Hollywood Park Elementary School

4915 Harte Way • Sacramento, CA 95822 • 916.395.4590 • Grades K-6
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2018-19 School Accountability Report Card Published During the 2019-20 School Year



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

www.scusd.edu

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School Description

Mission Statement: The mission of Hollywood Park Elementary School is to provide rigorous instructional practices, promote parent and community engagement, and maintain a positive school culture and climate.

- * Rigorous Instructional Practices: In order for our students to be college and career ready, we provide rigorous instructional practices. All teachers are GATE Certified and differentiate their instruction to meet the needs of all students. Teachers implement the California Common Core State Standards (CCCSS) and provide challenging instruction using technology that utilizes conceptual & higher-order thinking activities. Teachers plan and implement engaging lessons that provide students with opportunities to work collaboratively.
- * Parent and Community Engagement: With parents as our partners, we support student achievement. Our Parent Teacher Organization (PTO) encourages parent involvement and provides enrichment opportunities for our students and their families, as well as organizes family events that enhance the school community. In addition to the PTO, our English Language Advisory Committee (ELAC) meets regularly to provide input regarding services that meet the needs of our bilingual students.
- * School Culture and Climate: Through the implicit instruction of Character Education (Word of the Week and the Second Step curriculum) and Social Emotional Learning (SEL), students learn the importance of respect and responsibility. SEL provides students opportunities to explore self-awareness, social awareness, responsible decision-making, relationship skills, and self-management. The PTO supports the creation of a positive learning environment through assemblies, social events, campus beautification, and parent engagement opportunities. California State University Sacramento (CSUS) partners with HPE to provide relevant, meaningful, and interactive SEL lessons each week.

Our mission will be achieved through CCSS-aligned curriculum & instruction that enables all students to meet their learning objectives, ensures that all teaching is effective and meets the individual needs of all students, empowers students to take ownership of their learning, creates a positive learning environment where everyone feels that they are stakeholders in the school community, and by involving parents in their children's education through open, ongoing communication.

School Description:

Hollywood Park Elementary School is a small, neighborhood school that is culturally diverse. We have a cohesive staff that works collaboratively to provide exciting and creative lessons in English Language Arts, Math, Social Studies, Science, Physical Education, and Art. We have a small, but active PTO that works hard to provide fundraisers, assemblies, campus beautification, and other school wide events. Our Leadership Club focuses on community service projects and school spirit. Our goal is that the students at Hollywood Park Elementary School will move on to middle school & beyond with a skill set that includes a strong academic foundation, the ability to use and work with technology, the capacity to work collaboratively with their peers, be leaders who show empathy & compassion for others, and to develop a love of learning.

Hollywood Park Elementary School offers a wide variety of experiences and opportunities for our students and families:

GATE Certification of all Teachers

CLARA Visual and Performing Arts

Character Education

Chess Club

Parent-Teacher Organization (PTO)

4th R/New Hope After-School Programs

Kinder-Plus (an extended Kindergarten day)

Kindergarten-2nd Grade Music Program

4th-6th Grade Leadership Club

Field Trips- IMAX, Sunsplash, River Cats Triple A Day, Capitol, Crocker Art Museum, Junior League Play, Sacramento Zoo, Sacramento Ballet, California History Museum, Sky High, Land Park, Galena Street East, Pumpkin Patch, Bowling, Soil Born Farms, B Street Theater, Community Center

4th-6th Grade Camp Trips to Westminster Woods

Yearbook

Technology- MacBook Airs in every classroom

Awards Assemblies

School Spirit Dress-Up Days

Community Service Projects- Pennies for Pets (SPCA), Loaves and Fishes Stockings, Veteran's Day Letters, Valentines for Shriners' Hospital, Kids Can Food Drive

6th Grade--Crocker Art Docents/Kingsley Art Club Program

Sports Teams-Indoor Soccer, Basketball, Flag Football, Stride

Runnin' for Rhett

Partnership with CSUS

After school tutoring

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.

2018-19 Student Enrollment by Grade Level

Grade Level	Number of Students
Kindergarten	48
Grade 1	48
Grade 2	45
Grade 3	52
Grade 4	50
Grade 5	43
Grade 6	54
Total Enrollment	340

2018-19 Student Enrollment by Group

Group	Percent of Total Enrollment
Black or African American	8.8
Asian	6.2
Filipino	0.9
Hispanic or Latino	62.1
Native Hawaiian or Pacific Islander	0.9
White	11.5
Two or More Races	9.7
Socioeconomically Disadvantaged	83.5
English Learners	15
Students with Disabilities	19.4
Homeless	0.3

A. Conditions of Learning

State Priority: Basic

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

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

Teacher Credentials for Hollywood Park Elementary School	17-18	18-19	19-20
With Full Credential	14	16	17
Without Full Credential	0	3	1
Teaching Outside Subject Area of Competence	0	0	0

