Carone Learning Academy

Student Handbook

Dear Students and Parents,

*We are pleased and excited to have you join us on your journey to healthy living and career preparation. At **Carone Learning Academy** we have a strong commitment to quality and excellence. Our mission is to educate, motivate, and empower students as they create a pathway for lifelong health and fitness through our **Foundations** and **Lifestyle** courses. Additionally, we provide introductory **Career** course options in the fields of healthcare, sports, and fitness to help students take a step forward in the exploration of potential career pathways.*

We are dedicated to providing a quality education with exceptional curriculum and top-notch teachers. We make every student's success our first priority.

I would encourage you to fully engage in your course, communicate with and get to know your instructor, and ask questions when needed. We are here to help!

Please take a moment to browse through this guide, particularly the first few pages. It will provide you with keys to success, as well as a listing of our school policies. Thank you, again, for entrusting us with a small piece of your education. We hope to provide you with an exceptional experience!

Sincerely,

Katie Carone
Founder & Director
Carone Learning & Carone Learning Academy

Top Five Keys to Success

As you begin your Carone Learning course, here are some things you can do to ensure success.

1. Understand the Expectations.

Before beginning a class, make sure you understand everything that the course entails and what is expected of you. There are several resources to help you with this.

- You should receive a welcome email from the registrar and your instructor outlining some of the basics of the course.
- Our courses include a "Getting Started" page with a course syllabus, recommended pacing chart, technical requirements, and exercise requirements (for PE courses).
- Student tutorials are available to help you navigate the course and submit assignments.
- A course introduction walks you through the goals of the class, the types of tasks and assignments you'll see, and what is expected of you.
- A parent guide provides an overview for parents.

Spending the time upfront to become familiar with these introductory materials can save you a lot of frustration as you work through your course.

2. Make a Plan.

Create a plan for yourself. When you are going to work on your course? Where can you work on the course free from distractions? For the PE classes, what types of exercise are you going to do? What resources do you need to complete them? When and how will you complete your exercise?

The *Course Outline* on the Getting Started page in the course lists all the tasks and assignments that need to be completed. Look at the tasks and time frame you have to complete the course and create a schedule for yourself. Recommended due dates can also be found in the gradebook within the course.

Creating a plan helps you to make the course a priority and not an afterthought. As with anything in life, it's important to realize that you may need to be flexible and adjust your plan as needed.

3. Stay Motivated.

Sometimes being motivated to work on your course can be difficult. You can use external motivators, such as writing notes and reminders to yourself or asking your parents, family, or friends to encourage you to work on your course.

Additionally, you may wish to set goals and rewards for yourself to help you stay on track. Remember, rewards don't have to be material things—they can be as simple as allowing yourself time to read your favorite book or hanging out with a friend.

4. Communicate.

Our team is ready and waiting to help you. If you have problems or questions—ask!
- If you have any issues with your login or need to discuss extension options, contact our registrar.
- If you have questions on how to complete an assignment, don't understand part of the material, or need clarification on our grade, please reach out to your instructor.
- If you find an error in the class, contact support or your instructor.
- If you are going to be unable to login for a week or more, let your instructor know.

Your teacher will be reaching out to you regularly to make sure you understand the material and are progressing in the course. Even though there are no set due dates for your course, your instructor wants to see you working regularly so you can achieve success.

Additionally, teachers leave feedback on all of your assignments to help you know what you are doing right or where you might need to make improvements. (Feedback can be found by clicking on a score in the gradebook).

You can contact your instructor via email or phone and should hear back from him or her within 24 hours (M-F), if not sooner. Additionally, each teacher has a weekly office hour where they are available immediately to answer questions.

5. Be Consistent.

"Motivation is what gets you started. Habit is what keeps you going." – Jim Rohn

One of the biggest reasons for failure is procrastination. Many students begin an online course thinking they have plenty of time to complete it; they often put it off until it is too late to complete or do an accurate job. Working on your course consistently is one of the biggest keys to success.

