

Carl E. Gilbert Elementary School

7255 W. 8th Street • Buena Park, CA 90621 • (714) 522-7281 • Grades K-6
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2017-18 School Accountability Report Card Published During the 2018-19 School Year

Buena Park Elementary School District

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District Governing Board

Irene Castaneda, President Barbara Michel, Clerk Jerry Frutos, Member Jason Chong, Member Rhodia Shead, Member

District Administration

Dr. Ramon Miramontes
Superintendent

Mr. Richard Holash

Assistant Superintendent,
Administrative Services

Principal's Message

I'd like to welcome you to Carl E. Gilbert Elementary School's Annual School Accountability Report Card. In accordance with Proposition 98, every school in California is required to issue an annual School Accountability Report Card that fulfills state and federal disclosure requirements. Parents will find valuable information about our academic achievement, professional staff, curricular programs, instructional materials, safety procedures, classroom environment, and condition of facilities.

Carl E. Gilbert Elementary School provides a warm, stimulating environment where students are actively involved in learning academics, as well as positive values. Students receive a standards-based, challenging curriculum from dedicated professional staff based on the individual needs of the students that reflect the Common Core State Standards that prepare students for a college and career ready professional environment. Ongoing evaluation of student progress and achievement helps us refine the instructional program so students can achieve academic proficiency. We have made a commitment to provide the best educational program possible for Carl E. Gilbert Elementary School's students and welcome any suggestions or questions you may have about the information contained in this report or about the school. Together, through our hard work, our students will be challenged to reach their maximum potential.

Mission Statement

The mission of Gilbert Elementary School is to provide all students with opportunities to grow academically, socially, and emotionally in order to be positive and productive citizens. The staff is here to provide a learning environment that is Common Core Standards-based and gives all students access to the core curriculum using high quality materials and resources and up-to-date technology. It is our mission to prepare students with a strong knowledge base that will allow them to communicate effectively, think critically, act responsibly, and continue to grow as learners.

School Profile

Carl E. Gilbert Elementary School is located in the central region of Buena Park and serves students in transitional kindergarten through grade six following a traditional calendar. At the beginning of the 2017-18 school year, 625 students were enrolled, including 8% in special education, 56% qualifying for English Language Learner support, and 96% qualifying for free or reduced price lunch.

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.

2017-18 Student Enrollment by Grade Level			
Grade Level	Number of Students		
Kindergarten	101		
Grade 1	97		
Grade 2	91		
Grade 3	87		
Grade 4	78		
Grade 5	89		
Grade 6	92		
Total Enrollment	635		

2017-18 Student Enrollment by Group				
Group	Percent of Total Enrollment			
Black or African American	4.1			
American Indian or Alaska Native	0.0			
Asian	6.5			
Filipino	1.4			
Hispanic or Latino	81.7			
Native Hawaiian or Pacific Islander	0.0			
White	3.1			
Socioeconomically Disadvantaged	96.4			
English Learners	56.4			
Students with Disabilities	7.4			
Foster Youth	0.9			

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					
Carl E. Gilbert Elementary School	16-17	17-18	18-19		
With Full Credential	30	27	28		
Without Full Credential	0	0	0		
Teaching Outside Subject Area of Competence	0	0	0		
Buena Park Elementary School District	16-17	17-18	18-19		
With Full Credential	*	*	225		
Without Full Credential	*	*	1		
Teaching Outside Subject Area of Competence	•	•	3		

Teacher Misassignments and Vacant Teacher Positions at this School							
Carl E. Gilbert Elementary 16-17 17-18 18-19							
Teachers of English Learners	0	0	0				
Total Teacher Misassignments	0	0	0				
Vacant Teacher Positions	.5	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.

^{*}Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2018-19)

On Monday, September 24, 2018, the Buena Park School District's Governing Board held a public hearing to certify the extent to which textbooks and instructional materials have been provided to students. The Governing Board approved Resolution #18-07 which certifies as required by Education Code \$60119 (1) that textbooks and instructional materials were provided to all students in the district, including English learners, to the extent that each pupil has a textbook or instructional materials or both to use in class and to take home; and (2) that sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in English/language arts, math, science, and history-social science.

All textbook and support materials are selected from the state's list of approved materials and adopted by the State Board of Education. Materials approved for use are reviewed and a recommendation is made to the Governing Board by a selection committee composed of teachers, administrators, and parents. All recommended materials are available for parent examination at the district office prior to adoption. The information that follows shows the currency and availability of the textbooks and other instructional materials used at the school as of September 2018.

