



Kutztown Virtual Academy

(KVA)

Handbook

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Introduction

Welcome to KVA, Kutztown Area School District's homegrown, virtual program. We bridge the gap between the virtual and physical worlds, all while customizing a program to meet your child's needs.

The 5 KVA Strands

- Study & Learning Skills
- Pupil Services
- Experiential Learning & Field Study
- Home Learning Centers
- Employment & Career Skills

Features of KVA

- KVA Support Specialist & Virtual Platform Teachers
- KASD Team (principal, guidance counselor, tech department, case manager)
- Synchronous & Asynchronous Platform options
- Daily virtual Homeroom check-ins
- Communication to keep you connected to KASD
- Ability to participate in KASD activities
- KVA Field Trips
- KVA Gatherings
- On Site Tutoring & Workspaces (Cyber Lounge)
- Elementary Supplies Toolkit
- Career & Employment opportunities and sessions
- KASD diploma

Tentative '23-'24 Schedule

Semester 1: 8/29/23 - 1/8/24

Semester 2: 1/16/24 - 5/21/24

- Dates subject to change
- If you are a senior, your semester 2 end date could change

Your Courses

Your courses will be determined by your KASD guidance counselor. I will enroll you in your courses, monitor them and bridge the gap between your virtual teachers and KASD.

Abiding by a schedule is the most effective way to stay on pace with your courses. Virtual learners are most successful when they are self-motivated and driven, and have a “Learning Coach” available for assistance.

Students are required to complete their work according to the pacing guide, which is determined by start and end dates. Working at a steady pace will allow on-time completion of courses, but a student’s daily schedule is up to the student and parent.

Example of a Schedule to be filled in:

- Be sure to include all courses
- Be reasonable
- Don’t forget to include breakfast and lunch, and breaks throughout the day

CLASS SCHEDULE						Name:
						Class:
Time	Monday	Tuesday	Wednesday	Thursday	Friday	
7:00–8:00						
8:00–9:00						
9:00–10:00						
10:00–11:00						
1:00–2:00						
2:00–3:00						
3:00–4:00						
4:00–5:00						

Platforms

Accelerate Education

- Engaging content and activities
- Synchronous sessions offered (scheduled by the student and are flexible)
- Substantive feedback
- Benchmark assessments for grades K-3 in ELA and Math 3 times per semester
- Weekly progress reports are sent from Accelerate Education

Imagine Edgenuity

- Predictable content and activities
- Asynchronous platform

Both platforms offer highly qualified, Pennsylvania certified teachers. I will send out a Weekly Progress Report, as well, to each student and guardian account.

Homeroom

Daily Homeroom

8:30am HS

8:40am Elementary & MS

This Homeroom will not be mandatory (but always offered) for a student who is passing and on pace; however, it will be required for a student who falls into the “Remediation & Progress Monitoring” phase.

* If Homeroom is not to be scheduled for a particular day, I will send out an email or let you know ahead of time. A GoogleMeet invite will be sent out for the homeroom session.

On Site Workspace (Cyber Lounge)

Students can schedule a small group session in 1 or 1.5 hour blocks in the Cyber Lounge, which is located at the District Office (251 Long Lane Rd Kutztown PA 19530). Please email jloeb@kasd.org or call 484-641-5568 to schedule a time.

Grades in your platform

AE platform: The grade that is shown is your “Actual Grade” and will be a real time grade that includes all graded assignments *and* past due assignments that are calculated as a “0”.

* If you have any past due assignments, once the assignments are completed and submitted, they will be graded, and your grade will be adjusted.

Imagine Edgenuity platform:

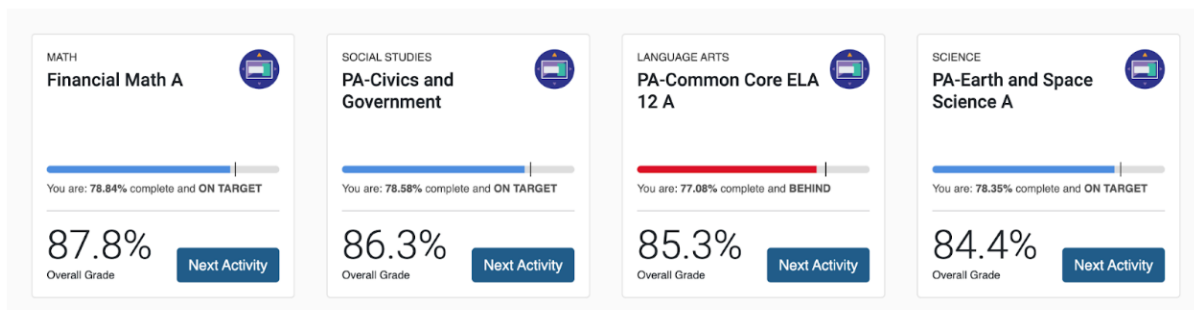
Refer to “Actual Grade” which is displayed as your “Grade” on your Academic Dashboard upon login.