About Carone Learning & Carone Learning Academy

Founded in 2006, Carone Learning, www.caronelearning.com, is the leading curriculum provider of online health, fitness, and career courses for grades K-12. Carone Learning Academy is Carone Learning's supplemental online school, providing outstanding curriculum as well as instruction by highly qualified teachers.

How do I get credit for my class?

Carone Learning Academy is an accredited school through Cognia (formerly AdvancED). Although we don't offer a diploma, we can provide a transcript and school credit that can be transferred back to your graduating school. If you have registered through one of our partner organizations, your school has most likely already agreed to offer credit for your course. If you have any questions about ordering a transcript or transferring credit, please contact our registrar.

Who Do I Contact with Questions?

Knowing who to contact when you have problems is helpful. Use the chart below to decide the best person to help you.

Registrar & Student Support	Instructor
registrar@caronefitness.com Phone: 801-657-4651 x111 Toll Free: 888-769-0480 x111	Teachers can be contacted via email, phone, or our student information system messaging portal.
Contact the registrar concerning: • Problems with a login • Updating contact information • Discussing extension options • Ordering a transcript • Dropping a course • Registering for an additional course • Any problems with an instructor	**Contact the instructor if:** • You have questions about the class, assignments, or the curriculum • Student needs help catching up • You have questions about a grade • Student is unable to work in the course for a period of time • You find errors in the course or have course functionality issues (instructor will escalate to our internal support team as needed)

If you find an error in the course, you may submit an error report form to our support team here: https://caronelearning.com/error-report/

Getting Started

Login

Upon registering for a course, students should receive two emails. The first confirms successful registration in our student information system. The second confirms enrollment in a course. Both of these emails should contain login information.

If information is provided upon registration, parents/guardians and school mentors will also receive an email with login information to access our student information system and view your student's progress. (Note that parents and school mentors only have access to view grades and progress, not the actual course or assignments). If guardian or mentor information was not provided upon initial registration, a login may be requested by contacting the Registrar, registrar@caronefitness.com.

Students, guardians, and mentors can login at the following URL:
http://www.caronelearning.com/login

Login Troubleshooting

If you are having problems logging in, use the following troubleshooting steps:
1. Make sure you are using the correct case-sensitive login credentials.
2. Try resetting your password by clicking on "Forgot Password" on the login box. A new password will be emailed to you. (You can update it if you choose by clicking on "Account" once you have logged in).
3. If you continue to have problems, please contact the registrar, registrar@caronefitness.com. Please include your name, course, and an explanation of the problem. Screenshots are helpful.

Navigating the Student Information System

Student Information System

Carone Learning uses both a student information system (Genius SIS) and a learning management system (Buzz). Students initially log in to the SIS.

From here students can view the following:

- **Dashboard**: Shows academic progress and activity. **Click on the name of your course under "Academic Snapshot" to access your course.**
- **Messages:** You can message your teacher from this portal. You can also email your teacher directly from your email.
- **Contact School:** Contact Carone Learning Academy about a problem with your course or login.
- **Mentor Information:** If you are linked to a school counselor or mentor or someone at your school, their info will show up here.
- **Course Information:** Shows your course and teacher information.
- **Suggested Pacing:** Shows an approximate number of assignments you should complete weekly to complete the course by your end date. Note that there are recommended due dates with the gradebook in the course to also help you gauge your pacing.
- **Gradebook*:** This shows a snapshot of your grade and current pace, as well as points for each assignment. *Please note that a more detailed gradebook is located within the course.*
- **Student Activity*:** Shows recent activity in your course.
- **Edit Account:** Here you can update your contact information and change your password.
- **School Calendar:** Here you can add events or schedule assignments for your class.

*The student information system pulls information out of your course several times a day. However, it does not update in real-time. Recent activity or scores may not show up immediately in the SIS.

Accessing Your Course

Accessing Your Course

Once you are logged in to the SIS, click on the course name under "Academic Snapshot" on your Student Dashboard in order to access your course.

