



# Monument Academy Homeschool Partnership

## Start Up Proposal

### Program Mission

*The Monument Academy Homeschool Partnership extends the culture and founding principles of Monument Academy to part-time enrolled students. With partnering, supporting, and encouraging families as a main focus; students will engage in weekly enrichment and skill building classes and have access to various curricular materials.*

*This mission will be achieved by the attendance of weekly classes where students will engage in content rich activities, hands-on projects, character building activities, and group learning opportunities. Families will also benefit from the Curriculum Lending Library, collaboration on Personalized Learning Paths, collaboration events, and academic assessment tools to assist with learning at home. While keeping partnership at the forefront of our mission, this program will benefit home educators and students throughout Monument and the surrounding communities.*



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### Initial Staffing Plan

For this initial year, the Monument Academy Homeschool Partnership will focus on students in grades kindergarten through five at this time. The program will employ one program manager/consultant who will oversee the administrative needs of the program. Monument Academy will also hire one full-time teacher to lead in-person instructional classes and small group tutoring sessions, assist families with personalized learning plans, curricular selection, and creation of curriculum scopes. This role would also be responsible for receiving curriculum orders, maintaining the lending library and offering support to families as needed. Along with the consultant and teacher, it will be necessary to hire a program assistant who will be present during class days to serve as classroom assistant, administrative assistant and lunch and recess monitor. This additional staff member is a necessary addition in order to maintain a professional and supportive atmosphere and to ensure that the teacher is able to step away from their classes for managerial or disciplinary reasons, with the knowledge that there is another trusted, reliable and capable adult in charge of students. Further detail regarding the needed positions for the program is listed below.

Following is a draft job description for the **program assistant** position. Final job description, duties/responsibilities, and qualifications will be created in collaboration with the Executive Director and Human Resources.

**Wage:** In conjunction with paraprofessional salary schedule (see budget)

**Working Hours:** 8:15- 3:45 on program days, attendance at some day or evening informational meetings, and attendance at program field trips or special events

**Qualifications:**

- Proven ability in working with elementary age children
- Facility with Microsoft Office programs
- Excellent communication skills
- Professional phone and in-person presence
- High School Diploma
- Pass background and fingerprinting check

**Duties and Responsibilities:**

- Assist the classroom teacher in class as needed- may include working with small groups, creating learning centers or bulletin boards, copying or laminating, watching the class while the teacher is out of the room briefly, etc.
- Serve as lunch and recess monitor



- Perform administrative duties as directed during program days – could include answering phone calls, arranging and organizing field trips, handling program communications, organizing curriculum lending library, etc.
- Develops and maintains positive relationships with students.
- Prepares and restores classroom materials and supplies.
- Understands and supports the school's mission through professional conduct and actions which demonstrate the core values and philosophy of the organization.
- Performs other related duties as assigned.

The following is a draft job description for the **teacher** role. Final job description, duties/ responsibilities, and qualifications will be created in collaboration with the Executive Director and Human Resources.

**Wage:** In conjunction with teacher salary schedule (see budget)

**Working Hours:** 8:00- 4:00 on program days, attendance at some day or evening informational meetings, and attendance at program field trips or special events

### **Qualifications:**

- Bachelor's degree in Education or related subject required; Master's degree preferred.
- State teaching license preferred.
- Highly Qualified (Degree in a related subject field)
- Previous teaching experience with elementary-school aged children preferred.

### **Duties:**

- Plans and develops an engaging, age-appropriate course of study in the classroom, adhering to educational best practices and state and school district curriculum guidelines.
- Designs and presents individual lesson plans in one or more academic subjects using a variety of teaching techniques that appeal to various learning styles and methods.
- Discusses academic difficulties or behavioral concerns with students as they arise.
- Lead student workshops and tutoring sessions.
- Create Personalized Learning Paths for each student
- Maintain the Lending Library and assist families with check out procedures.
- Create curriculum scopes for items within the Lending Library.
- Assist and support parents with curriculum, instructional practices, planning, and other needs that arise.
- Student check in at the front office and dismissal through carline.
- Builds and maintains positive relationships with parents.
- Enforces safety and security standards for students, staff, and visitors.



- Neatly and accurately maintains required paperwork for attendance and incident reports, and other necessary records.
- Participates in faculty meetings, educational conferences, in-service opportunities, workshops, and other training seminars.
- Maintains knowledge of research, developments, and best practices in homeschool education.
- Performs related tasks such as sponsoring student activities or organizations.
- Performs other related duties as assigned.

