

ADMINISTRATIVE POLICY

PROGRAMMING FOR HIGH SCHOOL STUDENTS

- **Confidentiality of Student Records**
- **Student Safety**
- **Student Discipline**

This policy pertains to employees and students.

The primary mission of Fox Valley Technical College is the delivery of instruction and support services to the postsecondary student or for the adult vocational needs of the District.

In recognition of the high school districts' primary responsibility for the education of high school age youth, Fox Valley Technical College encourages the student to complete their secondary education in the public or private high school.

Educational services will be provided by Fox Valley Technical College to serve the needs of high school age youth within statutory and fiscal limitations. Public and private schools will be informed annually of the services provided.

Under the leadership of the Fox Valley Technical College Office of K-12 Partnerships, these services include:

1. Contract with high school districts for the provision of curriculum and/or instruction.
2. Postsecondary courses offered to currently enrolled high school students.
3. Instruction for students covered by WI Statutes Chapter 118.
4. Appropriate advising, and career exploration services to high school students.
5. Rental of facilities based on availability and prioritization process.
6. In addition, other co-curricular services are provided, such as: tours, speakers, and college explorations as requested by outside educational parties.

The high school districts are responsible for the additional expenses related to ensuring high school students with disabilities are provided college-level accommodations to ensure equal access in alignment with the Americans with Disabilities Act. Fox Valley Technical College Disability Services will assist in reviewing I.E.P. plans for dual enrolled students to ensure classroom modifications are aligned with college-level accommodations guidelines.

CONFIDENTIALITY OF STUDENT INFORMATION

Student educational records are protected under the Family Educational Rights and Privacy Act (FERPA). FERPA applies to the education records of all "eligible students." Eligible students are persons who are, or who have been, in attendance at FVTC, including students who have started any listed FVTC course. This includes students taking FVTC courses through their high school (regardless of age). For more information, please see the [Family Educational Rights and Privacy Act Compliance policy](#).

STUDENT SAFETY

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. Additionally, all [College Health and Safety](#) policies apply to high school students.

STUDENT DISCIPLINE

High school students enrolled in FVTC classes are subject to their high school code of conduct as well as the [FVTC Code of Conduct](#). Conduct officials from Fox Valley Technical College shall coordinate any investigation and sanction with school personnel.

Adopted: xx/xx/xx

Reviewed: 01/26/2021, 04/30/2024

Revised: 09/24/2024