

Lydia Romero-Cruz Elementary

2701 W. Fifth St. • Santa Ana, CA 92703-3603 • (714) 564-8000 • Grades 4-5
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www.sausd.us/romerocruz

2016-17 School Accountability Report Card Published During the 2017-18 School Year



Santa Ana Unified School District

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School Description

Lydia Romero-Cruz Elementary (Romero-Cruz) is located at 2701 West Fifth Street in Santa Ana California. Romero-Cruz serves students in grades TK, K, 1, 4 and 5. Romero-Cruz fourth and fifth grade students primarily feed from George Washington Carver Elementary School (Pre-K – 3) located at the corner of West Santa Ana Boulevard and North Pacific Avenue and are taught in Structured English Immersion or Mainstream English classes. Transitional kindergarten, kindergarten, and first grade students are enrolled in a Dual Immersion Spanish/English program and are from surrounding areas inside and outside of the SAUSD boundries. Current enrollment is 216 with a student population comprised of 96.76 percent Hispanic/Latino, 97.5 percent socioeconomically disadvantaged, and 57.6 percent English Learners.

Schoolwide Goals

Goal 1: Romero-Cruz students will experience success bridging into Intermediate School and beyond.

Goal 2: Romero-Cruz students will meet grade-level content and linguistic demands.

Goal 3: Romero-Cruz school community will continue to build a culture of high expectations, collaboration, and success for all students.

School Mission

Romero-Cruz Elementary school is committed to providing personalized learning and socioemotional services to all students in order to meet their individual needs and reach their academic goals. Teachers, parents, and staff engage in the decision-making process to ensure access to a variety of standards- based, research-based resources and real-world experiences to assist students in developing 21st Century skills. It is our belief that all students can learn and experience success in college or a career of their choice when they are provided with the appropriate tools, strategies and supports.

District Mission

We assure well-rounded learning experiences, which prepare our students for success in college and career. We engage, inspire, and challenge all of our students to become productive citizens, ethical leaders, and positive contributors to our community, country and a global society.

District Vision

We will work collaboratively and comprehensively with staff, parents, and the community to strengthen a learning environment focused on raising the achievement of all students and preparing them for success in college and career.

District Profile

Santa Ana Unified School District (SAUSD) is the seventh largest district in the state, currently serving nearly 54,000 students in grades K-12, residing in the city of Santa Ana. As of 2016-17, SAUSD operates 36 elementary schools, 9 intermediate schools, 7 high schools, 3 alternative high schools, and 5 charter schools. The student population is comprised of 87% enrolled in the Free or Reduced Price Meal program, 40% qualifying for English language learner support, and approximately 11% receiving special education services. Our district's schools have received California Distinguished Schools, National Blue Ribbon Schools, California Model School, Title I Academic Achieving Schools, and Governor's Higher Expectations awards in honor of their outstanding programs. In addition, 20 schools have received the Golden Bell Award since 1990.

Each of Santa Ana Unified School District's staff members, parent, and community partners have developed and maintained high expectations to ensure every student's intellectual, creative, physical, emotional, and social development needs are met. The district's commitment to excellence is achieved through a team of professionals dedicated to delivering a challenging, high quality educational program. Consistent success in meeting student performance goals is directly attributed to the district's energetic teaching staff and strong parent and community support.

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.

2016-17 Student Enrollment by Grade Level				
Grade Level Number of Students				
Grade 4 147				
Grade 5 142				
Total Enrollment	289			

2016-17 Student Enrollment by Group				
Group	Percent of Total Enrollment			
Black or African American	0			
American Indian or Alaska Native	0			
Asian	0			
Filipino	0			
Hispanic or Latino	99.7			
Native Hawaiian or Pacific Islander	0			
White	0.3			
Two or More Races	0			
Socioeconomically Disadvantaged	99			
English Learners	55			
Students with Disabilities	9			
Foster Youth	0.3			

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						
Lydia Romero-Cruz Elementary	15-16	16-17	17-18			
With Full Credential	11	11	11			
Without Full Credential	0	0	0			
Teaching Outside Subject Area of Competence	0	0	0			
Santa Ana Unified School District	15-16	16-17	17-18			
With Full Credential	*	+	2139			
Without Full Credential	*	+	0			
Teaching Outside Subject Area of Competence	*	+	10			

Teacher Misassignments and Vacant Teacher Positions at this School							
Lydia Romero-Cruz Elementary 15-16 16-17 17-18							
Teachers of English Learners	0	0	0				
Total Teacher Misassignments	0	0	0				
Vacant Teacher Positions	0	0	0				

^{* &}quot;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 2017-18)

