Pony Express Elementary

1250 56th Avenue • Sacramento, CA 95831 • 916.395.4690 • Grades K-6
Gino Dobrescu, Principal
Gino-Dobrescu@scusd.edu
https://ponyexpress.scusd.edu/

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



Sacramento City Unified School District 5735 47th Avenue Sacramento, CA 95824 (916) 643-7400

www.scusd.edu District Governing Board

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School Description

Pony Express Elementary School is located in the south end of the district in a middle class family oriented neighborhood. We educate 408 students from kindergarten through sixth grade. Students come from various ethnicities, backgrounds, home languages, and academic abilities. To answer the needs of all of our students, we offer the following programs: Autistic Pre-School, Resource Specialist Program, full day self contained classes Gifted and Talented Education (GATE), English Language Development, Special Day Class (Developmentally), Clubs, tutoring, and after school care through ASES and 4th "R".

The home/school connection is strong. School advisory groups and Parent Teacher Association (PTA) actively participate at the school. We participate in activities that increase our involvement with the community. We work with various community groups, such as Little League, Greenhaven Soccer Club, Sac Youth Band, and Parks and Recreation to make our school the center for community activities. Our 4th R before- and after-school program works closely with the school to reinforce schoolwork and participates in our fundraising efforts. In addition, our daily after-school only program, ASES, helps students finish their homework, improve literacy, and participate in enrichment activities.

Pony Express Elementary has received recognition as a S.C.U.S.D Exemplary School and a School On the Move. 52% of students are at grade level or above, and we have moved many students forward in their achievement. We also have the distinction of being a Title I Academic Achievement School and a Distinguished California Distinguished School. Out of 5,741 public elementary schools in California, only 48 schools can proudly proclaim these double awards in one year.

School Vision: Our vision for success is a safe school where all students are empowered to achieve high academic standards, be critical thinkers and become technologically prepared for a competitive global society.

Goal: Every student will be on grade level or above by the end of sixth grade. To achieve this goal, we ensure that all students demonstrate one to one-and-a-half year's growth per year. We emphasize the basic skills, the facts, the application of skills and facts, and intellectual skills. We develop caring, empathetic, compassionate human beings, and we seek to develop each student's individual strength.

We have high expectations. We provide successful, effective teaching. All students are treated with respect and compassion in an environment where all can meet with success. Our teachers are focused and teach in a way that youngsters acquire positive attitudes toward learning. All students achieve to their highest potential.

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	48			
Grade 1	42			
Grade 2	59			
Grade 3	67			
Grade 4	53			
Grade 5	62			
Grade 6	68			
Total Enrollment	399			

2017-18 Student Enrollment by Group				
Group	Percent of Total Enrollment			
Black or African American	11.5			
American Indian or Alaska Native	0.5			
Asian	19.3			
Filipino	2.8			
Hispanic or Latino	38.3			
Native Hawaiian or Pacific Islander	1.3			
White	13.5			
Socioeconomically Disadvantaged	67.4			
English Learners	17.0			
Students with Disabilities	13.5			
Foster Youth	1.3			

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					
Pony Express Elementary	16-17	17-18	18-19		
With Full Credential	18	17	19		
Without Full Credential	0	0	1		
Teaching Outside Subject Area of Competence	0	0	0		
Sacramento City Unified School District	16-17	17-18	18-19		
With Full Credential	*	*	2007		
Without Full Credential	+	*	116		
Teaching Outside Subject Area of Competence	•	•	0		

Teacher Misassignments and Vacant Teacher Positions at this School							
Pony Express 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)

The district instructional material evaluation committee, consisted of members representing teachers, administrators, other staff, students, parents/guardians, and community, ensures that the selected textbooks, technology-based materials and other educational materials effectively support the district's adopted courses of study and meet current curricular goals and California Content Standards. Teachers, students, parents/guardians and community members have the opportunity to review and provide input about the instructional materials being considered for adoption. Recommendations for the adoption and/or withdrawal of instructional materials by the instructional material evaluation committee are presented to the Board by the Superintendent or designee and include documentation supporting the recommendation. In some instances, the considered textbooks and/or instructional materials are piloted for a period of time before being recommended for adoption to the Board of Education.

