



Hempfield Virtual Academy

Secondary Guide for Guardians & Students



Contact Information

Mission Statement

The mission of the Hempfield School District is to provide safe environments, engaging experiences, and rigorous educational opportunities that inspire all students to excel in their chosen pathway and grow as lifelong learners and contributing citizens.



Landisville Education Center

220 Church Street
Landisville, PA 17538
(717)-898-5605
www.hempfieldsd.org

HVA Coordinator

Kristine Roaten
kristine_roaten@hempfieldsd.org

Attendance & Program Questions

hva_attendance@hempfieldsd.org

Dear HVA Families –

Welcome to the **Hempfield Virtual Academy** (HVA). We are excited to have you as part of our virtual learning community for the upcoming school year. Whether you are new to the program or returning for another year, we are proud to continue supporting your child’s academic journey in a flexible and engaging learning environment.

Even though HVA students learn virtually, they remain an important part of the **Hempfield School District**. As such, your child has full access to district resources and support services, just like their peers in traditional classrooms. We are committed to providing a high-quality education while fostering independence, growth, and success.

Students enrolled in HVA are expected to demonstrate strong independent work skills, including time management, responsibility, and self-motivation. These skills are essential for success in a virtual learning setting. However, we understand that support may be needed from time to time. If your child requires additional help, they are welcome to schedule time to come into the **Landisville Education Center**, where we can provide guidance and academic support as needed.

We are looking forward to a positive and productive school year. Thank you for choosing Hempfield Virtual Academy. Let’s make it a great and successful year together!

Warm regards,

Kristine Roaten

HVA Coordinator | Special Education Supervisor

Hempfield School District

📍 Landisville Education Center

✉️ kristine_roaten@hempfieldsd.org | 📞 717.898.5605

Keys to Virtual Learning Success

Students who thrive in a virtual learning environment tend to demonstrate a combination of skills, habits, and attitudes that support independent and engaged learning. Below are some key qualities that contribute to success in the Hempfield Virtual Academy:

- ✓ **Self-Motivation** | Students should be driven to complete assignments, meet deadlines, and stay engaged in learning – without constant reminders.
- ✓ **Time Management** | Knowing how to plan your day, manage schedules, and balance schoolwork.
- ✓ **Organization** | Having a space designated for learning and keeping track of assignments.
- ✓ **Independence** | Work through lessons and complete tasks with limited direct supervision.
- ✓ **Technology Skills** | Comfort with tools such as email, learning platforms (Genius, Edgenuity, Schoology) and video conferencing to help fully participate in online learning.
- ✓ **Communication Skills** | Asking for help, emailing teachers, and scheduling virtual sessions are ways you can advocate for yourself.
- ✓ **Problem-Solving** | Learning virtually can have unique challenges. Students should try their best, ask questions, and problem-solve (independently and with teachers) during difficult times are more likely to succeed.
- ✓ **Guardian Support** | Students are encouraged to be independent; however, support from an adult at home is important to establish routines, encourage participation, and troubleshoot issues.



Hempfield Virtual Academy Course Facilitators

English/Language Arts 7-12, Vocab for Medical Careers

Mrs. Svetlana Sagalov-Feldman s_sagalov-feldman@hempfieldsd.org

Mathematics (9-12)

Mr. Steve Knight stephen_knight@hempfieldsd.org

Mathematics (7&8)

Mr. Mark Harman mark_harman@hempfieldsd.org

Science (7,8, 9, Biology)

Mr. Kerry Bolton kerry_bolton@hempfieldsd.org

Chemistry (Semester 2)

Mrs. Liz Bardach liz_bardach@hempfieldsd.org

Social Studies (7-12), Career Explorations

Mr. Bob Shipp bob_shipp@hempfieldsd.org

Physical Education (HS)

Mr. Greg Bernhardt greg_bernhardt@hempfieldsd.org

MS Health/PE (7&8)

Mrs. Laura Hite laura_hite@hempfieldsd.org

HS Health

Mr. Allan Dunk allan_dunk@hempfieldsd.org

Personal Financial Literacy

Mr. Chris Hanusa (S1) chris_hanusa@hempfieldsd.org

Mrs. Brittney Hix (S2) brittney_hix@hempfieldsd.org

Fundamentals of Design (Schoology Course)

Mr. Jonah Plymire jonah_plymire@hempfieldsd.org

Instructional Staff are available Monday-Friday until 3PM via email or Schoology message.