All textbooks used in the core curriculum throughout Santa Ana Unified School District are aligned to the California Content Standards and Frameworks. Instructional materials for grades K-8 are selected from the state's list of standards-based materials and adopted by the State Board of Education. Instructional materials for grades 9-12 are standards based and approved by the district's Board of Trustees. On September 12, 2017, the Santa Ana Unified School District's Board of Trustees held a public hearing to certify the extent to which textbooks and instructional materials have been provided to students. The Board of Trustees adopted Resolution No. 17/18-3200 which certifies as required by Education Code §60119 that for the 2017-2018 school year, the Santa Ana Unified School District has provided sufficient textbooks or instructional materials, or both, that are consistent with the content and cycles of the curriculum frameworks adopted by the State Board, to each pupil including those enrolled in a foreign language or health course, and that sufficient laboratory science equipment applicable to science laboratory courses offered in grades 9-12, inclusive, is available to pupils.

Textbooks and Instructional Materials Year and month in which data were collected: August 25th, 2017

Year Adopted	Elementary School Textbook Publisher	Grades
	Mathematics	
2017	Houghton-Mifflin, Expressions	K-5
	Language Arts	
2002	SRA/McGraw Hill <i>Open Court Reading</i>	K-5
2010	Sopris West Language!	4-5
	Science(s)	
2008	MacMillan/ McGraw Hill California Science	K-5
	Social Science	
2007	Scotts Foresman	K-5

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

School Facility Conditions and Planned Improvements (Most Recent Year)

School custodial staff and the district's maintenance department work together to ensure classrooms and campus grounds are well-maintained and kept safe and functioning for students, staff, and visitors. Maintenance and Operations (M&O) employs an electronic work order system enabling school staff to communicate unscheduled maintenance needs, urgent repairs, or special projects. Most of the school's repairs and maintenance projects are performed by the district's highly qualified, professional trade specialists. Emergency situations are immediately resolved either by the school custodian or district maintenance staff, based upon the nature of the situation. Day and evening custodians work closely as a team and with the principal for routine maintenance, daily custodial duties, and special events preparations. The principal and day custodian communicate daily to discuss campus cleaning needs and safety concerns. Every morning before school begins, the custodian and principal inspect facilities for safety hazards, graffiti, and other conditions that require removal prior to students and staff entering school grounds. School safety and cleanliness are the custodians' highest priority and strongly emphasized as a component of their daily routines. Custodians are trained by M&O's administrators on proper cleaning procedures, use of chemicals, and use of equipment. The day custodians are responsible for following an established set of cleaning standards and prioritization procedures for general campus maintenance. The day custodian checks restrooms twice a day as a proactive measure in keeping facilities well stocked, safe, and sanitary. The evening custodians are responsible for thorough cleaning of classrooms, office areas, and restrooms. Groundskeepers are dispatched by the district office to perform general maintenance of landscaping, gardening, sports fields, and irrigation systems.

School Facility Good Repair Status (Most Recent Year) Year and month in which data were collected: 9/29/2017						
System Inspected		Repair	Status		Repair Needed and	
System Inspected	Good Fair		Poor	Action Taken or Planned		
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Х					
Interior: Interior Surfaces	Х					
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	Х					
Electrical: Electrical	Х					
Restrooms/Fountains: Restrooms, Sinks/ Fountains	Х					
Safety: Fire Safety, Hazardous Materials	Х					
Structural: Structural Damage, Roofs	Х					
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Х					
Overall Rating	Exemplary X	Good	Fair	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

2016-17 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	
	15-16 16-17 15-16 16-17 15-16 16-					16-17	
ELA	22	24	31	31	48	48	
Math	18	24	25	25	36	37	

^{*} 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 Test Results in Science for All Students							
	Percent of Students Scoring at Proficient or Advanced (meeting or exceeding the state standards)						
Subject	School District State					ate	
	14-15	15-16	14-15	15-16	14-15	15-16	
Science	28	21	40	41	60	56	

Note: Science test results include California Standards Tests (CSTs), California Modified Assessment (CMA), and California Alternate Performance Assessment (CAPA) in grades five, eight, and ten.

Note: 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.

Note: The 2016-17 data are not available. The California Department of Education is developing a new science assessment based on the Next Generation Science Standards for California Public Schools (CA NGSS). The new California Science Test (CAST) was piloted in spring 2017. The CST and CMA for Science will no longer be administered.

