



School-Wide Policies & Procedures

Student Expectations

Students enrolled in Carone Fitness 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 on a regular basis to discuss progress (*and fitness logs if enrolled in PE*).
- Seek clarification on expectations, assignments, or content when needed.
- Notify instructor if unable to login or complete work in a timely manner.
- Notify instructor if there are any academic or physical limitations that may interfere with course participation or coursework.
- Complete and log appropriate physical activities for a minimum of three hours each week, as specified in the course Exercise Requirements (*PE courses only*).
- Complete own work. Cheating and/or plagiarism is not acceptable. registering for a Carone Fitness course, students should comply with the following Code of Conduct.

Code of Conduct

When registering for a Carone Fitness 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 will not share course content with other unauthorized users.
- 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
 - No 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 Fitness will cooperate fully with local, state, or federal officials in any investigation related to illegal activities.

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

Privacy Policy

Carone Fitness 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 Fitness 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. Official transcripts are sent to a student's school upon request. No additional information may be release 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.

Academic Integrity

Carone Fitness 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 should document their suspicions report to the Lead Instructor or school administrator. Cheating or plagiarism claims will be investigated by the instructor and/or school administrators.

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

Grading Policy

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

Typically, Carone Fitness will submit a final percentage grade to 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
94-100%	A
90-93 %	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.
- 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 on assignments or grades, they should contact their instructor.

Extension Policy

The table below shows the enrollment time frames for students enrolled in a cFitness Academy class. Students are typically enrolled for the following:

- Full semester: 18 weeks
- Accelerated: 8 weeks
- Credit Recovery: 6 weeks

cFitness Academy can provide up to a two week extension. This two week extension is offered as a courtesy to accommodate holidays, snow days, sick days, and other issues that may keep a student away from a course.

Please be aware that the following stipulations apply:

- The extension must be requested by the **school counselor, mentor, or registrar**.
- The extension request must be made to the cFitness Academy registrar, registrar@caronefitness.com.
- The extension period applies *only* to the **two consecutive weeks (14 days) past the students original completion date**. For example if a student's end date is January 7th, their course may only be extended through January 21st.
- It is recommended that, if needed, extensions are requested **prior to** a student's completion date so they have access to the maximum extension if needed.
- Extensions beyond the two week maximum will be approved on a case-by-case basis for an additional fee of \$15 per week.

	Minimum Enrollment Time*	Time Recommended	Maximum Time Allowed
Full Semester Courses	12 weeks	16-18 weeks	20 weeks
Accelerated/Summer	8 weeks	8 weeks	10 weeks
Credit Recovery	5 weeks	6 weeks	8 weeks

*Minimum enrollment time applies specifically to PE courses, due to required weekly fitness logs.

Bullying & Harassment Policy

Bullying, harassment, or cyber stalking 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

Misconduct and Abuse Reporting

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

To report suspicions:

1. If student is in immediate danger, call 911.
2. Notify Carone Fitness administration of any suspicions, as well as actions taken.
3. Notify student's school counselor. Collaborate further with student's school as needed.
4. Contact the Department of Children and Families abuse hotline at 1-800-96-ABUSE/ 1-800-962-2863. Record the case number and name of the DCF representative.

Be sure to document all suspicions and actions.

Selection of Educational Materials

The majority of curriculum and educational materials utilized by Carone Fitness is 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 iNacol Standards for Quality Online Courses

IEP/ 504 Policy

Exceptional students are eligible to participate in Carone Fitness 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 Fitness registrar, program director, or course instructor prior to or upon beginning a Carone Fitness 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 Fitness instructors or personnel should request a physician’s note that specifies what activities can be performed or what modifications should be made.
- Carone Fitness instructors should meet or communicate with 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 instructor and submitted to other Carone Fitness personnel as needed.
- Carone Fitness instructor, with staff support, will provide necessary/reasonable accommodations and grade student accordingly.
- Carone Fitness will keep all information confidential in accordance with our privacy policy.
- Student, guardian, and/or mentor should notify Carone Fitness instructor or personnel if there is a change in situation or needs.