

## **Green Valley Elementary**

1001 Diablo Rd. • Danville, CA 94526 • (925) 855-5400 • Grades K-5 Donna Grim, Principal dgrim@srvusd.net www.gves.srvusd.k12.ca.us

**2018-19 School Accountability Report Card Published During the 2019-20 School Year** 



## San Ramon Valley Unified School District

699 Old Orchard Dr. Danville, CA 94526 (925) 552-5500 www.srvusd.net

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Facilities & Operations

## Principal's Message

It is my pleasure to share our school mission, vision, goals, and the programs Green Valley employs to ensure each child thrives. Green Valley has a long-standing tradition of excellence. We focus on promoting academic achievement as well as social and emotional well being for every child. Our purpose is to develop each child's intellectual potential and creativity through an innovative, balanced, strength based, meaningful curriculum. Our academic curriculum is standards based, and our instructional strategies use researched best practices. These strategies provide a balance of skills and knowledge that prepare our children for their future.

Green Valley takes pride in its reputation for providing a positive, caring, and stimulating setting where students love to learn. The staff embraces parents as our partners in preparing children to be the future. The collaboration, and active involvement of teachers, support staff, and parents form the foundation of our learning environment. We hold high expectations and encourage responsible citizenship. Children, staff, and parents model positivity and collaboration because we work together as a learning community.

Green Valley is committed to empowering its staff and students with current, appropriate technological tools. The school has created multiple outdoor educational settings to promote learning beyond the four walls of a traditional classroom. Our Maker's Space, enhanced science lab time and outdoor classroom/garden are a few of the spaces dedicated learning everywhere on our campus. I welcome your inquiries, and if you wish to visit the campus or meet a teacher, please call the office for an appointment.

At Green Valley, students, parents, staff and community work together to ensure our rigorous, comprehensive, balanced and integrated educational program in a safe and caring environment. All children have the opportunity to develop their ability to think critically, solve problems, communicate effectively, work both independently and collaboratively, take risks, make decisions, be creative and help others. With children as our priority, the staff continues to reflect on teaching practices, share ideas and concerns honestly, communicate regularly with parents and community, and model a lifelong joy of learning through our own personal and professional growth. The entire Green Valley community believes in teaching the whole child through balanced, relevant curriculum in a collaborative and respectful environment.

Our goals are to provide educational experiences that will:

- Identify and build on student strengths
- Inspire a true love of learning
- Sustain academic growth of high performing students and increase achievement of lower performing students
- Be regarded as welcoming, responsive, and inclusive of all students, parents, and staff
- Continue to improve programs for students with special needs
- Promote a safe and caring environment for all students, staff and parents.

The entire staff is dedicated to providing a classroom environment that promotes and reinforces a safe and orderly campus so that each student can attain his or her potential. We are the COLTS (a Community Of Learners who Together Succeed!)

Donna Grim (dgrim@srvusd.net)

#### **School Profile**

Green Valley Elementary School, established in 1952, serves approximately 507 Transitional Kindergarten through 5th grade students from a variety of residential areas that include single-family homes and a few condominiums. Attendance is determined and established by school district boundaries.

## **About the SARC**

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC web page at https://www.cde.ca.gov/ta/ac/sa/.
- For more information about the LCFF or LCAP, see the CDE LCFF web page at https://www.cde.ca.gov/fg/aa/lc/.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

### 2018-19 Student Enrollment by Grade Level

Grade Level	Number of Students			
Kindergarten	97			
Grade 1	78			
Grade 2	77			
Grade 3	86			
Grade 4	78			
Grade 5	74			
Total Enrollment	490			

### 2018-19 Student Enrollment by Group

Group	Percent of Total Enrollment
Black or African American	0.6
Asian	8.4
Filipino	2.2
Hispanic or Latino	7.3
Native Hawaiian or Pacific Islander	0.2
White	70.4
Two or More Races	10.8
Socioeconomically Disadvantaged	2.4
English Learners	2.2
Students with Disabilities	10