Teacher Credentials for Sacramento City Unified School District	17-18	18-19	19-20
With Full Credential	•	•	1897
Without Full Credential	•	•	59
Teaching Outside Subject Area of Competence	•	•	0

Teacher Misassignments and Vacant Teacher Positions at Hollywood Park Elementary School

Indicator	17-18	18-19	19-20
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 2019-20)

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: February, 2018

Core Curriculum Area	Textbooks and Instructional Materials/Year of Adoption				
Reading/Language Arts	Benchmark Advance - 2017 The textbooks listed are from most recent adoption: Percent of students lacking their own assigned textbook:	Yes 0%			
Mathematics	enVisionMATH California Common Core 2015-Pearson-K-6f The textbooks listed are from most recent adoption: Percent of students lacking their own assigned textbook:	Yes			
Science	California Science, McMillian McGraw-Hill - 2008 The textbooks listed are from most recent adoption: Percent of students lacking their own assigned textbook:	Yes 0%			
History-Social Science	California Vistas, McMillian McGraw-Hill - 2007 The textbooks listed are from most recent adoption: Percent of students lacking their own assigned textbook:	Yes 0%			

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

School Facility Conditions and Planned Improvements (Most Recent Year)

Hollywood Park Elementary School, built in 1956, received Facility Inspection Tool (FIT) overall repair rating score of "good" 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: 6/1/2018

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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	Fair	Blacktop: Need asphalt repaired - W.O. #12425 and #122109.		
Overall Rating	Good	All repairs noted on the inspection have had work orders submitted for repair		

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

CAASPP Test Results in ELA and Mathematics for All Students Grades Three through Eight and Grade Eleven

Percentage of Students Meeting or Exceeding the State Standard

Subject	School 17-18	School 18-19	District 17-18	District 18-19	State 17-18	State 18-19
ELA	24	19	40	43	50	50
Math	16	14	32	32	38	39

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 Grades Five, Eight, and Ten

Percentage of Students Meeting or Exceeding the State Standard

Subject	School	School	District	District	State	State
	17-18	18-19	17-18	18-19	17-18	18-19
Science	N/A	N/A	N/A	N/A	N/A	N/A

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

Note: This is a placeholder for the California Science Test (CAST) which was administered operationally during the 2018-19 school year. However, these data are not available for inclusion in the 2018-19 SARC posting due February 1, 2020. These data will be included in the 2019-20 SARC posting due February 1, 2021.

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

2018-19 Percent of Students Meeting Fitness Standards

Grade Level	4 of 6	5 of 6	6 of 6
5	9.1	27.3	36.4

Note: Percentages are not calculated and double dashes (--) appear in the table 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 2018-19 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	189	187	98.94	18.72
Male	100	99	99.00	14.14
Female	89	88	98.88	23.86
Black or African American	14	14	100.00	7.14
Asian		1	1	1
Filipino		-	-	1
Hispanic or Latino	127	125	98.43	17.60
Native Hawaiian or Pacific Islander		-	-	-1
White	24	24	100.00	12.50
Two or More Races	14	14	100.00	35.71
Socioeconomically Disadvantaged	160	158	98.75	20.25
English Learners	37	36	97.30	16.67
Students with Disabilities	41	41	100.00	4.88
Foster Youth			-	-
Homeless				-

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 2018-19 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	189	187	98.94	14.44
Male	100	99	99.00	13.13
Female	89	88	98.88	15.91
Black or African American	14	14	100.00	7.14
Asian		1	1	
Filipino		-1	1	
Hispanic or Latino	127	125	98.43	12.00
Native Hawaiian or Pacific Islander		-1	1	
White	24	24	100.00	12.50
Two or More Races	14	14	100.00	35.71
Socioeconomically Disadvantaged	160	158	98.75	13.92
English Learners	37	36	97.30	22.22
Students with Disabilities	41	41	100.00	2.44
Foster Youth		1	-	
Homeless		-		

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 2019-20)

The Hollywood Park Elementary School Parent Teacher Organization (PTO) consists of a small, but dedicated group of parent and teachers who are committed to providing enrichment opportunities for the students and families at HPE. Their numerous events include, but are not limited to Red Ribbon Week celebration, various fundraisers, Fall Festival, Book Fairs, providing funds for classroom libraries and sports equipment, Read Across America celebration, school beautification, Color Fun Run, Turkey Trot, and much more. Parents have the opportunity to be involved in their student's school community through parent/teacher conferences, Back to School Night, Open House, the Parent Resource Room, School Site Council, ELAC Committee, the PTO, Awards Assemblies, and other school-wide events and celebrations.

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

School Safety Plan

Sacramento City Unified School District

Comprehensive Safe School Plan (CSSP) 2019-2020

The Comprehensive Safe School Plans (CSSP) 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 2019 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.

