



# **VCA Virtual Parent-Student Handbook**

## **Table of Contents**

- 1. Welcome to the Mission of VCA Virtual**
- 2. Our Vision: A School Without Compromise**
- 3. The Covenant of Partnership**
  - Parent Commitment
  - Student Commitment
  - School Commitment
- 4. Academic Overview**
  - Learning Pathways
    - A. Great Hearts Online (GHO)
    - B. Wisconsin Virtual School (WVS)
    - C. VCA-Taught Courses (Planned)
  - Grading & Assessment
  - Standardized Testing & Parent Opt-Out Rights
  - Academic Integrity
- 5. Attendance & Hours of Instruction (HOI)**
  - Legal Requirements
  - Definition of Instructional Time
  - Attendance Verification & Parent Attestation
  - Accountability & Oversight
  - Record keeping

- Responsibilities
- Enforcement

## **6. Behavior & Conduct**

- Code of Conduct (Virtual Standards)
- Discipline in the Virtual Setting
- Partnership in Discipline

## **7. Technology Use**

- Devices & Internet Access
- Online Platforms Used
- Acceptable Use Standards
- Support & Troubleshooting

## **8. Coaching, Communication & Support**

- Your Support Team (AFC, Admin, Principal)
- How We Communicate
- When to Reach Out

## **9. Choice Program Participation & Withdrawal**

- Maintaining Your Eligibility
- Withdrawing or Transferring

## **10. Acknowledgment & Agreement Page**

- Parent/Guardian Acknowledgment
- Student Acknowledgment (Grades 6–12)
- Supplement to Main VCA Handbook Policy

# **1. Welcome to the Mission of VCA Virtual**

Dear Parent or Guardian,

Welcome to Victory Christian Academy – Virtual. You are not enrolling your child in just another school; you are joining a community bound by a holy calling: to raise up the next generation in truth, wisdom, and virtue.

VCA Virtual is not merely a digital education platform—it is a Christ-centered movement. Here, we believe that education is discipleship. Every subject, schedule, and system is built to support the sacred task God has given parents: to form the minds, hearts, and souls of their children in accordance with His Word.

In a culture that often undermines parental authority and blurs moral truth, VCA Virtual stands as a bold alternative—anchored in Scripture, delivered with excellence, and driven by partnerships and families. Our mission is to equip your child not just to succeed in this world, but to live with integrity, courage, and a heart set on the kingdom of God.

We are honored to serve you. We are ready to walk with you. And we are praying that your family will flourish in this season.

With conviction and gratitude,

The VCA Virtual Leadership Team

## 2. Our Vision: A School Without Compromise

Victory Christian Academy exists to cultivate Christ-centered men and women who seek wisdom, live with virtue, and serve God, family, and community.

This vision remains unchanged in our virtual program. Whether your child learns in a classroom or in your living room, they deserve an education that reflects eternal truth—not passing trends.

### **At VCA Virtual, we believe:**

- Parents are the primary educators of their children, and schools are called to support—not replace—the family.
- Education must form the whole person: mind, body, and soul.
- The truth of Scripture is not optional—it is the foundation of everything we teach and how we teach it.
- Technology should serve human flourishing, not distract from it.

As a biblically based Christian school, we recognize that faith formation does not depend solely on overtly religious materials. Classical education itself—ordered toward truth, goodness, and beauty—bears the marks of Christianity in its very structure. Even when God’s name is not spoken in every lesson, students encounter the stories, virtues, and wisdom that arise from a culture shaped by biblical truth.

For families who choose non-classical tracks, where content may be more neutral, the calling of parents as the primary faith-formers remains central. Our role is to come alongside parents with encouragement and support, ensuring that whatever academic path is chosen, it can be directed toward the flourishing of faith when nurtured at home.

We have carefully built this program with tools that allow for academic rigor, spiritual encouragement, and maximum flexibility. But structure alone is not enough. What sets VCA Virtual apart is that everything—every lesson, every policy, every interaction—flows from a shared mission: to glorify God by preparing your children to live faithfully in an unfaithful age.

This is not easy. But it is worth it.

### **3. The Covenant of Partnership**

The success of this program depends on mutual trust, clear communication, and spiritual unity between school and family. Below is a covenant that outlines what we ask of you—and what you can expect from us.

