

**LIGHTHOUSE HOMESCHOOL CO-OP
COURSE PROPOSAL INSTRUCTIONS
20__-20__ ACADEMIC YEAR**

Please submit this form to Jen Steinhauser or Rachel Cucci on or before March 18th, 2019

*** Proposals and new assistants will not be accepted or added after this date. ***

Thank you for your interest in teaching a class for the Lighthouse Homeschool Co-op! Before submitting your proposal, please carefully read through the following information.

1. Teaching a class is a commitment and we ask that you prayerfully consider whether you are able to teach at this time.
2. Prospective teachers need to be 17 years old or older, have been a member of the co-op for at least one year, and have signed the Statement of Faith. High school seniors interested in teaching must also have had a year's experience assisting in a class, and must be approved by the current board.
3. Submitting a course proposal does not guarantee that you will be teaching a course; this will be determined by the Lighthouse board, who reviews all of the proposals, evaluates the needs of the co-op, and determines space and scheduling.
4. If you are a new teacher, the board chair will contact you to complete the Criminal Background Check and Disclosure forms, as well as submit two letters of reference. Teaching is contingent upon the satisfactory return of these.
5. Please be clear about your preferences and when you cannot teach, but please also be as flexible as possible with your availability.
6. If you require childcare for your 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. In order to accommodate as many students as possible, we require that your course be offered to a minimum of 6 students.
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 many classes often have waiting lists 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.
10. Please be detailed and realistic about the homework requirements for your proposed class so that parents will have a clear picture of your expectations prior to enrolling their child in your class.

**Lighthouse Homeschool Co-op
Course Proposal Form
20__-20__ Academic Year**

Instructor's Name & Contact Information: _____

Assistant's Name (must be presented at time of proposal) _____

***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 Ups": _____

Exercising "No Monitoring": _____

Course Title: _____

Grade levels: _____

Curriculum to be used: _____ (Note: If you desire to order a curriculum base, and need to distribute the cost to the students, the curriculum will become property of the LH members for future use.)

Other Materials Needed: _____

Supply Fees: _____ Does this include printing fees? Yes No

** Please note: If you collect class fees for a course that you propose to teach but, later, 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.*

** If you circled "yes", you are indicating that you will be printing at an offsite store and the cost will be reflected in the supply fee.*

Course Description: _____

Homework requirements _____

Special equipment needed for class: _____

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

Preference: _____ 1 hour _____ 1 ½ hours (can't be guaranteed)

Childcare needed? _____ 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? _____

Please note: All classes are held on Mondays 9:00 a.m.-2:40 p.m.