

# **Helen Keller Elementary School**

3521 Palm Ave • Lynwood, CA 90262 • 310-886-5700 • Grades K-6
Mrs. Yamiler Varela, Principal
yvarela@mylusd.org
http://helenkeller.lynwood.k12.ca.us/

# 2018-19 School Accountability Report Card Published During the 2019-20 School Year



#### Lynwood Unified School District

11321 Bullis Road Lynwood, CA 90262 (310) 886-1600 http://www.lynwood.k12.ca.us

#### **District Governing Board**

Gary Hardie, Jr. - President

Maria G. Lopez - Vice President

Briseida Gonzalez, MSW - Clerk

Alfonso Morales, Esq. - Member

Alma-Delia Renteria, M.Ed. -Member

## **District Administration**

Gudiel R. Crosthwaite, Ph.D. **Superintendent** 

Shawna Dinkins Ed.D

Assistant Superintendent
Educational Services

Nancy Hipolito
Assistant Superintendent
Human Resources

Gregory Fromm
Chief Business Official

# **School Description**

Helen Keller Elementary is a PK-6 elementary school that is located in the southwest area of Lynwood, CA. Helen Keller Elementary is focused on student academic achievement. Helen Keller Elementary provides a rigorous academic standards based curriculum within a caring community. The staff at Helen Keller collaborates with families and the community to provide challenging and real life opportunities while preparing students for success in a diverse society and ever changing world. Students become confident learners as they become college and career ready. We expect all students to develop a responsibility for their own behavior and learning and a concern for others. We utilize all of our available resources and seek resources available in our community to improve student learning and achievement. Our goal is to provide our students a safe and nurturing learning environment where students can excel and reach their academic potential.

As principal of Helen Keller Elementary, it is my goal to cultivate a community where children are educated for the 21st Century. We strive to achieve this by teaching students to think critically, internalize the responsibilities necessary to effectively participate in and contribute to society, become independent life-long learners, and appreciate diversity. We have high expectations for students to assume responsibility for their own learning. We expect students to come to school prepared to learn and contribute to the learning environment and be active participants in the learning process.

Parents to be active participants in our school, ensuring the success of their children. Parents responsibilities include: supporting the school's policies and procedures, programs goals, and being an active participant in their child's educational experiences and always encouraging their child.

Our school offers a comprehensive student centered instructional programs. Our parents and staff are provided multiple opportunities to participate at school through social activities and instructional workshops, they include grade level chairpersons meetings, leadership team, parent /teacher workshops, technology workshops, School Advisory Councils, SBAC parent meetings, academic assemblies, GATE meetings, Title I meetings, and parent conferences. In the 2018/2019, our school increased by 10% in both English Language Arts and Math on the SBAC assessment. Our school shines as a bright beacon for students, putting forth an exemplary effort to ensure that every student is ready for 21st century college and careers. We are very proud of our hard work and effort in gaining these accomplishment. We strive to continue to achieve at a high level of excellence.

Mrs. Yamiler Varela, PRINCIPAL

#### **Major Achievements**

Standards, Assessment, and Accountability:

- Data became an important part of staff meetings and discussions. Data Reflection meetings for English language arts common assessments were held every 4-6 weeks for all grade levels.
- English Language Learner data as reflected in ELPAC performance was reviewed with parents during English Language Arts Council meetings.

#### Opportunity Equals Access:

- English Language Learners, Special Education, and under-performing students participated in extended learning time intervention during the school day.
- Additionally, monthly and quarterly assemblies recognized students' personal successes- both academic and in character education.

#### Teaching and Learning:.

• Teaching and learning materials such as technology equipment, educational games, and leveled readers were purchased to support students' academic needs.