## A. Conditions of Learning

## **State Priority: Basic**

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair

Teacher Credentials for Green Valley	17-18	18-19	19-20
With Full Credential	34	24	27
Without Full Credential	1	0	0
Teaching Outside Subject Area of Competence	0	0	0

Teacher Credentials for San Ramon Valley	17-18	18-19	19-20
With Full Credential	<b>*</b>	+	28
Without Full Credential	<b>*</b>	+	0
Teaching Outside Subject Area of Competence	•	•	0

## Teacher Misassignments and Vacant Teacher Positions at Green Valley Elementary

Indicator	17-18	18-19	19-20
Teachers of English Learners	0	0	0
Total Teacher Misassignments*	0	0	0
Vacant Teacher Positions	0	0	0

Note: "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

<sup>\*</sup>Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

### Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2019-20)

Textbooks are normally adopted on a state curriculum cycle by the district from a list of materials approved by the state of California. SRVUSD adopted English/Language Arts programs for grades K-5 in 2015; for History/Social Science, grades K-12, in 2007; and Mathematics for grades K-12 in 2016.

For grades K-5 science SRVUSD adopted TWIG Science in 2019. Currently SRVUSD is piloting science materials for grades 6-12 with a grades 6-8 adoption planned for 2020 and a grades 9-12 adoption in the subsequent years. Each time textbooks are adopted, professional development is offered on units of study and strategies in using the materials. All textbooks and materials that are adopted and approved are aligned with the state and district standards and benchmarks. Educational computer software and internet resources are utilized at every grade level to support student achievement toward meeting standards. Teachers have frequent professional development opportunities to support instruction throughout the year. The textbook and instructional materials lists can be found on our district website at www.srvusd.net. Go to District>Curriculum Standards>Textbooks and Instructional Materials. The following table displays the standards-aligned textbooks and other instructional materials used at the school.

### **Textbooks and Instructional Materials**

Year and month in which data were collected: October 4, 2016

Core Curriculum Area	Textbooks and Instructional Materials/Year of Adoption				
Reading/Language Arts	N2Y.com – Adopted 2015 Heinemann, Reading and Writing Units of Study - Adopted 2015 Phonics Lessons, Wilson Fundations, Words Their Way, Word Study Lessons – Adopted 2015				
	The textbooks listed are from most recent adoption:  Percent of students lacking their own assigned textbook:	Yes 0			
Mathematics	Great Minds, Eureka Math/EngageNY – Adopted 2016 The textbooks listed are from most recent adoption: Percent of students lacking their own assigned textbook:	Yes 0			
Science	TWIG Science - Adopted 2019 The textbooks listed are from most recent adoption: Percent of students lacking their own assigned textbook:	Yes 0			
History-Social Science	Pearson Scott Foresman - Adopted 2007 The textbooks listed are from most recent adoption: Percent of students lacking their own assigned textbook:	Yes O			

Note: Cells with N/A values do not require data.

## School Facility Conditions and Planned Improvements (Most Recent Year)

The maximum student capacity for Green Valley is 720 students in 30 self-contained classrooms. The school facility supports teaching and learning for all students. The school was modernized in the 2006-2007 school year. The school does have portable classrooms that were new during the period of time when class size reduction was taking place K-3. The facility includes a multi-use room with a stage, a science lab, a resource specialist's room, and a computer lab. A childcare facility is located on our site and the renovation of the field by a grant from the Town of Danville was completed in the summer of 1993.

Green Valley's work environment for students and staff reflects the standards of both our school and our community. Our school is inspected regularly by school district personnel. In addition, necessary repairs and maintenance are continuously being done to ensure a safe facility. As responsible members of the community we take pride in our school environment by maintaining a clean and well-groomed campus.

Mobile cleaning teams have been used to provide in-depth cleaning assistance services at Green Valley. Custodial Supervisors perform regular site inspections.

