

**Lighthouse Homeschool Co-op Course Proposal Form**  
**2018-2019 Academic Year, 9:00 a.m. - 2:45 p.m.**

Instructor's name and email address: \_\_\_\_\_

Assistant's name (must be submitted on this form) \_\_\_\_\_

*If an assistant is listed, the privileges of "early sign-ups" and "exception from monitoring" must be split between the teacher and assistant, each taking one privilege only. Please list:*

Exercising early sign-up privilege \_\_\_\_\_

Exercising exemption from monitoring \_\_\_\_\_

Course title: \_\_\_\_\_

Grade levels: \_\_\_\_\_

Curriculum to be used: \_\_\_\_\_

*Note: If you desire to order a curriculum base and need to distribute the cost among the students, the curriculum will become the property of the Lighthouse members for future use.*

Other materials needed: \_\_\_\_\_

Supply fees (including off-site printing fees): \_\_\_\_\_

*Note: If class fees collected and later you find that you are unable to fulfill your teaching obligation, it is your responsibility to reimburse, in full, the families from whom you collected the fees.*

Course description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Homework requirements: \_\_\_\_\_

This class will be Sept. to May \_\_\_\_\_ Sept. to Dec. \_\_\_\_\_ Jan. to May \_\_\_\_\_

Special equipment needed for this class: \_\_\_\_\_

Maximum number of students you are comfortable teaching (*actual class size will depend on room availability, but will not exceed your preference*) \_\_\_\_\_

Will you need childcare? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Maybe

Time of day you are not able to teach: \_\_\_\_\_

Are you aware of any days that you will not be able to be present to teach your class during the next semester/academic year? \_\_\_\_\_

## Lighthouse Homeschool Co-op Course Proposal Instructions

*Please submit this form to Jennie Steinhauser or Rachel Cucci on or before February 19. Proposals and new assistants will not be accepted or added after this date.*

1. Teaching a class is a commitment and we ask that you prayerfully consider whether you are able to do so at this time.
2. Prospective teachers need to be 17 years or older and have been a member of the co-op for at least one year (and have signed the Statement of Faith). Those persons interested in teaching must also have a year's experience assisting in a class, and must be approved by the present existing board.
3. Submitting a course proposal does not guarantee that you will be teaching a course. The Lighthouse board must review all of the proposals and discuss the available class space and scheduling, and then determine where the greatest needs are. If we are not able to offer your class in the upcoming semester, you may resubmit your proposal for the next semester.
4. If you are a new teacher, the board chair will contact you to fill out the Criminal Background Check and Disclosure forms, as well as submit two letters of reference. Teaching is contingent on these being approved.
5. Please be clear about your preferences and when you cannot teach, and know that we will do our best to make the schedule to work for everyone. Please be as flexible as possible with your availability to teach.
6. If you require childcare for younger children while you are teaching, please indicate this on the space provided on the course proposal form; the parents of the children enrolled in your class can sign up to help in this area, and are generally happy to serve.
7. We require that a minimum of six students be enrolled in a course in order for it to be offered.
8. Once the schedule and classes are posted, changes cannot be made to the class times; however, the academics coordinators reserve the right to move the classroom location, if necessary.
9. Please remember that we often have waiting lists for classes during enrollment time. If a space becomes available in your class, please refer to the waiting list and offer the available space to students in *the order in which they appear on your waiting list*. Please do not offer the open space to someone without first exhausting the waiting list.