Herlong High School School Accountability Report Card Reported Using Data from the 2013-14 School Year

Published During 2014-15

Every school in California is required by state law to publish a School Accountability Report Card (SARC), by February 1 of each year. 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 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/.
- View this SARC online at the school and/or LEA Web sites.
- 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 and community members should contact the school principal or the district
 office.

About This School

Contact Information (Most Recent Year)

School Contact Inform	School Contact Information			
School Name	Herlong High School			
Street	200 DS Hall			
City, State, Zip	Herlong, CA 96113			
Phone Number	(530) 827-2101			
Principal	Bryan Young			
E-mail Address	byoung@fortsage.org			
Web Site				
CDS Code	18750361833409			

District Contact Information			
District Name	Fort Sage Unified School District		
Phone Number	(530) 827-2129		
Superintendent	Bryan Young		
E-mail Address	byoung@fortsage.org		
Web Site	www.fortsage.org		

School Description and Mission Statement (Most Recent Year)

Herlong High School (HHS) is a small, rural high school in southern Lassen County, including the communities of Doyle and Herlong. With classes under 20, and school-wide enrollment under 75, one on one and individual attention is at the fore front. Local teachers teaching local kids provide for a close knit community school. Herlong High is a Necessary Small High School, offering educational, vocational, and extra-curricular opportunities in many areas. Our District has a very effective RTI Process that focuses on meeting the needs of all students, where they are. HHS is currently implementing standards based grading. Because of the rural location of Herlong High, programs such as Credit Recovery, continuation education, independent study, and adult education are in large demand and offered through Herlong High and Fort Sage Unified School District. We are a PBIS school.

Student Enrollment by Grade Level (School Year 2013-14)

Grade Level	Number of Students
Grade 9	16
Grade 10	19
Grade 11	21
Grade 12	12
Total Enrollment	68

Student Enrollment by Group (School Year 2013-14)

Group	Percent of Total Enrollment
Black or African American	5.9
American Indian or Alaska Native	7.4
Asian	1.5
Filipino	0.0
Hispanic or Latino	10.3
Native Hawaiian or Pacific Islander	0.0
White	75.0
Two or More Races	0.0
Socioeconomically Disadvantaged	60.3
English Learners	1.5
Students with Disabilities	13.2

A. Conditions of Learning

State Priority: Basic

The SARC provides the following information relevant to the Basic State Priority (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair.

Teacher Credentials

T		District		
Teachers	2012-13	2013-14	2014-15	2014-15
With Full Credential	11	9	9	27
Without Full Credential	0	0	0	2
Teaching Outside Subject Area of Competence (with full credential)	0	0	0	

Teacher Misassignments and Vacant Teacher Positions

Indicator	2012-13	2013-14	2014-15	
Misassignments of 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.

Core Academic Classes Taught by Highly Qualified Teachers (School Year 2013-14)

(4	Percent of Classes In Core Academic Subjects					
Location of Classes	Taught by Highly Qualified Teachers	Not Taught by Highly Qualified Teachers				
This School	29.63	70.37				
All Schools in District	9.01	90.99				
High-Poverty Schools in District	9.01	90.99				
Low-Poverty Schools in District	0.00	0.00				

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

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2014-15)

Year and month in which data were collected: October 2013

Each pupil in the District must have access to sufficient textbooks and instructional materials in reading/language arts, mathematics, science, and history-social science. Textbooks are aligned to content standards and consistent with the content and cycles of the curriculum framework adopted by the State Board of Education.

Core Curriculum Area	Textbooks and Instructional Materials/ Year of Adoption From Most Received Adoption		Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	Glencoe McGraw Hill	Yes	0
Mathematics	McGraw Hill College Preparatory Math	Yes	0
Science	Glencoe Holt	Yes	0
History-Social Science	McDougal Littell	Yes	0
Health	Glencoe		

School Facility Conditions and Planned Improvements (Most Recent Year)

The Herlong High School is in a well-maintained older building. With regular maintenance and deferred maintenance projects, the buildings remain in fair to good condition. The Herlong High consists of 7 regular education classrooms, 1 special education classroom, 1 computer lab, 1 home economics room, 1 science lab/dark room, 2 wood/metal shops, 1 agriculture/farm facility, 1 gym, football field, softball and baseball fields, tennis and basketball courts, lawn quad area, and garden patio.

A new irrigation well was installed to allow for more reasonable irrigation costs. This will enable the school to improve and increase current sports fields and landscaping.