#### Focus for Improvement

- Monthly parent workshops
- Progress reports and parent meetings for students requiring additional support.
- Parent and Student Orientation Program
- Monthly meetings for School Site Council leadership, grade level chairs, community liaison, Instructional Lead, and principal to review student academic progress Intervention provided during the school day for students requiring additional support in the areas of English language arts and math.
- Increase communication with parents regarding their child's progress

## **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
  <a href="https://www.cde.ca.gov/ta/ac/sa/">https://www.cde.ca.gov/ta/ac/sa/</a>.
- For more information about the LCFF or LCAP, see the CDE LCFF web page at <a href="https://www.cde.ca.gov/fg/aa/lc/">https://www.cde.ca.gov/fg/aa/lc/</a>.
- 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	79
Grade 1	90
Grade 2	80
Grade 3	94
Grade 4	86
Grade 5	82
Grade 6	101
Total Enrollment	612

# 2018-19 Student Enrollment by Group

Group	Percent of Total Enrollment		
Black or African American	5.2		
Asian	0.2		
Hispanic or Latino	92.6		
White	1.8		
Two or More Races	0.2		
Socioeconomically Disadvantaged	96.6		
English Learners	25.7		
Students with Disabilities	7.5		
Foster Youth	1		
Homeless	3.8		

#### 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 Helen Keller Elementary School	17-18	18-19	19-20
With Full Credential	28	25	24
Without Full Credential	0	1	0
Teaching Outside Subject Area of Competence	0	0	0

Teacher Credentials for Lynwood Unified School District	17-18	18-19	19-20
With Full Credential	•	•	
Without Full Credential	•	•	
Teaching Outside Subject Area of Competence	•	<b>*</b>	

#### Teacher Misassignments and Vacant Teacher Positions at Helen Keller Elementary School

Indicator	17-18	18-19	19-20
Teachers of English Learners	0	0	
Total Teacher Misassignments*	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)

We choose our textbooks from lists that have already been approved by state education officials. For a list of some of the textbooks we use at our school, see the Data Almanac that accompanies this report.

We have also reported additional facts about our textbooks called for by the Williams legislation of 2004. This online report shows whether we had a textbook for each student in each core course during the 2013–2014 school year and whether those textbooks covered the California Content Standards.

#### **Textbooks and Instructional Materials**

Year and month in which data were collected: 10/2018

Core Curriculum Area	Textbooks and Instructional M	Textbooks and Instructional Materials/Year of Adoption					
Reading/Language Arts	Houghton Mifflin Harcourt Big Day for Pre-K Teaching Guid Houghton Mifflin Harcourt Journeys CA Student Edition Se Houghton Mifflin Harcourt Journeys CA Student Edition Gr Houghton Mifflin Harcourt Journeys CA Student Edition Gr Houghton Mifflin Harcourt Journeys CA Student Edition Gr Houghton Mifflin Harcourt Journeys CA Student Edition Gr SRA McGraw Hill StudySync Student Edition Grade 6	t K, 2017 t Grade 1, 2017 ade 2, Volume 1 & 2, 2017 rade 3, Volume 1 & 2, 2017 rade 4					
	The textbooks listed are from most recent adoption: Percent of students lacking their own assigned textbook:	Yes 0					
Mathematics	Houghton Mifflin California Go Math, 2015 The textbooks listed are from most recent adoption: Percent of students lacking their own assigned textbook:	Yes 0					
Science	MacMillan McGraw Hill CA Science Science 2008 (K-6) The textbooks listed are from most recent adoption: Percent of students lacking their own assigned textbook:	Yes 0					

Core Curriculum Area	Textbooks and Instructional Materials/Year of Adoption			
History-Social Science	Scott Foresman History-Social Science for CA Social Studies 2006 Gr K-5 Holt, Rinehart & Winston World History-Ancient Civilizations Social Studies 2006 Gr 6 Houghton Mifflin Reflexiones (K-2), 2007			
	The textbooks listed are from most recent adoption: Yes			
	Percent of students lacking their own assigned textbook: 0			

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

#### School Facility Conditions and Planned Improvements (Most Recent Year)

Our school is ten years old. The buildings are in fair condition. Some repairs would benefit the school. We strive to keep the buildings clean and ready for student learning. Restrooms are monitored by custodians and cleaned on a regular basis/or as needed. In addition, our campus monitors are monitoring the restrooms during recess times. A new exit gate was added last school year to create additional exit options for students.

Additional storage space for equipment and supplies would be an asset to the school. Currently, the multipurpose room is used to store equipment and materials.

