

Woodland Prairie Elementary School Site Council

1444 Stetson St. • Woodland, CA 95776 • (530) 662-2898 • Grades K-6
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2017-18 School Accountability Report Card Published During the 2018-19 School Year



Woodland Joint Unified School District

435 Sixth Street Woodland, CA 95695-4109 (530) 662-0201 www.wjusd.org

District Governing Board

Debbie Decker, President

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Elodia Ortega-Lampkin
Associate Superintendent
Educational Services

Lewis Wiley, Jr.

Assistant Superintendent
Business Services

Danyel Conolley
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Human Resource Services

Principal's Message

Welcome to Woodland Prairie, home of the pumas! Woodland Prairie has a 27-year history of serving children and families in Woodland. We believe in a strong partnership between the home and the school, and we look forward to building those connections with our students and all the adults who help to make them successful. We have a strong academic program with two distinct strands: one is a Dual Immersion strand for families who wish for their children to become literate in both Spanish and English and the other is an English Language Mainstream strand that provides excellent English language development and strong content area instruction. We also offer an after-school program for students who meet the criteria, and that program runs every day that school is in session for 3 hours after school is released. We are now working with the new Common Core State Standards, and our students are getting college and career ready from the time they start with us in our Transitional Kindergarten program. We look forward to an excellent year this year!

School Vision

At Woodland Prairie all students will develop the necessary academic, personal, and social skills to become self-directed, life-long learners.

Our school community is committed to providing students with a well-rounded, academically rigorous, standards-based instructional program. In addition to core academics, our program includes the arts and fosters creativity, problem-solving, critical thinking skills, the joy of learning and the development of healthy habits for life.

Students, staff, parents and community members are committed to one another as we work together to maintain a positive, caring, and inclusive learning environment. We encourage responsible citizenship, productivity and collaboration. We affirm our diversity through multicultural education and act in ways that strengthen our community.

School Mission Statement

It is the mission of Woodland Prairie School to educate each student by

- Working collaboratively to provide a high quality, articulated, standards based instructional program
- Ensuring that every student will continue to advance toward proficiency and beyond in the core academic subjects
- Developing students' ability to work independently and in groups
- Establishing a safe, caring, inclusive school environment
- Providing support systems so that all students will succeed
- Developing home-school connections in support of student learning
- Using data to evaluate/improve school programs and to inform instruction

Community and District Profile

Woodland is located in Yolo County and has a rich heritage of community spirit and neighborly charm. With a population of more than 56,000 people, the town is situated twenty miles from downtown Sacramento and 85 miles from San Francisco. Woodland Joint Unified School District includes six preschools, eleven elementary schools, one charter elementary school, two middle schools, two comprehensive senior high schools, a continuation high school, and an adult school, and served approximately 10,550 students in the 2017-2018 school year.

Woodland Prairie Elementary School operates on a traditional schedule, and during the 2017-18 school year, 761 students were enrolled in grades transitional kindergarten through six.

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	141		
Grade 1	118		
Grade 2	100		
Grade 3	116		
Grade 4	92		
Grade 5	95		
Grade 6	99		
Total Enrollment	761		

2017-18 Student Enrollment by Group				
Group	Percent of Total Enrollment			
Black or African American	1.6			
American Indian or Alaska Native	0.1			
Asian	8.3			
Filipino	0.4			
Hispanic or Latino	80.6			
Native Hawaiian or Pacific Islander	0.1			
White	8.1			
Socioeconomically Disadvantaged	77.8			
English Learners	59.9			
Students with Disabilities	7.6			
Foster Youth	0.4			

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					
Woodland Prairie Elementary School Site	16-17	17-18	18-19		
With Full Credential	31	31	31		
Without Full Credential	1	1	1		
Teaching Outside Subject Area of Competence	1	1	0		
Woodland Joint Unified School District	16-17	17-18	18-19		
With Full Credential	*	*	474		
Without Full Credential	*	*	19		
Teaching Outside Subject Area of Competence	•	*	10		

Teacher Misassignments and Vacant Teacher Positions at this School					
Woodland Prairie Elementary	16-17	17-18	18-19		
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.