Any messages received after 3:00 pm will not receive a response until the next school day.

Hempfield Tech Support	Edgenuity Course Support
717-898-5596 (For iPad related issues) powerschool@hempfieldsd.org	877-202-0338 Monday-Friday 7:30am – 9:30pm Saturday-Sunday 9:00am-5:00pm ** Contact your teacher for specific course related issues*



Hempfield School District 2026-2027 School Counselor Assignments

HIGH SCHOOL			
GRADE/COUNSELOR	ASSIGNMENT	OFFICE PHONE	EXTENSION
Grade 9 Lindsey Bauer Paige Weber	A-La Le-Z	717-898-5545 717-898-5545	24651 24608
Grade 10 Amy Souder Rob Bentley	A-Ku L-Z	717-898-5545 717-898-5545	24651 24608
Grade 11 Kandace DaCosta Kim Romero	A-La Le-Z	717-898-5545 717-898-5545	24611 24653
Grade 12 Justin Snook Stefanie Scarborough	A-Lo Lu-Z	717-898-5545 717-898-5545	24613 24609

MIDDLE SCHOOL			
BUILDING/COUNSELOR	ASSIGNMENT	OFFICE PHONE	EXTENSION
CMS Nate Milton Kasey Tobias	7 th Grade 8 th Grade	717-898-5578 717-898-5578	31423 31424
LMS Stephen Sharp Emily Fitzpatrick	7 th Grade 8 th Grade	717-898-5631 717-898-5631	27422 27424

ELEMENTARY SCHOOL			
COUNSELOR	BUILDING	OFFICE PHONE	EXTENSION
Stephanie Stoltzfus	CES	717-898-5575	32408
Adelyn Pawlik	EPES	717-569-1211	30407
Allison DeArment	FES	717-898-5595	29406
Kate Kasabo	LIC	717-898-5590	26406
Zack Kasabo	LPC	717-898-5519	25104
Madelyn Saunders	MES	717-285-5501	28406

Carrie Wilson	RES	717-437-4215	33406
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School Delay & Closing Information



SCHOOL DELAY & CLOSING INFORMATION

Hempfield School District communication channels are the most reliable resources to find information concerning school closings or delays. This includes:

Hempfield School District Text Messaging System	Hempfield Twitter Account
Hempfield Facebook Page	District Website Homepage

School Delays do not impact the course requirements of HVA due to the ability for students to complete coursework within the 24-hour period.

Daily coursework is expected to be completed on days school is delayed.

Virtual or Flexible Instruction Days do not impact coursework requirements as HVA students are able to work from 12:00AM – 11:59PM.

HVA Attendance Policy

1. Daily Requirement:

Students must work for **1 hour per day** to be marked **present**.

2. Color-Coded Progress:

-  **Green:** Ahead of the recommended pace
-  **Blue:** On pace
-  **Red:** Behind pace

3. Attendance Rules:

- If a student is  **Green** or  **Blue** in **all their courses**, they are **automatically marked present**—no further action needed.
- If a student is  **Red** in **any course**, their attendance log will be reviewed. If they worked **less than 1 hour on any day**, they will be marked **unlawfully absent**.

Example:

Scenario	Attendance Status	Action Required
All courses  Green or  Blue	 Present	None
Any course  Red	 Reviewed	Check if 1+ hour worked
If <1 hour worked in 	 Unlawfully Absent	Follow up with school

Hempfield HVA Social Worker Team

Bridget Martin | bridget_martin@hempfieldsd.org (grades 10 – 12)

Aleda Risser | aleda_risser@hempfieldsd.org (grades 7 – 9)

HVA students have the entire 24-hour day (12:00 am – 11:59 pm) each day school is in session (Monday-Friday following the Hempfield School District Calendar) to complete asynchronous assignments in each assigned course.

Excused Absences

The Hempfield School District recognizes that circumstances can occur that will keep a student from completing daily lessons and signing into the system. These types of absences are considered excused absences and should fall into one of the categories below:

- **Absence due to illness, health condition, family emergency.**
- **Excuse notes** signed by a guardian **MUST** be submitted to hva_attendance@hempfieldsd.org within three (3) days of the student's return to school in order for the absence to be considered excused.

