

# **Tehama County Special Education**

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http://www.tehamaschools.org/department/special-education/special-schools-services

## 2017-18 School Accountability Report Card Published During the 2018-19 School Year



### Tehama County Office of Education 1135 Lincoln St. Red Bluff, CA 96080 (530) 527-5811 www.tehamaschools.org

## **District Governing Board**

Betty Brown Carolyn Steffan Pam Begrin Tracy Hopper Elizabeth Gonzalez

## **District Administration**

Richard DuVarney Superintendent Veronica Coates Executive Director, SELPA & Special Education Mark Pfaff Special Education Administrator

## **School Description**

The mission of the Tehama County Special Schools and Services Department is to provide individualized education focused on high performance for all students in a safe supportive environment that promotes diversity, self-discipline, and motivation in learning.

The goal of the Tehama County Special Services staff is to provide students with a supportive environment that fosters skills in creativity, communication, collaboration, and critical thinking.

The vision of the Tehama County Special Schools and Services team is to join the parents and community to assist students in developing skills to become independent and self-sufficient adults who will succeed and contribute responsibly in a global community.

The Tehama County Department of Education operates special education classes for students with disabilities. The classes are provided through an agreement with the Tehama County SELPA and are available to all of the school districts and LEAs within the county. All classrooms are located on school sites based on age configuration and geographic location. A description of the classrooms follows.

Tehama Learning Center Primary K-4 Program serves primary students with severe cognitive, physical disabilities, language, and /or students with autism or autistic behaviors.

Tehama Learning Center Intermediate (4-8) serves students with moderate/severe disabilities. The students have a wide range of disabilities that may include autism, cognitive, orthopedic impairments, and multiple disabilities.

Deaf/Hard of Hearing Program (K-12) provide comprehensive, individualized academic instruction using the student's primary language of sign. Students are both pre and post-lingually deaf or hard-of-hearing. Some of the students speak for communication, speak and sign, or only sign. Students typically have severe expressive and receptive language delays.

## 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 <u>https://www.cde.ca.gov/ta/ac/sa/</u>.
- For more information about the LCFF or LCAP, see the CDE LCFF web
  page at <u>https://www.cde.ca.gov/fg/aa/lc/</u>.
- 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	2		
Grade 1	1		
Grade 2	7		
Grade 3	1		
Grade 4	4		
Grade 5	3		
Grade 6	1		
Grade 7	6		
Grade 8	3		
Ungraded Secondary	16		
Total Enrollment	44		

2017-18 Student Enrollment by Group				
Group	Percent of Total Enrollment			
Black or African American	0.0			
American Indian or Alaska Native	0.0			
Asian	2.3			
Filipino	0.0			
Hispanic or Latino	25.0			
Native Hawaiian or Pacific Islander	0.0			
White	65.9			
Socioeconomically Disadvantaged	31.8			
English Learners	15.9			
Students with Disabilities	100.0			
Foster Youth	0.0			

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					
Tehama County Special Education	16-17	17-18	18-19		
With Full Credential	5	2	3		
Without Full Credential	0	2	2		
Teaching Outside Subject Area of Competence	0	0	0		
Tehama County Office of Education	16-17	17-18	18-19		
With Full Credential	•	•	3		
Without Full Credential	•	•	2		
Teaching Outside Subject Area of Competence	•	•	0		

Teacher Misassignments and Vacant Teacher Positions at this School					
16-17	17-18	18-19			
0	0	0			
0	0	0			
0	1	0			
	I				

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)

Instructional materials and curriculum are aligned to state standards and per-school foundations and to meet individual goals on student individual education plans. All students have equal access to core curriculum adopted at individual school sites. Deaf and Hard of Hearing Students have full access to the general core curriculum adopted at the sites they are served at, which can vary across the county.