^{*}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)

Woodland Joint Unified School District held a Public Hearing on September 27, 2018 and determined that each school has sufficient and good quality textbooks, instructional materials, or science lab equipment pursuant to the settlement of Williams vs. the State of California. All students, including English Learners, are given their own individual standards-aligned textbooks or instructional materials, or both, in core subjects for use in the classroom and to take home. The chart below displays data collected in September 2018, regarding textbooks in use during the 2018-2019 school year.

	Textbooks and Instructional Materials Year and month in which data were collected: Sept	tember 2018			
Core Curriculum Area	Textbooks and Instructional M	aterials/Year of Adoption			
Reading/Language Arts	McGraw Hill Wonders, Grades K-3 and Benchmark Education Adopted 2017	McGraw Hill Wonders, Grades K-3 and Benchmark Education, Grades 4-6 Adopted 2017			
	The textbooks listed are from most recent adoption:	Yes			
	Percent of students lacking their own assigned textbook:	0.0%			
Mathematics	Houghton Mifflin Harcourt –Math Expressions Adopted 2014				
	The textbooks listed are from most recent adoption:	Yes			
	Percent of students lacking their own assigned textbook:	0.0%			
Science	Pearson Scott Foresman Adopted 2008				
	The textbooks listed are from most recent adoption:	Yes			
	Percent of students lacking their own assigned textbook:	0.0%			
History-Social Science	Prentice Hall Adopted 2006				
	Scott Foresman				
	Adopted 2006				
	The textbooks listed are from most recent adoption:	Yes			
	Percent of students lacking their own assigned textbook:	0.0%			
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)

Woodland Prairie Elementary School, originally constructed in 1986, offers a safe and secure campus for students, staff, and visitors. The school is currently comprised of 23 classrooms, one library, one multipurpose room, one staff room, and two playgrounds, one computer lab, and two triple wide buildings for a Special Day Class Preschool. Facility information is current as of September 17, 2018.

Cleaning Process

The Principal works daily with the custodial staff to ensure regular and continual maintenance of the school's physical environment.

Maintenance and Repair

District maintenance staff ensure that the repairs necessary to keep the school in good repair are completed in a timely manner. A work order process is used to ensure efficient service and highest priority to emergency repairs. At time of publication 100% of restrooms on campus were in working order.

School Facility Good Repair Status (Most Recent Year) Year and month in which data were collected: 9/17/2018				
System Inspected	Repair Status	Repair Needed and Action Taken or Planned		
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good			
Interior: Interior Surfaces	Good	Prairie D2: 4: (D) Walls have damage from cracks, tears, holes or water damage. Tack-board is torn near the entrance door and windows. 11: (D) Materials labeled "keep out of reach of children" are within reach of children Maintenance & Operations Work Order #32091		
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	Good			
Electrical: Electrical	Good			
Restrooms/Fountains: Restrooms, Sinks/ Fountains	Good	Prairie B1: 9: (D) Sink/fountain is clogged drinking fountain needs attention. 11: (D) Materials labeled "keep out of reach of children" are within reach of children (D) Aerosols found (no aerosols are allowed) under sink. Maintenance & Operations Work Order #32090		

School Facility Good Repair Status (Most Recent Year) Year and month in which data were collected: 9/17/2018				
System Inspected	Repair Status	Repair Needed and Action Taken or Planned		
Safety: Fire Safety, Hazardous Materials	Poor	Prairie B1: 9: (D) Sink/fountain is clogged drinking fountain needs attention. 11: (D) Materials labeled "keep out of reach of children" are within reach of children (D) Aerosols found (no aerosols are allowed) under sink. Prairie B3: 11: (D) Materials labeled "keep out of reach of children" are within reach of children (D) Aerosols found (no aerosols are allowed) under the cabinet. Prairie C2: 11: (D) Materials labeled "keep out of reach of children" are within reach of children Prairie C4: 11: (D) Materials labeled "keep out of reach of children" are within reach of children Prairie D2: 4: (D) Walls have damage from cracks, tears, holes or water damage. Tack-boar is torn near the entrance door and windows. 11: (D) Materials labeled "keep out of reach of children" are within reach of children Prairie G3: 11: (D) Materials labeled "keep out of reach of children" are within reach of children (D) Aerosols found (no aerosols are allowed) under sink. Ptairie G6: 11: (D) Materials labeled "keep out of reach of children" are within reach of children Maintenance & Operations Work Order #32090		
Structural: Structural Damage, Roofs	Good	Prairie Portable Restroom Girls: 12: (D) Damage to skirting or siding - dry rot on exterior. Maintenance & Operations Work Order #32092		
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Good			
Overall Rating	Good			