Grade	Fitness Standards		
Level	6 of 6		
5	24.3	29.3	15

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)							
Group	Number of	Students	Percen	Percent of Students			
Group	Enrolled	with Valid Scores	w/ Valid Scores	Proficient or Advanced			
All Students	123	123	100.0	21.1			
Male	55	55	100.0	25.5			
Female	68	68	100.0	17.7			
Hispanic or Latino	122	122	100.0	21.3			
Socioeconomically Disadvantaged	120	120	100.0	20.0			
English Learners	63	63	100.0	9.5			

^{*} 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.

School Year 2016-17 CAASPP Assessment Results - English Language Arts (ELA) Disaggregated by Student Groups, Grades Three through Eight and Eleven

Disagglegated by Student Groups, Grades Three through Light and Lieven						
Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded		
All Students	281	281	100	24.2		
Male	142	142	100	16.9		
Female	139	139	100	31.65		
Hispanic or Latino	280	280	100	23.93		
White						
Socioeconomically Disadvantaged	277	277	100	24.19		
English Learners	247	247	100	20.24		
Students with Disabilities	25	25	100	0		
Students Receiving Migrant Education Services						
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 2016-17 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	281	281	100	24.2			
Male	142	142	100	20.42			
Female	139	139	100	28.06			
Hispanic or Latino	280	280	100	23.93			
White	-						
Socioeconomically Disadvantaged	277	277	100	23.83			
English Learners	247	247	100	22.67			
Students with Disabilities	25	25	100	4			
Students Receiving Migrant Education Services							
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 schoolsite.

Opportunities for Parental Involvement (School Year 2017-18)

Parents are highly encouraged to participate in Romero-Cruz Elementary School's community by volunteering their time, attending informational meetings and school events, and sharing in the decision-making process. The school welcomes parent assistance in the classroom, the library/media center, and at special events and field trips. Romero-Cruz provides multiple opportunities for parent/staff interaction and collaboration in support of students' academic efforts and success. Involvement opportunities include:

- Back to School Night
- Open House
- Teacher/Parent Conferences
- Student Performances
- Fundraisers
- Student Projects and Presentations
- Fifth Grade Promotion Activities
- Student Recognition and Trimester Awards Assemblies
- Monthly General Parent Meetings and LCAP Stakeholder Engagement Meetings
- English Language Advisory Council (ELAC), School Site Council (SSC), and Parent Teacher Organization (PTO) Meetings
- Parent Workshops, ESL and Technology Classes, Parent Center

Parents receive information and updates on the academic progress of their child through:

- Student Agenda
- Progress Reports
- Trimester Report Cards
- State Standardized Assessments Student Reports
- District Benchmark Student Reports
- Individual Parent Conferences, Phone Calls, Electronic Messages
- SST and Board of Review Meetings

Parents are kept current and regularly informed on school programs, beyond the bell student interventions and enrichment opportunities, school/class activities and events, special announcements, policy changes, and curriculum updates. School-to-home communication is provided in both, English and Spanish in the following formats:

- Parentlink
- School Mobile App
- School/Teacher Web Pages
- Public Service Channel 31
- School/Class Newsletters
- Monthly Calendar of Events
- Flyers
- Letters
- School Marquee/Banners
- Parent/Community Meetings

Parents seeking more information on becoming active members in the school community may contact the school administration office at (714) 564-8000.

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 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 current safety plan was reviewed and updated to address the safety plan components and individual responsibilities during the 2016-2017 school year. Schools are required to forward updated safety plans after review to the District Office annually.

Suspensions and Expulsions							
School	2014-15	2015-16	2016-17				
Suspensions Rate	1.5	1.37	0.67				
Expulsions Rate	0	0	0				
District	2014-15	2015-16	2016-17				
Suspensions Rate	3.46	2.98	3.13				
Expulsions Rate	0.06	0.05	0.05				
State	2014-15	2015-16	2016-17				
Suspensions Rate	3.79	3.65	3.65				
Expulsions Rate	0.09	0.09	0.09				

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.

2017-18 Federal Intervention Program					
Indicator	District				
Program Improvement Status	In PI				
First Year of Program Improvement	2004-2005				
Year in Program Improvement	Year 3				
Number of Schools Currently in Program Impr	53				
Percent of Schools Currently in Program Impro	88.3				

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)	.72				
Psychologist	.20				
Social Worker	0				
Nurse	.20				
Speech/Language/Hearing Specialist	.20				
Resource Specialist	1				
Other	0				
Average Number of Students per Staff Member					
Academic Counselor	N/A				

^{*} 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)												
	Assessed Class Cine			Number of Classrooms*								
Grade	Average Class Size		1-20		21-32		33+					
	2014-15	2015-16	2016-17	2014-15	2015-16	2016-17	2014-15	2015-16	2016-17	2014-15	2015-16	2016-17
4	30	30	31				4	4	5			
5	27	27	26			1	5	5	4			
Other	5	5		1	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 curriculum and instructional improvement activities promoted by the Santa Ana Unified School District are aligned to the new Common Core State Standards. Areas of focus for professional development are selected and identified based upon student achievement outcomes, teacher input, newly adopted state standards, and school community stakeholder surveys.

