

Dear VCA Virtual Families,

Legal Instructional Hour Requirements

As a reminder—under Wisconsin law, VCA Virtual is required to ensure that all students meet the following minimum annual instructional hours:

- K5–6th Grade: 1,050 hours per year
- 7th–12th Grade: 1,137 hours per year

This works out to approximately:

- 32 hours per week for grades K5–6
- 35 hours per week for grades 7–12

Instructional hours include both synchronous (live) and asynchronous (self-paced, teacher-led) activities. These may be completed on weekdays or weekends and may occur at any time of day, as long as they are:

- Assigned or directed by the student's teacher or course provider
- Related to current curriculum or course requirements
- Reflective of actual academic engagement

Live class attendance is not required to meet instructional hour requirements, but consistent participation in assigned activities is required.

Accountability & Enforcement

Weekly Parent Attestation is required

Every parent/guardian must complete the online Attendance & Instructional Hour Attestation no later than Sunday at 11:59 PM each week. This form is the main legal record of your child's Attendance.

Failure to submit this form could result in **5 full-day absences recorded in Infinite Campus**

Students are HIGHLY encouraged to log in at least 5 days per week

Each day your student logs into their learning platform is automatically counted as a full day of attendance — even if less instructional time is completed on that day.

This supports a consistent rhythm of learning and gives families flexibility to make up time on weekends or evenings.

Assignment completion confirms instructional time — but is not the only measure

Completing all assigned work each week is the most direct and reliable way to demonstrate instructional engagement and fulfill state hour requirements.

However — we recognize that some students may work diligently but still struggle to finish every assignment. If your child completes the required instructional hours but does not complete all assignments, you must:

- Explain this clearly in your weekly Parent Attestation,
- Describe what activities they completed instead (e.g. reading, rewatching videos, extra practice, parent instruction, etc.),
- Attest that the student is fulfilling the hours but struggling with completion of assignments.

Assignment completion is the clearest path to confirm hours, but legitimate instructional time still counts when properly reported.

Absences are calculated from instructional hour deficits

If your student is short of the minimum required hours for the week, absences will be counted as follows:

- Every 6.5-hour deficit (Grades K–6) or
- Every 7-hour deficit (Grades 7–12)

...will result in one full absence.

So that means if you attest that your 6th grade student only completed 20 hours of instruction for the week, due to illness, or any other reason, they will be considered absent (2) two days that week. If you need a more detailed explanation, please reach out to Monique Barrios (Virtual Administrator) as soon as possible at: mbarrios@vcaschool.org or Brandy Vik at: 414-710-4325.

Consequences for Excessive Absences

All VCA students—including virtual students—are limited to no more than 20 total absences (excused or unexcused) per school year, as mandated by the Wisconsin Parental Choice Program and our school policy.

- At 5 absences in a semester → parent receives a warning

- At 10 absences in a semester → formal attendance letter is issued
- At 20 absences in a school year → administrative hearing; expulsion and loss of voucher funding are likely

Failure to participate meaningfully may also result in your child being removed from the Parental Choice Program.

Reporting Technical Issues – Family Responsibility

Because virtual education depends on technology, it is your responsibility to immediately report tech issues to the proper support personnel.

Technical issues will not excuse an absence unless:

- The issue is reported promptly, and or
- Offline instructional work is explained in your weekly attestation

For support, contact:

- VCA Computer Login Issues – Sheena Driver at: 414-235-0135
- Great Hearts Online (Classical Program) Tech Support at: 855-855-6546
- VCA Office (if IT support is non-responsive for 24 hours) at: 414-710-4325

Failure to notify the school of tech issues will result in instructional hour deficits being marked as absences.

We're In This Together

Our mission is not just to comply with the law but to faithfully form the whole person—body, mind, and soul. Attendance matters because learning matters and because your child's God-given potential matters.

We are here to support you. Your Academic & Faith Coaches are your partner in this journey. Please reach out early if challenges arise—we would rather work with you before you fall behind.

“And let us not grow weary in well-doing, for in due season we shall reap, if we do not lose heart.” (Galatians 6:9)

With gratitude and conviction,

The VCA Virtual Leadership Team