

Policy Title: **PROGRAMMING FOR HIGH SCHOOL STUDENTS**

- **Confidentiality of Student Records**
- **Reporting Suspected Abuse**

Fox Valley Technical College is committed to developing strong partnerships with local K-12 school districts and business/industry. Such partnerships support students' seamless transition between educational systems and serve high school students through programming to better prepare them for post-secondary education and the workforce.

The following instructional services represent the types of programming that the college provides to high school students. Specific requirements are noted for each option, which reflect state statute and/or Wisconsin Technical College System policy.

- I. **Youth Options** – A public school student, upon the student's request and with written approval of his or her parent or guardian, may apply to attend a technical college for the purpose of taking one or more associate degree or technical diploma courses if s/he:
 - A. Has completed the 10th grade;
 - B. Is in good academic standing-FVTC's definition of "good academic standing" is a cumulative high school grade point average of 2.0 or above;
 - C. Does not meet the statutory definitions of a "child-at-risk" (a child who is behind his or her age group in the number of high school credits attained or in basic skill levels or who is a dropout, habitual truant, parent, or adjudicated delinquent);
 - D. Notifies the K-12 school board of his or her intent to attend a technical college no later than March 1 if the student intends to enroll in the fall semester or no later than October 1 if the student intends to enroll in the spring semester; and
 - E. Has no record of disciplinary issues-the FVTC District Board may reject an application from a student who has a record of disciplinary problems, as determined by the FVTC District Board. Verification from a high school principal is included on the Youth Options application.

It is the responsibility of the K-12 school board to develop an appropriate plan of services for a student with exceptional educational needs (EEN) and ensure the provision of services to the student. In meeting this responsibility, a K-12 school board may either provide the needed services itself or contract with another provider, including, but not limited to, a technical college. A K-12 school board has the authority to refuse to permit an EEN student to enroll at a technical college under the Youth Options program if the K-12 school board determines that the payment to the technical college for required services would impose an undue financial burden on the school district.

The technical college must admit the student if s/he meets the requirements and prerequisites of the course or courses for which s/he applied.

The student is eligible to receive both high school and technical college credit for courses successfully completed at the technical college.

Students attending FVTC under the Youth Options program are expected to comply with all academic and non-academic policies of the institution.

Specific procedures regarding student eligibility determination are available through the Youth Options coordinator.

- II. **Youth Apprenticeship Program** – Youth apprenticeship is designed for high school juniors and seniors with interest in a specific career area. The college works in partnership with local school-to-work consortia, local business and industry, and K-12 school districts in the delivery of this programming. Students on track for high school graduation are eligible for this program and need to apply at their high school.
- III. **Alternative High School** – This is a competency-based, self-paced program for students ages 16 and older for whom traditional high school has proven unsatisfactory. Students attend the alternative high school through a contract for service between the high school and Fox Valley Technical College but remain on their high school rolls, per *Wisconsin Statute* 118.15 (a)(b)(c).
- IV. **High School Credit Programming** – Under *Wisconsin Statute* 38.14, high schools may contract for their students 16 years of age or older to take courses **after the school day (or in the summer)** to earn credit toward their high school graduation requirements. Course work must be pre-approved by the high school before registration to ensure the granting of credits.
- V. **Home-Schooled Youth** – Under *Wisconsin Statute* 118.15(4) a parent, guardian, or designee has the right to “select a home-based private educational program” for his or her child or children “in order to comply with the compulsory school attendance law.” A home-school program must include, but is not limited to, reading, language arts, mathematics, social studies, science, and health. These courses are defined as “secondary required courses” for home-schooled children.

A home-schooled child age 15 or younger **may** attend night classes at FVTC for secondary *non-required* courses or post-secondary courses (for which he/she meets the course prerequisites) and as defined in paragraph, “Students under the Age of 16.” (page 4)

A home-schooled child age 16 to 17 **may** attend FVTC classes during the school day or in the evenings for secondary *non-required* courses or post-secondary courses (for which he/she meets the course requirements).

A home-schooled child age 18 or older **may** attend FVTC classes as an adult student.

A home-schooled child age 17 or younger **may not** attend FVTC Adult Basic Education classes.

Parents of home-schooled children are to work with a representative of Student Services for registration and are responsible for payment of tuition, fees, and books. Students earn FVTC credit for the courses.

- VI. **Advanced Standing Credit** – Advanced standing through Tech Prep or Youth Apprenticeship can be attained by juniors and seniors for high school courses that meet the competencies of specific courses at Fox Valley Technical College. Instructors from both the high school and the technical college compare curriculum and the college determines the specific criteria that students must meet to earn advanced standing. Students who successfully meet the predetermined criteria are eligible to receive advanced standing upon program enrollment at Fox Valley Technical College.
- VII. **Transcripted Credit** – This refers to occupational technical college courses that are taught to juniors and seniors in the high school by a high school teacher or technical college instructor. Students in these courses receive a “regular” technical college transcript indicating their grade in the course. High school teachers must meet certification requirements from the Wisconsin Technical College System to teach these courses.
- VIII. **Students Under the Age of 16** – On occasion, a student under the age of 16 seeking a challenging, enriching experience will request enrollment in an FVTC course outside of the normal school day. Underage student enrollment in any course requires a) the written permission of the student’s parent or legal guardian, b) the written permission of the student’s school district, c) approval by the course instructor, and d) authorization by the respective division dean or designee. The *Admission of Student Under Age 16 Authorization* form is to be used for this purpose and kept on file at the appropriate campus or regional center.

A parent or other adult must register and attend with children under age 16 when enrolling in enrichment courses. This requirement can be waived by the manager responsible for the class section based on student age, maturity level, and course topic. The parental attendance requirement can also be waived by the course manager for courses targeted specifically to students under age 16 (e.g., Tractor Safety, Sewing for Teens). A 100% refund will be issued to the student and parent/adult if the course arrangement does not work out, based upon their experience, within the first class session. The standard college refund policy applies beyond this.

Students under the age of 14 will not be allowed to register in lab or shop courses where safety is a factor as determined by the course manager.

Other safety, licensing, certification, or other age limitations may supersede this policy.

CONFIDENTIALITY OF STUDENT INFORMATION

Providing student information to any school-to-work partner (e.g., educational consortia, K-12 district, business/industry, chamber of commerce) regarding high school students under the age of 18 requires parental approval. High school students who are 18 years of age or older must sign a release of information form before any information can be shared with parents or school-to-work partners.

REPORTING OF SUSPECTED ABUSE OF UNDER AGE 18 STUDENTS

According to *Wisconsin Statute* 48.981, any FVTC instructor, administrator, or counselor must report any suspected child abuse or neglect which he/she encounters in the course of their professional duties in working with students under age 18 attending FVTC classes.

Adopted: xx/xx/xx

Reviewed: 08/30/13

Revised: 11/11/13