Paul Mitchell The School Cleveland & Columbus

DISTANCE EDUCATION POLICY AND PROCEDURES

DISTANCE EDUCATION POLICY

THE SCHOOL USES ASYNCHRONOUS DISTANCE EDUCATION PRACTICES

The interaction with the Learning Leader is validated by measurable participation through clock hours. Pivot Point Lab, 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 Klass App, and Pivot Point Lab.

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.

KLASS APP

Klass App is an app to download or you may access from your iPad. Your Operations Leader will send you an email invite to join Klass App using your school email address. Please check with your Operations Leader if you have challenges with finding the gaining access. Klass App is where you will find Theory and Classroom assignments, any home play assignments and access the stream of event that may occur each day. Klass App has a message box monitored throughout the day by the education team.

PIVOT POINT LAB

Pivot Point Lab is your online theory. You will be emailed the registration link in Core and then follow the prompts to create a user profile. Pivot Point Lab 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, Klass App, and Pivot Point Lab. The school uses Fame Attendance Tracker which your Learning Leader will provide you with the daily QR code to use to clock in and out of each day.

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 Klass App.
- All assignments are due the day they are given. (Day school turned in by 8pm)
- 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 after a Distance Education Day has been completed. 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).