	Textbooks and Instructional Materials Year and month in which data were collected: Feb	ruary, 2018				
Core Curriculum Area	Textbooks and Instructional Ma	aterials/Year of Adoption				
Reading/Language Arts	Benchmark Advance Texts for English Language Developme Benchmark Advance Texts for English Language Developme	ent 1st 2017 Adopted 2018 ent 2nd 2017 Adopted 2018 ent 3rd 2017 Adopted 2018 ent 4th 2017 Adopted 2018 ent 5th 2017 Adopted 2018				
	Benchmark Advance English Language Kinder 2017 Adopted 2018 Benchmark Advance English Language 1st 2017 Adopted 2018 Benchmark Advance English Language 2nd 2017 Adopted 2018 Benchmark Advance English Language 3rd 2017 Adopted 2018 Benchmark Advance English Language 4th 2017 Adopted 2018 Benchmark Advance English Language 5th 2017 Adopted 2018 Benchmark Advance English Language 6th 2017 Adopted 2018					
	The textbooks listed are from most recent adoption: Percent of students lacking their own assigned textbook:	Yes 0%				
Mathematics	EnVision Math Grade Kinder 2015 Adopted 2014 EnVision Math Grade 1 2015 Adopted 2014 EnVision Math Grade 2 2015 Adopted 2014 EnVision Math Grade 3 2015 Adopted 2014 EnVision Math Grade 4 2015 Adopted 2014 EnVision Math Grade 5 2015 Adopted 2014 EnVision Math Grade 6 2015 Adopted 2014					
	The textbooks listed are from most recent adoption:	Yes				
	Percent of students lacking their own assigned textbook:	0%				
Science	Science Macmillan: Kinder 2008 Adopted 2008 Science Macmillan: 1 2008 Adopted 2008 Science Macmillan: 2 2008 Adopted 2008 Science Macmillan: 3 2008 Adopted 2008 Science Macmillan: 4 2008 Adopted 2008 Science Macmillan: 5 2008 Adopted 2008 Earth science: 6 2007 Adopted 2007					
	The textbooks listed are from most recent adoption: Percent of students lacking their own assigned textbook:	Yes 0%				
History-Social Science	We learn together: Kinder 2007 Adopted 2006 Family and friends: 1st 2007 Adopted 2006 People and places: 2 2007 Adopted 2006 California Communities: 3 2007 Adopted 2006 Our Golden State: 4 2007 Adopted 2006 Making a new nation: 5 2007 Adopted 2006 Ancient Civilizations: 6 2007 Adopted 2006					
	The textbooks listed are from most recent adoption: Percent of students lacking their own assigned textbook:	Yes 0%				

School Facility Conditions and Planned Improvements (Most Recent Year)

Pony Express Elementary School, built in 1964, received Facility Inspection Tool (FIT) overall repair rating score of "exemplary" from its most recent facility inspection in June 2018. The district governing Board has adopted cleanliness standards for all district schools to ensure that all schools are clean, safe and functional. The district Operations Department takes great pride following a work order process that provides efficient and timely services to all the sites. The principal works directly with the site custodial staff to develop cleaning schedules to ensure that the school is clean and safe.

The passage of Measure Q, the district's 2012 general obligation bond, provided facility upgrade funding to all district schools. The district performed Quick Strike projects during the summer of 2014, which allowed schools to pick from one of the following improvements: 1) marquees, 2) closed-circuit television (CCTV) surveillance, 3) exterior painting, or 4) seal coating and striping of parking lots or playgrounds. Fire alarms at all the district schools were upgraded. Additional 10 million dollars have been allocated for safety and security upgrades, which are expected to begin in 2019.

Funding from the federal government through Universal Service Administrative Company (USAC) provided for technology infrastructure improvements to the district's wireless connectivity. The improvements, which are expected to be completed by the end of 2019, will increase classroom internet access and digital voice communication.

School Facility Good Repair Status (Most Recent Year) Year and month in which data were collected: 6/11/2018					
System Inspected Repair Status Repair Needed and Action Taken or Planned					
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good				
Interior: Interior Surfaces	Good				
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	Good				
Electrical: Electrical	Good				
Restrooms/Fountains: Restrooms, Sinks/ Fountains	Good				
Safety: Fire Safety, Hazardous Materials	Good				
Structural: Structural Damage, Roofs	Good				
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Good				
Overall Rating	Exemplary	Work orders made for all deficiencies. Repairs made.			