Unlawful Absences

Any absence that does not fall into an excused absence category or is not adequately documented will be considered an unlawful absence. *The following are **NOT** excusable absences in accordance with state attendance laws:*

- Truancy
- Trips not approved in advance
- Shopping
- Birthday or other celebrations

Excessive Absences

For students under the age of 18, they and their guardians may be subject to prosecution and fines for non-compliance with state compulsory attendance laws. Guardians will receive an initial letter via mail if their child is **unlawfully absent for 3 days**. Another letter will be sent if they are **unlawfully absent for 6 days**.

After a student has been absent from school for a total of 10 days (excused and/or unexcused), a third letter will be sent to the guardian requiring a doctor's excuse for all future absences. **All absences after this communication for which doctor's excuses are not submitted will be classified as unlawful.**

- ***Students are required to attend all state and school mandated assessments. Students will be contacted regarding location, dates and times of required assessments.***
- Students and guardians have continual access to student grades online through the PowerSchool student information system at Hempfield.

Students who are unsuccessful in their attendance and/or academic performance after the completion of the semester will be removed from the HVA program and return to in-person learning environments.

Academic Integrity/Plagiarism

It is expected that all work submitted for the purpose of meeting online course requirements represents the original efforts of the individual student. This includes, but is not limited to exams, homework, course assignments, and the original creation of essays, compositions, term papers, and scientific research. All work submitted by a student should be a true reflection of their own effort and ability. If such is not the case, the student has demonstrated unacceptable academic behavior and is subject to disciplinary action.

Administrators, faculty, advisors, students and families are all important contributors to upholding academic integrity in the online learning community.

Writing Sample

To help ensure academic integrity, all HVA students are required to complete a writing sample one (1) time per school year. This sample will be retained by staff as a reference to compare with future writing assignments. If a student's submitted work is inconsistent with their writing sample or raises concerns of originality, the work may be reviewed for possible plagiarism.

PSSA/KEYSTONE EXAMS

Hempfield School District administers the Pennsylvania System of School Assessment (PSSA) to all students in grades 3 through 8.

- Students in grades 3 – 8 will be assessed in the areas of English language arts & Mathematics.
- Students in grades 5 & 8 will be assessed in the areas of English language arts, Mathematics and Science.

Keystone Exams will be administered to all students taking Algebra, Literature, and Biology.

HVA students are required to participate in all school and state mandated assessments. Students will be notified by the HVA Coordinator or their building administrator of the date and time that they are to arrive at their building for assessments.

- Please continue to check your Schoology messages for information regarding assessments.

Hempfield Related Information

It is each student's responsibility to remain current on happenings in the Hempfield School District that interest them in addition to deadlines that coincide with activities. Hempfield School District provides a variety of venues to acquire information such as Schoology, Instagram, Facebook, Phone Apps. Please sign up for and become familiar with these information systems to remain up to date on current Hempfield Happenings. You can sign up on the Hempfield High School website (bottom of main page).

Student Responsibilities

Students pursuing a cyber-education have expectations and policies that must be followed:

- Follow the school calendar.
- Agree to and follow all policies outlined in handbook.
- Log in and complete the daily lessons.
- Contact online teacher as needed via school email.
- Notify Coordinator of any planned excused absences.

Parent/Learning Coach Responsibilities

Parents/Guardians of Online Learning students have a unique opportunity and responsibility to participate in the education of their children. Parents are expected to:

- Provide a physical environment conducive to child's educational needs.
- Get the information needed to log in to monitor student's progress.
- Notify Coordinator of any planned excused absences.
- Work with student and their teachers to ensure successful completion of the curriculum within the allowable timeframe.
- Notify the school immediately of any change in student's contact information or academic status.
- Provide student with transportation as needed to participate in standardized testing or other school activities.

Special Education Services

Hempfield School District is required under the Individuals with Disabilities Act (IDEA) to ensure educational services to students with disabilities. Students with Individualized Education Plans (IEP) or 504 plans will be accommodated within the courseware. Guardians who believe their child is eligible for special education should contact the Hempfield School District for further assistance. The school district will work with the guardian and student to ensure proper procedures are followed with appropriate results. Communication between the students' Advisor and online teachers will ensure the student receives the proper modifications outlined in the IEP or 504 plans.

Title IX

Our school district does not discriminate on the basis of sex. Further, Title IX requires the school district not to discriminate. Our non-discrimination policy is available in the Board Policy Manual. Title IX training materials used to train our district's Title IX personnel, and our Title IX Coordinator contact information is available on this page. Reports can be made to our Coordinator at any time, including during non-business hours.

