assessment and practical skill assessment. These are based on performance and must be completed on-campus each month. The distance education assessment will focus on the distance education subjects covered during that time period. Students must receive a grade of 80% or higher on each distance education written assessment and each practical skill assessment. Only students enrolled in the distance education program are required to complete these assessments. (Refer to each program Testing and Grading Procedures).

If the institution offers distance education, the catalog shall contain the approximate seven (7) days that will elapse between the institution’s receipt of student lessons, projects, or dissertations and the institution’s mailing of its response or evaluation.