From here you will be taken to the learning management system that houses your course (Buzz). You will be taken to the "COURSES" tab where you'll see your course that has sub-links for "**Activities**" and "**Grades**." These links can also be found inside a course in the top left corner menu.
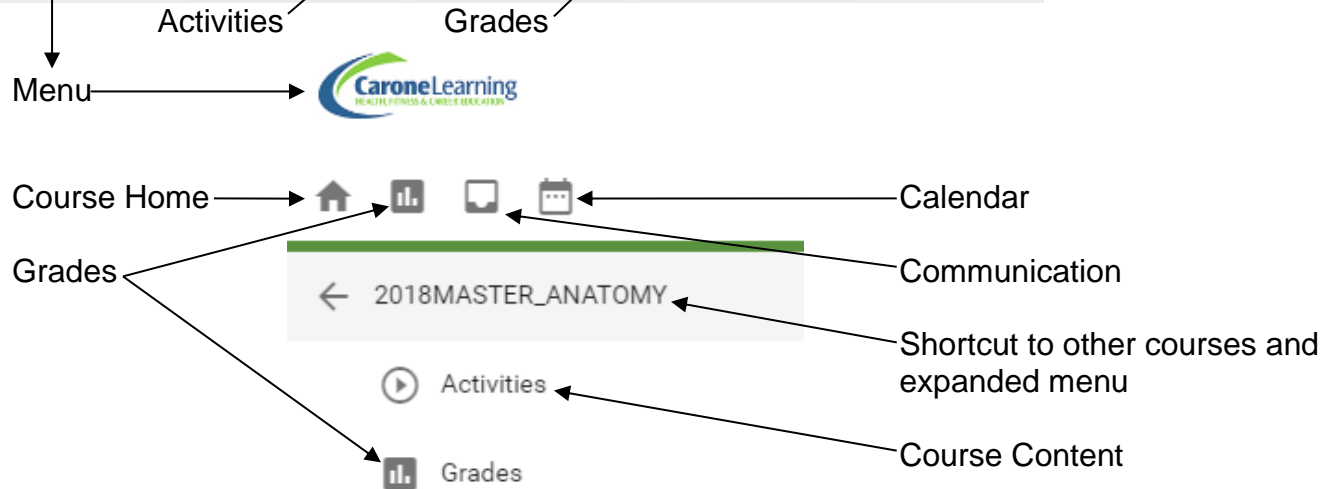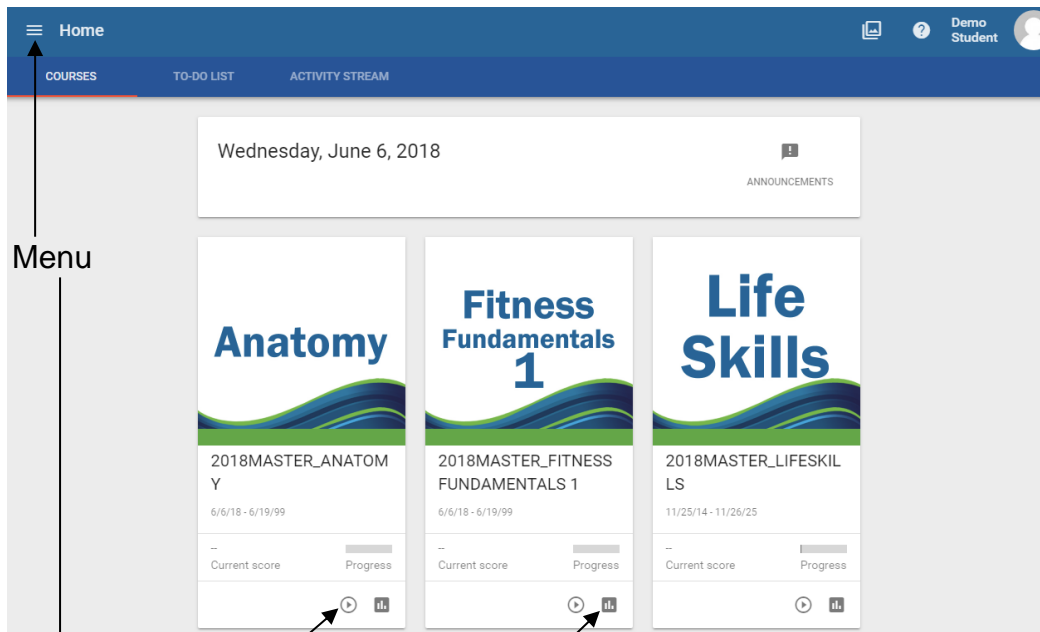
Viewing Grades and Feedback