Dr. Tab Musser, *Title IX Coordinator*

tab_musser@hempfieldsd.org | 717-898-5561

Technology

In home Internet is required for participation in the HVA program

Technical Support

- Technical Support will be provided to full time virtual students for the iPad, and software provided under the full-time virtual program. Technical Support cannot and will not be provided on local area networks in the home.
- The full-time virtual program will provide full time student with a district provided device to support the student's curriculum. This equipment remains the property of the Hempfield School District and must be returned at the conclusion of each school year.
- The school reserves the right to deny a student's access to equipment to prevent further unauthorized activity. Students denied such access must return all equipment.
- Full time virtual students will report all issues that they are having with the district provided device to the Hempfield School District help desk. Reported issues must include the student's name, courses that are affected, and any other details that will assist the help desk in resolving the problem
- All issues reported during the school day will be responded to by school personnel within 24 hours or the next school day.

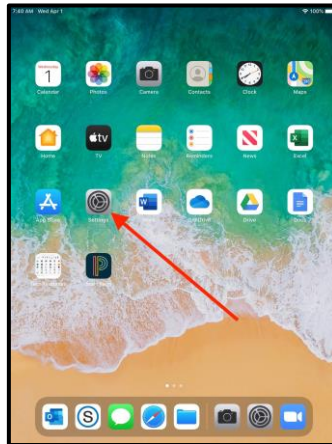
HVA COURSE LOGIN INFORMATION



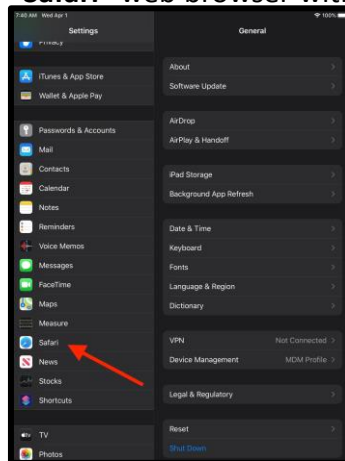
Turn Off Pop Up Blocker

Before beginning coursework on Edgenuity you must first turn off “pop up blockers” on your iPad.

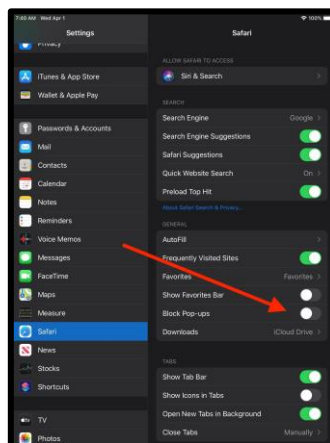
1. Click on the **“Settings”** icon on your iPad.



2. Click on **“Safari”** web browser within **Settings**.

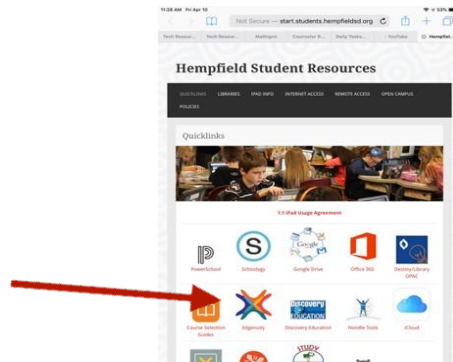


3. From the right-hand menu turn the **“Block Pop-Ups”** button off.



Edgenuity Course Login

- Locate the Edgenuity Icon on the Student Resources Page.



- Type in your Hempfield Username (not email address) & Password.

 imagine
edgenuity

Log in to your account

Student Educator

Username

Password

Log In

[Forgot your password?](#)

[Support](#) [Status](#)

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Time Management

The most important element to success in online learning is time management. Using the Edgenuity Course Report in each course will make sure you are on pace in each course daily.

Accessing the “Course Report”

1. Log into Edgenuity and go to the course you are working on.
**You will need to go to each individual course to access the course report.
2. Click on the tab “Course Report”

The course report will show you the following:

- The Due Date for assignments.
- The Estimated Time it should take to complete each activity.
- The ‘Total Time’ it took YOU to complete the activity.
- The score you received on the assignment.