^{*} Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Each classroom and office at HHS has its own telephone and high speed internet access (wired and wireless). Several Smart Boards are available for use in the computer lab and classrooms, each classroom has a projector and document camera. 2 tablet carts are available to classes.

One full time Head of Maintenance and two part time custodians keep all sites in the District clean and in good working order and repair.

School Facility Good Repair Status (Most Recent Year)

School Facility Good Repair Status (Most Recent Year) Year and month in which data were collected: 11/12/14						
System Inspected	Repair Status			Repair Needed and		
System Inspected	Good Fair		Poor	Action Taken or Planned		
Systems: Gas Leaks, Mechanical/HVAC, Sewer	[X]					
Interior: Interior Surfaces			[X]	Discolored tiles, carpet runs- Leaks are repaired, tiles will be replaced		
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	[]	[X]		Clutter- Areas will be organized		
Electrical: Electrical	[]	[X]		Unused metal and wood shops		
Restrooms/Fountains: Restrooms, Sinks/ Fountains	[]		[X]	Inoperable urinals- Drain will be cleared, leaking urinals will be repaired		
Safety: Fire Safety, Hazardous Materials	[X]	[]				
Structural: Structural Damage, Roofs	[X]					
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	[]	[X]				

Overall Facility Rating (Most Recent Year)

Our well Booking	Exemplary	Good	Fair	Poor
Overall Rating		[]	[X]	

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the Pupil Achievement State Priority (Priority 4):

- Statewide assessments (i.e., California Assessment of Student Performance and Progress and its successor the Standardized Testing and Reporting Program);
- The Academic Performance Index; and
- The percentage of pupils 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.

California Assessment of Student Performance and Progress / Standardized Testing and Reporting Results for All Students in Science (Three-Year Comparison)

	Percent of Students Scoring at Proficient or Advanced (meeting or exceeding the state standards)									
Subject		School			District			State		
	2011-12 2012-13 2013-14		2011-12	2012-13	2013-14	2011-12	2012-13	2013-14		
Science (grades 5, 8, and 10)	69	41	53	46	51	49	60	59	60	

Note: Science assessments include California Standards Tests (CSTs), California Modified Assessment (CMA), and California Alternate Performance Assessment (CAPA). 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.

California Assessment of Student Performance and Progress Results by Student Group in Science (School Year 2013-14)

Group	Percent of Students Scoring at Proficient or Advanced
All Students in the LEA	49
All Student at the School	53
Male	55
Female	
Black or African American	
American Indian or Alaska Native	
Asian	
Filipino	
Hispanic or Latino	
Native Hawaiian or Pacific Islander	
White	60
Two or More Races	
Socioeconomically Disadvantaged	58
English Learners	
Students with Disabilities	
Students Receiving Migrant Education Services	

Note: CAASPP includes science assessments (CSTs, CMA, and CAPA) in grades 5, 8, and 10. 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.

Standardized Testing and Reporting Results for All Students (Three-Year Comparison)

	Percent of Students Scoring at Proficient or Advanced (meeting or exceeding the state standards)									
Subject	School			District			State			
	2010-11	2011-12	2012-13	2010-11	2011-12	2012-13	2010-11	2011-12	2012-13	
English-Language Arts	41	40	35	41	45	43	54	56	55	
Mathematics	10	13	16	28	29	27	49	50	50	
History-Social Science	48	29	15	30	31	22	48	49	49	

Note: STAR Program was last administered in 2012-13. 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.

Academic Performance Index Ranks (Three-Year Comparison)

API Rank	2010-11	2011-12	2012-13
Statewide	2	1	
Similar Schools			

Note: For 2014 and subsequent years, the statewide and similar schools ranks will no longer be produced.

Academic Performance Index Growth by Student Group (Three-Year Comparison)

Committee	Actual API Change							
Group	2010-11	2011-12	2012-13					
All Students at the School	-2	-41	4					
Black or African American								
American Indian or Alaska Native								
Asian								
Filipino								
Hispanic or Latino								
Native Hawaiian/Pacific Islander								
White								
Two or More Races								
Socioeconomically Disadvantaged								
English Learners								
Students with Disabilities								

Note: "N/D" means that no data were available to the CDE or LEA to report. "B" means the school did not have a valid API Base and there is no Growth or target information. "C" means the school had significant demographic changes and there is no Growth or target information.

