Pegasus High School

617 North Jackson Avenue • San Jose, CA, 95133 • 408.928.5440 • Grades 11-12
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2017-18 School Accountability Report Card
Published During the 2018-19 School Year

East Side Union High School District
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School Description

Vision: "With great care and pride, we will teach all students to use the power of their mind to achieve academic, personal, and social success."

Mission Statement: To provide a safe and caring learning environment where students achieve the academic, personal, and social development required to continue learning, to pursue post-secondary education, to compete in a dynamic job market and to participate in a diverse, democratic society.

Pegasus is a "Small But Necessary" continuation school in the East Side Union High School District. Pegasus offers its students an alternative method of schooling in a small school environment, which emphasizes personalized instruction. Pegasus is contiguous to the campus of Independence High School and currently serves 135 students, 60-75 students in our morning program and 60-75 students in our afternoon program. The student population does change at times; the school is run on an "open entry/open exit" basis. Students completing their requirements mid-semester, students transferring back to their home school, and students referred to another alternative program allow for the enrollment of new students. The ethnic breakdown of the students varies year to year, but the vast majority of the students are Hispanic, with smaller numbers of African American, Asian, Filipino, Pacific Islander, and White.

The students who are eligible to attend Pegasus live within the East Side Union High School boundary and are juniors or first semester seniors. Pegasus does serve a small number of RSP students, but not other special education programs. At Pegasus students are re-connected to the academic life, to their families and to their communities by pertinent, personalized, persistent interventions by the staff. Working toward graduation from high school is the driving force behind Pegasus High School. Class size is small (normally 20-25 students) to facilitate a student-centered/standards-based curriculum that can be individualized, and to increase personal counseling services. Students enrolled here need a flexible educational environment due to their need for employment, raising a family, or other personal issues that require schedule adjustments. Students may earn up to 25 credits from their Pegasus core classes per semester. Students can catch up on their credits quickly from the Home Room Credit portion of the curriculum. They also can earn credits from SV-CTE (Silicon Valley Career Technical Education) and to a lesser extent, adult education classes or community college classes. Active adult guidance, supervision and intervention are provided for each student daily. Instruction is personalized at Pegasus for each student. The school offers the opportunity for students to develop close relationships with staff members and continue their progress toward high school graduation. In this environment students are supported in developing self-esteem. Students learn how to make commitments and keep them. Parents are invited to be positively involved with the school, which greatly enhances student achievement.

Pegasus High School provides both a small school environment and an alternative method of schooling for eleventh and twelfth grade students. With a primary emphasis on personalized instruction, each student is afforded the opportunity to develop strong relationships with the staff members and to progress in a positive, supportive environment toward a high school diploma. Students are supported in their personal development of self-esteem and positive decision making, while learning how to make commitments and keep them.

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**
Grade 11	48
Grade 12	77
Total Enrollment	125

2017-18 Student Enrollment by Group	
Group	**Percent of Total Enrollment**
Black or African American	5.6
American Indian or Alaska Native	2.4
Asian	8.0
Filipino	3.2
Hispanic or Latino	77.6
Native Hawaiian or Pacific Islander	0.8
White	2.4
Socioeconomically Disadvantaged	64.8
English Learners	17.6
Students with Disabilities	11.2
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			
Pegasus High School	**16-17**	**17-18**	**18-19**
With Full Credential	6	6	6
Without Full Credential	0	0	0
Teaching Outside Subject Area of Competence	0	0	0
East Side Union High School District	**16-17**	**17-18**	**18-19**
With Full Credential	♦	♦	991.5
Without Full Credential	♦	♦	50.6
Teaching Outside Subject Area of Competence	♦	♦	0

Teacher Misassignments and Vacant Teacher Positions at this School			
Pegasus High School	**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)