Grade: 10					Start Date: 08/25/2020 Target Date: 01/19/2021				
Actual Grade: 85.4% Overall Grade: 87.4% Relative Grade: 61.5%					Student Progress: 74% Target Progress: 76%				
Activity	Due	First Attempt	Submitted	Attempts	Est Time	Total Time	Category	Score	
Unit: Unit 1: Health and Wellness Basics									
Topic: Personal Health and Wellness									
Lesson: A Healthy Lifestyle									
Vocabulary	08/26/2020	08/31/2020	08/31/2020	1	5m	4m 43s			
Direct Instruction	08/26/2020	08/31/2020	08/31/2020	1	25m	22m 44s			
Online Content	08/27/2020	08/31/2020	08/31/2020	1	15m	2m 21s	Assignment	100%	
Interactive	08/27/2020	09/1/2020	09/1/2020	1	15m	5m 9s			
Practice	08/27/2020	09/1/2020	09/1/2020	1	15m	8m 19s	Assignment	100%	
Quiz	08/28/2020	09/1/2020	09/1/2020	1	15m	1m 59s	Quiz	80%	
Lesson: Topic Test									
Topic Review Activity	08/28/2020	09/1/2020	09/1/2020	1	15m	9m 40s	Assignment	100%	
Topic Test	08/31/2020	09/1/2020	09/1/2020	1	40m	6m 43s	Test	92.9%	
Topic: Personal Health Skills									
Lesson: Decision Making									
Vocabulary	08/31/2020	09/1/2020	09/1/2020	1	5m	2m 1s			
Direct Instruction	08/31/2020	09/1/2020	09/1/2020	1	24m	22m 17s			
Online Content	09/1/2020	09/1/2020	09/1/2020	1	15m	4m 49s	Assignment	100%	

Guided Notes

Guided Notes are available for most courses in Edgenuity (not all). Guided notes can be valuable in helping students take notes in coursework. These documents can be used with taking tests/quizzes.

Students can access guided notes through each of their courses in Edgenuity.

- After you login, click on the course you are working on.
- Click on the icon in **blue** above the instructions for the lesson.
 - If this icon does not appear, then there are no guided notes for this lesson.



Accessing the Student HELP Center

The HELP Center is a valuable resource to find tips, short cuts, and information you may need to utilize the online learning systems in Edgenuity.

- After you login to the system, click the dropdown arrow next to your name.

- Click on the “Help Center.”

The screenshot shows the Edgenuity dashboard for a user. At the top left is the Edgenuity logo. The dashboard is divided into three main sections: MATH, ELECTIVES, and LANGUAGE ARTS. Each section displays a progress bar, completion status, and a percentage. A red arrow points from the text 'Click on the Help Center' to the 'Help Center' option in the user menu. The user menu is located in the top right corner, showing 'Hello, [User Name]' and a dropdown menu with 'Profile', 'Help Center', and 'Logout'.

Subject	Course	Completion Status	Percentage	Actual Grade
MATH	ZZ [User Name] EC- Foundations of Algebra 1B CP-S2 2020	You are: 47% complete and AHEAD	80.3%	80.3%
ELECTIVES	[User Name] High School Health Concepts 2019/20 Sem 2	You are: 31% complete and ON TARGET	78.4%	78.4%
LANGUAGE ARTS	ZZZ - [User Name] English 10 - S2 19 - 20	You are: 29% complete and ON TARGET	76.2%	76.2%

Videos

Student Orientation Video- Course Map

Student Orientation Video- Overall Grade

Student Orientation Video- Actual Grade

Student Orientation Video- Relative Grade

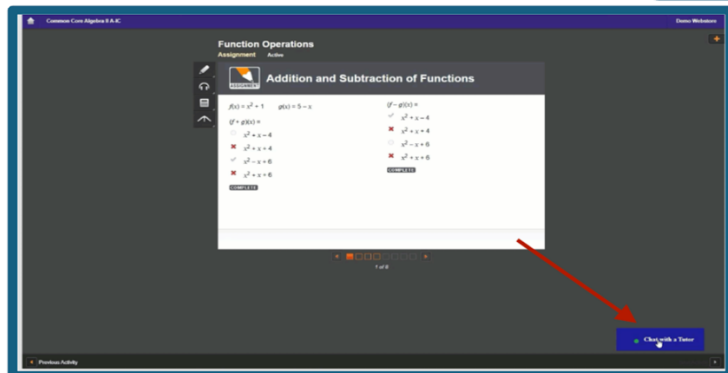
The video players are arranged in a 2x2 grid. Each video player has a title, a play button, and a progress bar. The 'Overall Grade' and 'Relative Grade' videos include a 'TIPS FOR SUCCESS' section with the text: 'TAKE NOTES ON WHAT YOU'RE LEARNING. You might use eNotes, and you might use a pen and paper. But rephrasing what you learn in your own words helps you pay attention and remember what you've learned.'

