San Luis Coastal Unified School District

Monarch Grove Elementary School

Transitional Kindergarten through Grade 5

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2020-2021 School Accountability Report Card Published During 2021-2022

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Our Vision

San Luis Coastal prepares each student for a life of purpose.

Our students become courageous and creative thinkers. They are college and career ready, skillful collaborators, and productive contributors to a diverse and rapidly evolving world.

Our Mission

San Luis Coastal Unified School District educates students through rigorous, relevant, and engaging experiences provided by caring, connected staff with support of the entire community.

DISTRICT OFFICE

1500 Lizzie Street San Luis Obispo, CA 93401 Phone: (805) 549-1200 Fax: (805) 549-9074 E-mail: district@slcusd.org Web Site: www.slcusd.org

Eric Prater, Ed. D. Superintendent

Ryan Pinkerton Assistant Superintendent Business Services

Diane Frost Assistant Superintendent Educational Services

The District identified the following six core principles to illustrate their values and commitment to students, staff, families, and the community as a whole. The School Board and District staff will use these principles as a guide to decision-making for the District's future.

2021-2025:

All Means All: All staff focus on success for all students. There are many pathways and opportunities for students to learn, achieve, and celebrate their intellectual, creative, personal, and future success.

High Expectations: Expectations for students, parents, and staff are clearly defined, understood, and shared. Students, parents, and staff are empowered, supported, and provided training and professional development opportunities to meet expectations. SLCUSD creates learning environments that empower students to take ownership over their learning in order for them to find purpose, meaning, and joy in their education and to excel beyond high school.

Respect and Integrity: Communication and interactions among and between students, staff, and parents is defined by mutual respect, trust, empathy, and support. SLCUSD strives to create a safe space for students to learn about themselves, other people, and the world around them. Collaboration and Civil Discourse: The organization works collaboratively and creatively to ensure student success in a supportive environment. Decisions are made with stakeholder input and participation. Critical thinking, collegial dialogue and civil discourse around challenging problems are expected. Successes are recognized and celebrated.

Culture of Care and Safety: Schools and all district work sites are safe and secure environments for students, parents, and staff. SLCUSD focuses on the social-emotional needs of our students, values students' voices, and creates nurturing and inclusive school communities. Students, staff and families are compassionate school community members.

Continuous Improvement: Staff, students, and parents collaboratively evaluate progress using multiple, reliable measures, and make changes when necessary.

I. Data and Access

Ed-Data is a partnership of the CDE, EdSource, and the Fiscal Crisis and Management Assistance Team (FCMAT) that provides extensive financial, demographic, and performance information about California's public kindergarten through grade twelve school districts and schools.

DataQuest is an online data tool located at http://dg.cde.ca.gov/dataquest/ that contains additional information about this school and comparisons of the school to the district, the county, and the state. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., Academic Performance Index (API, Adequate Yearly Progress (AYP), test data, enrollment, graduates, dropouts, course enrollments, staffing, and data regarding English learners.

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 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.

II. About Monarch Grove Elementary School School Description and Mission Statement

Monarch Grove School teachers work together to provide meaningful and engaging curriculum for students. Teachers use multiple assessments to determine the strengths and needs of students and provide instruction accordingly. We strive to build upon students' strengths, 'personalize' the student's educational experience and to provide enrichment activities that support the 'whole child'.

Monarch Grove considers school safety a top priority. School safety includes both physical and emotional safety for all. Honesty, respect and personal responsibility are emphasized. Bullying is not tolerated.

Monarch Grove School is a part of our community. We welcome volunteers and interaction with the community at-large.

Opportunities for Parental Involvement

The school has an active, supportive PTA and opportunities on school committees (School Site Council, and District English Learners Advisory Committee). For further information concerning parental involvement opportunities, please call our school office at 805-534-2844.

