Kutztown Virtual Academy

(KVA)

Handbook

2025-2026

Janelle Loeb
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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
- Virtual Homeroom check-ins
- 1:1 Virtual Check-Ins (VCI)
- Communication to keep you connected to KASD
- Ability to participate in all KASD activities
- Ability to attend BCTC
- KVA Field Trips
- KVA Gatherings
- On Site Tutoring & Workspaces (Cyber Lounge)
- Elementary Supplies Toolkit & Workbooks
- Career & Employment opportunities and sessions
- KASD diploma

KVA Resources

- kva.kasd.org - website information
- KASD Handbooks

‘25-’26 Schedule

Semester 1: 8/26/25 - 1/6/26

Semester 2: 1/7/26 - 5/13/26

- Dates subject to change
- Remember that an online program does not offer Snow Days, half days, etc. KASD “holidays” and “No School” days are already blacked out and no work will be due/given on those days (only).
- Your courses are accessible 24 hours a day, 7 days a week.

Communication and Responsibility

Email is my (and your platform teacher’s) primary means of communication in KVA. Please check and read your school emails daily!

Choosing to enroll in KVA places a tremendous amount of responsibility on the student and the family. Being self motivated and self disciplined to sign onto your KVA courses every day and for a significant amount of time is hard work. When enrolled in KVA, students and family need to advocate for themselves and keep the lines of communication open.

Your Courses

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

Courses are typically 18 weeks in length, and the assignment schedule is based on your start date. If there is an extenuating circumstance and an extension is needed, discussion with Mrs. Loeb should take place immediately. Certain requirements will need to be met in order for an extension to take place.

1. **Abiding by a schedule is the most effective way to stay on pace with your courses.**
2. **Work on every course, every day.**
3. **A general rule of thumb is to have focused work 1 hour per course per day.**
4. **Virtual learners are most successful when they are self-motivated and driven.**

5. **A “Learning Coach” is a necessity for elementary KVA students and highly suggested for MS KVA students.**

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.

- Be sure to include all courses, daily
- Be reasonable (i.e. coursework, 10-15 minute breaks and meals)

Platforms

Accelerate Education

- Engaging content and activities, including worksheets at times
- Synchronous sessions offered (must sign up ahead of time, can be scheduled by the student and are flexible)
- On Demand Virtual Tutor
- Student tools (video to text and visa versa, flashbard tool, easier reading level)
- 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
- Computer focused
- Easy navigation of the program
- Can book a virtual session with your teacher
- On Demand Live tutor
- Asynchronous platform, with synchronous meetings available to book

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

There might also be a course or two at some point that needs to be taken on Canvas, versus the above platforms.

Virtual Homeroom

10:30am HS

10:40am Elementary & MS

This Homeroom will not be mandatory, but always offered, for all students; however, it will be a required goal for a student who falls into the “Remediation & Progress Monitoring” phase.

* A GoogleMeet invite will be sent to all student’s accounts via email and will be shown on their Google calendar.

On Site Workspace (Cyber Lounge), Virtual Check-Ins (VCI), Communication

Students can schedule a small group session in 1 or 1.5 hour blocks in the Cyber Lounge, which is located in D14 (right before the auditorium lobby) at Kutztown Area High School (50 Trexler Ave Kutztown PA 19530). Please email jloeb@kasd.org or call/text 484-877-2863 to schedule a time.

Virtual Check-Ins (VCI), typically a 15 minute time slot, are a great way to connect with me to discuss questions, progress, concerns, etc. Please email me or call me to schedule a time.

Weekly Communication: I will send out a weekly communication via email to FT students and associated parent/guardian accounts.

We will be requiring 1 VCI or in person meeting per quarter for all FT KVA students.

BCTC

KVA students are able to participate in BCTC as long as they maintain a 70% or higher in all courses.

PSSAs & Keystone Testing

KVA students are included in state mandated testing (PSSAs, Keystones, etc .). Please stay tuned to future emails and mailings from home buildings and myself.

Technology & Supplemental books & Workbooks

The Tech Dept requires all students to complete and submit the Contact Form in PowerSchool and complete the insurance form before a device will be given.

If you would like a hotspot provided by KASD, please fill out the google form at: https://www.kasd.org/academics/educational-technology/kt-connect

Elementary students will receive 4 workbooks per semester (Math, Science, Social Studies and LA), and potentially supplemental books. Students get to keep the workbooks but must return the supplemental books. A toolkit with materials will also be given to the student.

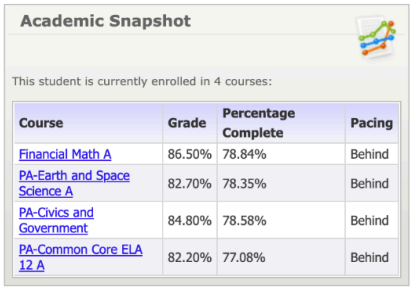
Middle School and High School students MAY receive additional supplemental books for their courses. These items need to be returned at the conclusion of the KVA course(s).

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".