On-Demand Tutoring

Provide on-demand tutoring support to students.

Quickly connect with a live tutor from within a lesson.

Available alongside K-12 core, 6-12 French/Spanish, and National Test Prep courses.



On-Demand Tutoring Hours

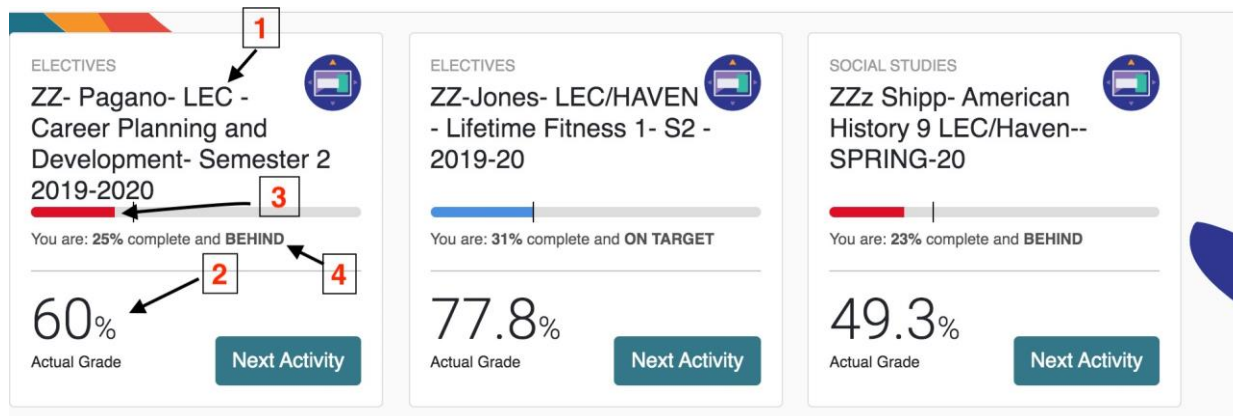
Monday – Friday	8:00 AM – 10:00 PM EST
Saturday	9:00 AM – 4:00 PM EST
Sunday	6:00 PM – 10:00 PM EST



French and Spanish are available Monday – Friday 8:00am – 6:00pm (CST)

Student Progress (Student View)

After each login, students will see their course grade and progress which is updated immediately upon completion of online assignments in the Edgenuity system.



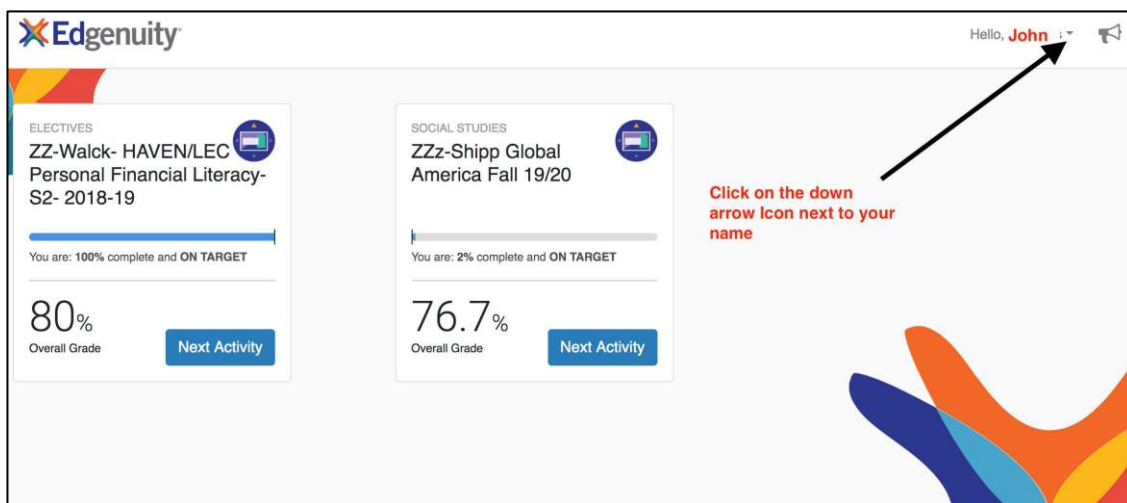
- Shows the title of the course.
- Shows the 'Actual Grade.'
- Shows the course progress based on the time of the login.
 - RED = behind the pace for course completion by the end of the semester.**
 - BLUE = on pace for course completion by the end of the semester.**
 - GREEN = ahead of pace for course completion by the end of the semester.**
- States whether you are On Target | Ahead of Target | Behind in each assigned course.