Click on "Grades" to view more details about your grades. In the course gradebook you can find recommended due dates. Additionally, in the gradebook, when teachers post grades and leave comments you can then see the feedback as indicated by the comment bubble. Students are highly encouraged to review the teacher's feedback on each assignment. Quizzes are automatically graded. If you have any questions about a quiz grade, contact your instructor.

Course Content & Assignments

Viewing Course Content

Click on "Activities" to view your course content. Unit and Section navigation can be found in the left-hand menu.
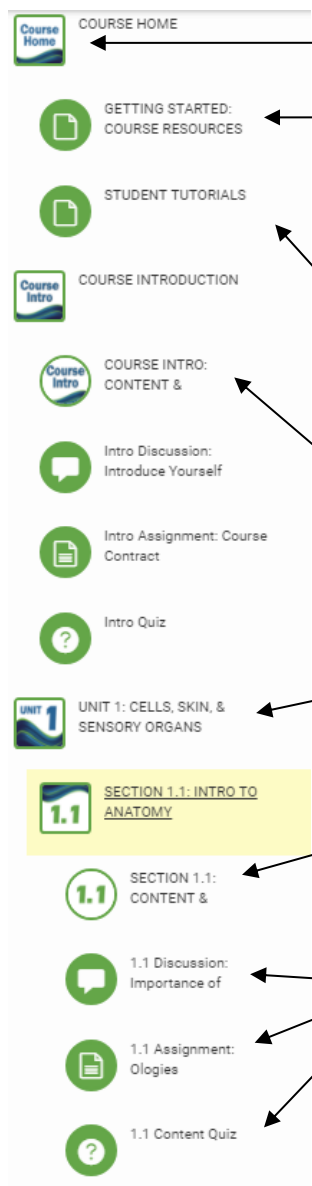
- Click on a tile to expand each folder.

- Each course has a **Getting Started** page. This is where you should start. The Getting Started page includes links to a course syllabus, pacing guide, parent guide, and technology requirements. In the PE courses this is also where you find links to the exercise requirements and fitness log.

- Your course should contain **Student Tutorials** that contain further information about navigating a course and uploading assignments.

- Each course includes a **Course Introduction** with information about the course goals, policies, and types of assignments.

- After reviewing the Course Introduction and completing the intro discussion board and quiz, you are ready to continue with **Unit 1**.

- Each section page links to the content and instructions for that section (i.e. Click on SECTION 1.1).

- To submit assignments, you will click on the links underneath each section (i.e. 1.1 Discussion/Team Huddle, Assignment, Quiz, etc.).

To view all of the section content, be sure to work through all of the links on the section page-- i.e. Game Plan, Lesson, Assignment, Quiz, etc. (varies by course). The lesson tab, in particular, has narrated slideshows that include all the content information you need to complete the assignments and quizzes.

Assignments

Below are a few tips for completing assignments. More detailed information on the types of assignments can be found in the Course Introduction.

- **Discussion boards** require a full-paragraph original post on the assigned topic as well as a response to two other students (when possible). Be sure to keep postings rated G and use proper netiquette when communicating with others.
- **Quizzes** and exams can only be taken one time, so please be prepared. The quiz questions relate directly to the content in the lessons.
- **Fitness Logs** must be submitted within one week of completion to receive full credit. Parent or supervisor verification must be submitted every four weeks in order to receive credit for fitness logs.
- **Sprint or Field Trip links** are simply resources available for additional exploratory learning.
- For any questions on specific content or assignments within a course, please contact your instructor.

Communication & Course Completion Policies

Welcome: You should receive a welcome email from the registrar as well as your instructor. You should also receive a welcome phone call from your instructor within your first week of registration.

