

Class Application
Year 20____ - 20____

Class Title: _____

Teacher Name: _____

Do you already have a co-teacher or assistant? ___Y ___N

If so, name _____

If not, please indicate any special skills/requirements for the assistant:

Student Info:

Grade Level Teaching to: _____ Grade Levels Acceptable: _____

Number of Students: Minimum: _____ Maximum: _____

Students must be able to (check all that apply):

___ read independently

___ write independently

___ have completed _____ (pre-requisite class)

___ other _____

General Class Description for Website:

Number of Sessions (check one): ___ All Year ___ One Session Only

Class is closed to new students after registration closes (2nd week of class). ___ YES ___ NO

Textbook needed (include edition and ISBN):

Supplies needed:

Class Fee (subject to approval):

of hours of homework _____ **per** ___ DAY ___ WEEK

Please indicate type of homework (reading, writing, memorizing, notebooking, etc.)

Classroom requirements:

___ White board ___ DVD player ___ Projector ___ Sink

___ Other _____

I have read the teacher policies information on the Excelsior! Website. ___ YES ___ NO

Signature: _____

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Statement of Faith: Each teacher and assistant teacher is required to turn in a signed Statement of Faith. Excelsior! Homeschool Co-op is a non-denominational evangelical organization. All teachers are required to instruct from a non-denominational standpoint, from a biblical worldview, and in accordance with the Statement of Faith.

Teachers: Please turn in the completed Class Application form so that your class is considered for the next Co-op year. We understand the weight of teaching at Co-op and appreciate your sacrifice. Please be in contact with your assistant teacher regarding lesson plans and substitute teaching ideas. Please use your assistant and helpers, as they truly want to serve you rather than observe. Allow them be active in your class.

Assistant Teachers/Classroom Helpers: The assistant teachers are very important to the classroom environment. For liability reasons the Co-op requires two adults in all classrooms at all times. In addition, the teachers rely heavily on their assistants for help. The assistants and helpers are not observers, but active participants. Please notify the director if there are not two adults in the classroom; if an assistant cannot be procured, the class will be canceled for that day.

Absences: If teachers, assistants or helpers have an absence, please communicate with each other and plan accordingly. In the case of a teacher's absence, the assistant becomes the substitute. Back up worksheets, activities or DVDs should be discussed or prepared. Teachers and assistants both have the responsibility of securing a second adult to be in the classroom when they will be absent.

Reimbursements: Supply fees are above the cost of the regular Co-op expenses, and cover any expenses or supplies that are not already provided by the Co-op. Please check the supply closet first. Supply fees must have prior approval, therefore all supply fees must be included on the Class Application form. Supply fees will be paid directly to the teacher; they will not be handled by the treasurer. The teacher should keep receipts of money spent from the supply fees and submit them to the director at the end of the school year.

Supplies: Each classroom is equipped with supplies. Please check the supply closet if other materials are needed. Teachers may present their students with a list of needed materials, i.e. small notebook, pens, crayons, etc.

Instructor Fee: Most Excelsior! teachers are members of the Co-op and do not charge a fee to teach. Occasionally, non-member teachers brought in from outside the Co-op may charge a minimal instructor fee. These teachers are required to read, agree with and sign the Statement of Faith, and submit to a background check.

Snow Days: In the event of snow, classes may be canceled for the day. Cancellations will be posted before 7:30 a.m. the morning of classes. We will follow the Nampa School District closures. If they have a late start day or are closed for snow we will cancel Co-op for that day. Co-op may also be canceled at the discretion of the leadership even when the Nampa School District remains on regular schedule.

Nametags: Nametags are stored in your family folder on the information table. Please make sure all adults and students in your classroom are wearing their nametags at all times.

Guests: Guests must be registered and wearing a nametag. Teachers are not responsible for assigned work for guests, but are encouraged to provide a pleasant classroom experience for the guest. Please contact an Excelsior! board member for approval prior to bringing a visitor. For security reasons you must log in your guests via the Visitor Log sheet, located near the family folders.