More facts about the condition of our school buildings are available in an online supplement to this report called for by the Williams legislation of 2004. What you will find is an assessment of more than a dozen aspects of our buildings: their structural integrity, electrical systems, heating and ventilation systems, and more. The important purpose of this assessment is to determine if our buildings and grounds are safe and in good repair. If anything needs to be repaired, this assessment identifies it and targets a date by which we commit to make those repairs. The guidelines for this assessment were written by the Office of Public School Construction (OPSC) and were brought about by the Williams legislation. You can look at the six-page Facilities Inspection Tool used for the assessment on the Web site of the OPSC.

# School Facility Good Repair Status (Most Recent Year) Year and month in which data were collected:

Tear and month	in which data were collecte	u.
System Inspected	Repair Status	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Fair	
Interior: Interior Surfaces	Poor	some areas has paint chipping and the grass on the playground area needs repair. Work order placed with the district for repairs.
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	Good	
Electrical: Electrical	Fair	The air conditioning systems occasionally does not work and the electricity occasionally breaks down. Work order placed with the district for repairs.
Restrooms/Fountains: Restrooms, Sinks/ Fountains	Poor	Student restrooms need mats because of slippery floors.
Safety: Fire Safety, Hazardous Materials	Poor	Emergency equipment is needed. Notice provided to district personnel.
Structural: Structural Damage, Roofs	Poor	Chipping paint, unsafe stairs repaired, playground needs grass, MPR needs old materials removed.
External: Playground/School Grounds, Windows/ Doors/Gates/Fences		[STATUS AS OF Oct 14 2012] Age and usual wear and tear.  [STATUS AS OF Oct 14 2012] Minor age
Overall Rating		[STATUS AS OF Oct 14 2012] Minor age related signs of deteriation

#### **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	27	37	35	38	50	50
Math	22	33	24	26	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	23.1	14.1	5.1

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	349	341	97.71	36.95
Male	184	179	97.28	39.66
Female	165	162	98.18	33.95
Black or African American	11	11	100.00	18.18
American Indian or Alaska Native				
Asian				
Hispanic or Latino	325	318	97.85	37.42
White				
Two or More Races				
Socioeconomically Disadvantaged	333	327	98.20	36.70
English Learners	182	176	96.70	28.98
Students with Disabilities	38	37	97.37	10.81
Students Receiving Migrant Education Services				
Foster Youth				
Homeless	23	22	95.65	4.35

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	349	345	98.85	32.75
Male	184	180	97.83	37.78
Female	165	165	100.00	27.27
Black or African American	11	11	100.00	18.18
American Indian or Alaska Native		1	1	
Asian		1	-	
Hispanic or Latino	325	322	99.08	33.23
White		-1	-	
Two or More Races		1	1	
Socioeconomically Disadvantaged	333	330	99.10	32.42
English Learners	182	180	98.90	31.11
Students with Disabilities	38	37	97.37	16.22
Students Receiving Migrant Education Services				
Foster Youth				
Homeless	23	23	100.00	0.00

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)

Parent involvement takes on many roles at Helen Keller. Parents are given the opportunity to learn study skills to assist their children in English language arts and math. They are actively involved in all school advisory councils (e.g. Chair and Co-Chair), school-wide assemblies, parent volunteer program, extracurricular activities (e.g. coach-folkloric dance group, track and field), office and library assistant.

Parents are also provided an opportunity to assist teachers in their child's classrooms. We have a community liaison that assist parents with a variety of needs they may have concerning their child's academic, social, and emotional progress. Parents participate in a parent teacher organization (PTO).

#### **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**

Student safety when traveling to school or home is of the utmost concern for staff and parents. We ensure safety on campus by locking all exit gates by 8:45 am. All gates are monitored by campus employees. Parents have to enter through the school office where they are asked for picture identification. Emergency equipment is maintained on the campus. Teachers and staff review their specific emergency plan annually by establishing safety protocols that are communicated to staff, parents, and students. Monthly emergency drills are held quarterly at the school. A safety protocol was sent home to all parents to review. The grounds are monitored daily by the principal, the custodians, and the campus monitors throughout the day. Emergency contact cards are updated each school year for every student. Emergency phone numbers and student addresses are updated when needed. Parent Volunteers assist staff at dismissal to support student safety. The school safety plan was updated by a team of staff members and on January 27, 2017 and approved by the School Site Council team members.