Ask Questions: Please communicate with us if you have any problems or questions, or if you will not be able to work on your course for a period of time. Your instructor will provide an email address and phone number where you can contact him or her. Although you can reach out to your instructor at any time, each instructor has a weekly office hour where they are immediately available to help you.

Response Times: Our policy is to return emails and phone calls within 24 hours (M-F), if not sooner.

Assignment Grading: Assignments will usually be graded within three days of submission (M-F). Comments on assignments can be found by clicking on your assignment score in the gradebook.

Final grades: Final grades for courses will be posted within one week of course completion.

Due dates: In the gradebook, you will find a list of due dates. These dates are for guidance only to help you stay on task. Although there are no strict due dates* in your course, you are encouraged to work on the course on a regular basis. Please be aware that teachers will be following up with students, parents, and mentors if students have not logged into a course for a week or more.

Poor performing: Students, parents, and mentors have access to view students' grades and progress. Please note the grade shown is based ONLY on assignments that have been completed and graded. Any assignments not completed by the end of the course will turn into a 0. Teachers will reach out to students, parents, and mentors if a student's grade falls below 70%.

*In physical education courses, Fitness Logs must be submitted within one week of completion. Additionally, each fitness log must cover an entire week separate from each other.

Enrollment Periods, Drops & Extensions

Start Date

Carone Learning Academy allows for a rolling enrollment, meaning students can enroll at any time and choose their own start date. A student's start date begins on the day they enroll in the course. ***Please contact the registrar within three days of registration in order to change the start date.***

End Date

An end date will automatically be assigned based on your specified start date. Students may request an end date that is *earlier* than their assigned end date. Please contact the registrar with your requested end date.

If you need your final grade by a specific date, please be aware that teachers have one week to submit a final grade after you have completed your course. Plan accordingly.

The table below shows the enrollment period for each course. Note that the PE courses require a minimum number of weeks to complete fitness logs.

	Full Semester	Accelerated Semester	Full Year	Credit Recovery	Quarter Credit	Independent Study
Enrollment Period	18 Weeks	9 Weeks	18 Weeks	7 Weeks	9 Weeks	18 weeks
Required PE Logs	12 Weeks	8 Weeks	12 Weeks	6 Weeks	6 Weeks	12 Weeks
Course Credit	0.5	0.5	1.0	0.5	0.25	0.5
Teacher Support	Weekly communication, support, and feedback; available via phone, email, or online meeting	Weekly communication, support, and feedback; available via phone, email, or online meeting	Weekly communication, support, and feedback; available via phone, email, or online meeting	Weekly communication, support, and feedback; available via phone, email, or online meeting	Weekly communication, support, and feedback; available via phone, email, or online meeting	Can contact instructor with questions
Grading & Feedback	Instant-feedback quizzes; Assignments graded within 3 days (M-F)	Instant-feedback quizzes; Assignments graded within 3 days (M-F))	Instant-feedback quizzes; Assignments graded within 3 days (M-F)	Instant-feedback quizzes; Assignments graded within 3 days (M-F)	Instant-feedback quizzes; Assignments graded within 3 days (M-F)	Instant-feedback quizzes; Assignments graded upon course completion
Available Courses	All Course Titles	All Course Titles	Fitness-Fundamentals Advanced P.E.	CR Health CR P.E. 1 & 2	MS Health 1, 2, 3 MS PE 1, 2, 3 HS PE 1 & 2	Health & Wellness Fitness Fundamentals 1 & 2 Advanced PE 1 & 2 Middle School Health Middle School P.E. 1 & 2

Drops

Students can drop a course at any time. However, only drops within the 7-day grace period are eligible for a refund (minus a $49 processing fee).

Extensions

Carone Learning Academy can provide a one-week courtesy extension to accommodate holidays, snow days, sick days, or other issues that may keep a student away from a course. Note that the courtesy extension is not available for independent study courses. Additional paid extensions for all courses are available for a fee of $20 per week. Students can register for the courtesy extension or additional paid extensions through our registration system: https://caronelearning.com/extension/

It is strongly recommended that extensions are requested/paid for ***prior to*** a student's completion date, so students have access to the maximum extension possible.