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	Dist	District		State	
	16-17	17-18	16-17	17-18	16-17	17-18	
ELA	31.0	38.0	38.0	40.0	48.0	50.0	
Math	22.0	29.0	27.0	29.0	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	Dist	trict	Sta	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.

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	19.4	17.2	22.6			

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 **Total** Number Percent Percent **Student Group Enrollment Tested Tested Met or Exceeded** All Students 394 388 98.48 38.40 Male 211 207 98.10 37.68 Female 183 181 98.91 39 23 Black or African American --American Indian or Alaska Native --Asian 31 30 96.77 50.00 **Filipino** --------**Hispanic or Latino** 324 319 98.46 36.68 Native Hawaiian or Pacific Islander White 28 28 100.00 39.29 342 337 98.54 37.69 Socioeconomically Disadvantaged **English Learners** 286 280 97.90 36.07 Students with Disabilities 26 26 100.00 0.00 Students Receiving Migrant Education Services 27 100.00 27 33.33 **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	394	391	99.24	28.64	
Male	211	209	99.05	29.67	
Female	183	182	99.45	27.47	
Black or African American					
American Indian or Alaska Native					
Asian	31	31	100	32.26	
Filipino					
Hispanic or Latino	324	321	99.07	27.1	
Native Hawaiian or Pacific Islander					
White	28	28	100	39.29	
Socioeconomically Disadvantaged	342	339	99.12	27.73	
English Learners	286	284	99.3	25.7	
Students with Disabilities	26	26	100	0	
Students Receiving Migrant Education Services	27	27	100	25.93	
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)

Here at Woodland Prairie we believe our school works better because of the partnerships we form with families and the surrounding community. We know that parent involvement comes as early as the conversations parents have with their children about school before they even start in our Transitional Kinder and can look several different ways through the whole time children are in school. We offer several ways for parents to get involved with their children's education and help make the school a stronger institution. Join us for any of our informal events such as Coffee and Conversation on the last Tuesday morning of the month or the Family Information and Entertainment Meals on the last Tuesday evening of the month. You can also join us as part of our parent groups such as the PTA or the English Learner Advisory Council. If you are interested in working on policy and budgeting, you can also join our School Site Council or our District Site Liaison team. Even if you are not able to attend these events, you can stay involved by checking our website, and making sure we have your correct contact information so that you receive our weekly phone calls.

Contact Information

Parents who wish to participate in Woodland Prairie Elementary School's leadership teams, school committees, or become a volunteer may contact the school office at (530) 662-2898. The district's website (www.wjusd.org) provides a variety of resources for parents, students and community members.

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

Safety of students is a priority of the school staff. Students are supervised throughout the day by teachers and noon duty supervisors. There is a designated area for student drop-off and pick-up at the school. A courtesy crew, students from the intermediate grades, assists younger students exiting their cars during the morning drop-off. Visitors to the school must check in at the office and wear a visitor's badge while on campus. We are continuing our efforts to improve the safety of the physical campus. This year we received a gate which allows us to close off access to the park that is adjacent to the school. We are also looking into the possibility of adding a fence around the entire campus to reduce traffic on the school campus after hours.

Woodland Prairie Elementary School's Site Safety Plan is revised each fall by the School Site Council, which consists of administrators, teachers, counselors, classified staff, and parents. Key elements of the Safety Plan include student safety, school climate, and emergency preparedness.

The school is in compliance with all laws, rules, and regulations pertaining to hazardous materials and State earthquake standards. Emergency drills are conducted on a regular basis throughout the school year, including monthly fire evacuations and annual disaster and intruder drills. In the event of an emergency, the school's Disaster Preparedness Plan has clearly defined procedures to accommodate crisis situations, and emergency supplies are available. The site safety plan was last reviewed in November 2018.