# School Facility Good Repair Status (Most Recent Year) Year and month in which data were collected: 4/25/19

System Inspected	Repair Status	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Good	
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	Good	
Electrical: Electrical	Good	
Restrooms/Fountains: Restrooms, Sinks/ Fountains	Good	

System Inspected	Repair Status	Repair Needed and Action Taken or Planned
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Good	
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Good	
Overall Rating	Exemplary	

## **B. Pupil Outcomes**

### State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- Statewide assessments (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study

## CAASPP Test Results in ELA and Mathematics for All Students Grades Three through Eight and Grade Eleven

Percentage of Students Meeting or Exceeding the State Standard

Subject	School 17-18	School 18-19	District 17-18	District 18-19	State 17-18	State 18-19
ELA	79	78	82	81	50	50
Math	83	82	77	78	38	39

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: ELA and mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

## CAASPP Test Results in Science for All Students Grades Five, Eight, and Ten

Percentage of Students Meeting or Exceeding the State Standard

Subject	School	School	District	District	State	State
	17-18	18-19	17-18	18-19	17-18	18-19
Science	N/A	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: This is a placeholder for the California Science Test (CAST) which was administered operationally during the 2018-19 school year. However, these data are not available for inclusion in the 2018-19 SARC posting due February 1, 2020. These data will be included in the 2019-20 SARC posting due February 1, 2021.

#### **State Priority: Other Pupil Outcomes**

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

Pupil outcomes in the subject area of physical education

2018-19 Percent of Students Meeting Fitness Standards

Grade Level	4 of 6	5 of 6	6 of 6
5	27.4	35.6	24.7

Note: Percentages are not calculated and double dashes (--) appear in the table when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

School Year 2018-19 CAASPP Assessment Results - English Language Arts (ELA) Disaggregated by Student Groups, Grades Three through Eight and Eleven

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	234	232	99.15	78.02
Male	122	122	100.00	71.31
Female	112	110	98.21	85.45
Asian	19	19	100.00	78.95
Filipino				
Hispanic or Latino	17	17	100.00	82.35
Native Hawaiian or Pacific Islander				
White	168	166	98.81	78.31
Two or More Races	27	27	100.00	74.07
Socioeconomically Disadvantaged			-	
English Learners			-	
Students with Disabilities	35	35	100.00	51.43

Note: ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

-Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

-Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

## School Year 2018-19 CAASPP Assessment Results - Mathematics

Disaggregated by Student Groups, Grades Three through Eight and Eleven

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	234	232	99.15	82.33
Male	122	122	100.00	83.61
Female	112	110	98.21	80.91
Asian	19	19	100.00	94.74
Filipino	-	-	-	-
Hispanic or Latino	17	17	100.00	100.00
Native Hawaiian or Pacific Islander	-1	1	1	1
White	168	166	98.81	81.33
Two or More Races	27	27	100.00	66.67
Socioeconomically Disadvantaged	1	1	1	1
English Learners	-	1	-	-
Students with Disabilities	35	35	100.00	65.71

Note: Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

-Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

-Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

## C. Engagement

#### State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

Efforts the school district makes to seek parent input in making decisions for the school district and each school site

### Opportunities for Parental Involvement (School Year 2019-20)

The students of Green Valley Elementary greatly benefit from its supportive community who volunteer in all aspects of school life. The school's strong base of parent volunteers do such things as work in classrooms, provide yard duty support, work in the library, run biannual book fairs, and actively participate in our PTA/Learning Fund/Site Council. The school benefits from several community partnerships, including partnerships with Chevron and the San Ramon Valley Education Foundation group. Green Valley sponsors book drives with "adopted schools", backpack drives, adoption of families in need, food drives, and a yearly wheelchair drive. The cooperative leadership of staff, parents, and students is reflective of the high expectations and standards of the community. Parents and teachers participate on the School's Strategic Planning Teams. Collaborative input to our curriculum, learning environment, facilities, communication, and technology are ongoing. Parents are highly supportive of the school's programs through an active Parent-Teacher Association, the School Improvement Program Site Council, and the Learning Fund. Site Council and PTA have an opportunity to participate with staff on most staff development days, and to participate in a very strong classroom volunteer program. Last year, parent donations supported the following school and community-wide programs:

