

# **Canyon Hills Junior High School**

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## 2015-16 School Accountability Report Card Published During the 2016-17 School Year



## Chino Valley Unified School District

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#### **District Governing Board**

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#### **District Administration**

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Sandra Chen Assistant Superintendent, Business Services

Lea Fellows Assistant Superintendent, Human Resources

> Grace Park, Ed.D. Assistant Superintendent, Curriculum, Instruction, Innovation, and Support

Gregory J. Stachura Assistant Superintendent, Facilities, Planning & Operations

## Vision

Canyon Hills strives to develop: The Whole Child Critical and Creative Thinkers, Innovators and Problem Solvers Effective Communicators and Collaborators Globally Aware, Independent, Responsible Learners and Citizens

## Mission

Canyon Hills Junior High seeks to continue to build the world's greatest junior high. We are always evolving, committed to change and action through continued personal growth. A dynamic team of teaching professionals works collaboratively to provide a rigorous learning environment personalized to the individual child. Students are encouraged to question and challenge ideas and participate as active citizens, in order to reach their fullest potential as independent, critical thinkers. We aim to provide a safe and orderly learning environment to foster student success. Our school culture reflects a balanced approach that strives to nurture the development of the whole child.

## 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 http://www.cde.ca.gov/ta/ac/sa/.
- For more information about the LCFF or LCAP, see the CDE LCFF Web page at http://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.

2015-16 Student Enrollment by Grade Level					
Grade Level Number of Students					
Grade 7	508				
Grade 8 575					
Total Enrollment	1,083				

2015-16 Student Enrollment by Group					
Group	Percent of Total Enrollment				
Black or African American	4				
American Indian or Alaska Native	0				
Asian	26.2				
Filipino	6.2				
Hispanic or Latino	37.5				
Native Hawaiian or Pacific Islander	0.3				
White	22.7				
Two or More Races	3.1				
Socioeconomically Disadvantaged	28.3				
English Learners	4.6				
Students with Disabilities	9.9				
Foster Youth	0.1				

## A. Conditions of Learning

#### State Priority: Basic

The SARC provides the following information relevant to the Basic State Priority (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					
Canyon Hills Junior High School	14-15	15-16	16-17		
With Full Credential	44	42.8	44.2		
Without Full Credential	0	0	0		
Teaching Outside Subject Area of Competence	0	0	0		
Chino Valley Unified School District	14-15	15-16	16-17		
With Full Credential	•	٠	44.2		
Without Full Credential	•	•			
Teaching Outside Subject Area of Competence	•	•	0		

Teacher Misassignments and Vacant Teacher Positions at this School							
Canyon Hills Junior High School	14-15	15-16	16-17				
Teachers of English Learners	0	1	0				
Total Teacher Misassignments	0	0	0				
Vacant Teacher Positions	0	1	0				

"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.

#### Core Academic Classes Taught by Highly Qualified Teachers

2015-16 Percent of Classes In Core Academic Subjects Core Academic Classes Taught by Highly Qualified Teachers						
Location of Classes	Taught by Highly Qualified Teachers	Not Taught by Highly Qualified Teachers				
This School	98.7	1.3				
Districtwide						
All Schools	97.0	3.0				
High-Poverty Schools	95.4	4.6				
Low-Poverty Schools	98.6	1.4				

High-poverty schools are defined as those schools with student eligibility of approximately 40 percent or more in the free and reduced price meals program. Low-poverty schools are those with student eligibility of approximately 39 percent or less in the free and reduced price meals program.

#### Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2016-17)

On October 6, 2016, the Chino Valley Unified School District's (CVUSD) Board of Education held a public hearing to certify the extent to which textbooks and instructional materials have been provided to students. The Board of Education adopted Resolution 2016/2017-10 which certifies as required by Education Code 60119 that (1) sufficient textbooks and instructional materials have been provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and context of the curriculum frameworks in the following subjects: history/social science, mathematics, reading/language arts, and science, (2) sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, (3) laboratory equipment was available for science laboratory classes offered in grades 9-12, inclusive.