Enrollment by Grade Level (2020-2021)

Grade Level	Number of Students
Transitional Kindergarten	18
Kindergarten	49
Grade 1	54
Grade 2	50
Grade 3	41
Grade 4	55
Grade 5	29
Total Enrollment	296

Enrollment by Group (2020-2021)

Group	Percent of Enrollment
Male	51%
Female	49%
Non-binary	0%
African American	0.7%
American Indian or Alaska Native	0.3%
Asian	0%
Filipino	1.7%
Hispanic or Latino	14.2%
Pacific Islander	0%
White (not Hispanic)	75.3%
Two or More	7.8%
Socioeconomically Disadvantaged	88.6%
English Learners	38.9%
Students with Disabilities	9.9%

Average Class Size and Class Size Distribution (Elementary)

This table displays by grade level the average class size and the number of classrooms that fall into each size category (a range of total students per classroom).

		201	8-19			2019	-20			2020)-21	
Grade Level	Avg. Class	Numbe	er of Class	rooms	Avg. Class	Numbe	r of Class	rooms	Avg. Class	Numbe	er of Class	rooms
2010.	Size	1-20	21-32	33+	Size	1-20	21-32	33+	Size	1-20	21-32	33+
T-K	22		1		24		1		18	1		
K	28		2		19	3			22		2	
1	25		2		26		2		18	2		
2	27		2		23		2		23		2	
3	26		2		23		3		23		2	
4	30		2		28		2		56		2	
5	29		2		31		2		29		1	
6												

III. School Climate

School Safety Plan

Monarch Grove's Safety Plan includes emergency response training for a variety of emergencies as well as school climate and anti-bullying programs. The plan was updated and reviewed with staff in September 2020.

Suspensions and Expulsions

This table displays the rate of suspensions and expulsions (the total number of incidents divided by the total enrollment) at the school and district levels for the most recent three-year period.

Poto		School			District	
Rate	2018-19	2019-20	2020-21	2018-19	2019-20	2020-21
Suspensions	0.3%	0.006%	0%	2.7%	0.024%	0.004%
Expulsions	0%	0%	0%	0.1%	0.0013%	0%

Note: The 2019-2020 suspensions and expulsions rate data are not comparable to other year data because the 2019-2020 school year is a partial school year due to the COVID-19 crisis. As such, it would be inappropriate to make any comparisons in rates of suspensions and expulsions in the 2019-2020 school year compared to other school years. Data collected during the 2020-2021 school year may not be comparable to earlier years of this collection due to differences in learning mode instruction in response to the COVID-19 pandemic.

Suspensions and Expulsions by Student Group (School Year 2020-2021) (Column 1) Chronic Absenteeism by Student Group (School Year 2020-2021) (Column 2)

Group % of Enrollment	Column 1	Column 2
All Students	0%	7.2%
Male	%	8.5%
Female	%	5.8%
Non-binary	%	%
African American	%	%
American Indian or Alaska Native	%	%
Asian	%	%
Filipino	%	%
Hispanic or Latino	%	25%
Pacific Islander	%	%
White (not Hispanic)	%	4.3%
Two or more	%	%
Socioeconomically Disadvantaged	%	12.7%
English Learners	%	25%
Students with Disabilities	%	12.7%

IV. School Facilities

Facility Conditions and Planned Improvements

The District extends great efforts to maintain the schools in a manner that ensures that they are clean, safe, and functional. To assist in this effort, the district uses a facility survey instrument, with all potential problems related to safety reported and monitored for completion by site administration and the Building, Grounds, and Transportation Department. Information about this evaluation can be found for all sites at http://www.slcusd.org/fmp/index.html. Elementary and middle school planned improvements include accessibility upgrades, campus-wide painting projects, fire alarms, and parking lot paving.

The following is specific information on the condition of the school and the efforts made to ensure that students are provided a clean, safe, functional learning environment.

Age of School Buildings

Monarch Grove School has 29 classrooms, a multipurpose room, a library and an office. The main campus was built in 1991.