- Classroom instructional supplies & materials
- School-wide assemblies supporting cultural arts, science and positive school climate
- Library materials
- Science program support materials
- County-Wide Adopt-A-Family
- Canine Companions
- Supplies and materials in science and P.E.
- Makers' Space
- Outdoor classroom/garden
- Purchase of new technology school-wide
- Library, science, and resource software

- Music teacher
- Computer tech aide (K-5)
- 10 Instructional Assistants
- Math Intervention Program
- Greatful Gatherings
- Reading Recovery Program
- Lunch Time Sports Programs
- After School Enrichment Programs
- Math Olympiad
- Green Valley Theater Company
- Green Valley Gives Back

For additional information about organized opportunities for parent involvement at Green Valley Elementary, please contact Mary Peart (our PTA president) at 925 855-5400.

Parents or community members who wish to participate in leadership teams, school committees, school activities, or become a volunteer may contact Green Valley Elementary at 855-5400.

## **State Priority: School Climate**

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety.

### School Safety Plan

There is a Safety Committee that works with the Principal to update the safety plan each year. This plan is reviewed at the first faculty meeting each school year and full drills are practiced at least twice yearly. Faculty and students practice appropriate drills such as "dangerous stranger", earthquake, safe evacuation, and fire drills. Parents assist in updating emergency supplies along with various boy scout troops.

Suspensions and Expulsions for the School	2016-17	2017-18	2018-19
Suspensions Rate	1.8	0.6	0.4
Expulsions Rate	0.0	0.0	0.0

Suspensions and Expulsions for the District	2016-17	2017-18	2018-19
Suspensions Rate	1.5	1.4	1.5
Expulsions Rate	0.0	0.0	0.0

Suspensions and Expulsions for the State	2016-17	2017-18	2018-19
Suspensions Rate	3.6	3.5	3.5
Expulsions Rate	0.1	0.1	0.1

### D. Other SARC Information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

### Ratio of Academic Counselors to Pupils (School Year 2018-19)

Title	Ratio
Academic Counselor*	.0

One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Student Support Services Staff (School Year 2018-19)

Title	Number of Full-Time Equivalent (FTE)
Counselor (Social/Behavioral or Career Development)	
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	
Psychologist	1.5
Social Worker	
Nurse	.2
Speech/Language/Hearing Specialist	.6
Resource Specialist (non-teaching)	
Other	

<sup>\*</sup>One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

#### Average Class Size and Class Size Distribution (Elementary)

Grade Level	2016-17 Average Class Size	2016-17 # of Classes* Size 1-20	2016-17 # of Classes* Size 21-32	2016-17 # of Classes* Size 33+	2017-18 Average Class Size	2017-18 # of Classes* Size 1-20	2017-18 # of Classes* Size 21-32	2017-18 # of Classes* Size 33+	2018-19 Average Class Size	2018-19 # of Classes* Size 1-20	2018-19 # of Classes* Size 21-32	2018-19 # of Classes* Size 33+
К	22	1	4		21	2	3		24	1	3	
1	26		6		25		3		26		3	
2	23		6		24		4		21		3	
3	19	4	4		26		3		25		4	
4	29		6		29		2		31		2	
5	26		8		28		4		30		3	
Other**	11	2										

<sup>\*</sup>Number of classes indicates how many classes fall into each size category (a range of total students per class).

### **Professional Development provided for Teachers**

Measure	2017-18	2018-19	2019-20
Number of school days dedicated to Staff Development and Continuous Improvement	3	4.5	4.5

The San Ramon Valley Unified School District (SRVUSD) practices a comprehensive, inclusive model of professional development for all staff. Our high quality professional development program is focused on Common Core State Standards (CCSS) as well as balanced literacy and instructional strategies. In 2012-13, we established district-wide K-12 Task Forces in English language arts, mathematics, and other content areas along with targeted professional development offerings. We hold affiliation status with Columbia University Teachers College Reading and Writing Project and the Silicon Valley Math Initiative. Both organizations are highly respected and have strong ties to the development and implementation of the CCSS and professional learning offerings.