Textbooks and Instructional Materials Year and month in which data were collected: December 2018				
Core Curriculum Area	Textbooks and Instructional Materials/Year of Adoption			
Reading/Language Arts	Basics2 Curriculum Framework for Students with Moderate to Severe Disabilities			
	The textbooks listed are from most recent adoption:YesPercent of students lacking their own assigned textbook:0%			
Mathematics	Basics2 Curriculum Framework for Students with Moderate to Severe Disabilities			
	The textbooks listed are from most recent adoption:YesPercent of students lacking their own assigned textbook:0%			
Science	Basics2 Curriculum Framework for Students with Moderate to Severe Disabilities			
	The textbooks listed are from most recent adoption:YesPercent of students lacking their own assigned textbook:0%			
History-Social Science	Basics2 Curriculum Framework for Students with Moderate to Severe Disabilities			
	The textbooks listed are from most recent adoption:YesPercent of students lacking their own assigned textbook:0%			
Foreign Language	NA Percent of students lacking their own assigned textbook: NA			
Health	District of location The textbooks listed are from most recent adoption: Yes Percent of students lacking their own assigned textbook: 0%			
Visual and Performing Arts	District of location         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 Percent of students lacking their own assigned textbook: 0%			

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

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

Tehama SELPA run programs exist at three school sites - Metteer and Gerber for Special Education Preschool, Gerber Elementary for the SELPA servere Special Education program and the Palm Street for the 18-22 year old TALC program. Adult supervision is available at all local school sites from about 30 minutes prior to the start of school until about 15 minutes after school is over or until the last school bus arrives to take students home. Adult supervision is provided in the cafeteria and on the playground for students who arrive prior to the start of school. Teachers are also available in their classrooms both before and after school for students who are either unable or prefer not to be outside. For classrooms that are not located on school sites, adult supervision is available from about 30 minutes prior to the start of school in the morning until the children leave for home.

Classroom visitors must adhere to the procedures for the school site where the classroom is located. Local school sites require that all visitors sign in at the office and obtain a visitor's pass before going onto campus. Visitors to classroom not located on a school site may check in directly with the teacher in charge. (Visitors/Outsiders SP 1250(a), February, 2011).

All special education classrooms have at least 900 square feet of instruction space. Special education classes located at Metteer School are located in a 1440 square foot building that was originally constructed in 1994 and remodeled in 2018. Classrooms are designed to provide areas for large group, individual, and small group learning activities. In addition, the classroom has a small kitchen and a laundry area for teaching daily living skills. There are bathroom facilities for children and staff located in the same building. There is also a small office space for staff and curriculum storage.

All facilities are cleaned on a daily basis. Safety inspections are conducted monthly to ensure the sites are clean and safe. Maintenance staff ensures that all repairs necessary to keep the sites in good repair are completed in a timely manner. A Maintenance Request Form is used to ensure efficient service on any and all site related issues.

School Facility Good Repair Status (Most Recent Year) Year and month in which data were collected: November 2018				
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			
<b>Safety:</b> 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

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	
0.0		30.0	33.0	48.0	50.0	
0.0	0.0 17.0 19.0 37.0 38.0					
	Percent of Sch 16-17 0.0	School           16-17         17-18           0.0	Percent of Students Weeting or (grades 3- (grades 3- Dist           School 17-18           16-17           10-0            30.0	Percent of Students Weeting or Exceeding (grades 3-8 and 11)           School         District           16-17         District           16-17         17-18         16-17         17-18           0.0          30.0         33.0	Percent of Students Weeting or Exceeding the State (grades 3-8 and 11)           School 17-18         District State (grades 3-8 and 11)           District 17-18         State 10           16-17         District 17-18         State 10           16-17         17-18         16-17           0.0          30.0         33.0         48.0	

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	School		District		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: Cell	s with N/A v	alues do not	require data	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.

## 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

Grade	2017-18 Percent of Students Meeting Fitness Standards				
Level	4 of 6	5 of 6	6 of 6		
5	**	**	**		
7	**	**	**		

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.

School Year 2017-18 CAASPP Assessment Results - English Language Arts (ELA) Disaggregated by Student Groups, Grades Three through Eight and Eleven							
Student Group         Total         Number         Percent         Percent           Enrollment         Tested         Tested         Met or Exceeded							
All Students							
Male							
Female							
Hispanic or Latino							
White							
Socioeconomically Disadvantaged							
English Learners							
Students with Disabilities							

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					
Male					
Female					
Hispanic or Latino					
White					
Socioeconomically Disadvantaged					
English Learners					
Students with Disabilities					

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)**

Because county-operated programs are located at school sites throughout Tehama County, parents are encouraged to participate in events at the school site where their child's classroom is located. In addition to regular school events such as open house, parent conferences, holiday programs, etc., parents are invited to participate in their child's IEP meetings and in Community Advisory Committee meetings. The Community Advisory Committee meets regularly throughout the year. It provides an opportunity for parents to network with other parents of disabled children, to learn more about special education, and to have input into the development of special education programs.

