Paul Mitchell The School Tinley Park

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 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 Milady CIMA.

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.

MILADY CIMA

Milady CIMA is your online theory. You will be airdropped the registration link in Core and then follow the prompts to create a user profile. Milady CIMA 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 CIMA. The school uses Course Key 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 Course Key classrooms. You will download the Course Key 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 Google Classroom.
- All assignments are due the day they are given. (Day school turned in by 5pm and Night school turned in by 10pm)
- 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 Milady CIMA. 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.