Maintenance and Repair

The District maintenance staff ensures that repairs necessary to keep the school in good repair and working order are completed in a timely manner. A work order process is utilized to ensure efficient service, and ensures that emergency repairs are given the highest priority. Many of our facilities are being modernized as part of the District Measure D program enacted in 2014.

Cleaning Process and Schedule

The Board of Education has adopted cleaning standards for all schools in the district. A summary of these standards is available at Buildings, Grounds and Transportation. The principal works daily with the custodial staff to develop cleaning schedules to ensure a clean and safe school.

Deferred Maintenance Budget

The district utilizes a deferred maintenance plan that is funded by an annual percentage from the District general fund. The District uses the funding to assist schools 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 floor systems.

Deferred Maintenance Projects

The complete deferred maintenance plan is available at the Buildings, Grounds and Transportation office.

School Facility Good Repair Status

This table displays the results of the most recently completed school site inspection to determine the school facility's good repair status. Year and month of the most recent FIT report: 10/21/20

System Inspected	Good	Fair	Poor	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	✓			
Interior: Interior Surfaces	✓			
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	✓			
Electrical: Electrical	✓			Action taken or
Restrooms/Fountains: Restrooms, Sinks/Fountains	✓			planned is tracked
Safety: Fire Safety, Hazardous Materials	✓			with School Dude
Structural: Structural Damage, Roofs	✓			
External: Playground, School Grounds, Windows, Doors, Gates, Fences	✓			
Overall Rating	✓			

V. Teachers

Teacher Preparation and Placement (School Year 2019-2020) The following information will not be available for publishing on January 31, 2022. Date of release TBD by CDE.

Authorization/Assignment	School #	School %	District #	District %	State #	State %
Fully credentialed for subject and student placement						
Intern credential holders properly assigned						
Teachers without credentials and misassignments						
Credentials teachers assigned out-of-field						
Unknown						
Total Teaching Positions						

Note: The data in this table is based on Full Time Equivalent (FTE) status. One FTE equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time. Additionally, an assignment is defined as a position that an educator is assigned to based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

Teachers without credentials and misassignments (School Year 2019-2020)

Authorization/Assignment	Number
Permits and Waivers	
Misassignments	
Vacant Positions	
Total Teachers without credentials and misassignments	

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.

Credentialed Teachers Assigned Out-of-Field (School Year 2019-2020)

Indicator	Number
Credentialed teachers authorized on a Permit or Waiver	
Local assignment options	
Total Out-of-field teachers	
Misassignments for English learners	
No credential, permit or authorization to teach	

Note: For more information refer to the Updated Teacher Equity Definitions web page at https://www.cde.ca.gov/pd/ee/teacherequitydefinitions.asp

VI. Support Staff

Academic Counselors and Other Support Staff (2020-2021)

This table displays, in units of full-time equivalents (FTE), the number of academic counselors and other support staff who are assigned to the school and the average number of students per academic counselor. One FTE equals one staff member working full time; one FTE could also represent two staff members who each work 50% of full time.

Title	Number of FTE Assigned to School	Average Number of Students per Counselor
Counselor	0.4	296
Library Media Teacher (Librarian)	0.06	
Library Media Services Staff (paraprofessional)	1	
Psychologist	0.71	
Nurse	0.29	
Speech/Language/Hearing Specialist	0.95	
Adaptive Physical Education	0.06	
Occupational Therapist	0.2	

VII. Curriculum and Instructional Materials

Quality, Currency, and Availability of Textbooks and Instructional Materials (2021-2022)

Supplying staff and students with high quality textbooks and instructional materials is a priority of the school district. The ratio of textbooks per pupil is one textbook to each student.

Core Curriculum Areas	Quality, Currency, and Availability of Textbooks and Instructional Materials	Percent of Pupils Who Lack Their Own Assigned Textbooks and/or Instructional Materials
Reading/Language Arts	1 per student	0
Mathematics	1 per student	0
Science	1 per student	0
History/Social Science	1 per student	0
Foreign Language	1 per student	0
Health	1 per student	0
Visual and Performing Arts	Sufficient Instructional Materials	0
Science Laboratory Equipment (Grades 9-12)	Sufficient Instructional Materials	0

K-8 Core Curriculum Areas

The district has adopted and purchased the following materials from the most recent list of standards-based materials adopted by the State Board of Education.