Please be aware that the following stipulations apply:
- Extensions that are purchased before 3:00 p.m. MST, Mon to Fri, will be processed the same business day. Extensions purchased after hours or on weekends may be processed the following business day.
- For students who were enrolled through a contracted school, course extensions may require school approval. Please have the school counselor or school contact send a request to registrar@caronefitness.com.
- **The extension period begins immediately after the course end date**. For example, if a student's end date is January 7th, a one-week extension would extend course access to January 14th, no matter what day the extension was requested or paid.
- A course extension request more than two weeks after a course end date will require pre-approval from the registrar to re-open course access. Payment for any surpassed extension time will still be required.
- A maximum of six extensions may be purchased. Additional extensions require pre-approval and may be based on demonstration of coursework progress.
- Carone Learning Academy reserves the right to deny a course extension.

Multi-Course Registration Policy

Students may enroll in any number of Carone Learning courses. However, they cannot enroll in two P.E. courses simultaneously. They must complete the fitness logs from one course before beginning the second course.

To register for additional courses, select the course(s) you would to register for here: https://caronelearning.com/enroll/. Then sign in to the *student's* account.

General FAQs

Q: How can students receive credit for Carone Learning courses?

A: As a Cognia-accredited school, Carone Learning Academy can provide credit as well as send an official transcript to a student's diploma-granting school. Although credit is generally accepted from one accredited organization to another, we recommend that students consult with their school counselors. Please contact the registrar for more information about ordering a transcript.

Q: How much credit is each course worth?

A: Each course is one-semester credit or 0.5 credits in most states (5 units in CA). Full-year courses are worth 1 credit (10 units in CA). Quarter credit courses are worth 0.25 credits (2.5 units in CA).

Q: Are courses synchronous or asynchronous?

A: All courses are designed to be asynchronous, meaning there is no required live class time. Students can work on courses anytime, anywhere.

Q: What are the technical requirements?

A: In order to view all course elements and complete assignments, students need a stable internet connection, the ability to view PDFs, and access to a word processing program, such as Word, Open Office, or Google Docs.

Q: Are there any textbooks or other materials required?

A: No. Our courses are textbook-free! All of the necessary content and information needed to complete a Carone Learning course is included in the course itself. Some optional equipment may be purchased for PE courses, such as exercise or sports equipment or fitness tracking watches.

Q: How are the Carone Learning courses appropriate for a variety of learners?

A: The Carone Learning courses were designed using sound instructional theory. They are user-friendly, easily navigable, and very consistent throughout. In addition, our courses are accessible and 504 compliant with multimedia lessons combine text, pictures, video, and audio to greatly enhance understanding and cater to a variety of learning styles. Students receive help and feedback from a dedicated instructor. Students can review the course information as many times as they need. Printable handouts are also available for students. If a student has an IEP or needs accommodations, please make a note upon registering, as well as contact the instructor once the student is enrolled so we can make the necessary adjustments. Please see our 504/IEP policy in this document.

Physical Education FAQs

Q: How does the physical activity component work in the PE courses?

A: Although our PE courses are delivered online, the physical activity required is anything but virtual! Fitness levels are measured with various pre- and post-fitness assessments. Students are required to keep a detailed log of their weekly fitness activities and to evaluate their progress through periodic evaluations or "Fitness Checkpoints." Please see the *Exercise Requirements* within your course for more specifics.

Q: How are fitness logs verified?

A: A parent, guardian, or supervising adult must submit a verification form every four weeks. **Without this verification, students will NOT receive credit** for their fitness logs.

Q: What equipment is required?

A: There are no additional textbooks or equipment required for students to complete the Carone Learning courses. We do recommend that students have access to some exercise equipment when taking a PE course, although it is not required. Resistance bands (as seen in the exercise library) are a safe resistance training option that we highly recommend.

