Paul Mitchell The School Phoenix

DISTANCE EDUCATION POLICY

Distance education is delivered in accordance with state approval and institutional policy as part of programs approved for hybrid instruction. Students enrolled in programs that include distance education will complete a portion of their education through online learning. Distance education is limited to theory instruction only. All practical, laboratory, clinic classroom, and hands-on training is completed on campus. Instruction is delivered through structured and sequential learning activities designed to prepare students for licensure, graduation, and entry-level employment. Delivery methods may include lecture, demonstration, distance education activities, and student participation. Students are expected to actively participate in all assigned distance education activities and engage in coursework on a regular and consistent basis as defined by the program schedule. Students must maintain regular communication with a Learning Leader and are responsible for completing assignments in accordance with established requirements. Instructional support is available through institution-approved communication methods, allowing students to seek assistance and guidance as needed. All theory chapter examinations, final examinations, and final practical evaluations used to determine academic progress are administered on campus under instructor supervision. Distance education activities and assignments contribute to academic progress as defined in the institution's grading and evaluation policies.

DISTANCE EDUCATION SOFTWARE AND GUIDELINES

Distance education is delivered through institution-approved learning platforms that support instruction, communication, and student engagement.

Pivot Point LAB is the digital learning platform used to deliver theory instruction within approved programs. Students are provided access to the platform at the start of the program and complete assigned theory modules through a combination of interactive content, including reading, video, and learning activities. Student participation and progress are monitored and verified through institutional systems in accordance with distance education requirements.

EDULAR is the institution's student success platform and is used to track, monitor, and verify student attendance, participation, and academic progress. All distance education activity and clock hours are recorded and maintained through EDULAR and the institution's student information system.

Zoom and Google Classroom will be utilized as supplemental tools to support instructional delivery, facilitate communication, and provide access to course-related resources and assignments. Students enrolled in programs that include distance education are required to have access to appropriate technology, including a reliable internet connection and a compatible device capable of accessing institutional learning platforms. Specific requirements are provided prior to enrollment.

DISTANCE LEARNING TRACKING

Your participation is measured through engagement with institution-approved learning platforms, including Pivot Point LAB for theory instruction. The school utilizes EDULAR, and students receive guidance from their Learning Leader on how to access the platform and record daily attendance and participation, including clocking in and out for scheduled activities. Attendance may be validated through institution-approved methods within the platform, such as dynamically generated access points specific to the class session, course, and student. Students will use their school-issued email address and assigned credentials to access institutional systems. Clock hours are

awarded based on documented participation in assigned distance education activities, active engagement in course content, and instructor verification. Periods of inactivity are not counted toward clock hours. All distance education hours are recorded in the institution's student information system. Students are required to utilize their assigned credentials to access institutional platforms. Only activity completed and verified through these systems is eligible for clock hour credit.

DISTANCE LEARNING POLICIES AND PROCEDURES

- Students are required to maintain regular communication with their Learning Leader and engage in distance education activities on a consistent basis.
- Student participation and hours are tracked through institution-approved platforms, including EDULAR, and require active engagement in assigned learning activities.
- Students must use their assigned credentials and maintain accurate identification within institutional systems to ensure attendance and activity can be properly tracked.
- Distance education activities may be scheduled by program and course in accordance with the established schedule.
- Learning Leaders are available to provide academic support and guidance through institution-approved communication methods.
- Assignment expectations and due dates are established within the course structure and must be completed in accordance with program requirements.
- Students who are unable to maintain attendance or satisfactory academic progress are expected to communicate with their Learning Leader or appropriate school leadership.
- Students must complete their own work and participate individually through their assigned accounts to receive credit for attendance and academic activity.
- Students are responsible for maintaining sufficient technology and internet access to participate in distance education.
- All required theory examinations, final examinations, and practical evaluations are completed on campus under instructor supervision.
- Attendance credit is awarded based on active participation and engagement during scheduled instructional time. Periods of inactivity may result in loss of attendance credit in accordance with institutional policy.
- Clock hours are awarded only for time that is tracked, verified, and approved through institutional systems and recorded in the student information system.
- Students may not receive credit for overlapping instructional activities or simultaneous participation in multiple formats.