These learning experiences are supported with on-site coaching provided by a team of instructional coaches who work and train together. The coaches received certification as Common Core trainers through the Leadership and Learning Center. They provide one-to-one coaching, team and grade level coaching, whole school professional development, in addition to targeted cross-grade level, cross-discipline professional development sessions. These trainings connect to every aspect of school practice: relevant and rigorous curriculum, intentional instructional practices, formative assessment for learning, and lesson design.

<sup>\*\* &</sup>quot;Other" category is for multi-grade level classes.

In addition, every SRVUSD teacher is provided an opportunity to participate in a coach-led cohort to study instructional strategies in a small group setting. These cohorts are both semester-long and yearlong and are focused on topics that run the gamut from Interactive Lecture to Reading Workshop for Innovators to Problem Solving Strategies. There are dozens of cohorts running simultaneously.

We ensure that new teachers are provided support through the SRVUSD Teacher Induction Project (formerly known as BTSA). Our summer intensive trainings along with on-going staff development days and release day trainings deeply align with the needs of our individual schools and our Framework for Excellence: Supporting Students and their Learning; Supporting Staff and their Work.

Under the leadership and guidance of site administrators, such communities of practices afford our staff the opportunity to deepen their content knowledge, strengthen their instructional repertoire, improve their assessment strategies, and foster a shared sense of responsibility. As a result, every staff member helps to promote and nurture a community of learners in which the individual is enriched and the district as a whole is enhanced.

FY 2017-18 Teacher and Administrative Salaries

Category	District Amount	State Average for Districts In Same Category
Beginning Teacher Salary	\$49,107	\$48,612
Mid-Range Teacher Salary	\$77,310	\$74,676
Highest Teacher Salary	\$96,311	\$99,791
Average Principal Salary (ES)	\$129,880	\$125,830
Average Principal Salary (MS)	\$138,066	\$131,167
Average Principal Salary (HS)	\$149,818	\$144,822
Superintendent Salary	\$318,954	\$275,796

Percent of District Budget	District Amount	State Average for Districts In Same Category
Teacher Salaries	37%	34%
Administrative Salaries	5%	5%

For detailed information on salaries, see the CDE Certificated Salaries & Benefits webpage at <a href="https://www.cde.ca.gov/ds/fd/cs/">www.cde.ca.gov/ds/fd/cs/</a>.

## Types of Services Funded

- Gifted and Talented Education (GATE)
- Instructional Materials Realignment
- Teacher Credentialing Block Grant (BTSA)
- Professional Development Block Grant
- School and Library Improvement Program Block Grant (SIP)
- Supplemental Hourly Program
- NCLB: Title II Teacher Quality & Principal Training
- Title III-Immigrant Education
- Title III-Limited English

FY 2017-18 Expenditures Per Pupil and School Site Teacher Salaries

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Level	Total	Restricted	Unrestricted	Average Teacher Salary		
School Site	7230.57	1009.35	6221.22	83573.72		
District	N/A	N/A	5,786	\$77,512.00		
State	N/A	N/A	\$7,506.64	\$82,403.00		

Percent Differences	Unrestricted	Average Teacher Salary
School Site/District	3.6	11.8
School Site/ State	-17.2	4.2

Note: Cells with N/A values do not require data.

The California Department of Education issued guidance to LEAs on August 1, 2018, regarding how to calculate school-level per-pupil expenditures that will be reported on 2018-19 report cards.

- Lottery Instructional Materials
- Special Education IDEA Grants and Preschool Grants
- Special Education IDEA Pre K Staff Development
- VEA (Secondary Vocational Ed.)
- Personnel Staff Development
- Special Education and Special Education Infant
- Transportation Home/School
- Transportation Special Education (if required)

### **DataQuest**

DataQuest is an online data tool located on the CDE DataQuest web page at <a href="https://dq.cde.ca.gov/dataquest/">https://dq.cde.ca.gov/dataquest/</a> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

## **Internet Access**

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.