What does it mean?

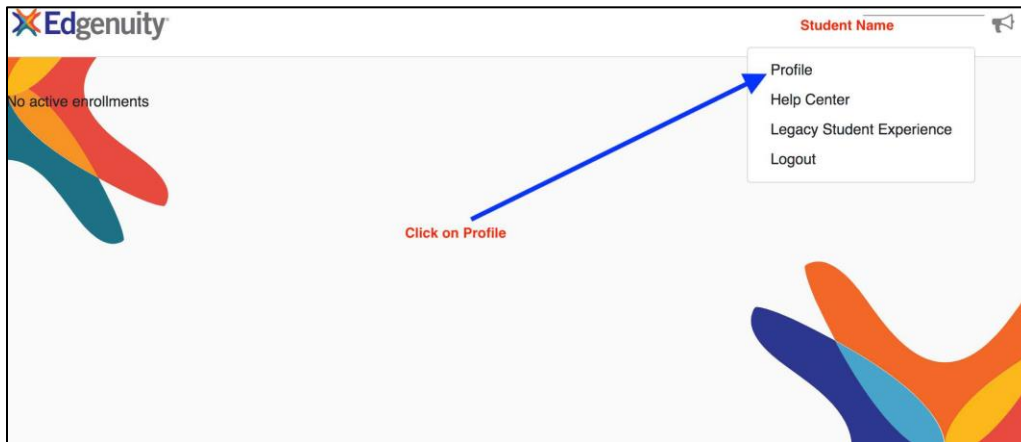
<u>Overall Grade (Understanding Grade)</u> <i>What it shows:</i> The student's average on submitted work only. No penalty for missing or incomplete assignments.	<u>Actual Grade (Progress Grade)</u> <i>What it shows:</i> How the student is performing compared with expected pacing, includes penalties for being behind.
<u>Relative Grade (Final Grade)</u> What it shows: Where the students stands if the course ended today, including zeros for uncompleted assignments.	

How Students can view Time & Attendance in Edgenuity

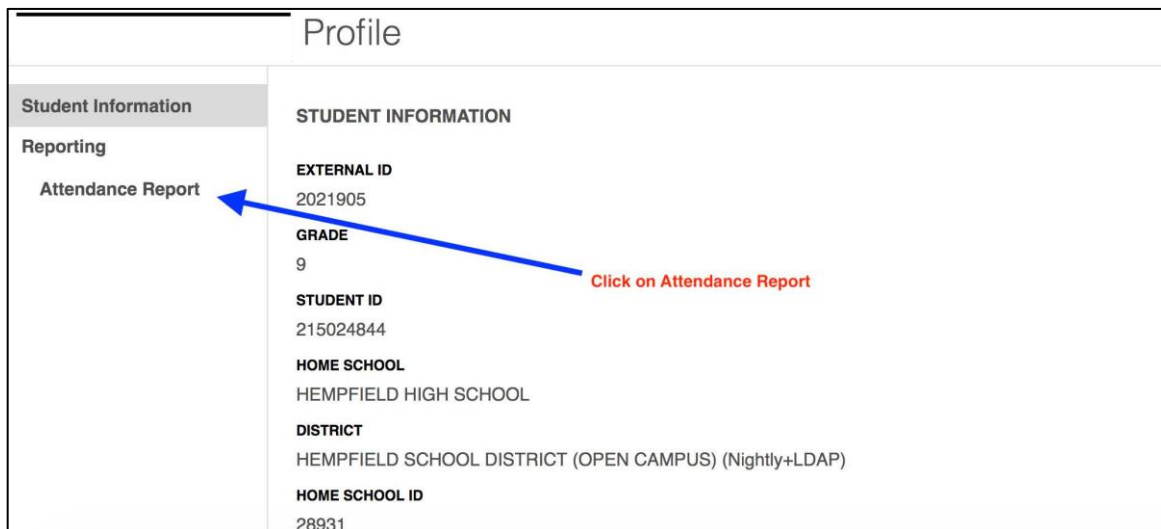
1. Login to your Edgenuity account and click on the icon next to your name.