The following is the draft job description for the **consultant/program manager**. Final job description, duties/responsibilities, and qualifications will be created in collaboration with the Executive Director and Human Resources.

**Wage:** As negotiated

**Working Hours:** Flexible, as needed. 6 hours/weekly

**Qualifications:**

- Experience in program development
- Knowledge of homeschool and personalized learning
- Excellent communication skills
- School leadership experience
- Expertise on Colorado and Federal laws
- Principal License and/or Master's Degree in Education
- Pass background and fingerprinting check

These three positions- consultant/manager, teacher and program assistant – will make up the core of the Monument Academy Homeschool Partnership staff for school year 2024-2025 and will be all the staff needed to facilitate the Tuesday and Thursday program day for students in Kindergarten through 5th grade, with maximum capacity for the year at 44 students. Tuesdays will be available for K-2 grade students and Thursdays will be for students in grades 3-5 to attend class.

<b>Classroom Breakdown</b>	K-2nd (Tuesday) K-5th (Wednesday) 3rd- 5th (Thursday)
<b>Teaching Staff</b>	1 @ 1.0 FTE
<b>Consultant/Managerial FTE</b>	1 @ .2 FTE
<b>Program Assistant</b>	16 hours/week
<b>Min. Students (for viability)</b>	24 students



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<b>Max Students (per 22 class size)</b>	66 students
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These calculations are based off of a program that operates on one day/week per classroom breakdown. Each class could possibly accommodate a total of 22 students. Additional instructional days may be added if needed.



## Marketing Plan

Marketing is a crucial role in informing the community and surrounding area of the Monument Academy Homeschool Partnership. The plan below outlines various methods and utilizes the support and expertise from the Monument Academy Marketing and Communications Coordinator. The budget allows for \$2,000 of marketing funds. The Consultant/Manager will be working in conjunction with the Marketing and Communications Coordinator to determine the most efficient marketing methods.

### Website:

The Monument Academy Homeschool Partnership will secure a presence on the Monument Academy website where pertinent programmatic information will be featured regarding the homeschool opportunities, a FAQ document, and an interest form. Interested families will be asked to express their interest through the website form, which will be associated with a generic Monument Academy Homeschool Program email address. As responses to the form are collected, families will then be sent an email with the following information from the Elementary Registrar:

1. Brief introduction to the program
2. The steps to enroll:
  - a. Explore Monument Academy Homeschool Partnership Website to gain an understanding of the program with offer of additional information via phone call
  - b. Complete and submit an Intent to Enroll form
  - c. Participate in eligibility interview with Monument Academy Registrar
    - i. Eligibility criteria (age, specialized plan, previous behavioral conduct)
  - d. Receive acceptance form
  - e. Proceed with enrollment process in alignment with Monument Academy protocol
  - f. Secure space on class roster

### Town Hall Meetings:

Town Hall meetings will be scheduled once in early February and throughout the following months as an opportunity to answer questions that arise and handout marketing materials. These meetings will be hosted by Janyse Skalla and Kim mMcClelland, or others in an informal, relationship building approach.

### Postal and Email Campaign:

Recent Monument Academy families and, if provided access to the Lewis-Palmer District 38 list of families who submitted an intent to Homeschool, the Monument Academy Marketing and Communications Coordinator will



disseminate a letter via USPS and an email push notification driving interested families to the Monument Academy Homeschool Program URL.

### **Social Media Campaign:**

Monument Academy Homeschool Partnership information will be added to the social media outlets by the Marketing and Communications Coordinator.

### **Homeschool Groups and e-Lists:**

The Monument Academy Marketing and Communications Coordinator could secure access to homeschool groups and e-lists in the Monument and North Colorado Springs area to request permission to announce the program to their members. Suggested groups include:

- [Colorado Springs Secular Homeschool Support Group \(SHSSG\)](#)
- [Colorado Springs Homeschoolers](#)

### **Newspaper Advertising:**

Advertisements placed in the local papers for Monument Academy would include language advertising the Monument Academy Homeschool program. Suggested local papers may include:

- Our Community News
- The Woodmoor Newsletter
- The Gazette

### **Word of Mouth:**

Consultant/Manager will be partnering and connecting with current homeschool families within the local community to bring awareness to the Monument Academy Homeschool Partnership.