	Textbooks and Instructional Materials Year and month in which data were collected: 9/24/2018
Core Curriculum Area	Textbooks and Instructional Materials/Year of Adoption
Reading/Language Arts	Houghton Mifflin, English Language Development Program Adopted 2012
	Houghton Mifflin, Houghton Mifflin English Adopted 2006
	Houghton Mifflin, California Reading Adopted 2003
	The textbooks listed are from most recent adoption: Yes
	Percent of students lacking their own assigned textbook: 0%
Mathematics	Glencoe/McGraw-Hill, Glencoe California Mathematics & Algebra 1: Concepts, Skills & Problem Solving Adopted 2009
	Harcourt School Publishers, Harcourt Math © 2002 Adopted 2002
	The textbooks listed are from most recent adoption: Yes
	Percent of students lacking their own assigned textbook: 0%
Science	Harcourt School Publishers, California Science Adopted 2008
	The textbooks listed are from most recent adoption: Yes
	Percent of students lacking their own assigned textbook: 0%
History-Social Science	Holt, Rinehart and Winston, Holt California Social Studies: World History, Ancient Civilizations Adopted 2006
	Pearson Scott Foresman, Scott Foresman History-Social Science for California Adopted 2006
	The textbooks listed are from most recent adoption: Yes
	Percent of students lacking their own assigned textbook: 0%
Science Laboratory Equipment	N/A
	The textbooks listed are from most recent adoption: N/A

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

School Facility Conditions and Planned Improvements (Most Recent Year)

The district takes great efforts to ensure that all schools are clean, safe, and functional through proper facilities maintenance and campus supervision. Carl E. Gilbert Elementary School's original facilities were built in 1958; ongoing maintenance and campus improvements ensure facilities remain up to date and provide adequate space for students and staff. District maintenance and site custodial staff ensure that the repairs necessary to keep the school in good condition are completed in a timely manner. A work order process is used by school and district staff to communicate non-routine maintenance requests. Emergency repairs are given the highest priority. In the last 12 months, the following improvements have been completed:

Remodeled Room 6A

^{*}Alarm on parent room door installed

*Re-keyed kitchen doors
*Added concrete slab for tuff-shed
*Painted kitchen hall
*Repaired kitchen sewer line
*Replaced ceiling in principal's office
*Added kitchen circuits
*Re-secured kitchen gas line
*Removed damaged overhead walkway
*Did concrete/grinding repairs
*Made staff ID badges
*Serviced all HVAC equipment
*Performed a fire alarm check
*Performed fire extinguisher service
*Performed back flow service
*Trimmed trees
*Repaired windows
*Deep cleaned the site
*Painted all curbs
*Replaced all basketball nets
*Installed the Raptor system

Every morning before school begins, the custodian and principal monitors facilities for safety hazards or other conditions that need attention prior to students and staff entering school grounds. One day custodian and two evening custodians are assigned to Carl E. Gilbert Elementary School. The day custodian is responsible for:

- Classroom cleaning
- Cafeteria/kitchen set up and cleaning
- Main office cleaning
- General campus cleaning
- Event set up

Restrooms are checked throughout the day for cleanliness and subsequently cleaned as needed.

The evening custodians are responsible for:

- Classroom cleaning
- Restroom cleaning

The principal communicates with custodial staff daily concerning maintenance and school safety issues.

Deferred Maintenance

Carl E. Gilbert School participates in the State School Deferred Maintenance program, which provides matching funds to assist school districts with major repairs or replacement of existing school building components. Deferred maintenance projects generally include roofing, plumbing, heating and air, electrical, painting, flooring, asphalt, wall systems, and underground tanks.

Facilities Inspection

The district's maintenance department inspects Carl E. Gilbert Elementary School on an annual basis in accordance with Education Code §17592.72(c)(1). Carl E. Gilbert Elementary School uses a school site inspection survey to identify unsafe or hazardous conditions and facility improvement needs. The most recent school inspection took place November 21, 2018. Deficiencies noted in the school inspection survey were corrected in a timely manner by the district's maintenance department. During fiscal year 2017-2018, restrooms were fully functional and available for student use.

School Facility Good Repair Status (Most Recent Year) Year and month in which data were collected: 11/21/2018			
System Inspected	Repair Status	Repair Needed and Action Taken or Planned	
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good		
Interior: Interior Surfaces	Good	replace ceiling tiles	
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	Good		
Electrical: Electrical	Good		
Restrooms/Fountains: Restrooms, Sinks/ Fountains	Good		
Safety: Fire Safety, Hazardous Materials	Good		
Structural: Structural Damage, Roofs	Good		
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Good	refresh of some rubber playground- surface tiles	
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

2017-18 CAASPP Results for All Students						
Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)						
Subject	Sch	ool	District		State	
	16-17	17-18	16-17	17-18	16-17	17-18
ELA	26.0	32.0	41.0	44.0	48.0	50.0
Math	30.0	33.0	37.0	37.0	37.0	38.0

