

Temporary Distance Education Policy Due to [COVID-19]
According to our Accreditation (NACCAS) Rules & Regulation, only
less than 75% of entire course can be taught by Online Distance
Education for Cosmetology & Esthetician programs only.

I. PURPOSE AND GENERAL INFORMATION

- A. The purpose of this policy is designed to comply with the Higher Education Opportunity Act (HEOA), concerning verification of student identity in distance education.
- B. All programs offered through distance education must verify that the student who registers for an online distance education program is the same student that participates and completes the program to receive academic credit and hours.
- C. Flair Beauty College uses Google Classroom as its learning management system. The Google Classroom system uses authentication of account and password to ensure appropriate and secure student access to programs. All users of Flair Beauty College's Google Classroom are responsible for maintaining the security of their NetIDs, account and password. Users are responsible for any use and activity of their account. The information regarding student authentication and access may not be shared or given to anyone other than the person to whom they were assigned. Attempting to discover another user's password, gain unauthorized access to another person's account, or impersonate another student's identity is prohibited
- D. The Higher Education Opportunity Act of 2008 (HEOA) requires institutions receiving Title IV funding to verify the identities of distance education students enrolled at an institution using at least one of three methods: (1) a secure login and password; (2) proctored examinations; (3) other technologies and practices which are effective in verifying student identification.
- E. All students participating in distance education are using Google Classroom to receive and submit class work including assignments and tests
- F. Flair Beauty College's distance education learning classrooms use Google Meet video conferencing technologies to deliver instruction to students. This technology provides further visual identification.
- G. As of April 14th 2020, we are in compliance with our local government, state and national agencies guidelines provided for online education due to **COVID-19**. We are permitted to convert all students schedule hours to **temporary distance education** due to amount of students infected to COVID-19. In this situation by following state health department and our accreditation (**NACCAS**) **guidance**; students can only completed their program hours up to 50% of program required clock hours. If students completes 75% of their clock hours for online education then the students will be placed on leave of absence until the school opens up for onsite education.

- ⇒ This had been extended from September 1st, 2020 to April 30, 2021; however, may be subject to change according to our local government and state agencies.
- ⇒ As of July 13th, 2020, we awaiting for our approval to convert our programs into a hybrid of distance education (theory) and clinical operations (on-site at the school location).
- ⇒ Since October 6th, 2020, we opened for onsite training 5 days a week Tuesday to Saturday.
- ⇒ On October 31, 2020 the school opened to the public for client services and on Tuesday November 3rd, we started our hybrid program online distance education from 8:30AM-2:30PM for lecture hours (theory hours) 6 hours per week on Tuesdays and Wednesday to Saturdays clinic hours (8:30-2:30) for on-site education.
- ⇒ On December 8th, 2020, we went back to online education due to COVID-19 outcome.
- ⇒ On January 5th, 2021 the institution received approval for Temporary Distance Education up 75% for Cosmetology & Esthetician Programs by NACCAS.
- ⇒ On Feb 10th,2021, we reopened for 4 days a week for onsite hands-on training hours and once a week online for lecture hours.
- ⇒ On April 13th, 2021, the institution has been approved for permanent hybrid (online education and onsite education) for the Cosmetology and Esthetician programs by NACCAS. We received our approval for Barbering and Manicuring on December 17,2021 and BPPE approval on January 7, 2022 . According to our accreditation (NACCAS) & State of California BPPE as of May 1st, 2021, the institution can continue TDE authorizations through to the end of the National Emergency due to limitations of capacity for onsite education. The institution has been permitted to continue student enrollment during this time as programs remain in review.
- ⇒ As of June 15, 2021 State of California since is removing the restriction for limited capacity, students onsite attendance is mandatory.
- ⇒ As of June 29, 2021, Institution placed in hybrid program approval for 6 hours on Tuesday for lecture hours (theory) distance education and 4 days a week for onside hands on training. We must follow our local government and state agencies guidelines for further notice.

II. IMPORTANT INFORMATION

As a student desiring to enroll in one of the aforementioned programs, you certify that you understand the following Important Information

- A.** You will need to create and provide us with a Gmail account (if you do not have one already) to enter class meetings and communicate via Google Classroom and Meet.