Textbooks and Instructional Materials Year and month in which data were collected: October 2018	
Core Curriculum Area	**Textbooks and Instructional Materials/Year of Adoption**
Reading/Language Arts	English 1 – "The Language of Literature" Grade 9 McDougal Littell 2002 English 2 – "The Language of Literature" Grade 10 McDougal Littell 2002 English 3--MyPerspectives: American Literature//Pearson **The textbooks listed are from most recent adoption:** Yes **Percent of students lacking their own assigned textbook:** 0%
Mathematics	CCSS Math 1 – "Big Ideas Integrated Mathematics I," Big Ideas Learning, LLC 2016 CCSS Math 2 – "Big Ideas Integrated Mathematics II," Big Ideas Learning, LLC 2016 CCSS Math 3 – "Big Ideas Integrated Mathematics III," Big Ideas Learning, LLC 2016 **The textbooks listed are from most recent adoption:** Yes **Percent of students lacking their own assigned textbook:** 0%
Science	Integrated Science 1 – "Spectrum Physical Approach/Science/Explorations" Holt 2001, 03, 04 Biology – NGSS Biology - The Living Earth -- STEMscopes, eTextbook and Web-based resources **The textbooks listed are from most recent adoption:** Yes **Percent of students lacking their own assigned textbook:** 0%
History-Social Science	World History – "Modern World History" McDougal-Littell 2003 US History – "The American Vision" Glencoe/McGraw Hill 2006 American Government – "Government Alive! Power, Politics and You" TCI 2014 Economics – "Econ Alive! The Power to Choose" TCI 2015 **The textbooks listed are from most recent adoption:** Yes **Percent of students lacking their own assigned textbook:** 0%
Foreign Language	Textbooks and Instructional Materials in use are standards aligned and officially adopted **The textbooks listed are from most recent adoption:** Yes **Percent of students lacking their own assigned textbook:** 0%
Health	Textbooks and Instructional Materials in use are standards aligned and officially adopted **The textbooks listed are from most recent adoption:** Yes **Percent of students lacking their own assigned textbook:** 0%
Visual and Performing Arts	Textbooks and Instructional Materials in use are standards aligned and officially adopted **The textbooks listed are from most recent adoption:** Yes **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)

Overview

The District makes every effort to ensure that all schools are clean, safe, and functional. To assist in this effort, the district uses a facility survey instrument developed by the State of California Office of Public School Construction. The results of this survey are available at the school office and at the district office.

Cleaning Process and Schedule

The district's Board of Trustees has adopted cleaning standards for all schools in the district. The Leadership Team works daily with the custodial staff to develop cleaning schedules to ensure a clean and safe school.

Deferred Maintenance Budget

The district participates in the State School Deferred Maintenance Program, which provides state matching funds on a dollar-for-dollar basis, to assist school districts with expenditures for major repair or replacement of existing school building components. Typically, this includes roofing, plumbing, heating, air conditioning, electrical systems, interior or exterior painting, and floors systems.

Age of School Buildings

The main school campus has been in existence since 1976.

Modernization

Pegasus is currently located in portables on Educational Park Drive. We are awaiting the completion of a modernization project in the J building on the Independence campus which will be the future home of Pegasus.

School Facility Good Repair Status (Most Recent Year) Year and month in which data were collected: 6/22/18		
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	
Safety: 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

Subject	2017-18 CAASPP Results for All Students Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)					
	School		District		State	
	16-17	17-18	16-17	17-18	16-17	17-18
ELA	14.0	19.0	63.0	59.0	48.0	50.0
Math	0.0	0.0	39.0	38.0	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.