### Start Up Costs

In order to start up in the most efficient way possible, the following requests are pertinent to the successful launch of the Monument Academy Homeschool Partnership:

#### Program Set-Up:

The classroom that will house the Monument Academy Homeschool Partnership in its initial year will need to have items for functionality, as well as elements that will support a safe and efficient learning environment. Examples of each can be found in the following table:

	Functional Items	Supportive Items (Age Appropriate)
Elementary Classroom	Teacher Computer Office Supplies (e.g staplers, pencil sharpener) Student Supplies (pencils, paper, colors) Displays (whiteboards, corkboards) Tables and Chairs Teacher Desk and Chair Bookshelf Whiteboard easel	Soft seating Decorative items Instructional aids Games/Manipulatives (legos/puzzles) Lunch Bucket Books Playground balls Jump Ropes

\*Many of these items are available in the classroom set up provided by Monument Academy Elementary.

While the estimates for these purchases is separated into several categories (Classroom/Instructional Supplies, Furniture and Non-Capital Equipment) in the Monument Academy Homeschool Partnership budget, the total estimated amount is as follows:

Classroom Set-Up.....\$3,008.30

#### Curriculum Lending Library:

Curriculum lending is a highly valued element to any homeschool outreach program. Several of the programs throughout Colorado have included this offering in their offering and it is a feature that homeschool families deeply appreciate and value. This is a very real and meaningful way that Monument Academy can connect and support homeschooled students, especially for families who have often sacrificed an income in order to make homeschooling a reality for their children.

*Items on this list that **may** be included in the lending library as they are popular homeschool curriculum:*

- All About Reading
- CKLA



- *Teach Your Child to Read in 100 Easy Lessons*
- *Phonics Pathways*
- *Sonlight's I Can Read It!*
- *Life of Fred*
- *Math U See*
- *Teaching Textbooks*
- *Saxon Math*
- *Dimensions Math*
- *"What Your \_\_\_ Grader Needs to Know".*

The Curriculum Lending Library is open on a first come first serve basis. Families will have the ability to check out curriculum based on their Personalized Learning Path. In addition to the items available in the Curriculum Lending Library, families will have an additional 250 educational units to use toward curricular or school supply purchases as outlined on the students' Personalized Learning Path. Families would be responsible for purchasing any curriculum outside Monument Academy's offerings. Consumable and non-consumable items are available for purchase through Monument Academy's preferred distributors. Families would return non-consumable and unused consumable items at the conclusion of the school year. All items will be considered property of the Curriculum Lending Library and therefore, available for lending in future years. Each year, the library will grow.

Families will be given a teacher provided scope for most of the curriculum checked out of the Lending Library. The purpose of the scope is to provide guidance on pacing. Monument Academy Homeschool Partnership understands that families have full flexibility of how they choose to homeschool and the intention of the scope is to provide resources and guidance.

The program will likely support between 25 and 44 students for this year and build upon its enrollment in subsequent years. While monies for curriculum lending will continue to be a line-item each year, the investment towards curriculum lending in future years will likely be less than the initial year.

Curriculum Lending Library.....	\$7,000
Educational Units (25 students).....	\$6,250

**Curriculum and Classroom Supplies:**

This category includes the curriculum materials and supplies that will be needed to teach the classes. Given the hands-on nature of the lessons being taught, materials will need to be purchased regularly to facilitate the engaging lessons that are planned on any given day. The teacher will have a \$400/semester budget of which to spend for these purposes.



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Curriculum and Classroom Supplies.....\$800



### Educational Plan

At Monument Academy, it is our desire and moral obligation to partner with families and support them as they embark on a homeschool education. This partnership offers access to licensed educational professionals who can answer questions and offer support and resources to families who choose to homeschool their child/children. Our teacher will be creating a Personalized Learning Path in partnership with families to meet the individual goals and needs of each family. This Personalized Learning Path will include a list of curriculum that will be used to meet the goals and needs. Curriculum can then be checked out of Monument Academy's Curriculum Lending Library or purchased using 250 educational units. Items above this will need to be purchased by the families. For most curricular items, a teacher created scope and sequence will be provided to ensure appropriate pacing guide but ultimately, the family has full flexibility to implement the curriculum as they choose.

Students will attend a group class with age-like peers (K-2, 3-5, or K-5) once a week. In this class, students will participate in math skills, read-alouds or novel studies, science, social studies, character, cursive, specials-type activities, and choice centers. In addition to once a week classes, additional clubs, workshops and/or small groups and/or one on one will be offered. Students will also have the opportunity to visit the school library. These activities are enrichment focused and will build on teachings from home. Specials units in art, music, and physical education will be offered throughout the day during group class time.

