Paul Mitchell The School Fresno

DISTANCE EDUCATION POLICY

Paul Mitchell The School Fresno uses Google Classroom and Zoom to facilitate Distance Education. All distance learning is designed to mirror the accountability and structure of on-campus attendance. Future Professionals participating in Distance Education must meet dual verification requirements — Zoom attendance and assignment submission — to receive credit for any scheduled class time.

SCHEDULED DISTANCE EDUCATION DAYS

Distance Education days are scheduled on the last consecutive Monday and Tuesday of every month. This schedule is subject to change with notice provided to all Future Professionals and staff. Students should plan ahead each month to ensure they have a reliable internet connection and an appropriate work environment ready for their scheduled Distance Education day.

DISTANCE EDUCATION SOFTWARE

Zoom is used to conduct live virtual roll calls at the beginning of each class session and at each assignment check-in throughout the day. Future Professionals must have a Zoom account set up prior to their first Distance Education day. To create a free account, visit zoom.us/signup. Profiles must display your First and Last Name at all times.

Google Classroom is the primary platform for receiving and submitting assignments during Distance Education. Your designated Learning Leader will send an email invitation to join your Google Classroom using your school email address. All assignments are posted here with their due dates and times clearly indicated. Future Professionals are responsible for checking Google Classroom regularly throughout their school day.

DAILY SCHEDULE AND HOUR TRACKING

Full-time day students earn seven (7) hours of credit per school day. Part-time night students earn four and a half (4.5) hours per school day. Assignments will be posted throughout the day in Google Classroom with enough work to account for the full scheduled hours. Each assignment carries a specific time value that corresponds directly to the clock hours earned upon successful completion and submission.

Assignments are posted at the start of the school day and are due based on their assigned time value. For example, if a two-hour assignment is posted at 9:30 AM, it is due no later than 11:30 AM. Check-ins via Zoom are scheduled to align with each assignment's due time. The number of check-ins will vary depending on assignment length — shorter assignments will result in more frequent check-ins, while longer assignments will result in fewer.

Full-time day students will have a final Zoom roll call and final assignment submission deadline of 5:00 PM. Part-time night students will have a final Zoom roll call and final assignment submission deadline of 10:00 PM.

DUAL VERIFICATION REQUIREMENT

To receive credit for any assignment, a Future Professional must satisfy both of the following conditions:

- **Zoom Attendance** — The student must be present and visible on camera during the Zoom roll call that corresponds to that assignment's due time.
- **Assignment Submission** — The assignment must be submitted in Google Classroom by the posted due time.

Completing only one of these requirements will result in no credit being awarded for that assignment. Specifically:

- Being present on Zoom but failing to submit the assignment on time = no credit.
- Submitting the assignment on time but missing Zoom roll call = no credit.
- Both requirements must be met for each assignment, including the final check-in at the end of the school day.

Any hours not earned through dual verification will be counted as absent hours and will adjust the student's graduation date accordingly, just as an unexcused absence from campus would.

DISTANCE EDUCATION POLICIES AND PROCEDURES

- Future Professionals must be logged into Zoom at the start of their scheduled class time for visual and verbal roll call.
- Cameras must be on at all times during Zoom sessions. Students must be in an environment that demonstrates readiness to work. Being in a moving vehicle, at a medical appointment, or any setting that is not conducive to learning is not acceptable.
- Students must use their First and Last Name on their Zoom profile so that roll may be accurately taken.
- Each student must be logged into their own individual account. Shared viewing or group viewing parties are not permitted and will result in no credit.
- **No late work is accepted. If an assignment is not submitted by its posted due time, no credit will be awarded — no exceptions.**
- **Internet loss is not a valid excuse for missing a Zoom check-in or a late assignment submission. It is the student's responsibility to ensure reliable internet access before their school day begins. If needed, students should identify a nearby location that offers free Wi-Fi, such as a public library or coffee shop, and plan accordingly.**
- Students who are unable to maintain attendance or satisfactory academic progress during Distance Education should contact the Future Professional Advisor as they will be subject to the Advisory Policy.
- Failure to complete Distance Education Requirements will prevent the Student from completing the program.
- Students may not be on-campus on a Distance Education day.
- Future Professionals must have access to their iPad and full Digital Learning kit on Distance Education days, as assignments may require the use of one or more of their digital learning applications.
- The approximate turnaround time for reviewing and responding to student lessons, projects, or dissertations is five (5) business days from receipt.