#### **Parent Commitment (Virtual Edition)**

As a parent, I commit to:

- Actively participate in my child's education as their primary educator and spiritual guide.
- Submit weekly instructional hour logs truthfully and on time in accordance with Wisconsin law.
- Maintain a daily schedule that supports consistent learning and quiet focus at home.
- Ensure that my child uses school-provided technology responsibly and securely.
- Respond to school communications promptly and respectfully.
- Uphold the school's mission and biblical values in our home learning environment.
- Partner with staff in a spirit of grace, even when discipline or correction is necessary.

#### **Student Commitment (Virtual Edition)**

As a student of VCA Virtual, I commit to:

- Begin each day with purpose, showing up on time, ready to learn, and giving my best effort.
- Complete all assignments with honesty, humility, and perseverance.
- Participate fully in live classes, coaching check-ins, and spiritual formation activities.
- Treat my teachers, classmates, and parents with respect—both on and off the screen.
- Take responsibility for my words, choices, and work—because integrity matters.

#### **School Commitment (Virtual Edition)**

As your partner in Christian education, VCA Virtual commits to:

- Provide a Christ-centered, academically excellent program that honors the role of parents as primary educators.

- Deliver high-quality instruction—through live teaching, structured materials, or partner platforms—with clarity, consistency, and care.
- Offer timely, respectful communication and make ourselves available for support, questions, or concerns.
- Track student progress, attendance, and engagement in a way that is fair, proactive, and aligned with legal requirements.
- Support spiritual formation through optional prayer, encouragement, and biblical reflection—never forced, always invitational.
- Extend grace when life gets messy. We know virtual learning can be challenging, and we are committed to helping your family persevere, not just comply.
- Hold ourselves accountable to the same virtues we ask of you: honesty, humility, discipline, and partnership.

## **4. Academic Overview**

Victory Christian Academy – Virtual is committed to providing your child with an education that is both academically rigorous and spiritually formative. While instruction may be delivered online, our standards remain rooted in truth, virtue, and excellence.

### **Learning Pathways**

At Victory Christian Academy – Virtual, we partner with families to provide a flexible, mission-aligned academic experience that integrates both Christ-centered formation and educational excellence.

To do this with integrity, we utilize three learning models—each selected to support your child’s grade level, learning style, and the school’s spiritual and academic goals.

### **A. Great Hearts Online (GHO)**

GHO offers a classical, liberal arts curriculum built around timeless texts, rich conversation, and virtue-based character development. While GHO is not overtly Christian in its online charter school form, its roots run deep in the classical tradition—which is inherently shaped by biblical anthropology, moral virtue, and Western Christian thought.

In fact, Great Hearts itself operates private Christian schools as part of its broader network, and many of its instructors—especially in the humanities—bring a worldview that is congruent with a Christian understanding of truth, beauty, and goodness.

We use GHO for families seeking a live, classical experience that emphasizes:

- Great books and meaningful ideas
- Socratic dialogue and intellectual formation
- A structure of order, attentiveness, and humility

Though our Lord Jesus Christ may not be named in every GHO lesson, the fingerprints of Biblical virtue and moral seriousness are deeply embedded in the curriculum. **Because of this, you may (even encouraged) to express your faith openly within the classroom environment when appropriate—it won't be an issue.**

That said, we also recognize that classical education is not the best fit for every family. When parents prefer a more modern, flexible approach to instruction, we support their decision and provide non-classical options through Great Hearts Online or other approved partners. Our role is not to impose a single method but to walk alongside parents in offering what best serves their child's formation—academically, spiritually, and practically.

## **B. Wisconsin Virtual School (WVS)**

WVS is a state-approved, fully accredited provider of virtual courses aligned with Wisconsin academic standards. WVS teachers are certified educators who guide students through coursework independently, using a flexible, online format with optional check-ins.

While WVS is a secular provider, its content is carefully selected by VCA to ensure alignment with our standards of excellence and neutrality toward Christian values. WVS is used for certain required courses (such as state-tested subjects) and enables students to remain compliant with state graduation and testing requirements.

