Paul Mitchell The School Salt Lake City

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 Milady Theory Chapter quizzes will be administered through distance education while the student is working in Milady CIMA. All practical skill evaluations and final exams will be administered on campus, with the student present at the school facility. Students are evaluated on academic performance for each of the Distance Education modules. Quizzes are completed in Milady CIMA, and practical skill evaluations and final exams 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 or tablet or phone. 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 assignments, upload any home play assignments. The designated Learning Leader may reach out to you by commenting on assignments you turn in. Please check your emails regularly to see if there has been communication.

MILADY CIMA

Milady CIMA is your online theory. You will be added to your course 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.

DISTANCE LEARNING TRACKING

Your participation is measured through online tracking of Milady CIMA. The school uses CourseKey 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 turn in assignments on google classroom.
- Students hours will be tracked by how much time is tracked while active on Milady CIMA.
- Students must use First and Last Name on their profiles so that roll may be taken and activity tracked.
- All assignments are due Sunday by 11:59 pm the week they are given.
- If a student cannot maintain attendance or satisfactory progress in Distance Education they may face write ups and disciplinary action.
- Students must be logged into their own account to receive credit for the assignment.

- Students must ensure that their internet service is sufficient for these requirements. If a student does not have reliable internet access at home there is a 3 hour study hall held on Friday mornings at the school from 9-12 in an open house fashion.
- 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.