Textbooks and instructional materials are provided for each student for use in class and to take home. It was determined that each pupil in each school has sufficient textbooks and instructional materials that are aligned to the academic content standards in the core subject areas for the 2016/2017 school year.

\*Note: CVUSD elected to wait for new additions of State Board approved materials that would be aligned with current Common Core State Standards. To ensure alignment with current state standards the McDougal Littell Reading and Language Arts textbook is being supplemented with English Language Arts (ELA) units of study that were written by our ELA teachers using the rigorous curriculum design model. These supplemental units were focused on Common Core State Standards.

	Textbooks and Instructional Materials Year and month in which data were collected: October 2015
Core Curriculum Area	Textbooks and Instructional Materials/Year of Adoption
Reading/Language Arts	<ul> <li>7-8 McDougal Littell; McDougal Littell Reading and Language Arts Program Adopted: 2003)</li> <li>7-8 Scholastic; Read 180 (Adopted: 2011)</li> </ul>
	The textbooks listed are from most recent adoption: No
	Percent of students lacking their own assigned textbook: 0
Mathematics	7-8 Houghton Mifflin & Harcourt, Big Ideas Math, Course 1, Course 2, and Course 3 (Adopted: 2015)
	The textbooks listed are from most recent adoption: Yes
	Percent of students lacking their own assigned textbook: 0
Science	7-8 Pearson Prentice Hall; Prentice Hall California Science Explorer, Focus on Earth, Life, and Physical Science (Adopted: 2008)
	The textbooks listed are from most recent adoption: Yes
	Percent of students lacking their own assigned textbook: 0
History-Social Science	7-8 Holt, Rinehart and Winston; Holt California Social Studies (Adopted: 2007)
	The textbooks listed are from most recent adoption: Yes
	Percent of students lacking their own assigned textbook: 0

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

The Chino Valley Unified School District provides a safe, clean environment for students, staff, and parents. Custodians ensure classrooms, restrooms, and campus grounds are kept clean and safe. A scheduled maintenance program is in place to keep all classrooms and facilities well-maintained and provide an environment that is conducive to learning. The school site complies with all laws, rules, and regulations pertaining to hazardous materials and state earthquake standards.

Safety concerns are the number one priority of Chino Valley Maintenance and Operations department. District maintenance supervisors are proactive and conduct inspections at school sites on a continual basis. Classrooms, bathrooms, and general areas are kept in good repair and receive basic cleaning on a daily basis. Detailed cleaning is done during vacation periods.

School Facility Good Repair Status (Most Recent Year) Year and month in which data were collected: October 2016						
		Repair Statu		Repair Needed and		
System Inspected	Good	Fair	Poor	Action Taken or Planned		
Systems: Gas Leaks, Mechanical/HVAC, Sewer	х					
Interior: Interior Surfaces	X			Rooms: 301, 312, 505, 504, 502, 412 - Ceiling tiles missing, damaged, loose Room: 306 - Repair wall surface needs paint Rooms: 402, 403, 511, 513, 504, 502, 501 506, 405, 414, 409 - Stained ceiling tiles Rooms: 402, 412 - Replace/repair drawer/cabinet Rooms: 504, 506, 405 - Flooring excessively dirty/stained Rooms: 501, 509 - Walls damaged from cracks, tears, holes, water Deficiencies were corrected on or before December 30, 2016.		
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	x			Rooms: 401, 511, 414 - Accumulated refuse, dirt, grime Deficiencies were corrected on or before December 30, 2016.		
Electrical: Electrical	X			Rooms: Staff lunch room, 304, 313, 312, 513, 501, 508, 414 - Electrical outlet covers/light switch covers damaged/missing Rooms: 104, 105, 303, 512 - Light fixture not working Rooms: 105, 301, 321, 314, 313, 312, 316 315, 405, 414, 408, 407, media center - Replace lamps Room: 406 - Lighting covers missing, damaged, loose Deficiencies were corrected on or before December 30, 2016.		
Restrooms/Fountains: Restrooms, Sinks/ Fountains	x			Rooms: Boys RR - Sink/fountain not working Room: 401 - Sink/fountain fixture loose Rooms: 404, 405 - Water pressure inadequate Deficiencies were corrected on or before December 30, 2016.		
<b>Safety:</b> Fire Safety, Hazardous Materials	Х					
Structural: Structural Damage, Roofs	Х					
E <b>xternal:</b> Playground/School Grounds, Windows/ Doors/Gates/Fence						
Overall Rating	Exemplary (	Good Fa	nir Poor			