2. Click on **Profile** in the drop-down menu.

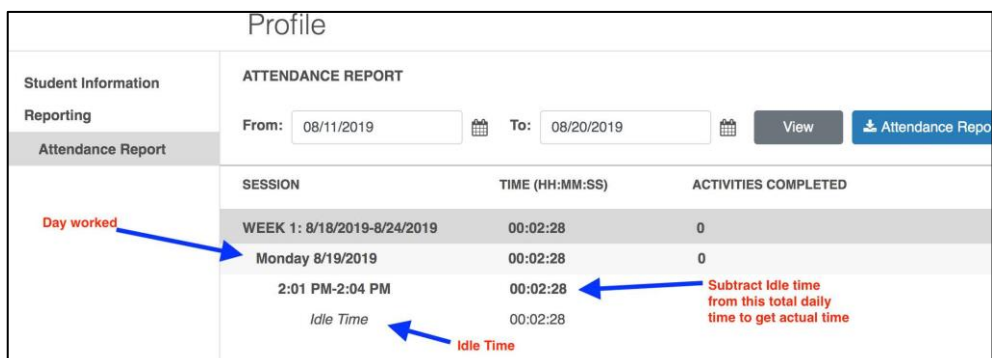


3. Click on **Attendance Report**.



Once in the attendance log, you can select the week to view.

- You can view the amount of time for each day.
- This will show you time logged in and **IDLE TIME**.
 - Idle Time = no active engagement – this does not count toward the day's total required time.



Elective Course Login

If you selected electives not taught by Hempfield Teachers, you will receive information from your instructor via your **Hempfield Email Account**.

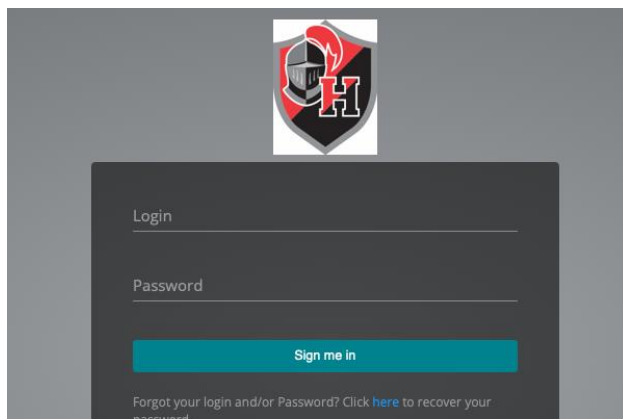
- Your instructor's email address will be provided.
- This is the best way to communicate with them and receive support.

Please check your junk/spam folder in your district email to ensure you receive the email.

Accessing your Electives

<https://hva.geniussis.com/PublicWelcome.aspx>

- Log into your courses: <https://hva.geniussis.com/PublicWelcome.aspx>
 - You will be given your username.
 - You may need to reset your password.
- Bookmark the page.
- Check the messaging center on your dashboard to read a welcome from your instructor(s).
- Click on one of your courses to begin working.

A screenshot of a web login page. At the top center is a shield-shaped logo with a red 'H' and a black and white design. Below the logo is a dark gray rectangular box containing the login form. The form has two input fields: 'Login' and 'Password'. Below these fields is a teal button with the text 'Sign me in'. At the bottom of the form, there is a small link that says 'Forgot your login and/or Password? Click here to recover your password.'

Technology Troubleshooting

Limit the number of tabs you have open in your browser.
Close out of windows/apps you are not using.
Make sure you log out when finished with a work session.
If you are unable to login and have tried the steps above, turn your device completely off and restart.

For Edgenuity/Course Related Issues

Edgenuity Technical Support

877-202-0338

Monday – Friday | 7:30AM – 9:30PM

Saturday & Sunday | 9:00AM – 5:00PM

For iPad Related Issues

Hempfield Help Desk

717-898-5596

Monday – Friday | 7:30AM – 4:00PM