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	School District State				ite
	16-17	17-18	16-17	17-18	16-17	17-18
ELA	47.0	47.0	39.0	40.0	48.0	50.0
Math	44.0	52.0	31.0	32.0	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	School District State					
	16-17	17-18	16-17 17-18 16-17 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	12.3	38.6	43.9			

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 246 245 99.59 47.35 Male 135 42.22 135 100.00 Female 111 110 99.10 53.64 Black or African American 29 29 100.00 17.24 American Indian or Alaska Native Asian 48 48 100.00 64.58 **Filipino** ------**Hispanic or Latino** 84 84 100.00 42.86 Native Hawaiian or Pacific Islander White 41 40 97.56 57.50 36 36 100.00 47.22 Two or More Races Socioeconomically Disadvantaged 159 159 100.00 37.11 **English Learners** 48 48 100.00 43.75 Students with Disabilities 97.22 14.29 36 35 **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 Number Percent Percent Enrollment Tested Tested Met or Exceed							
All Students	246	245	99.59	52.24			
Male	135	135	100	53.33			
Female	111	110	99.1	50.91			
Black or African American	29	29	100	17.24			
American Indian or Alaska Native							
Asian	48	48	100	70.83			
Filipino							
Hispanic or Latino	84	84	100	46.43			
Native Hawaiian or Pacific Islander			1				
White	41	40	97.56	65			
Two or More Races	36	36	100	52.78			
Socioeconomically Disadvantaged	159	159	100	42.77			
English Learners	48	48	100	54.17			
Students with Disabilities	36	35	97.22	14.29			
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)

Our Parent Teacher Association (PTA) offers a myriad of parental involvement opportunities ranging from being a room parent to volunteering at school to donating time and resources to school activities. In addition, we have School Site Council (SCC) that meet periodically during the year to advise the principal on program and budget decisions. Our parents also attend the district level meetings of each council or committee.

For more information with PTA, contact Erin Fong or Rod Fong at (916) 395-4690

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

Sacramento City Unified School District
Comprehensive Safe School Plan 2018-2019

Section 1 Crisis Communication Flow
Section 2Site Level Emergency Procedures:

- (a) Lockdown Response
- (b) Fire
- (c) Bomb Threat, ATF Bomb Threat Checklist
- (d) Active Shooter
- (e) Chemical Accident
- (f) Severe Weather / Loss of Power (City of Sacramento)
- Section 3.....Earthquake Emergency Procedures
- Section 4...... Site Level Use of Schools as a Community Shelter **
- Section 5.....District Policies Related to Safety and Missing Student Protocol:
- (a) Board Policy 5021: Custodial & Parent Rights
- (b) Mandated Child Abuse Reporting
- (c) Suicide Risk Assessment
- (d) Missing Student Protocol
- Section 6.....Bullying Policies and Procedures
- Section 7......Dangerous Student Notification / Email Notifications Made by IT Dept.
- Section 8.....Wellness Plan
- Section 9......District Handbook
- ** To be determined by The American Red Cross and the Office of Emergency Services
- Section 10.....Component I: Social Climate

Component II: Physical Climate/Campus

- Section 11.....Site Level Incident Command System (ICS) roles and ICS Team
- Section 12................Site Level Communication Procedures
- Section 12 (a)Emergency Phone Tree
- Section 13......Before and After School Programs Coordinators and Contact Numbers / Days and Hours of Operation on Campus
- Section 14.....Site Level Safe Ingress & Egress Procedures and Route Maps
- Section 15...Site Level Family Reunification Plans
- Section 15(a)..... Reunification Logs
- Section 16.....* Site Level Provisions for Students/Staff with Special Needs
- Section 16(a).....Site Evacuation for Persons With Special Needs
- Section 17.....School Site Safety Committee Member List and Approval of CSSP
- Section 18...Staff / School Handbook
- Section 19.....Site Map (Please Label All Rooms)
- Section 20.....OPTIONAL-Additional Site-Specific Safety Information

Confidential

The Comprehensive Safe School Plans for the Sacramento City Unified School District are revised annually to ensure the contents of the plans are uniform and updated to address the components set forth in Section 32282 of the 2018 California Education Code. This plan is a work in progress as the Safe Schools Office and the Sacramento Police Department continue to seek the most current information and advice from subject matter experts.