### **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. The CAAs have replaced the California Alternate Performance Assessment [CAPA] for ELA and mathematics, which were eliminated in 2015. Only eligible students may participate in the administration of the CAAs. CAA items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with 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

	2015-16 CAASPP Results for All Students								
Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)									
Subject	Sch	School District State							
	14-15	15-16	14-15 15-16		14-15	15-16			
ELA	73	70	56	59	44	48			
Math	59	56	43	47	34	36			

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.

CAASPP Results for All Students - Three-Year Comparison									
	Percent of Students Scoring at Proficient or Advanced (meeting or exceeding the state standards)								
Subject		School District State							
	13-14	14-15	15-16	13-14	14-15	15-16	13-14	14-15	15-16
Science	83	86	81	67	64	63	60	56	54

Science test results include California Standards Tests (CSTs), California Modified Assessment (CMA), and California Alternate Performance Assessment (CAPA) in grades five, eight, and ten. Scores are not shown 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.

Grade	2015-16 Percent of Students Meeting Fitness Standards						
Level	4 of 6 5 of 6 6 of 6						
7	13.9	29.3	41.8				

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.

2015-16 CAASPP Results by Student Group Science (grades 5, 8, and 10)						
	Number o	f Students	Percen	t of Students		
Group	Enrolled	with Valid Scores	w/ Valid Scores	Proficient or Advanced		
All Students	573	559	97.6	81.0		
Male	299	292	97.7	82.9		
Female	274	267	97.5	79.0		
Black or African American	27	27	100.0	74.1		
Asian	144	142	98.6	89.4		
Filipino	34	33	97.1	90.9		
Hispanic or Latino	213	207	97.2	73.4		
White	134	130	97.0	85.4		
Two or More Races	21	20	95.2	65.0		
Socioeconomically Disadvantaged	150	146	97.3	72.6		
English Learners	27	26	96.3	46.2		
Students with Disabilities	54	47	87.0	40.4		

Science test results include CSTs, CMA, and CAPA in grades five, eight, and ten. The "Proficient or Advanced" is calculated by taking the total number of students who scored at Proficient or Advanced on the science assessment divided by the total number of students with valid scores. Scores are not shown 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.

		Number of	f Students	Percent	t of Students
Student Group	Grade	Enrolled	Tested	Tested	Standard Met or Exceeded
All Students	7	511	502	98.2	67.3
	8	573	566	98.8	72.9
Male	7	256	253	98.8	64.4
	8	299	297	99.3	66.0
Female	7	255	249	97.7	70.2
	8	274	269	98.2	80.6
Black or African American	7	14	14	100.0	57.1
	8	27	27	100.0	70.4
Asian	7	142	141	99.3	81.6
	8	144	143	99.3	85.3
Filipino	7	35	34	97.1	76.5
	8	34	33	97.1	87.9
Hispanic or Latino	7	192	188	97.9	54.5
	8	213	210	98.6	61.9
White	7	111	108	97.3	69.4
	8	134	133	99.3	75.8
Two or More Races	7	13	13	100.0	76.9
	8	21	20	95.2	60.0
Socioeconomically Disadvantaged	7	133	132	99.3	52.7
	8	150	150	100.0	59.1
English Learners	7	20	20	100.0	20.0
	8	27	26	96.3	26.9
Students with Disabilities	7	52	50	96.2	20.0
	8	54	52	96.3	25.0

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 on the CAAs divided by the total number of students who participated in both assessments. 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. 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.