Subject	Adopted	Grade Levels	Publisher	Title
Reading/Language	2016	K-6 (City)	Heinemann	Units of Study for Teaching Reading
Arts	2003	6 (LOMS)7,8	McDougal Littell	Language of Literature
Mathematics	2014	K-2	Math Learning Center	Bridges, 2 nd Edition
	2015	3-5	Math Learning Center	Bridges, 2 nd Edition
	2016	6	College Preparatory Mathematics	Core Connections, Course 1
	2016	7-8	College Preparatory Mathematics	Core Connections, Course 2 & Course 3
History/Social Science	2007	K-5	Houghton Mifflin	Houghton Mifflin History/Social Science
	2020	6	National Geographic Learning	World History: Ancient Civilizations
	2020	7	National Geographic Learning	National Geographic Explore
	2020	8	National Geographic Learning	World History: Medieval and Early Modern Times
Science	2016	K-8	Delta Education	FOSS Next Generation
	2020	6	Delta Education	FOSS Next Generation
	2020	7	Delta Education	FOSS Next Generation
	2020	8	Delta Education	FOSS Next Generation

9-12 Core Curriculum Areas

The district has adopted and purchased the following standards-based materials for grades 9-12 that are consistent with the content and cycles of the curriculum frameworks adopted by the State Board of Education.

Subject	Year Adopted	Grade Levels	Publisher	Title
English	2003	9-12	McDougal Littell	Language of Literature
Mathematics	2015	9-12	College Preparatory Mathematics	Core Connections, Algebra I
	2015	9-12	College Preparatory Mathematics	Core Connections, Geometry
	2015	9-12	College Preparatory Mathematics	Core Connections, Algebra II
	2015	9-12	W.H. Freeman and Company/BFW	The Practice of Statistics, 5th Edition
	2005	9-12	Prentice Hall	Calculus: Graphical, Numerical, Algebraic (AB)
	2007	9-12	Prentice Hall	Calculus: Graphical, Numerical, Algebraic, AP Ed. (BC)
	2010	9-12	Pearson/Addison Wesley	Precalculus
History/Social Science	2019	10	Houghton Mifflin Harcourt	Modern World History: California Edition
	2019	10-12	Cengage	Western Civilization Since 1300 (AP)
	2019	11	Houghton Mifflin Harcourt	American History, Reconstruction to the Present
	2019	12	Pearson	Magruder's American Government
	2020	12	Bedford, Freeman & Worth	American Government: Stories of a Nation (AP)
Science	2018	9	Lab-Aides	Science and Global Issues: Biology, 2 nd Edition
	2021	9-12	Pearson Education	Biology (AP Edition)
	2021	10-12	Pearson Education	Environment: The Science Behind the Stories, 7th Edition (AP)
	2017	10-12	Pearson Education	Environmental Science: Toward a Sustainable Future
	2020	10	Houghton Mifflin Harcourt	California HMH Science Dimensions Chemistry in Earth Systems
	2014	11-12	Wiley	Cutnell & Johnson Physics, 10th Edition (AP)

Health

Each pupil enrolled in a health course has sufficient textbooks or instructional materials consistent with the content and cycles of the curriculum frameworks adopted by the State Board of Education.

Subject	Year Adopted	Grade Levels	Publisher	Title
Health	2006	9	Holt, Rinehart & Winston	Lifetime Health

World Language

Each pupil enrolled in a foreign language course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the curriculum frameworks adopted by the State Board of Education.

