Paul Mitchell The School North Haven

DISTANCE EDUCATION POLICY

Paul Mitchell the School North Haven uses the following programs to monitor and track distance learning; Zoom, Google Classroom and CIMA.

Zoom

Zoom may be used for online classes that may be held at various times during the year. 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/singin. 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.

CIMA

CIMA is your online theory. You will be emailed the registration link in Core and then follow the prompts to create a user profile. CIMA monitors your online hours through video, reading, animations and online activities. Daily assignments 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 CIMA. Paul Mitchell The School North Haven uses FAME Time Clock App, your log in information will be provided to you on your first day that is utilized to clock in and out of each day.

DISTANCE EDUCATION POLICIES AND PROCEDURES

- Students are required to be in contact with a learning leader with any questions

- 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 role 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 and to be turned in by 11:59 pm Friday.
- If a student cannot maintain attendance or satisfactory progress in Distance Education they should contact their Esthetics Learning Leader.
- 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.
- 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.