Career Technical Education Programs (School Year 2013-14)

Fort Sage Unified School District offers a Career Technical Education Program in Agriscience. During 2013/14 the following sequenced/articulated classes were offered; Ag Physical Science, Ag Biology, Ag Advanced Biology, Ag Economics/Government. Each of these classes follow the agriculture CTE curriculum as well as state science or social studies standards. Additional CTE classes were offered, including Art, Yearbook, Construction Trades, and Health Careers. 1 year of art classes and 1 year of Yearbook articulate to the equivalence of Lassen Community College ART 1A.

Career Technical Education Participation (School Year 2013-14)

Measure	CTE Program Participation				
Number of pupils participating in CTE					
% of pupils completing a CTE program and earning a high school diploma	12				
% of CTE courses sequenced or articulated between the school and institutions of postsecondary education	50				

Courses for University of California and/or California State University Admission

UC/CSU Course Measure	Percent
2013-14 Students Enrolled in Courses Required for UC/CSU Admission	63.32
2012-13 Graduates Who Completed All Courses Required for UC/CSU Admission	0.00

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the Other Pupil Outcomes State Priority (Priority 8):

• Pupil outcomes in the subject areas of English, mathematics, and physical education.

California High School Exit Examination Results for All Grade Ten Students (Three-Year Comparison)

		· · · · · · · · · · · · · · · · · · ·								
	Percent of Students Scoring at Proficient or Advanced									
Subject	School			District			State			
	2011-12	2012-13	2013-14	2011-12	2012-13	2013-14	2011-12	2012-13	2013-14	
English-Language Arts	36	27	22	47	42	49	56	57	56	
Mathematics	42	41	61	50	55	51	58	60	62	

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.

California High School Exit Examination Grade Ten Results by Student Group (School Year 2013-14)

	Engl	ish-Language	Arts		Mathematics	
Group	Not Proficient	Proficient	Advanced	Not Proficient	Proficient	Advanced
All Students in the LEA	51	30	19	49	46	5
All Students at the School	78	22		39	61	
Male	85	15		31	69	
Female						
Black or African American						
American Indian or Alaska Native						
Asian						
Filipino						
Hispanic or Latino						
Native Hawaiian or Pacific Islander						
White	67	33		33	67	
Two or More Races						
Socioeconomically Disadvantaged	69	31		38	62	
English Learners						
Students with Disabilities						
Students Receiving Migrant Education Services						

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.

California Physical Fitness Test Results (School Year 2013-14)

Grade	Percent of Students Meeting Fitness Standards							
Level	Four of Six Standards	Five of Six Standards	Six of Six Standards					
9								

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.

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the Parental Involvement State Priority (Priority 3):

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

Opportunities for Parental Involvement (Most Recent Year)

Parent involvement is always welcomed and encouraged. Volunteers are welcomed for field trips, class activities, fund raising, and sports. Open House is held every year within the first month of school. Parents are encouraged to check their student's grades and attendance on a weekly basis using the AERIES parent portal. Herlong High has an active Site Council/Parent Advisory Group that meets monthly. Parents are asked to contribute ideas and/or concerns through our LCAP Committee as well as Site Council and Parent Advisory Groups. Herlong High has an open door policy and encourages parents to visit classes at anytime. Herlong High has a Booster Club that is active with all high school sports and fundraising; more parent/guardian participation is always needed. There are opportunities for parent volunteers in school sports, fund raisers, Ag Advisory, and Booster clubs. Local community involvement is encouraged at District School Board meetings as well.

Parent Involvement/ Volunteer Contact: Michelle Beckett @ (530)827-2101

Boosters/ Athletic Contact: Tom Jones @ (530)827-2101

State Priority: Pupil Engagement

The SARC provides the following information relevant to the Pupil Engagement State Priority (Priority 5):

· High school dropout rates; and

High school graduation rates.

Dropout Rate and Graduation Rate (Four-Year Cohort Rate)

Lu din atau	School			District			State		
Indicator	2010-11	2011-12	2012-13	2010-11	2011-12	2012-13	2010-11	2011-12	2012-13
Dropout Rate	47.1	22.7	9.1	31.0	15.6	13.3	14.7	13.1	11.4
Graduation Rate	47.06	72.73	90.91	48.28	81.25	80.00	77.14	78.87	80.44

Completion of High School Graduation Requirements (Graduating Class of 2013)