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						
	Percent of Students Scoring at Proficient or Advanced (meeting or exceeding the state standards)					
Subject	Sch	ool	District State			ate
	16-17	17-18	16-17	17-18	16-17	17-18
Science	N/A	N/A	N/A	N/A	N/A	N/A

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

Note: The 2016–17 and 2017–18 data are not available. The CDE is developing a new science assessment based on the Next Generation Science Standards for California Public Schools (CA NGSS). The CAST was pilot-tested in spring 2017 and field-tested in spring 2018. The CAST will be administered operationally during the 2018–19 school year. The CAA for Science was pilot-tested for two years (i.e., 2016–17 and 2017–18) and the CAA for Science will be field-tested in 2018–19.

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

School Year 2017-18 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	343	341	99.42	32.26
Male	181	181	100.00	28.73
Female	162	160	98.77	36.25
Black or African American	14	14	100.00	21.43
Asian	17	17	100.00	64.71
Filipino			-	
Hispanic or Latino	285	283	99.30	30.39
Native Hawaiian or Pacific Islander				
White				
Two or More Races				
Socioeconomically Disadvantaged	333	331	99.40	31.72
English Learners	245	243	99.18	30.45
Students with Disabilities	26	26	100.00	7.69
Foster Youth				

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 2017-18 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	343	340	99.13	32.94
Male	181	180	99.45	37.78
Female	162	160	98.77	27.5
Black or African American	14	14	100	28.57
Asian	17	17	100	47.06
Filipino				
Hispanic or Latino	285	283	99.3	32.16
Native Hawaiian or Pacific Islander				
White				
Two or More Races				
Socioeconomically Disadvantaged	333	330	99.1	32.42
English Learners	245	243	99.18	32.51
Students with Disabilities	26	26	100	3.85
Foster Youth				

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 2018-19)

Parents are encouraged to get involved in their child's learning environment either by volunteering in the classroom, participating in a decision-making group, or simply attending school events.

Parents stay informed of upcoming events and school activities through parent conferences, the school marquee, school newsletters, school website, InTouch (automated telephone message delivery system), and parent meetings. Please contact the school office at (714) 522-7281 for more information on how to become involved in your child's learning environment.

Opportunities to Volunteer and Parent Classes/Workshops:

Chaperone Field Trips

Classroom Helper

Grizzly Den Parent room; School Project Support

Fundraising Activities

Monthly Parent Meetings

Parenting Classes

GRIP Greeters

ESL Class

Committees:

English Learner Advisory Council
District English Learner Advisory Council
Parent Teacher Organization
School Site Council
District Advisory Committee
Citizens Oversight Committee

School Activities:
Back to School Night
Family Movie Night
Open House
Student Performances
Walk Through California History/American Revolution
Operation Good Start & Kindergarten Round Up
Awards Assemblies
Read Across America
Read-A-Thon

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

The Comprehensive School Site Safety Plan was developed for Carl E. Gilbert Elementary School in collaboration with local agencies and the district office to fulfill Senate Bill 187 requirements. Components of this plan include child abuse reporting procedures, teacher notification of dangerous pupil procedures, disaster response procedures, procedures for safe arrival and departure from school, sexual harassment policy, and dress code policy. The school's most recent school safety plan was reviewed, updated, and discussed with school staff in October 2018.

Suspensions and Expulsions					
School	2015-16	2016-17	2017-18		
Suspensions Rate	1.6	2.4	1.3		
Expulsions Rate	0.0	0.0	0.0		
District	2015-16	2016-17	2017-18		
Suspensions Rate	3.0	3.7	2.5		
Expulsions Rate	0.0	0.1	0.0		
State	2015-16	2016-17	2017-18		
Suspensions Rate	3.7	3.7	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.

Academic Counselors and Other Support Staff at this School Number of Full-Time Equivalent (FTE)				
Counselor (Social/Behavioral or Career Development)	.6			
Library Media Teacher (Librarian)	0			
Library Media Services Staff (Paraprofessional)	1			
Psychologist	.5			
Social Worker	0			
Nurse	.14			
Speech/Language/Hearing Specialist	1			
Resource Specialist (non-teaching)	0			
Other	0			
Average Number of Students per Staff Member				
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.

	Average Class Size and Class Size Distribution (Elementary)											
	Average Class Size			Number of Classrooms*								
Grade				1-20		21-32			33+			
	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
К	29	25	25				4	5	4			
1	25	24	24				4	4	4			
2	22	23	23	1			3	4	4			
3	18	26	22	1		1	4	3	3			
4	28	30	26				4	3	3			
5	24	22	30	1	1		4	4	3			
6	31	23	31		1		3	4	3			
Other	7			1								

Number of classes indicates how many classes fall into each size category (a range of total students per class).