Subject	Year Adopted	Grade Levels	Publisher	Title
Spanish	2018	9-12	Vista Higher Learning	Senderos, Levels 1-4
	2018	9-12	Holt McDougal Online	Abriendo puertas: Ampliando perspectivas
	2013	9-12	Pearson	Reflexiones: Introducción a la literatura hispánica (AP Edition)
	2020	9-12	McGraw-Hill	Tu Mundo: Espanol Sin Fronteras, 2nd Edition
French	2018	9-12	Vista Higher Learning	D'accord! Langue et Culture du Monde Francophone, Levels 1-3
Latin	2012	9-12	Cambridge	Cambridge Latin Course, North American, 4 th Edition
	2012	9-12	Bolchazy-Carducci Publishers	Aeneid Books I-VI and Selections from Julius Caesar's Commentarii de bello gallico
ASL	2008	9-12	Dawn Sign Press	Signing Naturally

VIII. School Finances

Expenditures Per Pupil and School Site Teacher Salaries (Fiscal Year 2019-2020)

This table displays a comparison of the school's per pupil expenditures from unrestricted (basic) sources with other schools in the district and throughout the state, and a comparison of the average teacher salary at the school site with average teacher salaries at the district and state levels. Detailed information regarding school expenditures can be found at the Current Expense of Education Web page at http://www.cde.ca.gov/ds/fd/ec/, and teacher salaries can be found on the Certificated Salaries and Benefits Web page at http://www.cde.ca.gov/ds/fd/cs/.

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Supplemental)	Expenditures Per Pupil (Basic)	Average Teacher Salary
School Site	\$13,470	\$4,477	\$8,993	\$72,879
District			\$13,353	\$78,113
Percent Difference - School Site and District			-32.65%	-6.70%
State			\$7,750	\$83,901
Percent Difference - School Site and State			16.04%	-13.14%

Types of Services Funded (2020-2021)

Funded services include instructional, transportation, operations, and administrative. Some of the programs funded by state and federal resources that enable the district to provide services to support student achievement and well-being are:

Career Technical Education College Readiness English Language Instruction Homeless Child Education Lottery Limited English Proficiency, Title III
Special Education
Title I, Title IV Student Support & Academic Enrichment
Vocational Education
Lowest Performing Student Block Grant

Teacher and Administrative Salaries (Fiscal Year 2019-2020)

This table displays district-level salary information for teachers, principals, and superintendents, and compares these figures to the state averages for districts of the same type and size. The table also displays teacher and administrative salaries as a percent of a district's budget, and compares these figures to the state averages for districts of the same type and size. Detailed information regarding salaries can be found on the Certificated

Category	District Amount	State Avg For Districts In Same Category
Beginning Teacher Salary	\$48,399	\$51,029
Mid-Range Teacher Salary	\$72,291	\$78,583
Highest Teacher Salary	\$101,697	\$99,506
Average Principal Salary (Elementary)	\$134,818	\$124,576
Average Principal Salary (Middle)	\$146,286	\$131,395
Average Principal Salary (High)	\$161,971	\$144,697
Superintendent Salary	\$219,578	\$240,194
% of Budget for Teacher Salaries	32%	34%
% of Budget for Admin Salaries	5%	6%

Salaries and Benefits Web page at http://www.cde.ca.gov/ds/fd/cs/.

IX. Student Performance

Please note scores are not shown when the number of students tested is 10 or less, either because the number of students in this category is too small for statistical accuracy, or to protect student privacy. In no case shall any group score be reported that would deliberately or inadvertently make public the score or performance of an individual student.

California Assessment of Student Performance and Progress Results for All Students (School Year 20-21)

	Percent of Students Meeting or Exceeding the State Standards						
Subject	School		District		State		
	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21	
English Language Arts/Literacy (grades 3-8 and 11)	N/A	N/A	N/A	N/A	N/A	N/A	
Mathematics (grades 3-8 and 11)	N/A	N/A	N/A	N/A	N/A	N/A	

Note: The 2019-2020 data cells with N/A values indicate that the 2019-2020 data are not available due to the COVID-a9 pandemic and resulting summative test suspension. The Executive Order N-30-20 was issued which waived the assessment, accountability, and reporting requirements for the 2019-2020 school year. Note: The 2020-2021 data cells have N/A values because these data are not comparable to other year data due to the COVID-a9 pandemic during the 2020-2021 school year. Where the CAASPP assessments in ELA and/or mathematics is not the most viable option, the LEAs were allowed to administer local assessments. Therefore, the 2020-2021 data between school years for the school, district, state are not an accurate comparison. As such, it is inappropriate to compare results of the 2020-2021 school year to other school years.