Academic Snapshot

This student is currently enrolled in 4 courses:

Course	Grade	Percentage Complete	Pacing
Financial Math A	86.50%	78.84%	Behind
PA-Earth and Space Science A	82.70%	78.35%	Behind
PA-Civics and Government	84.80%	78.58%	Behind
PA-Common Core ELA 12 A	82.20%	77.08%	Behind

DO NOT bother with the “Overall Grade.” The “Overall Grade” showcases ONLY accuracy of the work submitted, but nothing in regards to pacing. KASD does not use this grade so please disregard it.



* You can see in the above example that the *Financial Math* “Grade” is 86.5% and the “Overall Grade” is 87.8%. The farther you are behind in pacing, the greater the difference between these two grades. The “Grade” is the grade KASD uses for all purposes!

Kutztown Athletics/Activities Eligibility Plan

Kutztown Athletics / Activities Eligibility Plan

Ed Yapsuga

Director of Athletics, Activities, & Community Relations

484-641-5546, eyapsuga@kasd.org

Please see the following information regarding our ongoing eligibility procedures for athletics, extracurricular activities and field trips. It is the responsibility of the student to make sure all assignments are completed and turned in, on time. All students and parents have access to Powerschool to view students' progress at any time. In addition, all KVA students and parents have access to view KVA progress at any time.

The Kutztown Athletics / Activities Department believes interscholastic sports and extracurricular activities are designed to promote participation and to develop educational excellence, positive values, healthy habits, physical skills, and personal ethics. Kutztown Athletics / Activities will provide opportunities for participation as an extension of the classroom in a competitive and safe environment emphasizing sportsmanship, leadership, personal development, and the pursuit of excellence.

Eligibility for extracurricular activities (athletics, clubs, school musical, etc.) and field trip participation is based on students' grades as reported at 8:00am each Monday morning.

Students who are failing two (2) or more courses are ineligible to participate in extracurricular activities / field trips. A failing grade is below 60%. Our eligibility procedures are closely aligned with the requirements set forth by the Pennsylvania Interscholastic Athletic Association (PIAA). In meeting the PIAA requirements and upholding a certain standard for academic performance for participation in all activities, we believe a solid foundation is created for student achievement and success. If students are ineligible, the period of ineligibility shall start at 12:00 am Sunday and conclude at 12:00 am the following Sunday.

These reporting procedures also include students enrolled in the full time or part time **Kutztown Virtual Academy (KVA)**. Grades for KVA courses are monitored on a weekly basis along with grades for courses being taken at Kutztown Area Middle and High School. A failing grade in any KVA course will count toward the eligibility procedures currently in place. A failing grade is below 60%. The **Actual Grade** listed for the KVA course is the grade that will be used to determine eligibility which takes into account and reflects the student's pacing in the course. Failure to keep up with the pace of the course will cause your Actual Grade to decrease.

Eligibility Procedures

Students are deemed ineligible for the following activities if they are failing two (2) or more courses (any course).

1. **Extracurricular** – In the case of practices, prep time, auditions, etc., students are permitted to participate in these functions, however they are not permitted to participate in contests, games, events, competitions or performances. Extra-curricular includes, but is not limited to all clubs, activities, and athletics.

2. **Field Trips** – students may not participate in any field trips during the period of Ineligibility

Eligibility Reporting Procedures (Weekly):

1. Grades are pulled from Powerschool and KVA at 8:00 am Monday morning.
2. Eligibility lists are emailed to all teachers, coaches, and advisors by approximately 9am.
3. Any student failing two (2) or more courses at this time is deemed ineligible for the week.
4. Any student on an active extra-curricular or field trip roster will be notified by the coach, advisor, or teacher in charge of the roster regarding their ineligibility status.
5. Once the report is published Monday morning, any discrepancies or questions regarding the status of a student must be directed to the MS principal (if in MS), HS assistant principal or HS principal.

