**118.15 Contracting FY 22**

**Northwood Tech - Ladysmith**

**118.15 Contracting Instruction Dates and Times**

* August 23, 2021 through May 13, 2022

(See attached Northwood calendar for vacation dates. Students will follow the Northwood Tech calendar not the K12 calendar)

* Monday - 9 am to 2 pm (5 hrs.)
* Wednesday - 9 am to 7 pm (10 hrs.)
* Flex hours - any time convenient for student

**Writing of Contracts and Expectations**

* Contracts can/may be written for a minimum of 10 per week if student is working or actively pursuing employment
* Students who are not working should have contracts written for 15 hours per week
	+ Contracts can be amended if students become employed
* Students must be face to face for a minimum of 2/3 of their contracted time
	+ This must be approved by K12 school distinct
	+ Sample schedules:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contracted Hours | Face to Face | OnlineWork | Or | Face to Face |
| 10 hours | 7 hours minimum | 3 hoursmaximum |  | 10 hours |
| 15 hours | 10 hoursminimum | 5 hoursmaximum |  | 15 hours |

* All 118.15 contract~~s~~ students will be required to take a TABE math and reading assessment
	+ If accommodations are required, documentation must be provided by the school district
	+ Students must demonstrate the ability to benefit and progress through the program to be admitted to the Northwood Tech 118.15 contract program.
* Contracts can be cancelled for behavior issues by Northwood Tech
	+ 30 day due process must be provided unless it is a safety issue
* K12 system my cancel contracts for lack of attendance or progression to completion
	+ 30 day due process must be provided
* Students will not begin instruction until contract is signed by Northwood Tech instructor, by parents or student over the age of 18 and by K12 representative.
	+ If student has had IEP or 5.04 plan for learning accommodations – documentation must be provided to Northwood Tech instructor to insure student learning and testing needs are provided.

Also, please find attached to this email the:

* Wisconsin 118.15 statute - for your reference.
* Q & A on 118.15 contracting with Wisconsin Technical College
* Northwood Tech FY22 calendar (Fall 2021 and Spring 2022)