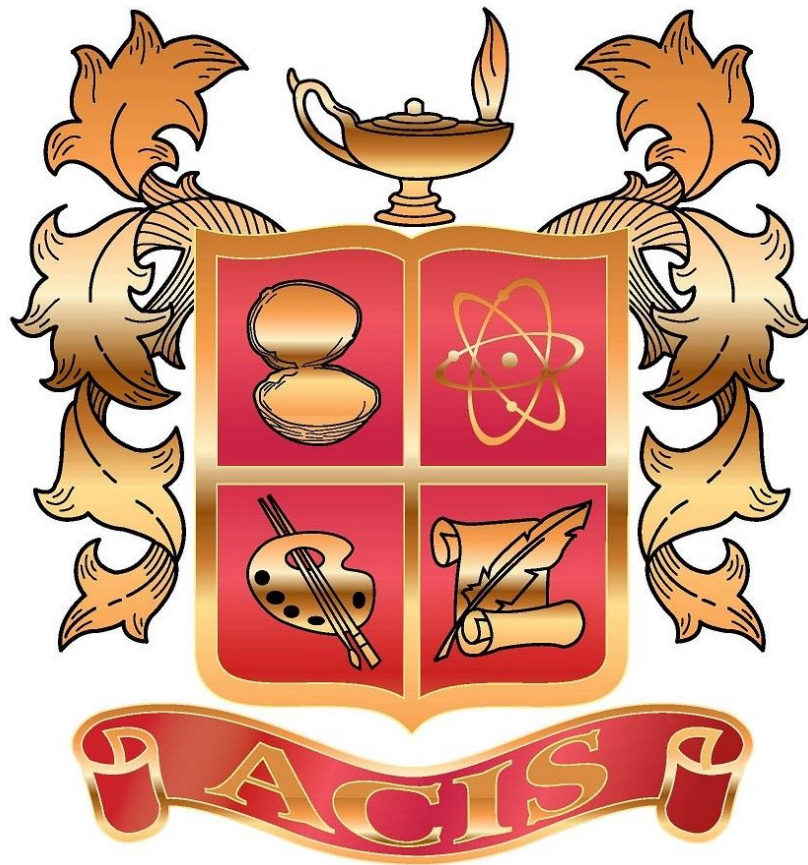


# Acalanes Center for Independent Study



**Information for Students and Parents**  
Western Association of Schools and Colleges (WASC) Accredited

## WELCOME TO THE ACALANES CENTER FOR INDEPENDENT STUDY!

The Acalanes Center for Independent Study (ACIS) is a small high school within the Acalanes Union High School District that offers an optional educational alternative to earn a district high school diploma. Whether your academic goal is to graduate from ACIS, return to a comprehensive high school, pass the California High School Proficiency Exam (CHSPE) or attain your General Education Diploma (GED), we are here to assist you in accomplishing your goal.

### MISSION STATEMENT

The mission of the Acalanes Center for Independent Study (ACIS) High School is to provide opportunities for students with nontraditional educational interests and needs to meet their academic goals through a guided program featuring independent and small group learning.

### SCHOOL-WIDE LEARNER OUTCOMES

Graduates will be self-directed learners that take responsibility for reaching their personal and academic goals. ACIS students:

1. *Are effective decision makers.*
  - To make decisions based upon prior learning.
  - To identify, choose and use behaviors that increase student academic success.
2. *Are able to set goals and implement plans effectively to reach those goals.*
  - To participate and choose classes for their Individualized Learning.
  - Plan that meets the district's graduation requirements.
  - To plan for post-secondary education and/or careers.
3. *Are effective problem-solvers.*
  - To use a variety of problem solving techniques.
  - To work collaboratively with others.
4. *Are effective communicators.*
  - To utilize appropriate technology.
  - To read, speak and write with clarity.
5. *Acquire a common core of academic knowledge and skills that meets the state content and skill standards.*
  - To complete the credits necessary for graduation.
  - To demonstrate proficiency in Smarter Balanced Assessment.

### PROGRAM INFORMATION

ACIS offers flexibility within the student's weekly schedule, which cannot be met by the regular high school program. **Students enrolled in ACIS agree to participate in a program that will require a minimum amount of hours of assigned homework per week and attendance in two hour classes each week (science classes are two, two hour classes each week).** At these weekly classes, students have their work reviewed, corrected, take tests, discuss the homework and receive their assignments for the next

week. ACIS students normally take three to four academic classes and/or an elective during a nine-week semester.

The school year is divided into two sessions. Each session is divided into two semesters. Each semester (approximately 9 weeks) is equal to a regular high school semester and students can earn 5 credits for each class completed. A student can complete a full year of instruction and earn 10 credits for a class within one session (approximately 18 weeks). **Students are expected to attend every class and have their weekly homework completed.** If a student is going to be absent, the parent must call the school Registrar, at 925-280-3945. Students are responsible for their make-up work and classes.

