Paul Mitchell The School Michigan

DISTANCE EDUCATION POLICY

The interaction with the Learning Leader is validated by measurable participation through clock hours. Milady CIMA, which is the program that the school will use for the distance education portion of the course, provides the school with detailed reports 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 track Distance Learning; Google Classroom and Milady CIMA.

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 events that may occur each day. Google Classroom has a chat stream monitored throughout the day by the education team.

MILADY CIMA

Milady CIMA is your online theory. You will create your user profile in core. Milady CIMA monitors your online hours through video, reading, animations and online activities. Weekly agendas are placed on Google Classroom and monitored by the theory leader.

DISTANCE LEARNING TRACKING

Your participation is measured through online tracking of Google Classroom and Milady CIMA.

DISTANCE EDUCATION POLICIES AND PROCEDURES

- Students must use First and Last Name on their profiles so that roll may be taken and activity tracked.
- Distance Education Meetings may be scheduled by class and program during regularly scheduled hours.
- Student can submit questions through Google Classroom, via email or by phone. All questions will be answered by a learning leader with 24 hours.
- 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.

- All Distance Education Assessments must be completed on campus, please refer to "Testing and Grading Procedure" under each programs Course Outline.
- 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 cannot clock on-campus hours at the same time as participating in distance education asynchronous activities.
- Activities are assigned every Friday via instructions in our google classrooms and emails to each individual student to be completed through the miladycima.com LMS.
- All distance learning activities are completed on Fridays and due by 5:00 PM. Attendance credit is posted on the following business day to each individual.

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 75% 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's Testing and Grading Procedures).