Suspensions and Expulsions for the School	2016-17	2017-18	2018-19
Suspensions Rate	1.3	0.7	1.8
Expulsions Rate	0.0	0.0	0.0

Suspensions and Expulsions for the District	2016-17	2017-18	2018-19
Suspensions Rate	3.5	3.3	3.1
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)	
Other	2.0

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)

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	24		4		23		4		26		3	
1	24		4		22		4		23	1	3	
2	24		4		24		4		20	3	1	
3	23		4		24		4		24		4	
4	24	1	2	1	29		3		29		3	
5	33		1	2	31		3		27		3	
6	31		3		34			3	34			3
Other**												

<sup>\*</sup>Number of classes indicates how many classes fall into each size category (a range of total students per class).

#### **Professional Development provided for Teachers**

Measure	2017-18	2018-19	2019-20
Number of school days dedicated to Staff Development and Continuous Improvement			

Teachers take some time each year to improve their teaching skills and to extend their knowledge of the subjects they teach. Teachers receive professional development at the school site and at the district level. Helen Keller is implementing the district's multi-year professional development plan. This plan provides training for all coaches, administrators, and teachers and includes:

- Curriculum Alignment Institutes
- Researched based professional development that supports students' needs and based on student data
- Instructional Coach Training
- Site Administrative Training and Coaching
- Summer Strategies Training and Practicum (with ELD/Academic Language Development for English Learners) outlined throughout the year
- Professional development for teachers & administrators on instruction in Standard English for African American students which includes follow up work with teachers and students

The district has also implemented a monitoring system to ensure the effectiveness of professional development for our staff. The monitoring system includes follow up sessions and site visits from district professional development facilitators.

In addition to the professional development opportunities at the district level, teachers also receive professional development at the school site on Common Core State Standards, Special Education Strategies, English Learner Strategies, etc.

<sup>\*\* &</sup>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	\$48,555	\$51,374		
Mid-Range Teacher Salary	\$81,123	\$80,151		
Highest Teacher Salary	\$94,480	\$100,143		
Average Principal Salary (ES)	\$114,587	\$126,896		
Average Principal Salary (MS)	\$116,221	\$133,668		
Average Principal Salary (HS)	\$129,242	\$143,746		
Superintendent Salary	\$225,000	\$245,810		

Percent of District Budget	District Amount	State Average for Districts In Same Category
Teacher Salaries	32%	35%
Administrative Salaries	6%	5%

For detailed information on salaries, see the CDE Certificated Salaries & Benefits webpage at <a href="https://www.cde.ca.gov/ds/fd/cs/">www.cde.ca.gov/ds/fd/cs/</a>.

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

Level	Total	Restricted	Unrestricted	Average Teacher Salary
School Site	4833	252	4581	74002.37
District	N/A	N/A	5413	\$79,588.00
State	N/A	N/A	\$7,506.64	\$82,031.00

Percent Differences	Unrestricted	Average Teacher Salary
School Site/District	-16.6	-5.2
School Site/ State	-35.7	-5.0

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**

The Lynwood Unified School District is committed to academic excellence by providing the best possible learning opportunities for all students. Our district provides a wide variety of academic programs and socio-emotional services for students to reach their academic goals. Some of the programs and services provided for students in Lynwood Unified School District include:

- Title I
- Migrant Education
- SES Tutoring
- Title III Interventions
- LCAP
- Language Proficiency Testing (CELDT)
- AVID
- Special Education Services
- Resources for Foster Youth and Homeless Students
- Common Assessment Data Compilation
- Socio-emotional and Mental Health Counseling and Resources
- Resources for Pregnant and Parenting Teens
- Positive Behavior and Support (PBIS)
- Assistance with Health Insurance Enrollment
- Afterschool Programs
- Academic Fieldtrips

#### **DataQuest**

DataQuest is an online data tool located on the CDE DataQuest web page at <a href="https://dq.cde.ca.gov/dataquest/">https://dq.cde.ca.gov/dataquest/</a> 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.