Paul Mitchell The School Memphis

DISTANCE EDUCATION POLICY

The interaction with the Learning Leader is validated by measureable participation through clock hours. Pivot Point Theory and Paul Mitchell Digital Learning Apps is the program that the school will use for the distance education portion of the course, they provide 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, Paul Mitchell Digital Learning Apps Seat Time, Pivot Point

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 the Paul Mitchell The School Memphis App.

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.

Pivot Point

Pivot Point is your online theory. You will receive an account activation link in core. Pivot Point monitors your online hours through video, reading, animations and online activities. Daily agendas are placed on the Paul Mitchell The School Memphis App and monitored by the theory leader.

Distance Learning Tracking

Your participation is measured through online tracking of Zoom, Paul Mitchell Learning Apps, and Pivot Point. The school uses our own Exclusive PMTS Memphis App, partnered through Klass App which your Learning Leader will

provide you with the daily QR code to use to clock in and out of each day. Our Financial Aid Leader will add you to our PMTS Memphis App classrooms. You will download the Paul Mitchell The School Memphis App and use your school email address to register.

DISTANCE EDUCATION POLICIES AND PROCEDURES

- 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 the Paul Mitchell The School Memphis APP.
- All assignments are due the day they are given. (Day school turned in by 5:00 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. 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.