- B.** For students that are scheduled for the 6 hour class session, there will be two 15 minutes breaks.
- C.** All Class Schedules: There will be an Instructor for online hours between 8:30am – 2:30pm, on Tuesdays for lecture hours and Wednesday to Saturday 8:30AM - 2:30PM for onsite clinic hours. All onsite clinic hours might be changed to online education depending on local and state agencies due to COVID-19 guidelines. All assignments will be due by 5:00pm on Saturday to receive hours for that week.
- D. As of the approval to convert our programs into a hybrid of distance education (theory) and clinical operations (on-site), students will be scheduled to attend as:** Tuesdays scheduled for the 6 Theory hours per week from 8:30AM to 2:30PM with two 15 minutes breaks for all programs. Clinical operations will be 4 days a week 6 hours per day between Wednesday - Saturday. Student GPA is evaluated weekly for academic performance. This ensures that the student's qualitative academic performance is evaluated for each 10% of the Distance Education (modules) component actually completed within the program at the institution (in-person) by a qualified instructor.
- E.** The student must submit their all tests, final exam Mock test onsite and pass with minimum of 70%. This ensures that upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam to include any applicable competencies required by the State licensure agency prior to graduation from the program.
- F.** The amount of online hours completed is recorded and stated on the last page of the student transcript.
- G. The student must not miss the 6 Theory Hours per week on Tuesdays. Students who do not come in or complete their schedule hours on Saturday will be suspended for a day upcoming week.**
- **Class and Practice Hours**
Clock IN time is rounded to the nearest ¼ hour. Students must record their attendance by entering their names and time to Clock IN at the start of the day, Clock Out for a lunch/break period and Clock IN when returning to class and Clock Out at the end of the class day. Students will be allowed up to ten (10) minutes to sign-in before it qualifies as a tardy. If the student Clocks IN tardy, they will not receive credit for the hour of theory. Record Cards and or Time Cards must remain in the school at all times.
 - **For online distance education** Students will be allowed up to 10 minutes to join the class meeting in the mornings. If a student passes the 10 minute timeframe, it qualifies as 'LATE'. If a student is 'LATE', they will not be allowed to join the class meeting for the day. The 10 minutes 'LATE' will be deducted from your earned hours. **For any online technical issue students must call in within 10 minutes timeframe otherwise it'll be dismiss for the day.**

o **For Onsite Education CLOCK IN, CLASS CUT & OUT AND TARDY POLICY**

Classes begin at 8:30 am; if the student arrives any time after **FIRST Class Cuts** 8:40:00 a.m., then he or she is NOT permitted to clock in. If they arrive after **FIRST Class Cut** hours between 8:40:01 to 9:00:00 then the student falls in to **SECOND Class Cut (up to 15 minutes)** and **must sit at clinic to study. He or she will have to wait until after first practical hours conclude**, in this case they clock in at 10:00 am. Students who arrive any time after 9:00:00 am will be excused for the rest of the day. The director will review excessive tardiness or absences with the student to determine possible corrective action. **SECOND Class Cut considers as one unexcused absentee.**

- o **Students should not miss their scheduled hours per week as missing days can cause a student to miss important subjects matter and experience. The student will have to complete minimum training requirements for Practical & Theory Hours (must be credited by instructor when students are physically present in class) stated in the mandates for licensing and it will cost the student additional tuition if the course is not completed by the calculation completion date AND OR required course clock hours.**

- o **Missing scheduled hours must be due to emergency situations. The institution does not offer any make up hours at this time due to limited capacity. If a student continuously and or routinely has less than his/her scheduled hours per day or per week AND OR is arriving at second class clinic Cut Hours AND OR Below 67% attendance rate in one payment period/progress report in one term, then the student will be subject to the terms of the satisfactory academic progress policy. Attending Saturday is mandatory at Flair Beauty College. Student who does not complete their schedule hours on Saturday will be suspended on coming Wednesday.**

H. **Students need to follow their original contract and catalog input which includes: attendance rate and satisfactory progress. All student leave of absences must provide with documentation to be approved by Administrator. Applied & Effort; students need to complete at least 4 to 5 practical operations per day during 6 hours scheduled attendance. For Online practice all students have to follow the same practical procedures as the Instructor from start to finish to receive credit and grade. Students must practice on mannequin doll head only. Practicing on a live person is not permitted.**