Assessing student achievement and growth is a valuable tool for parents to have access to and better inform the Personalized Learning Path. Data in performance and growth can assist with driving instruction and aligning learning goals. Students in grades K-2 will have the option to participate in the DIBELS reading assessments and students in grades 3-5 will have the option to participate in the NWEA reading and math assessments. These assessments will be offered on a non-class day and administered by the teacher. Assessments will be available at the beginning, middle, and end of the school year.

Based on survey results and after the conclusion of the offering of assessments, workshops will be designed to offer additional support or enrichment activities. These are optional and will offer a greater sense of community, as well as additional social interaction. These workshops may be in a large group, small group, or one on one as they will be designed with personalization to the group of students based on their needs and desires.

Students will have access to many online accounts such as:

- Digital Library
- Typing Pal (4-5)
- Reflex Math (2-5)



- Zearn

Students who enroll in the Monument Academy Homeschool Partnership with a 504 Accommodation Plan will continue to receive accommodations that are applicable to program setting. Students who received a special education through an Individualized Education Plan (IEP) at a previous school forfeit their services and supports identified within their IEP due to choosing to homeschool per Colorado law.



**Monument Academy Homeschool Partnership Calendar for 2024-25**

**Parent Orientation Meeting:** Thursday, August 13, 2024 at 7:00 PM

**Student Meet and Greet:** August 12, 2024

**Tuesday Classes:**

Start- Tuesday, August 20, 2024

End- Tuesday, May 6, 2025

**Wednesday Classes:**

Start- Wednesday, August 21, 2024

End- Wednesday, May 7, 2025

**Thursday Classes:**

Start - Thursday, August 22, 2024

End – Thursday, May 8, 2025

The school day will run from 8:30 am- 3:45 pm

**Includes all the Tuesdays and Thursdays in between EXCEPT:**

	<b>Tuesday Date</b>	<b>Wednesday Date</b>	<b>Thursday Date</b>
<b>Fall Break</b>	October 8, 2024	October 9, 2024	October 10, 2024
<b>Thanksgiving Break</b>	November 26, 2024	November 27, 2024	November 28, 2024
<b>Winter Break</b>	December 24, and 30, 2024 January 7, 2025	December 25 and 31 2024 January 8, 2025	December 26, 2024 January 2 and 9, 2025
<b>Spring Break</b>	March 25, 2025	March 26, 2025	March 27, 2025

	<b>Number of weeks</b>	<b>Minimum Weekly Contact/Instructional Hours</b>	<b>Total Contact/Instructional Hours</b>
<b>Semester 1</b>	16	6.417	102.67



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<b>Semester 2</b>	16	6.417	102.67
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The above contact/instructional hours exclude recess and lunch periods. Workshops and/ or tutoring would be additional instructional hours. To meet part-time funding requirements, 90 semester hours are needed. Monument Academy Homeschool Partnership intends to exceed this requirement.

Below outlines a sample daily schedule. It is important to note that the student day will be enrichment activities, rather than direct instruction. Content skills will be taught throughout the day, however, these skills will be presented through engaging activities and various unit studies.

### Sample Daily Schedule:

8:30	Arrival
8:30- 9:15	Greeting and Morning Meeting (Character Education)
9:15- 10:25	Social Studies Enrichment Activities
10:25- 10:45	Break/Snack/Recess (non-instructional)
10:45- 11:40	Math Skills Enrichment
11:40- 12:10	Lunch/Recess/Free Time (non-instructional)
12:10- 12:30	Read Aloud/Novel Study/Cursive
12:30- 1:45	STEAM
1:45- 2:10	Choice Time Stations- Hands On Activities
2:10- 2:30	Snack/Free Reading
2:30- 3:30	Specials activities (music, art, pe)
3:30- 3:45	Clean-up and afternoon meeting
3:45	Dismissal

The final schedule will need to be coordinated with administration at Monument Academy Elementary campus. Lunch will be served in the classroom and families will be responsible for providing their lunch. Hot lunch services will not be available.



### High School

While hearing from our community, it was determined that there is a need for math and science courses for homeschool high school students. The administration is working through the details and is currently creating class schedules for full-time students. Any remaining seats in these courses would be offered to homeschool students in grade 9-12. Homeschool students would be required to attend 90 hours of course instruction which may require additional elective units such as: leadership course, community service, ect.