

Remote Independent Study Program 2021-22 School Year

Program: Menlo Park City School District (MPCSD) will be the sponsoring school district for the Hillsborough City School District (HCSD) Remote Independent Study Program (RIS). Along with HCSD, students from Las Lomas will also be partnering with MPCSD. Additional districts may also participate.

HCSD students would participate in the program through an Interdistrict Transfer - IDT (a legal formality in making this program work for partnering districts). Participating students will be assigned to and begin working with a RIS teacher to accomplish learning objectives and assignments in Reading, Writing, Math, Science, Social Studies and Physical Education. Most of the work will be independent, asynchronous work. "Attendance" will be taken through evaluation of the work turned in. Some synchronous (live) instruction will occur per the legal requirements defined by the state in Assembly Bill 130 ([AB130](#)). Additional information regarding the RIS program in HCSD has been shared with parents via [this link](#).

Curriculum: MPCSD will use its adopted curriculum and learning maps to design the assignments for each grade level which are in alignment with curricular programs in HCSD. MPCSD will provide the following text and materials.

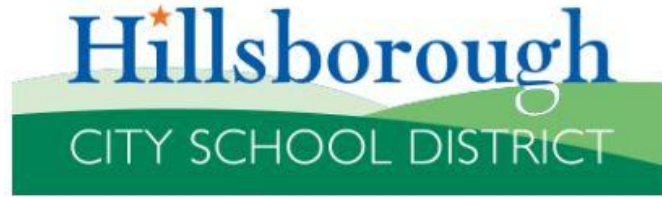
Reading and Writing: Teachers College Readers and Writers Project

Math: Math Expressions

Science: TWIG

MPCSD will also utilize its vast array of assessment tools to track student progress which are also in alignment with assessments used by HCSD.

Special Education (IEP): Generally, remote independent study requires motivation and a strong commitment on the part of the student and, especially for young students, commitment on the part of the parent/guardian. A student with an individualized education program (IEP) may participate in the RIS program only if their IEP provides for it. If a parent of a student is requesting independent study for their student, an IEP team meeting will be convened. The IEP team will review the District's offer of a free and appropriate public education (FAPE), compared to the RIS program. If the IEP team determines that the independent study program is not a FAPE, a request to enroll your student in the independent study program will be denied. The decision to approve/deny RIS rests with the IEP team that includes both staff and parents/guardians. Parents with children who receive IEP services and would like to participate in RIS should contact HCSD Student Services Director, [Bhavna Narula](#) and their student's case manager.



Total Approximate Costs:

Administrative Overhead	Classified and Administrative Cost estimate paid to MPCSD	\$10,000
K-2 Teacher	1.0 (MPCSD Teacher)	\$143,500
3-5 Teacher	1.0 (MPCSD Teacher)T	\$150,000
Middle School Program	Multiple Extra Duty	\$150,200
TOTAL		\$453,700

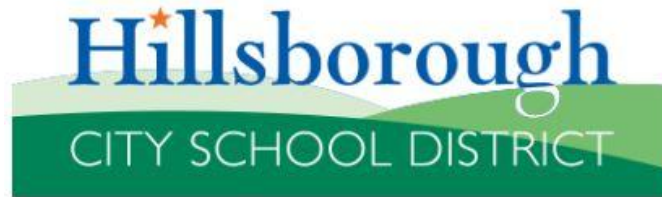
Each district would pay a pro rata share of the total and sign a Memorandum of Understanding (MOU) with MPCSD. For the fee each district pays, any eligible student in their district will be approved for an IDT to attend the RIS Program for the remainder of the school year up to a pro rata percentage of overall enrollment as indicated in the example below.

Example:

District	Total Enrollment	% of Total Enroll	Rep Share	Rep Enroll per span
Menlo Park	2741	50%	\$226,850	14 (42)
Las Lomas	1098	20%	\$90,740	6 (18)
Hillsborough	1283	24%	\$108,888	7 (21)
District A	335 (no 6-8)	6%	\$27,222	2 (4)
Total	5457	100%	\$453,700	29 (87)

Using these calculations, HCSD would pay approximately \$108,000 for the 2021-2022 school year for approximately 21 students participating in the program. The number of students participating will fluctuate and our collaborative team of school districts will meet to recalibrate funding as required.

Enrollment: Prior to official enrollment in the RIS program, families will be required to meet with HCSD staff (Maureen Sullivan - Remote Independent Study Coordinator) to discuss the program and expectations. Students who select RIS will be permitted to return to in-person instruction in **THEIR HOME DISTRICT** not later than five instructional days of requesting a return. Students must reside full-time at the address listed on their district-of-residence



registration. Families wishing to live outside of their home listed on their district-of-residence registration will NOT be eligible for this RIS program. Families must enroll in the district where they are residing. Families found to be misrepresenting where they are truly living will be removed from the RIS program and expected to report to school in-person immediately.

Transitional Kindergarten to 3rd Grade Students

- Asynchronous (Independent) Instruction: A portion of the student's instructional time will consist of "Asynchronous Instruction" which consists of assignments, tasks, and projects aligned to grade level standards that is assigned to the student by a classroom teacher to work on independently at home.
- Synchronous Instruction: daily instruction that involves classroom-style, small group, or individual instruction involving live, two-way communication between the teacher and student. The number of minutes per day and the type of lesson delivery will be outlined in the written master agreement as determined by the district.
- Parents or other adults are expected to serve as independent learning coaches in their home throughout the instructional day to help guide and assist students with the Independent Study program.

4th through 8th Grade Students

- Asynchronous (Independent) Instruction: A portion of the student's instructional time will consist of "Asynchronous Instruction" which consists of assignments, tasks, and projects aligned to grade level standards that is assigned to the student by a classroom teacher to work on independently at home.
- Synchronous Instruction: At least weekly synchronous instruction that involves classroom-style, small group, or individual instruction involving live, two-way communication between the teacher and student. The number of minutes per day and the type of lesson will be outlined in the written master agreement as determined by the district.
- Daily Live interaction: A certified teacher will interact with the student daily for the purpose of maintaining school connectedness. The number of minutes and form of communication will be outlined in the written master agreement as determined by the district.
- Parents or other adults are expected to serve as independent learning coaches in their home throughout the instructional day to help guide and assist students with the Independent Study program.