Eligibility Reporting Procedures (End of Marking Period):

1. Students failing two (2) or more courses at the end of a marking period (1Q, 2Q, 3Q, Final Grade) are deemed ineligible as described above for a period of fifteen (15) school days beginning on the first day report cards are issued.
2. If a student fails two (2) or more courses as reported by the final grade at the end of the school year then they are ineligible for contests / games / competitions throughout the upcoming fall athletic pre-season in addition to the first fifteen (15) school days. Students may rectify these grades through KASD summer school remediation.

Academic Support

If a HS student is failing two or more subjects and deemed ineligible, they will be required to attend academic support sessions after school each day they are attending in person in order to

participate in the current week's practices. Failure to attend disqualifies the student athlete from participating in practices.

- These sessions will be monitored by a KASD staff member from 3:00 - 4:00 pm, each day school is in session.
 - A KAHS staff member will mark the attendance of students.
 - The student will use this time to complete any delinquencies in their academics.
 - At 4:00 pm the student will be able to participate in their athletic practice.
- If the student raises their grades during the week to an eligible status then the student can regain their eligibility for games and contests for the remainder of the week.
 - This is only acceptable if the student was passing at least 4 full credit subjects during the reporting period.
 - If the student was not passing 4 full credit subjects at the beginning of the

reporting period then they will remain ineligible for the entire week.

- It is the responsibility of the student to notify the athletic office of any changes to their grades by 2:50 pm on weekdays while attending academic support.

Attendance

Regular school attendance is required by law. Pennsylvania Compulsory Attendance Law mandates students of compulsory school age to attend school. Compulsory school age means a student must continue schooling until their 18th birthday or graduate from a regularly accredited high school, whichever comes first.

Interaction of several factors related to being in school directly enhances the learning process: teacher/pupil interaction, continuity of instruction, classroom participation, positive learning experiences, and outside study to reinforce classroom concepts. All these factors constitute a chain of activity needed for student academic success. Once school absence breaks this chain, a student is burdened by make-up work, and grades can suffer. All students are responsible for maintaining regular school attendance or risk a citation and referral to the magistrate.

1. Students will be considered to be in full attendance as long as they are making adequate progress in their courses. **Adequate progress** is defined as meeting BOTH the:
 - a. course's target completion (proper pacing)
 - b. maintaining a passing grade.
2. **If a student drops behind in course progress**, the student and parents are notified of the concern via email, phone call, or letter and students are given *one week* to catch up.
3. **If the student does not catch up within one week of receiving the communication**, the students and parents will be required to attend a school meeting to discuss the concern. During the meeting, an Attendance Plan, through an *Individualized Pacing Plan* (IPP, which includes a pacing plan to close the gap) and/or a *Guided Study Program* (Cyber Lounge attendance, daily Homeroom check-in required, IPP, etc.) will be put into place.
4. During this time, the student will be marked with an unexcused absence for each day of this week that they do not work towards the Individualized Pacing Plan set forth or attend the tasks included in the Guided Study Program, which will be decided in the meeting.

5. After this meeting, attendance will be monitored weekly and unexcused absences will be recorded per the above measures. Absences will be recorded until the student reaches adequate progress.
6. When adequate progress is met, the student is removed from strict attendance monitoring and will return to being considered “in good standing.” The student will maintain this status as adequate progress is being made with each course and a passing grade is established.
7. If a student does not catch up within the 2 weeks described above, another meeting will be held to put a student action plan into place. The counselor, attendance officer, parents, student, principal, and KVA Support Specialist will be represented at the meeting and will agree upon the action plan.

Attendance & Progress Monitoring Stages Chart

I. “Adequate Progress”

- 1) Two elements are included: a) passing grade and b) proper pacing rate.

If Yes to both elements, status = “**Good Standing**”

If No to one or both elements, status = “**Remediation & Monitoring**”

Remediation & Monitoring Steps:

- 1) An email, phone call, or letter is sent to the family.
- 2) The student has one week to demonstrate proper pacing by catching up through extra work.

If Yes, status = “**Good Standing**”

If No, status = “**Remediation & Monitoring**”

Remediation & Monitoring Steps:

- 1) School Meeting
 - a. Attendance Plan, through an *Individualized Pacing Plan* (which includes a pacing plan to close the gap) and/or a *Guided Study Program* will be put into place.
 - b. Marked with unexcused absence for each day of this week that the student does not work towards the Individualized Pacing Plan set forth or attend the tasks included in the Guided Study Program.
- 2) Attendance is monitored weekly; unexcused absences are

recorded.