Subject	CAASPP Test Results in Science for All Students Percent of Students Scoring at Proficient or Advanced (meeting or exceeding the state standards)					
	School		District		State	
	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

School Year 2017-18 CAASPP Assessment Results - English Language Arts (ELA) Disaggregated by Student Groups, Grades Three through Eight and Eleven				
Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	51	47	92.16	19.15
Male	21	19	90.48	5.26
Female	30	28	93.33	28.57
Black or African American	--	--	--	--
American Indian or Alaska Native	--	--	--	--
Asian	--	--	--	--
Hispanic or Latino	39	36	92.31	16.67
White	--	--	--	--
Two or More Races	--	--	--	--
Socioeconomically Disadvantaged	28	27	96.43	14.81
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	51	37	72.55	0
Male	21	18	85.71	0
Female	30	19	63.33	0
Black or African American	--	--	--	--
American Indian or Alaska Native	--	--	--	--
Asian	--	--	--	--
Hispanic or Latino	39	32	82.05	0
White	--	--	--	--
Two or More Races	--	--	--	--
Socioeconomically Disadvantaged	28	19	67.86	0
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)
At the time of the initial enrollment (orientation), a parent is required to attend a conference with a Homeroom Teacher to discuss the expectations of all parties involved (parent, student and staff). The student's Personal Learning Plan is discussed with the student and parent to identify the specific needs that will have to be addressed in order for the student to reach his/her graduation goal. At the beginning of each semester, teachers hold a conference to again discuss the needs of the students using the PLP.

Back-to-School Night is held in October, after the end of the first grading period. Parents are given a copy of the student's grades and amount of credits earned. Parents are encouraged schedule the first parent/teacher conference at this time. The teachers frequently call home and have a close relationship with the student and family.

Parents are also encouraged to be members of the School Site Council.

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

Pegasus High School is located on the campus of Independence High School, therefore the entire discipline and safety team of Independence works in conjunction with Pegasus. The East Side Union High School District believes that providing a safe learning environment is critical to student success. The following actions have been taken to create safe schools:

- Creation of an Office of Safety to coordinate the district's multi-disciplinary team and supervise police on campus.
- Development of District and School Safety Plans containing emergency directories, action plans, responsibilities, duties and procedures for all emergencies.
- Enforcement of a closed campus. Students are not allowed to leave without permission.
- Posting of unacceptable behaviors and consequences in each school classrooms and in the student handbooks.
- A requirement of all staff and students to wear identification badges.
- Establishment of Healthy Start/Student Support Services on campuses to provide support services to students and their families.
- Implementation of Student Attendance Review Board (SARB) to deal with truant students.
- Implementation of earthquake, fire, and lock-down drills (Run-Hide-Defend) at each school.
- Development and implementation of a model critical response training program for all schools.

Suspensions and Expulsions			
School	**2015-16**	**2016-17**	**2017-18**
Suspensions Rate	0.0	4.8	1.9
Expulsions Rate	0.0	1.2	0.6
District	**2015-16**	**2016-17**	**2017-18**
Suspensions Rate	3.8	4.0	3.7
Expulsions Rate	0.1	0.1	0.1
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	.2
Counselor (Social/Behavioral or Career Development)	0
Library Media Teacher (Librarian)	0
Library Media Services Staff (Paraprofessional)	0
Psychologist	0
Social Worker	0
Nurse	0
Speech/Language/Hearing Specialist	0
Resource Specialist (non-teaching)	0
Other	0
Average Number of Students per Staff Member	
Academic Counselor	625

* 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)											
	Average Class Size			**Number of Classrooms***								
				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	21.0	21.0	20.0	5	5	6	3	3	2			
Mathematics	9.0		18.0	8		4						
Science	15.0	18.0	19.0	5	3	4		1				
Social Science	14.0	14.0	14.0	11	8	12	1	4				

* 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

Professional development opportunities for staff members are multifaceted and clearly and consistently linked to the state's standards, district goals, the school's core values, and occur during the school year and summer break. Our school has a coherent, comprehensive plan for professional development that is data driven and directly linked to teaching and learning. Not only do teachers and staff participate in staff development opportunities at the school, but they also take advantage of multiple professional development opportunities at the District. In addition, many teachers take professional growth classes at local colleges and universities and attend workshops offered by the Santa Clara County Office of Education. Induction and new teacher orientation meetings support new instructors. The school has created and successfully implemented a collaboration model for professional development. A professional development consultant was contracted to increase the technological proficiency of our teachers to use digital learning tools and software to create a more interactive classroom environment. Professional development around technology was also aligned to Common Core Standards. School wide and departmental meetings are held regularly so that teachers can continue to work on professional development to support school-wide efforts to align curriculum with rigorous state content standards as well as to provide instructional support for literacy and differentiation to assure the achievement of all students.

