Paul Mitchell The School San Diego

DISTANCE EDUCATION POLICY

THE SCHOOL USES SYNCHRONOUS DISTANCE EDUCATION PRACTICES

Note: The school is currently not offering the Distance Education for Cosmetology Make-up, Cosmetology, Barbering and Esthetics Program at this time.

Interaction with the Learning Leader is validated through measurable participation in synchronous instruction and the earning of clock hours. All distance education is delivered live via Zoom. Learning Leaders are available for verbal interaction during live instruction, as well as through email and the education text line.

Students are required to clock in through CourseKey using a QR code that is only provided during live Zoom classes. Cameras must remain on at all times and are actively monitored by the instructor throughout the session. Zoom login times are downloaded and compared against CourseKey time clock entries prior to the approval of hours.

If a student is not visible on camera or is unresponsive to instructor direction or communication while clocked in, the instructor will log the student out, remove them from the Zoom session, and no hours will be awarded for that time.

Each student is assigned unique login credentials for both Zoom and CourseKey.

All exams, practical assessments, and final evaluations used to calculate a student's GPA must be completed in person on campus. Students are evaluated on academic performance for each Distance Education module, and all evaluations are conducted at the school facility.

Students are also required to participate in learning activities on campus on a regular basis as part of their program.

DISTANCE EDUCATION SOFTWARE AND GUIDELINES

The school utilizes the following platforms to deliver, monitor, and track distance education:

ZOOM

Zoom is used for live, synchronous classes held in alignment with on-campus instruction.

- Students must create a free Zoom account at zoom.us/signup or activate an account via invitation.
- Access codes for classes are distributed via the education text line.
- Students must log in using their first and last name for attendance tracking.
- Zoom may be accessed via web browser or mobile application.

COURSEKEY

CourseKey is used for attendance tracking and clock hours.

- Students will be added to CourseKey classrooms by the Education Leader.
- Students must download the CourseKey app and register using their school email.
- Daily QR codes for clocking in and out are provided during live Zoom sessions.

DISTANCE LEARNING TRACKING

Student participation is tracked through Zoom and CourseKey.

- Students must clock in and out daily using QR codes provided during live sessions.
- Attendance and participation are verified by comparing Zoom and CourseKey records.
- Approved hours are imported into the Student Information System on the following business day.

DISTANCE EDUCATION POLICIES AND PROCEDURES

- Students must be in daily contact with a Learning Leader.
- Attendance is only granted during live Zoom sessions with active participation.
- Cameras must remain on at all times while clocked in.
- Students must be responsive and engaged throughout instruction.
- Students must use their first and last name on all platforms.
- Assignments are due the same day:
    - Day School: by 5:00 PM
    - Night School: by 10:00 PM
- Students who are unable to maintain attendance or satisfactory progress must contact their Advisory Leadership Team.
- Students must log in individually; group viewing is not permitted.
- Students are responsible for maintaining adequate internet access.
- If disconnected from Zoom, students must rejoin immediately.
- All assessments must be completed on campus.
- Students must attend a minimum of 50 minutes per 60-minute session to receive credit.
- Only time verified through Zoom and CourseKey will be counted toward hours.

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 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.