The CAC is active and representative of districts across the county. The CAC parents are also resources to other parents and work directly with the SELPA director on policy development at the local level and legislative efforts at the state level. We have over 1/2 of our districts represented on our CAC.

Transition meetings are held for students transitioning in or out of our programs to other schools within the SELPA.

Our county also has several events throughout the year specifically for our students with disabilities that involves parents. One event is High Hoops. It is an event where students with disabilities engage in a basketball tournament. Families are involved and encouraged to attend the event. We also host a regional Special Olympics, every year. Parents are heavily involved on the committee and invited to attend the event.

#### 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

School safety plans vary from site to site and include procedures to address the following types of emergencies: fire, earthquake, emergency drills, intruders on campus, bomb threats, but accidents, drugs/weapons possession, discipline, student accountability/release, etc. Plans also outline procedures for allowing visitors on campus and providing crisis intervention support to students and staff. Each school site collaborates with and practices with the school site regarding their safety plans.

Safety policies were reviewed in fall of 2018 with all staff. SELPA classrooms follow the safety plans of the hosting school.

A Visitors/Outsiders policy SP 1250(a) was adopted in February, 2011 in order to assist us in maintaining safety for our students. Parents/legal guardians wishing to visit and observe their child's classroom are welcome to schedule such visits with the classroom teacher; such visits will generally be scheduled by the teacher for time periods that will most enhance their instruction and activities in the classroom, while minimizing disruption of other students. To maintain the instructional integrity of the classroom, visitors are requested to schedule no more than one thirty minute visit per week. Visitations may not be made when tests/examinations are being administered. All visitors agree to maintain confidentiality of all students in the classroom. Any disruption by a visitor will result in termination of that individual's visit. To see the full contents of the Visitors/Outsiders policy, or for details on how to become involved at your child's school, please contact Veronica Coates at (530) 527-8614.

Suspensions and Expulsions						
School	2015-16	2016-17	2017-18			
Suspensions Rate	0.0	0.0	0.0			
Expulsions Rate	0.0	0.0	0.0			
District	2015-16	2016-17	2017-18			
Suspensions Rate	0.0	0.0	0.0			
Expulsions Rate	0.0	0.0	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)					
Academic Counselor	0				
Counselor (Social/Behavioral or Career Development)	0				
Library Media Teacher (Librarian)	0				
Library Media Services Staff (Paraprofessional)	0				
Psychologist	1				
Social Worker	0				
Nurse	1.4				
Speech/Language/Hearing Specialist	1.0				
Resource Specialist (non-teaching)	0				
Other	0				
Average Number of Students per Staff M	lember				
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)												
					Number of Classrooms*							
Grade	Average Class Size			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	6	5		1	1							
2			2			1						
Other	9	8	8	1	2	1						

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

Average Class Size and Class Size Distribution (Secondary)												
				Number of Classrooms*								
		verage Class Si	ize	1-22 23-32 33+								
Subject	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
English												
Mathematics												
Science												
Social Science												

Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

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

The Tehama County Department of Education (TCDE) Speech and Language Pathologists and Special Education Teachers take part in a regular professional learning community professional development. Areas these groups have received training are as follows: Assessment of the English Language Learners, Social Language, Direct Treatment Protocol, Patterns of Strengths and Weaknesses, Assessments related to dyslexia, Autism Assessments and Interventions, Behavior and Data Collection, Crisis Prevention Intervention, and The Nurtured Heart Approach, a strengths based intervention, Inclusion/Inclusive Practices, Positive Prevention Curriculum (Nurses). Psychologists are recently being trained in the Neurosequential Sequential Model of Therapeutics. Teachers are supported after professional development through coaching and observations.