I. **All students have to follow the same Theory subjects as taught by an instructor from start to end in order to receive credit. DISTANCE EDUCATION PROGRAM IS NOT BASED ON INDEPENDENT STUDY/SELF-PACED**

III. PARTICIPATION / DRESS CODE / ACADEMIC HONESTY:

A. **Participation is key of success. Please be advised, you must have the audio on & if your video feed is not live, Google Meet automatically logs you out. In order to remain in the class meeting, please be on screen at all times.**

Student must be proactive and involved with academic activities. In addition, students are required to be on camera in a quiet room, well lit location and give yourself enough room in order to set up your materials. Your set up must be clearly visible to the instructor. Always have your materials available.

- B. Avoid distractions. Please refrain from speaking to others during class time. No other person beside the student can be on camera during online class meetings.**
- C. Driving or not being in a quiet room during class is prohibited. You will be automatically dismissed for the day if occurs.**
- D. During online class meetings, if a student is absent/off-screen (beside break-time) for more than 8 minutes, up to 2 times, after third warning the student will be dismissed from the meeting for the day (you will only earn the hours you have attended).**
- E. DRESS CODE** Refer to the school's Catalog (pg. 14) for Dress Code. Please wear your Flair Beauty College uniform during online classes.
- F. Online class meetings will be recorded for documentation.**
- G. ACADEMIC HONESTY POLICY:** Flair Beauty College seeks to ensure academic honesty among students. "Academic Honesty" means performing all academic work without plagiarism, cheating, tampering, stealing, or receiving unauthorized assistance from any other person or site. Having electronic devices such as cellular phone, recorders, cameras, watches, etc., during exams and class time is prohibited. All students are expected to do their own work and must comply with the honesty policy in order to receive credit and hours. **Talking to others while taking a test is prohibited.**

IV. CONDUCT RULES AND GUIDELINES:

Please follow the school's online education Code of Conduct. In addition, please follow this basic guideline for online classroom etiquette:

1. For security purposes, do not share your password or personal information with anyone. Flair Beauty College is not responsible for any online cyber hack/attack. Be diligent and help protect yourself and your fellow classmates.
2. Treat your instructor and classmates with respect.
3. Do not post inappropriate discussions or content in the Classroom or during class meetings.
4. Be prepared for each class. **You will need the books in order to participate online**, if we have to practice online for practical operation due to closing for onsite education all students must have their kit at home.
5. Do not disrupt the class during classroom meetings. Mute your audio only when an instructor is speaking/demonstrating.
6. Have patience. All your questions will be answered after the end of class sessions by your instructor.
7. When class is dismissed by an instructor, exit from the online classroom meeting immediately.

8. The interaction with the instructor will be validated by measurable participation, by the clock hour (computer generated student participation logs), and by competency / mastery of a subject by achieving a 70% or above on an in-school examination.
9. All assessments that will be used for calculating a student's GPA must be executed while the student is in the classroom meeting.
10. During a student's pre-orientation, the student will receive a notice that prior distance education may not be accepted for reciprocity or eligible for licensure in states other than California. A signed and dated copy of this disclosure is located on their pre-orientation acknowledgment form and will be maintained in the student file.
11. Students must be prepared for each class. Students need to have their Kit Text Books & Workbooks in order to participate in class.
12. Students are not allowed to use their cell phone/devices for private conversations during class session.
13. **All students must agree to abide by these policies in order to participate in Distance Education.**

By not following these policies and breaking conduct rules, your Distance Education hours may not be accepted by the California Board of Barbering & Cosmetology. Although California other state of Board of Barbering & Cosmetology may not accept any online education. Flair Beauty College has the right to change this policy based on updated government/accreditation agencies (NACCAS & BPPE) rules and regulations and student's online education behavior outcome.

"In signing this document below, I certify that I have read, understand **Hybrid and Temporary distance education policy**, and agree to comply with my responsibilities as indicated above."

Name: _____ **Signature:** _____ **Date:** _____