Imagine Edgenuity platform:

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

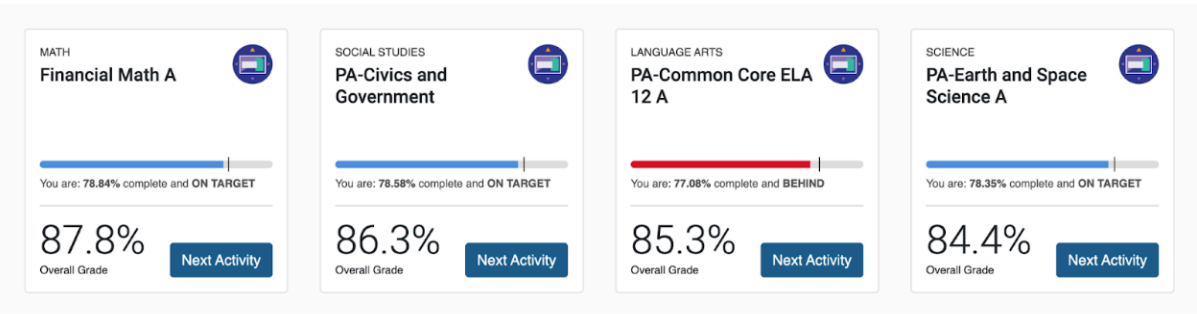


Academic Snapshot

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!

* If you have any past due assignments (it doesn't matter which platform you are in), once the assignments are completed and submitted, they will be graded, and your grade will be adjusted.

Plagiarism

Plagiarism is not accepted or tolerated by KASD. Students will be given a 0% on any assignment that is deemed plagiarized.

Kutztown Area School District is an academically oriented school. The school administration, faculty and staff do not, in any way, accept cheating as necessary or unavoidable. Cheating negatively affects the individual student, the class and the overall academic climate of our school. Any student encountering academic difficulty should see the KVA Support Specialist or his/her guidance counselor to develop a plan to solve the problem. Many types of assistance are available, and school personnel are committed to helping every student succeed. Students who choose to cheat to solve their problems will be disciplined. The penalties for this behavior include, but are not limited to: loss of grade, detention, and/or suspension. All students should be aware that plagiarism, whether intentional or not, is a form of cheating. Using the words of another, be it a friend, relative, or published writer, without giving credit to that person, is unacceptable in all types of writing assignments, including research papers, compositions, book reports, and homework. Additionally, work that is created by

artificial intelligence applications (such as ChatGPT) is not original student work, and therefore, is a form of cheating / plagiarism.

When it has been determined that plagiarism has been committed, a teacher shall have the option of downgrading the assignment or not giving credit. In addition, any student who has plagiarized will be subject to the penalty for cheating as outlined above. Repeat offenders may have to face a panel of their teachers to discuss this behavior and possible consequences. In order to continue our tradition of supporting academic integrity and fostering intrinsic desire to succeed in coursework, Kutztown Area School District does not offer extra credit to students who have a history of failed tests and quizzes, incomplete/missing assignments, or academic dishonesty such as plagiarism or cheating.

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, and/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. 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.
5. 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.
6. 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.

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.

Any student who logs 0 minutes on any given school day, will be assigned an unexcused absence unless a proper note is given.

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, texted, 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 and email. **Additional absences will require the involvement of Service Access**

Management (SAM), and ultimately, the Magisterial District Judge, in which both the student and the parent could be fined for any unexcused absences. 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), the Family Guidance Center and SAM. All team's missions are to surround students with a community of support.

Truancy Consent Document (given at 3rd unexcused absence):

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I have received and understand the contents of the Truancy form.

_____	_____
Parent/Guardian Name (Printed)	Parent/Guardian Signature
_____	_____
Student Name (Printed)	Student Signature

Date: _____

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 for Q1, Q2, Q3 and Q4. There is no "Final" grade for KVA students, as final exams are given at the end of each semester as part of the semester grade.

Reported Grades in PowerSchool

MS & HS grades will be reported Q1, Q2, Q3 and Q4 in PowerSchool. Elementary students are the only exception to this practice; 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/1 and Semester B/2.

If you are taking a semester course, you will only take the course during Semester A/1 OR Semester B/2.

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. The "Grade" is based on the student completing 100% of the course, and therefore, any unsubmitted assignments will result in a 0.

Elementary and MS Career Portfolio

Elementary

4th grade: 3 pieces of evidence

5th grade: 3 pieces of evidence

1. On your preferred web browser, go to kasd.org/clever

2. Select the option to sign in with Google, this will be your **Kutztown** Google account (the same email and password used to sign into your MacBook).

3. Once on the Clever dashboard, there should be a Smart Futures app available to select.

4. After selecting the Smart Futures app, you should be automatically redirected and signed into Smart Futures.

Middle School

The MS school counselor will reach out to you directly to discuss activities.

Summer School

We have the capability of offering KVA Summer School for an additional fee, to be paid by the family. An incompletion ("I"), with the current grade, will be reported on the student's report card. Once the course is completed, the grade will be updated / changed.

AE:

Help Desk 866-705-5575 (option 1); Monday-Friday, 8am-10pm (EST)

https://support.accelerate.education/home/

Imagine Learning:

877-725-4257; Monday-Friday, 7:30am-9:30pm (EST)

Live Chat: Monday-Friday, 7:30am-9:30pm (EST) and Saturday-Sunday, 9am-5pm (EST)

support@imaginelearning.com

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

https://help.edgenuitystudent.com/hc/en-us

KASD Tech Department

610-683-7346 x1500

techdept@kasd.org