C		Graduating Class of 2013	
Group	School	District	State
All Students	71.43	89.66	84.56
Black or African American	0.00	0.00	75.90
American Indian or Alaska Native	50.00	50.00	77.82
Asian	0.00	0.00	92.94
Filipino	0.00	0.00	92.20
Hispanic or Latino	66.67	133.33	80.83
Native Hawaiian/Pacific Islander	0.00	0.00	84.06
White	77.78	87.50	90.15
Two or More Races	0.00	0.00	89.03
Socioeconomically Disadvantaged	87.50	120.00	82.58
English Learners	0.00	0.00	53.68
Students with Disabilities	0.00	0.00	60.31

State Priority: School Climate

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

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

Suspensions and Expulsions

School				District			State		
Rate	2011-12	2012-13	2013-14	2011-12	2012-13	2013-14	2011-12	2012-13	2013-14
Suspensions	14.3	39.5	16.5	8.7	19.2	9.4	5.7	5.1	4.4
Expulsions	1.1	0.0	0.0	0.5	0.0	0.0	0.1	0.1	0.1

Note: The rate of suspensions and expulsions is calculated by dividing the total number of incidents by the total enrollment x 100.

School Safety Plan (Most Recent Year)

All children, teachers, and administrators have the right to feel safe in their classrooms and school. The purpose of school is for children to learn—a task that can become difficult when students or faculty fear for their own safety or experience disruption in the classroom setting. Teachers are responsible to help their students learn and grow, but they also must handle classroom disruptions and ensure safety for all if an incident does occur. Every school in the Fort Sage USD takes necessary precautions to ensure the safety of students, staff, and visitors. Staff and Administration are present at all breaks, lunch time, and extra-curricular activities to prevent problems from starting and to handle any issues that may occur. All visitors are required to check in at the office, so that there is a current record of any person on campus. The District has recently installed security cameras at various locations in each hallway, this will assist in safety, security, and bullying prevention.

The student handbook is sent home the first day of school. The handbook includes behavior expectations and rules of conduct as well as the consequences for breaking said rules. "Time to Teach" procedures are used in each classroom and throughout the school and District. "Re-focus" and self-discipline are used to encourage proper behavior from students in order to create a school climate conducive to learning.

The School Safety Plan is reviewed at a staff inservice prior to the start of school. Staff is involved with the annual updates to the plan. Key elements of the plan include: newly implemented emergency flip charts in each room. These charts provide step by step procedures for students and staff in a variety of safety scenarios. Drills are conducted monthly at each site. The drills are then reviewed with staff for efficiency and effectiveness. Portions of the Safety Plan are practiced/reviewed monthly in staff meetings/PLC's or in the classroom setting.

Training at in-service days prior to the beginning of each school year include safety training and safety plans. The District contracts with Keenan & Associates, to provide updated, online training, on all aspects of a Safe School. All teaching and office staff are certified in CPR and First Aid. A crisis/emergency plan is kept in each classroom.

The Head of Maintenance is responsible for on-going monitoring and repair of safety inspections and systems. Northern California Schools Insurance Group conducts an annual inspection of all buildings and sites in the District. Fire extinguishers and alarms are serviced at least once a year. Each site performs monthly fire drills and other emergency preparedness drills. The District contracts with a licensed pest control company. Each site in the District is equipped with an alarm/burglary system.

The District contracts with Lassen County Probation Department for attendance monitoring as well as behavioral/law counseling. The District has close relationships with Lassen County Sheriff's Department and Child Protective Services. The District provides a room for Lassen County Sheriff Department to use as a sub station. This ensures that a deputy is on campuses throughout the week.

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.

Adequate Yearly Progress Overall and by Criteria (School Year 2013-14)

AYP Criteria	School	District
Made AYP Overall	Yes	
Met Participation Rate: English-Language Arts	Yes	
Met Participation Rate: Mathematics	Yes	
Met Percent Proficient: English-Language Arts	Yes	
Met Percent Proficient: Mathematics	Yes	
Met Graduation Rate (if applicable)	N/A	

Federal Intervention Program (School Year 2014-15)

Indicator	School	District
Program Improvement Status		
First Year of Program Improvement		
Year in Program Improvement*		
Number of Schools Currently in Program Improvement		1
Percent of Schools Currently in Program Improvement		50.0

Note: Cells with "---" do not require data.

Average Class Size and Class Size Distribution (Secondary)

Average class size and class size bisting ation (secondary)												
	2011-12		2012-13			2013-14						
Subject	Avg.	Number of Classrooms		Avg.	Avg. Number of Classrooms		Avg.	Numb	umber of Classrooms			
Subject	Class Size	1-22	23-32	33+	Class Size 1-22	23-32	33+	Class Size	1-22	23-32	33+	
English	10.6	9	0	0	6	13			7	12		
Mathematics	9.8	6	0	0	5	13			4	16		
Science	9.7	6	0	0	4	13			4	14		
Social Science	18	3	0	0	7	7	1		9	6		

Note: 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.