	Grade	Number of	f Students	Percent of Students		
Student Group		Enrolled	Tested	Tested	Standard Met or Exceeded	
All Students	7	511	501	98.0	55.8	
	8	511	501	98.0	55.8	
Male	7	256	253	98.8	57.1	
	8	256	253	98.8	57.1	
Female	7	255	248	97.3	54.5	
	8	255	248	97.3	54.5	
Black or African American	7	14	14	100.0	53.9	
	8	14	14	100.0	53.9	
Asian	7	142	141	99.3	80.1	
	8	142	141	99.3	80.1	
Filipino	7	35	34	97.1	73.5	
	8	35	34	97.1	73.5	
Hispanic or Latino	7	192	187	97.4	38.0	
	8	192	187	97.4	38.0	
White	7	111	108	97.3	51.4	
	8	111	108	97.3	51.4	
Two or More Races	7	13	13	100.0	53.9	
	8	13	13	100.0	53.9	
Socioeconomically Disadvantaged	7	133	131	98.5	37.2	
	8	133	131	98.5	37.2	
English Learners	7	20	20	100.0	40.0	
	8	20	20	100.0	40.0	
Students with Disabilities	7	52	50	96.2	16.0	
	8	52	50	96.2	16.0	

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 on the CAAs divided by the total number of students who participated in both assessments. 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. 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 Parental Involvement State Priority (Priority 3):

• Efforts the school district makes to seek parent input in making decisions for the school district and each schoolsite.

## **Opportunities for Parental Involvement (School Year 2016-17)**

At Canyon Hills Junior High School we recognize that education is a team effort. Our parents and community play an important role in helping our students succeed. The staff, school, and community work together in efforts to improve the educational process. A number of committees exist to focus these efforts, including the staff leadership team, the PLC team, the School Site Council, and the English Language Learners Advisory Committee. Parents also volunteer in teacher's classes and various activities on campus. We are grateful for the support of the Parent Teacher Student Association and Music Boosters who provide volunteers, funds, and services for numerous activities on campus. Additionally, we offer parent nights about Study Skills, AVID and a Career Fair that involves parents in the community. Our school posts current information on the school website and sends emails to students and parents.

## State Priority: School Climate

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

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

## School Safety Plan

Each school has a detailed School Site Safety Plan for emergencies. Each staff member is assigned a specific responsibility in the event of an emergency. Staff members are trained in the plan's components and procedures. Fire, earthquake, and intruder drills are held on a regular basis so that all students and staff are familiar with emergency procedures. Emergency supplies are located on each campus in the event of an emergency.

Assigned staff monitors school grounds daily before, during, and after school. The District policy regarding campus visitors is enforced by requiring everyone to check in at the school office and obtain a visitor's badge. A visitor sign-in log is located in the school office and all visitors must sign in before going onto the campus. In addition, all visitors must wear an identifying badge while on campus. To increase security, all gates remain locked during the school day, so visitors must enter campus through the school office.

The Chino Valley Unified School District is committed to providing an environment that fosters health and safety, in both form and function. This commitment extends to the process of developing and maintaining a comprehensive Emergency and Disaster Preparedness Plan as a part of the District's Safe Schools Plan and is evident from the individual site to the overall District. These plans delineate actions to protect all students while they are at school. The plans are designed with the help of security staff members, local law enforcement, local fire, and emergency management, and public health officials as required by Education Code 32280-32282.

Plans are reviewed and updated yearly in accordance with Education Code 32286. These plans include procedures to respond to critical incidents, such as fire, earthquake, or intruders. School personnel practice these drills regularly.

The primary purpose of the Chino Valley Unified School District Emergency and Disaster Preparedness Plan is to define roles and responsibilities at the site and between the site and district office management. The Emergency and Disaster Preparedness Plan establishes the minimum requirements for school and site plans throughout the District. This Plan meets the requirements of the Standardized Emergency Management System (SEMS) as mandated by California Code of Regulations, Sections 2400-2450, and the National Incident Management System (NIMS) as mandated by Government Code 8607. It also meets the requirements for earthquake preparedness found in Title 5 (California State Education Code, Sections 35295-35297).

Suspensions and Expulsions						
School	2013-14	2014-15	2015-16			
Suspensions Rate	2.3	2.2	2.2			
Expulsions Rate	0.0	0.0	0.0			
District	2013-14	2014-15	2015-16			
Suspensions Rate	3.8	3.3	3.2			
Expulsions Rate	0.1	0.1	0.1			
State	2013-14	2014-15	2015-16			
Suspensions Rate	4.4	3.8	3.7			
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.