We recognize that WVS content may not be explicitly faith-based. However:

- VCA remains the school of record, spiritually and legally responsible for your child's full formation.
- Academic & Faith Coaches regularly monitor each student's experience, engagement, and spiritual well-being.
- Parents are always encouraged to review content, ask questions, and infuse the learning with Christian worldview discussions at home.

When paired with our Biblical culture, parent partnership, and faith-aligned coaching, WVS is a useful and appropriate tool for online Christian education when Parents are at the center of formation.

## C. VCA-Taught Courses

These are envisioned as live or self-paced courses led directly by Victory Christian Academy faculty **in the near future. Planned** offerings include:

- Biblical studies and character formation
- Parent coaching and spiritual development
- Supplemental instruction rooted in Christian worldview

These courses will reinforce the uniquely Christian identity of VCA and ensure that students are being formed not only academically, but spiritually and morally as well.

All VCA-designed courses will meet state academic standards and align with our mission to shape not just what students know—but who they become.

While our current academic model relies on trusted partners—especially Great Hearts Online, whose excellence we affirm—VCA is actively working to develop original course offerings tailored to the specific needs of our families. These courses will be introduced gradually, as needed, **and only when we can ensure the same level of instructional and spiritual quality that our mission requires.**

## Grading & Assessment

Students will be graded according to the standards of their assigned course provider (WVS, GHO, or VCA-Taught), and grades will be recorded in Infinite Campus, our official Student Information System.

- Parents and students will receive quarterly report cards and regular progress updates.
- You may access grades at any time through the Infinite Campus Parent Portal.
- Your child's Academic & Faith Coach will reach out if concerns arise or additional support is needed.

## Standardized Testing

Victory Christian Academy – Virtual participates in the Wisconsin Parental Choice Programs (MPCP, WPCP, and RPCP), which includes a requirement for schools to administer annual state assessments for participating students.

As a result, students enrolled in the Choice program will be scheduled to take the following standardized exams:



- Forward Exam — Grades 3 through 8 and Grade 10
- Aspire or Pre-ACT — Grades 9 and 10
- ACT with Writing — Grade 11

Families will receive advance notice of all testing windows, including instructions for each specific assessment and information about testing locations if required.

## **Your Rights as a Parent**

In accordance with Wisconsin law (Wis. Stat. § 118.30(2)(b)3), parents or guardians have the legal right to opt their child out of any or all state assessments. To exercise this right, families must submit a written opt-out request to the school prior to the scheduled testing date.

Victory Christian Academy honors this parental right and will never penalize a student or family for choosing to opt out. Our desire is to uphold both legal transparency and parental authority.

If you have questions about testing or opt-out procedures, please contact the Principal or Virtual Administrator directly.

## **Academic Integrity**

At VCA, we believe that integrity is foundational to both academic success and Christian character.

Students are expected to:

- Complete their own work and not engage in plagiarism or dishonesty.
- Use online tools responsibly, without shortcuts or inappropriate content.
- Ask for help when they're stuck instead of compromising their integrity.

Violations of academic integrity may result in disciplinary action and will always be addressed in a spirit of correction and growth.

## **5. Attendance & Hours of Instruction (HOI)**

### **• Legal Requirements**

- Victory Christian Academy – Virtual (“VCA Virtual”) complies with Wisconsin Department of Public Instruction (DPI) requirements for direct pupil instruction hours:
- Grades K5–6: Minimum of 1,050 hours per year

- Grades 7–12: Minimum of 1,137 hours per year
- Based on a 175-day instructional calendar, this equates to approximately:
- K5–6: 6.5 hours per day ( $\approx$  32 hours per week)
- 7–12: 7 hours per day ( $\approx$  35 hours per week)
- Instructional hours include synchronous (live) classes and asynchronous, teacher-directed work. Lunch and other non-instructional breaks are excluded.
- **Definition of Instructional Time**
  - Instructional time is defined as teacher-directed, course-aligned activity. Examples include:
  - Live classes, Socratic discussions, office hours, small group instruction
  - Teacher-assigned asynchronous work in the LMS (lectures, readings, problem sets, labs, discussions)
  - Assessments, projects, research, and writing with teacher feedback
  - Curriculum-based offline learning:
    - Assigned reading with notes/outlines
    - Math practice sets; science labs/inquiries designed for home use
    - World language practice, conversation hours, and assigned media
    - PE/fitness activities aligned to course expectations
    - Fine arts practice, performance preparation, and studio work tied to the syllabus
    - Teacher-approved field experiences (e.g., museum visits with reflection)
  - Parent–Student Conversations directly tied to coursework (discussing readings, reviewing math practice, reflecting on historical events, exploring science concepts, rehearsing oral recitations).
  - Not counted: lunch, unsupervised breaks, recreational activity not connected to course objectives.
- **Attendance Verification & Parent Attestation**