With each PE course, students have complimentary access to **Carone Learning's Exercise Library**; there are over 300 exercises within the library that demonstrate a variety of equipment options, including exercises that require no equipment.

Q: Can the Carone Learning PE courses accommodate students with physical limitations?

A: Because exercise programs can be tailored to meet the needs of each student, PE courses are ideal for students of all fitness levels and abilities. Although any of our PE courses can be modified to meet special needs, our **Adaptive PE** course is designed specifically for students with physical limitations. If there are physical, academic, or other needs we should be aware of, please contact your instructor to discuss accommodations as soon as possible.

Student Expectations

Students enrolled in Carone Learning Courses are expected to:

- Participate in the course on a regular basis each week.
- Submit assignments in a timely manner.
- Communicate regularly and effectively with the instructor via email, phone, or office hours.
- Communicate with supervising adult, parent, and/or school counselor regularly to discuss progress (*and fitness logs if enrolled in PE).*
- Seek clarification on expectations, assignments, or content when needed.
- Notify instructor if you are unable to log in or complete work in a timely manner.
- Notify instructor if any academic or physical limitations may interfere with course participation or coursework.
- Complete and log appropriate physical activities for the required time, as specified in the course Exercise Requirements (*PE courses only*).
- Complete your own work. Cheating and/or plagiarism are not acceptable.
- Students should comply with the Student Code of Conduct.

Academic Integrity

Carone Learning prides itself in upholding the values of academic integrity. **Cheating and plagiarism will not be tolerated**. Among other things, cheating involves:
- Falsifying information on fitness logs or other assignments
- Copying information from others or the internet
- Copying answers on a quiz
- Lying about the process used or information recorded in an assignment or exam
- Using study guides or open content on exams in which it is expressly prohibited

Teachers who suspect students of cheating will document their suspicions and report to the school administrator.

Possible consequences of cheating include:
- Parent/teacher/student conference
- Notifying school and school counselor
- Fail on the quiz or assignment
- Fail in the course
- Expulsion

Code of Conduct

When registering for a Carone Learning course, students should comply with the following Code of Conduct.

- Students must have Internet access to complete a course.
- Students will use the Internet responsibly—in a safe, efficient, ethical, and legal manner.
- Students should not participate in the misuse of the Internet, including viewing explicit or inappropriate material. All sites accessed and materials used should be considered "G" or "PG" in rating.
- Students will complete work with academic integrity. This means no cheating or plagiarism!
- Students recognize that course materials are protected by copyright law and are only available for use by authorized users for the time they are in the course. Students may not keep, post, or share materials with unauthorized users or use for any other purpose without express permission from Carone Learning.
- Students will keep their login and password information confidential.
- Students will use proper netiquette when communicating with other students, teachers, or other staff. This includes:
  - Using constructive criticism, but no personal attacks
  - No derogatory, racial, explicit, profane, or other inappropriate comments
  - Ho harassing other students, teachers, or staff
  - No posting of nude or inappropriate pictures
  - Be respectful
- Beware of emails or communications from strangers asking for personal information.

Carone Learning will cooperate fully with local, state, or federal officials in any investigation related to illegal activities.

Carone Learning retains the right to fail or drop students without a refund if they do not uphold this Code of Conduct.

Carone Learning will do its best to provide quality online courses and services. Course maintenance and updates are provided regularly. However, this is not a guarantee of uninterrupted, error-free service. Furthermore, Carone Learning may suspend services at times in order to provide maintenance and updates.

Grading Policy

Grades in a Carone Learning course are based on points earned out of points possible. A final percentage grade will be determined based on the points earned.

Typically, Carone Learning will submit a final percentage grade to the student's enrolled school and allow the school to assign a letter grade. However, if a letter grade is requested, the following scale will be used.