^{*} DW (determination waiver) indicates that the PI status of the school was carried over from the prior year in accordance with the flexibility granted through the federal waiver process.

Academic Counselors and Other Support Staff (School Year 2013-14)

Title	Number of FTE Assigned to School	Average Number of Students per Academic Counselor		
Academic Counselor	0.37	60		
Counselor (Social/Behavioral or Career Development)	.37			
Library Media Teacher (Librarian)	0			
Library Media Services Staff (Paraprofessional)	0			
Psychologist	0.5			
Social Worker	0			
Nurse	.2			
Speech/Language/Hearing Specialist	.5			
Resource Specialist	0			
Other				

Note: Cells with "---" do not require data. 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.

Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2012-13)

		Average		
Level	Total	Supplemental/ Restricted	Basic/ Unrestricted	Teacher Salary
School Site	\$10,107	\$1,409	\$8,697	\$46,125
District			\$8,697	\$46,929
Percent Difference: School Site and District			0.0	-1.7
State			\$4,690	\$57,912
Percent Difference: School Site and State			85.4	-20.4

Note: Cells with "---" do not require data.

Types of Services Funded (Fiscal Year 2013-14)

Fort Sage Unified School District uses LCFF dollars for the day to day operations of the district and each site. This includes teacher, administrative, and support staff salaries and benefits. The district also uses LCFF dollars to help support additional, optional, and special programs including athletics, extra-curricular events, special education, remedial programs, transportation, and cafeteria programs.

Sierra Primary and Fort Sage Middle School participate in a school-wide Title 1 program.

Herlong High and Fort Sage Unified School District are members of the Lassen SELPA. The RSP and special education programs are run by Lassen County Office of Education, and are available at each site in the District.

The school and district receive restricted funds for the following purposes. LCFF money is also used to support each of these programs.

Ag Incentive (High School only)

Lottery (restricted and unrestricted)

REAP

ROP (High School only, will discontinue 2015)

Special Education

Supplemental and Concentration LCFF

- *Funds are used for the following activities and services
 - Parental Involvement Activities
 - Staff training, conferences, and professional development
 - Assemblies
 - Instructional Aides and Library Services
 - Kidscape and other educational activities
 - Assessments- MAP, STAR, AR, ESIG

Title 1 Part A

- *Funds are used for the following support services
 - Instructional Aide
 - Intervention Teacher
 - Professional Development
 - Homeless Services and Activities
 - Parental Involvement
 - Transportation

Teacher and Administrative Salaries (Fiscal Year 2012-13)

Category	District Amount	State Average for Districts In Same Category
Beginning Teacher Salary	\$28,500	\$38,152
Mid-Range Teacher Salary	\$47,265	\$55,573
Highest Teacher Salary	\$61,745	\$71,908
Average Principal Salary (Elementary)	\$0	\$87,660
Average Principal Salary (Middle)	\$0	\$92,424
Average Principal Salary (High)	\$0	\$93,606
Superintendent Salary	\$104,927	\$116,538
Percent of Budget for Teacher Salaries	34	34
Percent of Budget for Administrative Salaries	10	7

For detailed information on salaries, see the CDE Certificated Salaries & Benefits Web page at http://www.cde.ca.gov/ds/fd/cs/.

Advanced Placement Courses (School Year 2013-14)

Subject	Number of AP Courses Offered*	Percent of Students In AP Courses
Computer Science		
English		
Fine and Performing Arts		
Foreign Language		
Mathematics		
Science	2	
Social Science		
All courses	2	0.3

Note: Cells with "---" do not require data.

Professional Development

Fort Sage Unified School District and Fort Sage Middle School actively participate in Professional Development. The staff participates in Professional Learning Communities two times per month, on scheduled early release days, where the focus is increasing student achievement. Staff frequently visit other schools and attend conferences to stay up to date on current instructional practices. Trainers and speakers are brought in on topics such as Common Core, curriculum, and assessments.

In 2013/14 FSUSD began with the MAP assessment program, this program assesses each student's progress 3 times annually. The information can be used to compile teacher efficiency, strengths, and weaknesses.

The Superintendent/Principal performs periodic classroom observations. A formal observation in which written correspondence is given to each teacher, and a meeting is held to discuss, happens annually.

^{*} Where there are student course enrollments.