- Because VCA Virtual operates online, daily “seat time” is not the measure of attendance. Instead, weekly instructional hours are verified through a parent/guardian attestation:
- Parents must complete the Weekly Parent Attestation Form by Sunday 11:59 p.m. for each enrolled student.
- The attestation confirms:
  - Minimum weekly hours were met ( $\geq 32$  for K5–6;  $\geq 35$  for 7–12).
  - All assigned work is current, or—if not—an explanation of how hours were nevertheless met through teacher-directed alternative activities.
- The form includes a typed signature and timestamp, which serve as the parent’s legal affirmation.
- This weekly submission is mandatory, not optional.
- **Accountability & Oversight**
  - Academic Faith Coach (AFC) Review: Each week, the AFC reviews student submissions, assignments, and participation to ensure that parent attestations are justifiable and consistent with the student’s actual academic engagement.
  - Clarification Process: If the attestation appears inconsistent with the student’s work, the AFC will contact the parent/guardian directly for clarification.
  - Documentation: All such communications are documented in the student’s record and may be provided to DPI during an audit.
  - This oversight ensures that attestations are not only submitted, but also accurate and trustworthy.
- **Record-keeping**
  - Attestation data is recorded in a centralized Google Sheets log, which is the official attendance record of VCA Virtual—before submitted into Infinite Campus by AFC.
  - Each record includes: student name, grade, week, daily and total hours, assignment status, parent signature, timestamp, and (when available) submitter metadata.
  - The log is access-controlled (write access limited to administrators).
  - The log (CSV and or PDF) will be archived in a secure, read-only folder.
  - Records are retained to satisfy DPI audit requirements.

- **Responsibilities**

- Parents/Guardians: Submit accurate weekly attestations by deadline.
- Virtual Administrator: Oversees record collection, storage, and reporting.
- Academic Faith Coach: Reviews weekly student work to verify attestations; submits results into Infinite Campus; documents outreach to families when inconsistencies are found; supports alignment of academic accountability with VCA's mission.

- **Enforcement**

- Failure to submit accurate, timely attestations may result in escalating corrective measures:
- Reminder notices and outreach from the Virtual Administrator.
- Required meeting with the Academic Faith Coach to resolve discrepancies.
- Temporary holds on course access or suspension of privileges until compliance is restored.
- Formal disciplinary action for persistent or fraudulent reporting.
- Expulsion if repeated non-compliance or dishonesty in attestations jeopardizes the school's legal compliance or undermines the integrity of VCA Virtual.

## **6. Behavior & Conduct**

### **Christlike Character in a Digital World**

Even in a virtual setting, students of Victory Christian Academy are expected to uphold the same standards of respect, discipline, and Christian virtue that define our school culture. Digital learning spaces are still learning spaces. Our goal is to foster a peaceful and orderly environment—one where every student can grow in wisdom and in grace.

We ask students and families to remember:

Your screen is still your classroom. Your keyboard is still your voice. Your behavior reflects your heart.

### **Code of Conduct (Virtual Standards)**

The following behaviors are expected at all times when participating in VCA Virtual:

- Respect for teachers, classmates, and parents in all spoken and written communication

- Punctuality and preparedness for live classes and check-ins
- Appropriate camera use, dress, and learning environment (e.g., dressed for school, seated upright)
- Polite and thoughtful digital interactions (emails, chat boxes, discussion posts)
- Self-control and focus during class activities and academic work
- Responsibility for one's assignments, actions, and communication

**Students may not:**

- Use disrespectful language or gestures on camera, in chats, or in submitted work
- Distract or disrupt live sessions with off-topic behavior
- Share or access inappropriate content on school platforms
- Send messages that are harassing, bullying, or dishonoring to others
- Misrepresent their identity or participation