- 3) Absences are recorded until the student reaches adequate progress.
- 4) Student has 2 weeks to catch up.

If Yes, status = “**Good Standing**”

If No, status = “**Remediation & Monitoring**”

Remediation & Monitoring Steps:

- 1) School Meeting
- 2) Counselor, Parents, Student, Principal, Mentor will develop an action plan

Truancy

Regular school attendance is required by law. Pennsylvania Compulsory Attendance Law mandates students of compulsory school age to attend school. Compulsory school age means a student must continue schooling until the age of 18 or graduate from a regularly accredited high school, whichever comes first. We will actively monitor all KVA students' attendance.

A combined 10 parental or medical excuse notes, per year, is allowed in the state of PA. The written note is expected to be emailed, faxed, or dropped off within at least 3 days of the student's absence. Once the 10 note limit is reached, a doctor's note must be submitted for an excused absence.

Beginning with the 3rd unexcused absence, we will issue attendance letters via mail. Additional absences will require the involvement of Service Access Management (SAM), and ultimately, the Magisterial District Judge. Pennsylvania Compulsory Attendance Law will be enforced.

School attendance improvement conferences and plans will be generated, for the purpose of remediating attendance issues. KASD also partners with Communities in Schools (CIS). This organization's mission is to surround students with a community of support, which is reflected in their team of caring adults.

PowerSchool

How to access PowerSchool (Parent)

1. Visit www.kasd.org
 - a. Parent Portal at bottom of the screen
 - b. PowerSchool
 - c. Click link

How to access PowerSchool (Student)

**** <https://pskutztown.cliu.org/public/>**

KVA course grades will be entered into PowerSchool only at the end of Q1, Q2, Q3 and Q4.

Reported Grades in PowerSchool

Grades will be reported Q1, Q2, Q3 and Q4 in PowerSchool. The only exception is for Elementary students; I will mail out quarter grades, and then upload semester grades at the end of the year.

If you are taking a year long course, you will take Semester A and Semester B.

If you are taking a semester course, you will only take the course during Semester A OR Semester B.

Q1 & Q3 grades act more like placeholders, showing how the student is performing mid semester. Note: these grades do count towards Honor Roll placement, as ALL grades and courses are factored into Honor Roll.

KVA Year grades are calculated as such:

Yearlong Courses: Year Grade = (Q2 + Q4) / 2

Semester Courses: Q2 grade OR Q4 grade, depending which semester it is taken

Your Year grade or your Semester A or Semester B grade (if it is a semester course) are the only grades that will appear on your transcript.

Course Completion

We expect students to complete (100%) of each and every course assigned to them.

Note: if a student does not complete a course to the full extent, the “Grade” that is shown *will* decrease, as the “Grade” is based on the student completing 100% of the course.

Summer School

In most instances, we have the ability to extend a course for 2 weeks, if a student runs into a reasonable issue. Discussion of allowing this extension must happen with Mrs. Loeb in advance of a decision. If a student is a senior, there could be an exception to this rule, due to graduation dates.

We have the capability of offering KVA Summer School for an additional fee, to be paid by the family. The current grade will be reported on the student’s report card, and once the course is completed, the grade will be updated / changed.

AE:

Help Desk 866-705-5575; 8am-10pm (EST) Monday-Friday

<https://accelerate.education/support/#support>

Imagine Learning:

Help Desk 866-457-8776; 7:30am-9:30pm (EST) Monday-Friday

support@imaginelearning.com

<https://help.imaginelearning.com/hc/en-us/requests/new>

KASD Tech Department

610-683-7346 x1500

techdept@kasd.org

KVA Consent Form



251 Long Lane • Kutztown, PA 19530-9318 • Phone: 484-641-5568 • Email: jloeb@kasd.org

DEPARTMENT OF EDUCATIONAL TECHNOLOGY

JANELLE B. LOEB, KVA SUPPORT SPECIALIST

~Maximize potential, embrace change, create the future~

Please sign this “Consent” form indicating your receipt and understanding of KVA Handbook. Retain copies for your record. If not signed in person, please email me a copy of this signed consent form to jloeb@kasd.org, mail it to or drop it off at 251 Long Lane Kutztown, PA 19530 (District Office).

I have received and understand all contents and policies set forth in the KVA Handbook. I understand the expectations of attendance and progress in KVA. I agree to be enrolled in KVA at this time.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Student Name (Printed)

Student Signature

Date

Best email/phone number