Suspensions and Expulsions								
School	pol 2015-16 2016-17 2017-18							
Suspensions Rate	2.4	4.0	5.3					
Expulsions Rate	0.0	0.0	0.0					
District	2015-16	2016-17	2017-18					
Suspensions Rate	5.8	6.3	6.2					
Expulsions Rate	0.0	0.0	0.0					
State	2015-16	2016-17	2017-18					
Suspensions Rate	3.7	3.7	3.5					
Expulsions Rate	0.1	0.1	0.1					

D. Other SARC Information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

Academic Counselors and Other Support Staff at this School Number of Full-Time Equivalent (FTE)				
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	1.0			
Resource Specialist (non-teaching)	1.0			
Other	0			
Average Number of Students per Staff Member				
Academic Counselor	0			

One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Average Class Size and Class Size Distribution (Elementary)												
	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	29	18	24		2		2		2			
1	28	24	21			1	1	2	1			
2	24	22	20		1	2	2	2	1			
3	27	25	23				2	2	3			
4	29	27	26				2	2	2			
5	27	26	29		1		3	1	2			
6	25	88	136	1	1		1	3		1	1	3
Other	198		7			1	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

To realize the vision of Sacramento City Unified School District, which is to fully prepare all students for college and career, it is imperative that the district provides numerous opportunities to expand the professional repertoire of its administrators and teachers.

To that end, the district has crafted a high quality professional program that is focused on Literacy (including ELA Common Core Standards), English Language Learners, Differentiation of Instruction, Data Inquiry, Culturally and Linguistically Teaching and Learning, and Conceptual Understanding of Mathematics. The learning opportunities afforded through this program deeply align with the needs of our individual schools, as well as our strategic plan, and connect to every aspect of school practice: thinking curriculum, intentional instructional practices, assessment for learning, and lesson design.

Professional learning opportunities are offered during school hours and outside of contracted hours. In addition to on-site coaching and regular professional learning opportunities, a designated collaborative Thursday time provides the opportunity for teachers to engage in collaborative professional learning at their respective schools focusing on deepening their content knowledge, strengthening their instructional repertoire, improving their assessment strategies, and fostering a shared sense of responsibility.

FY 2016-17 Teacher and Administrative Salaries						
Category	District Amount	State Average for Districts In Same Category				
Beginning Teacher Salary	\$43,472	\$47,903				
Mid-Range Teacher Salary	\$62,117	\$74,481				
Highest Teacher Salary	\$93,765	\$98,269				
Average Principal Salary (ES)	\$120,748	\$123,495				
Average Principal Salary (MS)	\$127,364	\$129,482				
Average Principal Salary (HS)	\$139,247	\$142,414				
Superintendent Salary	\$290,000	\$271,429				
Percent of District Budget						
Teacher Salaries	31.0	35.0				
Administrative Salaries	5.0	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							
I must	Ехр	Average					
Level	Total	Restricted	Unrestricted	Teacher Salary			
School Site	\$7,700	\$966	\$6,734	\$73,217			
District	•	*	\$6,048	\$72,113			
State	•	*	\$7,125	\$80,764			
Percent Diffe	erence: School	-2.5	4.5				
Percent Diffe	erence: School	-10.9	-7.3				

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

SCUSD and district schools provide supplemental programs and services through categorical funds and other sources to support the needs of all students, including GATE, students with disabilities and English learners. Programs and services such as enrichment program, family engagement activities, supplemental instructional materials, and academic, social and emotional support programs help our students achieve grade level readiness, mastery of the California Common Core State Standards (CCSS), and college and career readiness. Pony Express Elementary School and district supplemental programs and services include:

- Tutoring
- Supplemental instructional materials and books
- Access to technology
- Instructional Aide Support
- Targeted Instruction Support
- Family Events
- Student/Family Primary Language Support through translations
- Translation for Home-School Communication in letters home and phone calls
- Gifted and Talented Education (GATE)
- Special Education
- Professional Development
- Instructional assistants in our special education classes

Please check with your child's principal to receive information regarding the services that are specific to your child's school.

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.