## **Discipline in the Virtual Setting**

Victory Christian Academy follows a grace-filled but firm approach to student discipline. For minor missteps, the first step is always coaching and correction. However, repeated or serious violations of VCA's virtual code of conduct may result in:

- Removal from a live class or session
- Parent contact and written warning
- Required behavior contract or meeting with leadership
- Temporary suspension from the virtual program
- Administrative withdrawal from VCA Virtual

Disciplinary actions are never taken lightly. They are meant to restore order, uphold mission integrity, and protect the spiritual and academic growth of all students.

## **Partnership in Discipline**

Parents play the primary role in maintaining a safe and orderly home learning environment. We ask that you:

- Review these expectations with your child
- Help monitor your child's conduct and tone during online sessions
- Partner with school staff if behavioral issues arise
- Maintain open and respectful communication with teachers and leadership

When parents and the school are united in both love and clarity, students flourish.

## **7. Technology Use**

### **Tools for Learning, Not Distractions**

At VCA Virtual, we view technology not as a substitute for education—but as a servant to it. Digital devices and learning platforms are powerful tools when used wisely. But without structure, they can become sources of distraction, disorder, or even spiritual harm.

We are committed to helping students use technology with self-control, gratitude, and purpose—reflecting the biblical call to be stewards of both time and tools.

### **Devices & Internet Access (Need confirmation)**

Each family is responsible for ensuring that their child has:

- A reliable internet connection
- A functioning device capable of accessing video conferencing and educational platforms (Chromebook, laptop, or desktop)

If needed, VCA Virtual may provide internet access and a school-issued Chromebook to qualifying families. Devices are school property and must be used only for educational purposes. All devices must be returned in working condition if a student withdraws or graduates from the program.

### **Online Platforms Used**

Your child will use one or more of the following systems depending on grade level and course placement:

- WVS Platforms (Buzz & Genius)
- Great Hearts Online (Canvas)
- Google Classroom

- Infinite Campus (grades and reporting)
- Zoom or Google Meet (live classes and coaching)

Login credentials will be issued before classes begin. Parents are encouraged to keep them secure and to monitor platform usage regularly.

## Acceptable Use Standards

All students must use school platforms and devices in a manner that reflects Christian values, academic integrity, and personal discipline. This means:

- No accessing or sharing of inappropriate, profane, or violent content
- No online gaming or social media
- No use of private messaging, chats, or forums unrelated to class
- No sharing login credentials with anyone outside the household

Technology use is a reflection of a student's heart—and at VCA, we want every action, even behind a screen, to honor Christ.

## Support & Troubleshooting

If your family experiences a technical issue:

- Contact your Academic & Faith Coach if the issue affects attendance or submission
- Email the school at [support@vcaschool.org] ????????
- **Do not allow recurring tech issues to go unreported—reach out early so we can help ASAP!**

We are committed to walking with you, not just academically but logistically. You're not alone.

## 8. Coaching, Communication & Support

### You Are Not Alone

Virtual learning requires independence—but it is never meant to be isolating. At VCA Virtual, every student and parent is paired with a dedicated team of educators and support staff committed to helping your child grow in both knowledge and character.

We believe the most powerful Christian education happens when teachers, coaches, and parents walk together in love, truth, and accountability. You will never be left wondering what to do—or how your child is doing—even when you or your student may be struggling with the technology, LMS, or curriculum.

## **Your Support Team**

### **Academic & Faith Coach (AFC)**

Every VCA Virtual family is assigned an Academic & Faith Coach who serves as your primary point of contact. This individual is responsible for:

- Weekly check-ins and encouragement
- Monitoring grades, attendance, and instructional hour logs
- Providing accountability and guidance when students struggle
- Helping you create a consistent and peaceful learning rhythm at home
- Supporting spiritual formation through optional devotions and family engagement

The AFC is your partner—not just for academics, but for formation.