Currently the CSSP contains the following sections. Section 1
a) AR 5145.4 Anti-Bullying - Students b) Report of Suspected Bullying Page 1
c) Report of Suspected Bullying Page 2
d) Guidance for Action Plan
e) Student Safety Plan
Section 7 Dangerous Student Notification/Email Notifications Made by IT Dept Section 8
a) BP 5030 Student Wellness
Section 9 District Handbook
Section 10 Component I: Social Climate
Section 11Site Level Incident Command System (ICS) Roles and Team
Section 12Site Level Communication Procedures
a) Emergency Phone Tree
Section 13 Before and After School Programs
Section 14 Site Level Safe Ingress & Egress Procedures and Route Maps
Section 15Site Level Family Reunification Plans
a) Reunification Logs
Section 16*Site Level Provisions for Students/Staff with Special Needs
a) Site Evacuation for Persons with Special Needs
Section 17School Site Safety Committee Member List and Approval of CSSP
Section 18
Section 19 Site Map (Please Label All Rooms) Section 20 OPTIONAL – Additional Site Specific Safety Information
Section 20 Or Howal – Additional Site Specific Safety Information

Suspensions and Expulsions for the School	2016-17	2017-18	2018-19
Suspensions Rate	3.5	4.7	5.8
Expulsions Rate	0.3	0.0	0.0

Suspensions and Expulsions for the District	2016-17	2017-18	2018-19
Suspensions Rate	6.3	6.2	5.6
Expulsions Rate	0.0	0.0	0.0

Suspensions and Expulsions for the State	2016-17	2017-18	2018-19
Suspensions Rate	3.6	3.5	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.

Ratio of Academic Counselors to Pupils (School Year 2018-19)

Title	Ratio
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.

Student Support Services Staff (School Year 2018-19)

Title	Number of Full-Time Equivalent (FTE)
Counselor (Social/Behavioral or Career Development)	
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	
Psychologist	
Social Worker	
Nurse	
Speech/Language/Hearing Specialist	
Resource Specialist (non-teaching)	2.0
Other	

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)

Grade Level	2016-17 Average Class Size	2016-17 # of Classes* Size 1-20	2016-17 # of Classes* Size 21-32	2016-17 # of Classes* Size 33+	2017-18 Average Class Size	2017-18 # of Classes* Size 1-20	2017-18 # of Classes* Size 21-32	2017-18 # of Classes* Size 33+	2018-19 Average Class Size	2018-19 # of Classes* Size 1-20	2018-19 # of Classes* Size 21-32	2018-19 # of Classes* Size 33+
К	23		4		24		4		24		4	
1	25		2		19	1			24		2	
2	23		2		24		2		19	2		
3	18	2	1		24		2		20	1	2	
4	31		1		31		1		30		1	
5	30		1		29		2		30		1	
6	98	1	1	2	21	2		1	91	1	2	1
Other**	12	1			111	2		1	12	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 leaning program that is focused on Literacy (including ELA Common Core Standards), English Language Learners, Differentiation of Instruction, Data Inquiry, Culturally and Linguistically Relevant 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 Local Control Accountability 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.

^{** &}quot;Other" category is for multi-grade level classes.

FY 2017-18 Teacher and Administrative Salaries

Category	District Amount	State Average for Districts In Same Category	
Beginning Teacher Salary	\$45,673	\$48,612	
Mid-Range Teacher Salary	\$60,025	\$74,676	
Highest Teacher Salary	\$98,512	\$99,791	
Average Principal Salary (ES)	\$120,748	\$125,830	
Average Principal Salary (MS)	\$127,364	\$131,167	
Average Principal Salary (HS)	\$139,247	\$144,822	
Superintendent Salary	\$295,000	\$275,796	

Percent of District Budget	District Amount	State Average for Districts In Same Category
Teacher Salaries	29%	34%
Administrative Salaries	6%	5%

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

FY 2017-18 Expenditures Per Pupil and School Site Teacher Salaries

Level	Total	Restricted	Unrestricted	Average Teacher Salary
School Site	\$7,089	\$1,716	\$5,374	\$65,938
District	N/A	N/A	\$6,048	\$73,236.00
State	N/A	N/A	\$7,506.64	\$82,403.00

Percent Differences	Unrestricted	Average Teacher Salary
School Site/District	-14.8	-3.3
School Site/ State	-23.1	-15.2

Note: Cells with N/A values 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. Hollywood Park Elementary School and district supplemental programs and services include:

- Class Size Reduction
- Tutoring
- Supplemental instructional materials and books
- Extended Day/Year/ Summer school
- Enrichment programs
- Access to technology
- AVID/MESA Programs
- Parent Education/Family Nights
- Social Services (Healthy Start)
- Student/Family Primary Language Support
- Translation for Home-School Communication
- Counseling (academic and career)
- Gifted and Talented Education (GATE)
- Special Education
- Professional Development
- Support Staff, such as nurses, instructional assistants, parent advisors, and counselors
- Supplemental Education Services
- School Choice

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.