CAASPP Assessment Results - English Language Arts (ELA)

Disaggregated by Student Groups, Grades Three through Eight and Eleven (School Year 20-21)

				Percent Met
Student Groups	Total Enrollment	Number Tested	Percent Tested	or Exceeded
All Students	129	123	95.35	65.04
Male	67	63	94.03	55.56
Female	62	60	96.77	75
Asian				
Hispanic or Latino	19	17	89.47	41.18
White	93	89	95.7	69.66
Two or More Races	12	12	100	66.67
Socioeconomically Disadvantaged	50	49	98	57.14
English Learners		-		
Students with Disabilities	32	29	90.63	34.48

Note: ELA/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.

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.

CAASPP Assessment Results – Mathematics

Disaggregated by Student Groups, Grades Three through Eight and Eleven (School Year 20-21)

Student Groups	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	129	123	95.35	59.35
Male	67	64	95.52	60.94
Female	62	59	95.16	57.63
Asian				
Hispanic or Latino	19	18	94.74	38.89
White	93	88	94.62	65.91
Two or More Races	12	12	100	50
Socioeconomically Disadvantaged	50	49	98	51.02
English Learners				
Students with Disabilities	32	28	87.5	28.57

CAASPP Test Results in Science for All Students

Grades Five, Eight, and High School

Percentage of Students Meeting or Exceeding the State Standard

Subject	School 2019–20	School 2020-21	District 2019–20	District 2020-21	State 2019-20	State 2020-21
Science (5 th grade)	N/A	41.67	N/A	42.48	N/A	28.72

Note: The 2019-2020 data cells with N/A values indicate that the 2019-2020 data are not available due to the COVID-19 pandemic and resulting summative testing suspension. The Executive Order N-30-20 was issued which waived the assessment, accountability, and reporting requirements for the 2019-2020 school year.

CAASPP Assessment Results - Science

Disaggregated by Student Groups, Five, Eight and High School (School Year 20-21)

Student Groups	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	26	24	92.31	41.67
Male	18	16	88.89	50
Female		-		
Asian				
Hispanic or Latino		-		
White	16	15	93.75	66.67
Two or More Races		-		
Socioeconomically Disadvantaged	12	11	91.67	18.18
English Learners		-		
Students with Disabilities				

California Physical Fitness Test Results (2020-21)

The California Physical Fitness Test (PFT) is administered to students in grades 5, 7, and 9. This table displays by grade level the percent of students meeting the fitness standards for the most recent testing period. For detailed information regarding this test, and comparisons of a school's test result to the district and state, see the CDE PFT Web page at http://www.cde.ca.gov/ta/tg/pf/.

Percent of Students Meeting Fitness Standards					
Grade Level	Four of Six Standards	Five of Six Standards	Six of Six Standards		
5	N/A	N/A	N/A		

Note: Due to the COVID-19 pandemic, the physical fitness test was suspended during the 2020-2021 school year and therefore no data are reported.

X. Instructional Planning and Scheduling

Professional Development

Professional development days are scheduled annually to provide training on specific curricular areas, and/or assessment.

Measure Measure	2018-19	2019-20	2020-21
Number of school days dedicated to Staff Development and Continuous Improvement	25/7	32/19	55/39

Note: Full days/partial days



The School Accountability Report Card (SARC), required by law to be published annually, contains information about the condition and performance of each California public school. More information about SARC requirements is available on the SARC Web page at http://www.cde.ca.gov/ta/ac/sa/. For additional information about this school, parents and community members should contact the school principal or the district office.