### **Virtual Administrator**

Oversees records, attendance, Choice documentation, tech coordination, and general school operations. Contact the Virtual Administrator for:

- Enrollment paperwork or withdrawal questions
- Infinite Campus support
- Weekly log compliance or audit notices
- Chromebook issues and returns

### **Principal & Instructional Team**

Leads the academic and spiritual direction of the school. You may hear from the Principal if:

- A student is underperforming or facing disciplinary review
- Formal testing or documentation is needed
- A spiritual encouragement or reminder is being shared with all families



## **How We Communicate**

- Emails and newsletters are sent weekly (or as needed) with updates, deadlines, and inspiration
- Phone calls or Zoom meetings are scheduled as needed for check-ins or concerns
- Progress reports and report cards are shared through Infinite Campus

Please respond within 24–48 hours on school days when contacted. We honor your time and ask for the same grace in return.

## **When to Reach Out**

You should never hesitate to contact your AFC or the school when:

- Your child is struggling academically, emotionally, or spiritually
- You have a question about curriculum, attendance, or technology
- There is a shift in your home environment that may affect learning

We are here to walk with you—not just as professionals, but as fellow believers entrusted with the souls of the next generation.

# **9. Choice Program Participation & Withdrawal**

## **A Gift—and a Responsibility**

Your participation in the Wisconsin Parental Choice Program (WPCP, MPCP, or RPCP) is both a tremendous blessing and a legal agreement. It allows your child to receive a Christ-centered education—at no cost to your family—because of your income eligibility and the state’s recognition of educational freedom.

With this opportunity comes the responsibility to comply with all requirements set by the Department of Public Instruction (DPI) and to maintain an active, cooperative relationship with VCA Virtual.

## **Maintaining Your Eligibility**

To remain eligible under the Choice program, families must:

- Submit proof of residency and income during the application or re-enrollment period each year—if applicable.

- Maintain active student participation in virtual coursework and school-wide expectations
- Log weekly instructional hours through weekly online form
- Respond promptly to communication from the school regarding enrollment status, academic progress, or audit reviews

Failure to meet these requirements—especially repeated absences, non-submission of logs, or lack of engagement—can result in administrative withdrawal from VCA Virtual.

We do not want that for any student. Please communicate early and often if your family is experiencing challenges.

### **Withdrawing or Transferring**

If you choose to withdraw your child from VCA Virtual for any reason:

1. Notify the school in writing (email is acceptable)
2. Complete an official withdrawal form, which will include your reason and new school of record
3. Ensure that all technology is returned in working condition
4. Instructional records will only be released once DPI reporting is complete and all items are resolved

If you are moving out of state or shifting into a new school model, we ask that you let us walk with you through the transition so that your child's academic journey remains stable and supported.

## **10. Acknowledgment & Agreement Page**

This page serves as a formal agreement between your family and Victory Christian Academy – Virtual. By signing below, you acknowledge that you have read and understood the contents of the VCA Virtual Parent-Student Handbook and agree to abide by the expectations, responsibilities, and mission outlined within.

This handbook is intended to supplement the main Victory Christian Academy Parent-Student Handbook, which applies to all VCA families regardless of program format. If any clarification is needed, or if there is ever a conflict between the two handbooks, the main handbook will be reviewed and will generally take precedence.

This agreement reflects our mutual commitment to a partnership grounded in faith, clarity, and trust—all for the spiritual, academic, and personal growth of your child.

## **Parent/Guardian Acknowledgment**

I acknowledge that I have read and understand the VCA Virtual Parent-Student Handbook in its entirety.

I commit to:

- Supporting my child's full participation in the VCA Virtual program
- Submitting accurate instructional hour logs each week as required by law
- Encouraging academic integrity and Christlike conduct at home
- Communicating respectfully and promptly with VCA staff
- Partnering with VCA in the spiritual and moral formation of my child

I understand that failure to uphold these commitments may affect my child's enrollment or eligibility in the Wisconsin Parental Choice Program.

Parent/Guardian Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Student Acknowledgment (Students 6th -12th grade)**

I have reviewed this handbook with my parent or guardian and understand what is expected of me as a student of Victory Christian Academy – Virtual.

I commit to:

- Showing up on time and ready to learn each day
- Doing my work honestly and giving my best effort
- Treating others with kindness and respect—even online
- Asking for help when I need it and accepting correction when I fall short

I understand that I represent Christ, my family, and my school in all my actions.

Student Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_