Professional Development provided for Teachers

All training and curriculum development activities at Carl E. Gilbert Elementary School revolve around the Common Core State Standards and Frameworks. During the 2016-2017, 2017-18, and 2018-19 school years, Carl E. Gilbert Elementary School held staff development devoted to:

- Data Analysis and Planning for Future Instruction
- Modification of Instructional Strategies Based on Data Findings
- Common Core State Standards & ELA Framework
- Using MacBooks for Instruction
- Writing in the Common Core
- Reading Workshop
- Using iPads in the Classroom
- Next Generation Science Standards
- Writing and Reading Workshop Models
- Integrated and Designated English Language Development
- Footsteps2Brilliance

Decisions concerning selection of staff development activities are performed by all staff using tools such as teacher input, state assessment results, and data analysis to determine the areas in which additional teacher training may enhance classroom instruction and increase student achievement levels. Carl E. Gilbert Elementary School supports ongoing professional growth throughout the year on minimum days. Teachers meet in grade level teams to conduct data analysis to identify areas of need. Teaching staff are provided the opportunity to participate in district-sponsored staff development workshops or training sessions such as 1) a supplement to site-based staff development, 2) reinforcement of or follow-up to previous training, or 3) follow-up training for newly implemented programs/curricula.

During the 2017-18 school year, Carl E. Gilbert Elementary School's teachers attended the following events hosted by the Buena Park School District:

- English Learners Strategies
- Balanced Literacy
- Implementation of the Common Core State Standards in Math
- Next Generation Science Standards
- Using iPads in the Classroom (including Pages, Keynote, iMovie, and iBook)
- Positive Behavior Intervention Systems (PBIS)
- Classroom Management
- MathSpace Training

- Discovery Science Training
- TechBook Training
- STEM Training
- GATE Training
- Project Based Learning
- Assessment and Data Analysis

Carl E. Gilbert Elementary School offers support to new and veteran teachers through peer coaching and mentoring. All staff are encouraged to attend professional workshops and conferences. Classified support staff receives job-related training from department supervisors and district representatives and during monthly classified professional development meetings.

FY 2016-17 Teacher and Administrative Salaries						
Category	District Amount	State Average for Districts In Same Category				
Beginning Teacher Salary	\$48,183	\$48,064				
Mid-Range Teacher Salary	\$84,647	\$75,417				
Highest Teacher Salary	\$105,576	\$94,006				
Average Principal Salary (ES)	\$127,559	\$119,037				
Average Principal Salary (MS)	\$136,015	\$123,140				
Average Principal Salary (HS)	\$0	\$135,974				
Superintendent Salary	\$238,213	\$183,692				
Percent of District Budget						
Teacher Salaries	38.0	36.0				
Administrative Salaries	7.0	6.0				

^{*} For detailed information on salaries, see the CDE Certificated Salaries & Benefits webpage at www.cde.ca.gov/ds/fd/cs/.

FY 2016-17 Expenditures Per Pupil and School Site Teacher Salaries						
Level	Ехр	Average				
	Total	Restricted	Unrestricted	Teacher Salary		
School Site	\$7,497	\$1,154	\$6,343	\$88,025		
District	•	•	\$8,319	\$88,907		
State	•	•	\$11,548	\$76,046		
Percent Difference: School Site/District			-27.0	-1.0		
Percent Difference: School Site/ State			-58.2	14.6		

Cells with 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.

Types of Services Funded

For the 2017-18 school year, Buena Park School District spent an average of \$12,338 of total general funds to educate each student (based on 2017-18 audited financial statements and in accordance with calculations defined in Education Code §41372). The table in this report 1) compares the school's per pupil expenditures from unrestricted (basic) and restricted (supplemental) sources with other schools in the district and throughout the state, and 2) compares the average teacher salary at the school site with average teacher salaries at the district and state levels. Detailed information regarding salaries can be found at the CDE website at www.cde.ca.gov/ds/fd/ec/ and www.cde.ca.gov/ds/fd/cs/. (The figures shown in the table below reflect the direct cost of educational services, per ADA, excluding food services, facilities acquisition and construction, and certain other expenditures.)

In addition to general fund state funding, Buena Park School District receives state and federal categorical funding for special programs. For the 2017-18

- After School Education and Safety Program
- Class Size Reduction, Grades K-3 (optional)
- Lottery: Instructional Materials
- Special Education
- State Lottery
- Title I

school year, the district received categorical, special education, and support programs funds for:

- Title II
- Title III
- Transportation
- Transportation: Special Education

DataQuest

DataQuest is an online data tool located on the CDE DataQuest web page at https://dq.cde.ca.gov/dataquest/ 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.