Percentage	Letter Grade
93-100%	A
90-92%	A-
87-89%	B+
83-86%	B
80-82%	B-
77-79%	C+
73-76%	C
70-72%	C-
67-69%	D+
60-66%	D
0-59%	F

Additional grading policies:
- Unless prior accommodations or arrangements are made with the instructor, students will receive a 0 for any assignments not submitted by the end of the semester or the end of their allotted time in the course.
- Fitness logs are time-sensitive and must be submitted within one week of completion. At the discretion of the instructor, students may receive partial or no credit for a late fitness log.
- Quizzes and exams can only be entered one time. Please be prepared at the time you start the quiz or exam.
- Teachers are expected to grade assignments within three school days of submission.
- Students have access to their grades and assignment feedback in the gradebook within their course.
- If students have any questions about assignments or grades, they should contact their instructor.

Selection of Educational Materials

The majority of curriculum and educational materials utilized by Carone Learning are developed in-house by a team of instructional designers, instructors, subject-matter experts, editors, and project managers.

Any curriculum developed or utilized from other sources should be:
- Accurate and scientifically-based
- Age and grade-appropriate
- Free (to the extent possible) from advertisements or commercial content
- Aligned to national and state standards per subject matter
- In-line with the National Standards for Quality Online Courses

IEP/ 504 Policy

Exceptional students are eligible to participate in Carone Learning courses. The following are procedures for submitting and implementing specialized student plans.

- Students with an IEP, 504 plan, or exceptional needs, should contact the Carone Learning registrar, program director, or course instructor prior to or upon beginning a Carone Learning course.
- It is recommended that students with physical limitations take the "Adaptive PE" course. However, students are not limited to this course.
- If students are participating in a PE course and have physical limitations that may prevent a student from completing the exercise requirements as outlined, Carone Learning instructors or personnel should request a physician's note that specifies what activities can be performed or what modifications should be made.
- Carone Learning instructors should meet or communicate with the student, parent/guardian, and/or school counselor or mentor via phone, online meeting, or email if necessary, to discuss necessary modifications, accommodations, and expectations.
- Notes will be made by the instructor and submitted to other Carone Learning personnel as needed.
- Carone Learning instructor, with staff support, will provide necessary/reasonable accommodations and grade students accordingly.
- Carone Learning will keep all information confidential in accordance with our privacy policy.
- Student, guardian, and/or mentor should notify Carone Learning instructor or personnel if there is a change in situation or needs.

Bullying & Harassment Policy

Bullying, harassment, or cyberstalking is defined as systematically or chronically inflicting physical or psychological distress or communicating words, images, or language using electronic communication that causes substantial emotional distress for which there is no legitimate purpose.

Bullying and harassment **will not be tolerated**. Any such accusations will be investigated by school administrators. Law officials may be contacted if deemed necessary.

Student consequences may include:
- Student/parent/teacher conference
- Conferencing with school counselor
- Removal from course
- Fail in course
- Notifying law enforcement

Teacher or staff consequences may include:
- Verbal or written reprimand
- Termination

Student Safety Policy

Teachers and staff are required to report suspicions of child abuse and/or other risks to a child, including:

- Physical abuse
- Emotional abuse
- Neglect
- Domestic violence
- Drug use in the home
- Abandonment
- Unsafe living conditions
- Risk of self-harm
- Risk of suicide

- If immediate danger is suspected, teachers or staff will report suspicions to local police or authorities.
- If working with a partner school, Carone Learning staff will notify counselors or personnel at the student's school to discuss options.
- If a student is self-enrolling, parents or other local authorities will be contacted.

Privacy Policy

Carone Learning abides by the student privacy guidelines outlined in the Family Educational Rights and Privacy Act (FERPA).

Access to Information
Student information is shared only with teachers, school administrators, and support staff as needed. External communication or information sharing may be done between Carone Learning and student's parent/guardian and school counselor. Upon completion of a course, a completion certificate will be sent to student, parent/guardian, and school counselor or registrar. Official transcripts are sent to a student's school upon request. No additional information may be released without written permission from the student's legal guardian.

Security
Student information is kept confidential. All student data is secure and password-protected. Students and teachers must also have a username or password to access their courses. They should keep this information private. Students and teachers should not share their login information or any class content with others. Mentors or counselors are also provided with a unique login to view only their student data and grade books. Mentors should also keep this login, course data, and student data confidential.