### **GRADES AND CREDITS**

The ACIS grades and credits are equal to and receive the same acceptance as the grades and credits earned at any of the comprehensive high schools. **Passing all classes and completing a minimum of 205 credits are required to graduate.** Grades and credits are issued approximately every nine weeks for a semester class and approximately every eighteen weeks for a year class. The student is expected to complete a minimum of 10-hours of homework each week for each class enrolled. Students must complete a minimum of 90 hours of homework to earn 5 credits and a minimum of 180 hours to earn 10 credits in a class. Students should complete a semester class in approximately nine weeks. A student may be enrolled in no more than four classes a semester and earn 80 credits for the school year

### **TUTORING**

Tutoring is available for students who need assistance on homework from a teacher or access to a computer. Tutoring is offered Monday –Friday from 12:30 a.m. – 3:30 p.m. in Room 204.

### **COURSE OFFERINGS**

The core academic classes at each grade level are available for students. The elective and World Language offerings are limited. If a student is working part-time, they may enroll in the Work Experience Education program. Students may also enroll in a County Regional Occupational Program (ROP) class if they are 16 years of age or older. Students may also be concurrently enrolled in Diablo Valley College or Acalanes Adult Education with the permission of the Director. Students who have difficulty working independently completing homework, are deficient in credits, or have less than a “C” average will be assigned to mandatory Tutoring Center sessions.

All ACIS classes meet the University of California “A-G” requirements for university entrance.

CHSPE and GED test preparation is offered to juniors or seniors who are severely deficient in graduation credits and are not on track to graduate. Students enrolled in the CHSPE and GED test preparation program will be concurrently enrolled in Cyber High online distance learning.

## TEXTBOOKS

Students are responsible for taking good care of the textbooks and returning them to their teacher upon completion of the class. Lost or damaged textbooks will result in the student being charged the replacement cost. No grade or credit will be issued until the textbook is returned or the student pays for the replacement textbook.

## GRADUATION

The graduation ceremony is held in June of each year. The ceremony is very intimate and personal, befitting a small high school. All graduates must meet the district and state graduation requirements.

## ACCREDITATION

The Acalanes Center for Independent Study is accredited by the Western Association of Schools and Colleges (WASC).

## ATTENDANCE

ACIS students are expected to attend every class. If a student is absent, a parent phone call to the school office or clicking the "Report an Absence" link online through the ACIS website **is required**. Students are responsible for making-up missed classes and homework. **If a student is absent for three consecutive classes or does not complete the work, the student may be referred to the School Attendance Review Board (SARB) for truancy.** The school registrar is available at 928-280-3945 to address attendance questions.

Students who are habitually truant, chronically absent, or have irregular attendance, may be referred back to their home school for violation of the ACIS Master Agreement or will be referred to the District's **School Attendance Review Board (SARB)**. SARB may refer a truant student to Golden Gate Community School or the Contra Costa County Juvenile Court.

## DISCIPLINE

Students are expected to follow the rules set forth in this handbook and follow all district policies. If there are discipline problems, a student will be removed from the school and referred to another school, which may include Golden Gate Community School or expelled from the district. It is a privilege, not a right, to attend ACIS and that privilege may be revoked for poor attendance, behavior or lack of academic progress.

A copy of the district's suspension and expulsion policy is available in the office or online at [www.acalanes.k12.ca.us](http://www.acalanes.k12.ca.us) under Board Policies.

## SCHOOL EXPECTATIONS

**Pride:** Take pride in your work, actions and interactions with everyone connected to the ACIS program. We are here to help you meet your academic goals while administering a solid educational program that promotes respect and safety for everyone.

**Campus:** The rules are simple—they pertain to respecting each other, respecting the adults that attend class here and work here, and respecting the facilities. All district policies are to be obeyed. Violation of district policies and/or the California Education Code will result in disciplinary actions. The campus begins at the bottom of the hill at Tice Valley Road. All parking lots are part of the campus and are off-limits to students during breaks. **Bicycling, skateboarding and smoking are not permitted anywhere on campus, including the driveway.**

**Cell Phones and other electronic devices:** These devices can be used before and after classes only and **not during classes**. Students will be warned once and then the cell phone or electronic device will be confiscated for the day. The student and parent must meet with the Director before the cell phone or electronic device is returned to the student.

**Dress Code:** Attire should be appropriate for school. District policies apply to all students. Shoes must be worn at all times. Clothing, jewelry and personal items shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likeness or which advocate racial, ethnic, or religious prejudice. Clothes shall be sufficient to conceal undergarments at all times. See-through fabric, halter-tops, off-the-shoulder or low cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited. Pants shall be worn at hip level or above.

**Language:** Students are expected to use appropriate language while at school.

**Academic Honesty:** Students are responsible for following the district policy.

## RESOURCES

**District Website:** <http://www.acalanes.k12.ca.us>

**Acalanes Center for Independent Study  
1963 Tice Valley Boulevard, Walnut Creek, California 94595  
925-280-3945 • Fax 925-280-3941**