To ensure a cycle of continuous improvement, professional development is personalized to address the needs of all subject-area teachers, staff, and administrators. Not only do professional development activities for teachers reflect a best practices approach, but they also align with the California Standards for the Teaching Profession. Teachers and staff participate in professional development that is aligned with their individual fields and district plans at multiple levels. At the school level, professional development is structured to have a generalized focus (e.g., standards-based instruction), and specific facets of the professional development program (e.g., specific instructional strategies) are personalized to address the specific content area dynamics and needs. For example, in English, teachers are examining student work to ascertain effective standards-based instructional strategies. The district also offers a multitude of professional development opportunities to broaden teachers' knowledge, enhance their classroom management skills, and augment their repertoire of best practices instructional strategies.

FY 2016-17 Teacher and Administrative Salaries		
Category	**District Amount**	**State Average for Districts In Same Category**
Beginning Teacher Salary	$55,349	$50,747
Mid-Range Teacher Salary	$90,881	$86,127
Highest Teacher Salary	$112,154	$106,915
Average Principal Salary (ES)	$0	
Average Principal Salary (MS)	$0	$136,636
Average Principal Salary (HS)	$146,943	$150,286
Superintendent Salary	$286,275	$238,058
Percent of District Budget		
Teacher Salaries	34.0	34.0
Administrative Salaries	4.0	5.0

* 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	**Expenditures Per Pupil**			**Average Teacher Salary**
	Total	**Restricted**	**Unrestricted**	
School Site	$8,627	$124	$8,503	$94,758
District	◆	◆	$7,376	$89,332
State	◆	◆	$7,125	$85,815
Percent Difference: School Site/District			14.2	8.2
Percent Difference: School Site/ State			25.6	13.5

* 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

Pegasus High School implemented two supplemental programs for its students. Tutoring classes are provided for both English Language Arts and Math by credentialed teachers in those subject areas. Our other programs are offered as Wednesday evening and Saturday morning intervention for students needing academic support as well as those needing to recover missed instructional minutes.

Dropout Rate and Graduation Rate (Four-Year Cohort Rate)			
Pegasus High School	**2014-15**	**2015-16**	**2016-17**
Dropout Rate	19.8	20.9	20.2
Graduation Rate	75.6	77.9	73.7
East Side Union High School District	**2014-15**	**2015-16**	**2016-17**
Dropout Rate	11.7	10.0	20.5
Graduation Rate	83.0	85.0	71.5
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	71
% of pupils completing a CTE program and earning a high school diploma	52%
% 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	100.0
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**		
	School	**District**	**State**
All Students	80.4	84.1	88.7
Black or African American	71.4	75.3	82.2
American Indian or Alaska Native	0.0	0.0	82.8
Asian	75.0	95.0	94.9
Filipino	40.0	92.2	93.5
Hispanic or Latino	87.9	76.3	86.5
Native Hawaiian/Pacific Islander	100.0	67.7	88.6
White	75.0	92.7	92.1
Two or More Races	0.0	89.2	91.2
Socioeconomically Disadvantaged	88.3	83.8	88.6
English Learners	92.3	62.3	56.7
Students with Disabilities	45.5	62.0	67.1
Foster Youth	0.0	59.3	74.1

Career Technical Education Programs

Pegasus High School does not have any CTE programs offered on campus, but the majority of our students attend SV-CTE.

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.