FY 2016-17 Teacher and Administrative Salaries							
Category	District Amount	State Average for Districts In Same Category					
Beginning Teacher Salary							
Mid-Range Teacher Salary							
Highest Teacher Salary							
Average Principal Salary (ES)							
Average Principal Salary (MS)							
Average Principal Salary (HS)							
Superintendent Salary							
Percent of	District Budget						
Teacher Salaries							
Administrative Salaries							

Level	Average			
Level	Total	Restricted	Unrestricted	Teacher Salary
School Site	21,532.00	21,289.00	243.00	71,467.00
District	•	*		
State	• •		\$7,125	
Percent Diffe	-0.8			
Percent Diffe				

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.

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

#### Types of Services Funded

All of our programs are considered categorical and are funded through I.D.E.A. (Individuals with Disabilities Education Act), and include the following:

- **Exception Needs Preschool**
- **Exceptional Needs Elementary**
- **Exceptional Needs Intermediate**
- Tehama Adult Learning Center
- **Education Specialist Staff**
- Brailist/Visually Impaired
- **Orientation and Mobility**
- Aurally Disabled
- ٠ Deaf/Hard of Hearing Program
- Adaptive Physical Education
- Occupational Therapist
- Orthopedic Impaired
- Mobile Therapy Unit
- Speech and Language Services
- Nursing and Health Services Staff **Behavior Intervention Staff**

Dropout Rate and Graduation Rate (Four-Year Cohort Rate)							
Tehama County Special Education	2014-15	2015-16	2016-17				
Dropout Rate							
Graduation Rate							
Tehama County Office of Education	2014-15	2015-16	2016-17				
Dropout Rate	20.5	17.4	15.0				
Graduation Rate	68.2	82.6	57.5				
California	2014-15	2015-16	2016-17				
Dropout Rate	10.7	9.7	9.1				
Graduation Rate	82.3	83.8	82.7				

Career Technical Education Participation					
Measure	CTE Program Participation				
Number of pupils participating in CTE	0				
% of pupils completing a CTE program and earning a high school diploma	0				
% of CTE courses sequenced or articulated between the school and institutions of postsecondary education	0				

Courses for University of California (UC) and/or California State University (CSU) Admission						
UC/CSU Course Measure	Percent					
2017-18 Students Enrolled in Courses Required for UC/CSU Admission	0.0					
2016-17 Graduates Who Completed All Courses Required for UC/CSU Admission	0.0					

Where there are student course enrollments.

2017-18 Advanced Placement Courses						
Subject	Number of AP Courses Offered*	Percent of Students In AP Courses				
Computer Science	0	•				
English	0	•				
Fine and Performing Arts	0	•				
Foreign Language	0	•				
Mathematics	0	•				
Science	0	•				
Social Science	0	•				
All courses	0	.0				

Completion of High School Graduation Requirements						
Group	Graduating Class of 2017					
Group	School	District	State			
All Students	100.0	91.7	88.7			
Black or African American	0.0	0.0	82.2			
American Indian or Alaska Native	0.0	0.0	82.8			
Asian	0.0	0.0	94.9			
Filipino	0.0	0.0	93.5			
Hispanic or Latino	0.0	87.5	86.5			
Native Hawaiian/Pacific Islander	0.0	0.0	88.6			
White	0.0	92.9	92.1			
Two or More Races	100.0	100.0	91.2			
Socioeconomically Disadvantaged	0.0	86.7	88.6			
English Learners	0.0	0.0	56.7			
Students with Disabilities	100.0	100.0	67.1			
Foster Youth	0.0	0.0	74.1			

#### **Career Technical Education Programs**

Those of our Tehama County Department of Education high school students who participate in the California Alternative Assessment are issued a certificate of completion if course work requirements are met. The focus on their education is a functional skills curriculum. The majority of our Deaf and Hard of Hearing Students in high school take coursework leading to a diploma. . In the event that a student required college preparatory classes, he/she would have access to the general education courses available from the local school site. Students who are capable participate in community-based activities such as recycling, grocery shopping, banking, and in some cases, work experience. High school aged students may also attend career/vocational classes available at their school site, based on their IEP and transition plan goals.

#### **DataQuest**

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