Suspensions and Expulsions						
School	2015-16 2016-17 2017-18					
Suspensions Rate	4.6	5.5	2.8			
Expulsions Rate	0.0	0.0	0.0			
District	2015-16	2016-17	2017-18			
Suspensions Rate	6.8	6.3	6.0			
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)					
Academic Counselor 0					
Counselor (Social/Behavioral or Career Development)	.6				
Library Media Teacher (Librarian)	0				
Library Media Services Staff (Paraprofessional)	.625				
Psychologist	.4				
Social Worker					
Nurse	.4				
Speech/Language/Hearing Specialist	1				
Resource Specialist (non-teaching)	1.5				
Other					
Average Number of Students per Staff Member					
Academic Counselor					

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	21	24	23	4			2	6	6			
1	24	20	24		2		5	3	5			
2	24	24	20			3	4	5	2			
3	31	29	29				3	3	4			
4	32	32	31				2	3	3	1		
5	29	32	32				3	2	3		1	
6	32	30	33				3	3	1			2

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

Professional Development provided for Teachers

Woodland Joint Unified School District provides time and resources for collaboration, planning, and professional development for all staff. Teachers at each school receive training directly related to curriculum and instruction by attending workshops and conferences that are approved by the district and administration. Staff development days enable staff members to deliver curriculum and instruction that is rigorous, challenging, and responsive to student needs. The development of a common district-wide instructional focus is allowing entry point for everyone to learn and stretch their practice. The focus of professional development has shifted to provide job-embedded coaching across multiple content areas to build capacity and focus on strengthening application of instructional strategies.

Woodland Joint Unified School District uses a variety of professional learning models to engage staff in their continued growth. During the school year and summer, staff have opportunities to complete professional development learning episodes and time to implement best practices learned. The professional growth occurring in Woodland Joint Unified School District has a heavy emphasis on collaboration with time reserved weekly for staff collaboration by sites in grade level or departmental teams under the direction of site administrators. Examples of recent Woodland Joint Unified School District professional learning include:

Balanced Literacy and Guided Reading through Accelerated Literacy Learning, TK-6

UC Davis Math Project: Focus on Conceptual Understanding, TK-12

Ethnic Studies with the Acosta Group, Preschool-12

UC Davis History Project: Understanding the History/Social Science Framework, TK-12

Literacy for All Content Areas with Maria Losee, Grades 5-12

Restorative Practices, TK-12

Innovator Cohort: Google certification classes for teachers

FY 2016-17 Teacher and Administrative Salaries						
Category	District Amount	State Average for Districts In Same Category				
Beginning Teacher Salary	\$43,910	\$47,547				
Mid-Range Teacher Salary	\$62,933	\$74,775				
Highest Teacher Salary	\$87,121	\$93,651				
Average Principal Salary (ES)	\$106,757	\$116,377				
Average Principal Salary (MS)	\$114,823	\$122,978				
Average Principal Salary (HS)	\$121,527	\$135,565				
Superintendent Salary	\$211,312	\$222,853				
Percent of District Budget						
Teacher Salaries	36.0	35.0				
Administrative Salaries	5.0	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 Teacher				
	Total	Restricted	Unrestricted	Salary		
School Site	\$4,687	\$1,070	\$3,616	\$61,802		
District	*	•	\$4,126	\$66,356		
State	•	*	\$7,125	\$76,522		
Percent Diffe	erence: School	-12.4	1.4			
Percent Diffe	erence: School	-32.4	-10.8			

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

Woodland Joint Unified School District spent an average of \$11,330 to educate each student (based on 2016-17 audited financial statements).

Woodland Joint Unified School District receives State and federal categorical funding for special programs. For the 2017-2018 school year, the District received State and federal funding for the following categorical, special education, and support programs: ASES, Counseling Grant, Federal Special Education, Federal Vocational and Applied Secondary, Lottery, Agriculture Vocational Grant, Elementary Counseling Grant, Title II, Title III, Special Ed-State, Medi-Cal, Small Learning Communities, Partnership Academies

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.