2016-17 Federal Intervention Program					
Indicator	District				
Program Improvement Status		In Pl			
First Year of Program Improvement		2009-2010			
Year in Program Improvement	Year 3				
Number of Schools Currently in Program Impr	13				
Percent of Schools Currently in Program Impro	86.7				

#### Academic Counselors and Other Support Staff at this School

Number of Full-Time Equivalent (FTE)				
Academic Counselor	1.0			
Counselor (Social/Behavioral or Career Development)				
Library Media Teacher (Librarian)				
Library Media Services Staff (Paraprofessional)	1.0			
Psychologist	0.4			
Social Worker				
Nurse	0.6			
Speech/Language/Hearing Specialist	0.7			
Resource Specialist				
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 (Secondary)												
			Number of Classrooms*									
	AV	verage Class Si	ze		1-22		23-32		33+			
Subject	2013-14	2014-15	2015-16	2013-14	2014-15	2015-16	2013-14	2014-15	2015-16	2013-14	2014-15	2015-16
English	28	29	28	9	9	9	15	10	22	18	23	13
Mathematics	29	28	30	7	7	5	15	8	20	16	13	14
Science	30	30	30	4	5	1	15	17	13	17	17	21
Social Science	30	31	30	4	4	2	13	14	20	20	21	16

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 Chino Valley Unified School District is committed to high quality Professional Learning to support the instructional capacity of teachers and leaders. Professional learning opportunities are aligned to CVUSD's Area of Emphasis for Common Core ELA, Common Core Math, 4C's-Critical Thinking, Student Behavior, Instructional Technology and Formative Assessments. These areas were identified by the Teaching and Learning Task Force as focus areas for our district in 2015-16. Professional learning opportunities are evaluated through survey results, feedback, and next steps from End-Users. Professional learning opportunities are varied in its delivery: district-wide days during school hours, after-school workshops and volunteer sessions. Implementation for learning is supported through Site-Based PD from Site Administrators and coaching opportunities from Intervention Specialists.

FY 2014-15 Teacher and Administrative Salaries						
Category	District Amount	State Average for Districts In Same Category				
Beginning Teacher Salary	\$45,894	\$45,092				
Mid-Range Teacher Salary	\$72,057	\$71,627				
Highest Teacher Salary	\$96,096	\$93,288				
Average Principal Salary (ES)	\$114,607	\$115,631				
Average Principal Salary (MS)	\$118,830	\$120,915				
Average Principal Salary (HS)	\$130,574	\$132,029				
Superintendent Salary	\$230,000	\$249,537				
Percent of District Budget						
Teacher Salaries	43%	37%				
Administrative Salaries	5%	5%				

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

FY 2014-15 Expenditures Per Pupil and School Site Teacher Salaries						
	Exp	Average				
Level	Total	Restricted	Unrestricted	Teacher Salary		
School Site	7,798	1,898	5,900	87,669		
District	*	•	6,192	\$81 <i>,</i> 554		
State	• •		\$5,677	\$75 <i>,</i> 837		
Percent Diffe	rence: School	-4.7	7.5			
Percent Diffe	rence: School	3.9	15.6			

Cells with ♦ do not require data.

#### **Types of Services Funded**

The district's general fund includes monies for:

- 1. General operations- services, materials, and support to the general education.
- 2. Specific education-programs offering appropriate, individualized education to students with special needs.
- 3. Special projects- monies from agencies (e.g., federal, state) earmarked for specific services.
- 4. Transportation
- 5. Maintenance and operations
- 6. District administration
- 7. LCFF/LCAP- Serves targeted students of the district See District's LCAP plan located on www.cvusd.k12.ca.us

Each school in the district receives an instructional budget based upon enrollment, programs and on formulas set by the Board of Education policy, state law, agreements with employee bargaining units, and guidelines of outside funding agencies.

#### **DataQuest**

DataQuest is an online data tool located on the CDE DataQuest Web page at http://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.