New teachers and teachers not yet fully credentialed are supported by peer coaching and extensive staff development. The Teacher Induction & Professional Support Program (TIPS) is a state-approved program that offers additional support and assistance to newly credentialed teachers. All new teachers are assigned to a Support Provider (mentor teacher) and provided individualized support over a two-year period. More information about the TIPS Induction Program is available on www.sausdtips.org.

Veteran and new teachers may participate in the Peer Assistance Review (PAR) program. Through this program, District's experienced and knowledgeable veteran teachers, referred to as Consulting Teachers, provide ongoing assistance to teachers who need support in the following areas: instruction and instructional practices, classroom management, student assessment and data-driven instructional planning, and any other areas/components in the California Standards for the Teaching Profession (CSTPs).

Additionally, the Santa Ana Unified School District offers multiple trainings and professional learning opportunities throughout the year to support the implementation of current/ongoing and new programs and initiatives. Professional development is scheduled before and after school hours, on Saturdays, and during the summer. All teachers and instructional staff are encouraged to attend workshops and conferences and to participate in online courses and learning opportunities available through the District.

In 2017/18, Romero-Cruz is focusing on the following areas for profesional development:

- AVID K-12 Workshop
- ELD modules
- Positive Behavior Intervention and Supports (PBIS)
- Next Generation Science Standards a (NGSS)
- Math Expressions
- ELPAC
- GLAD Spanish Dual Immersion
- Performance Task Analysis
- ELA Pilot Program Wonders, Maravillas

In 2016/17, Romero-Cruz Focused on the following areas for professional development:

- AVID Elementary Foundations
- Focus on Writing and ELD (Orange County Department of Education)
- MAP Data Analysis
- Vocabulary Strategies
- Reading Academy
- Positive Behavior Intervention and Supports (PBIS)
- SIIPS Intervention
- Lexia
- Next Generation Science Standards a (NGSS)

In 2015-16, Romero-Cruz focused on the following areas for professional development:

- Focus on Writing and ELD (Orange County Department of Education)
- Backwards Planning (Content)
- Technology-Infused Curriculum and Effective Classroom Practices
- Teacher/Student Use of Digital Library (MyON) and Other Digital Resources Training
- Making Meaning through Writing
- Small Group/Targeted Instruction (flexible groupings)
- Data Conversations (individual teachers)

FY 2015-16 Teacher and Administrative Salaries						
Category	District Amount	State Average for Districts In Same Category				
Beginning Teacher Salary	\$56,263	\$47,808				
Mid-Range Teacher Salary	\$85,920	\$73,555				
Highest Teacher Salary	\$109,017	\$95,850 \$120,448				
Average Principal Salary (ES)	\$129,866					
Average Principal Salary (MS)	\$131,985	\$125,592				
Average Principal Salary (HS)	\$147,384	\$138,175 \$264,457				
Superintendent Salary	\$330,743					
Percent of District Budget						
Teacher Salaries	37%	35%				
Administrative Salaries	4%	5%				

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

FY 2015-16 Expenditures Per Pupil and School Site Teacher Salaries							
Local	Ехр	Average Teacher					
Level	Total	Total Restricted Unrestricted					
School Site	\$7,843	\$1,369	\$6,473	\$101,385			
District	•	*	\$6,674	\$90,751			
State	•	*	\$6,574	\$79,228			
Percent Diffe	erence: School	-3.0	11.7				
Percent Diffe	erence: School	-1.5	28.0				

Cells with ♦ do not require data.

Types of Services Funded

In addition to general fund state funding, Santa Ana Unified School District received federal, state, and local aid for categorical, special education, and support programs, including but not limited to:

- After School Education and Safety (ASES) (Proposition 49)
- California Career Pathways Trust
- California Clean Energy Jobs Act (Prop 39)
- Carl Perkins
- Carol M White PEP Grant
- Gear Up IV (RSCC Fiscal Agent)
- Irvine Mathematics Project IMP
- Lighthouse Academy Project Governor's CTE Initiative: CA Partnership Academies
- Lottery: Instructional Materials
- Medi-Cal Billing Options
- Migrant Ed
- Nutrition Education and Obesity Prevention (NEOP) Grant Program
- Partnership Academies Program
- Special Education
- Title I, II, III, and IV part B

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.