

### **Las Palmas Elementary School**

1900 E. 18th St. • National City, CA 91950 • (619) 336-8500 • Grades K-6 Sonia Ruan, Principal sruan@nsd.us www.nsd.us

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



#### **National School District**

1500 N Ave. National City, CA 91950 (619) 336-7500 www.nsd.us

#### **District Governing Board**

Barbara Avalos
Board President

Brian Clapper

**Board Clerk** 

Maria Betancourt-Castañeda

**Board Member** 

Maria Dalla

**Board Member** 

Alma Sarmiento

**Board Member** 

#### **District Administration**

Dr. Leighangela Brady
Superintendent
Dr. Sharmila Kraft

Assistant Superintendent Educational Services

Chris Carson

Assistant Superintendent Business Services

Dr. Leticia Hernandez
Assistant Superintendent
Human Resources

#### **School Description**

Las Palmas School is located in National City, California, a close knit community south of San Diego. Las Palmas is a preschool to sixth grade elementary school. Fifty-four percent of our students are English Language Learners and all of our students meet low-income criteria. The staff consists of 32 certificated teachers, 2 impact teachers, 21 classified employees and 6 support staff. We have 28 general education and 3 special education classrooms.

School Mission Statement and Core Values

La Palmas School is more than an elementary school. It is an educational community. The staff, students, and their families are caring, respectful, and work together to provide a high quality education for all children. We believe in the cumulative, purposeful effect of our instruction. We care deeply about our students' education before they come to our classrooms, for the temporary time they are with us, and long after they leave us. Our goal is to provide a nurturing environment that will promote lifelong learners and contributors to our society. We believe in our National School District's three Core Values.

"Children First"

"Whatever it Takes"

"Relationships Matter"

#### Message from Principal, Sonia Ruan

Welcome to Las Palmas School! We, at Las Palmas, we strive for excellence in education and will provide an inspiring, safe, and challenging environment for all children. It is our goal to "Create Successful Learners Now!" Las Palmas has an excellent staff of teachers, instructional aides, and support staff who are committed to creating the best possible educational experience for your children. Our efforts have been focused on the improvement of student achievement at all levels and for all children. Las Palmas has an amazing Parent Teacher Association. We are thankful to have such a core group of dedicated parents to help us support our educational program.

You, the parents, and community members, are always welcome at Las Palmas. Come by for a visit, meet the staff, and join us as we continue to create a school where all of our students are successful.

#### **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 <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	96
Grade 1	85
Grade 2	91
Grade 3	87
Grade 4	93
Grade 5	99
Grade 6	91
Total Enrollment	642

#### 2018-19 Student Enrollment by Group

Group	Percent of Total Enrollment
Black or African American	0.6
American Indian or Alaska Native	0.3
Asian	0.6
Filipino	10.4
Hispanic or Latino	83.6
Native Hawaiian or Pacific Islander	0.2
White	1.7
Two or More Races	2.2
Socioeconomically Disadvantaged	82.4
English Learners	53.9
Students with Disabilities	12.5
Homeless	4.7

#### 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 Las Palmas Elementary	17-18	18-19	19-20
With Full Credential	28	27	27
Without Full Credential	0	0	0
Teaching Outside Subject Area of Competence	0	0	0

Teacher Credentials for National School	17-18	18-19	19-20
With Full Credential	<b>*</b>	+	226
Without Full Credential	•	+	0
Teaching Outside Subject Area of Competence	•	<b>*</b>	0

#### Teacher Misassignments and Vacant Teacher Positions at Las Palmas 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	1

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.

<sup>\*</sup>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)

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

Year and month in which data were collected: 12/20/2019

Core Curriculum Area	Textbooks and Instructional M	Textbooks and Instructional Materials/Year of Adoption					
Reading/Language Arts	Benchmark Advance 2018 Benchmark Adelante 2018 American Reading Company 2018						
	The textbooks listed are from most recent adoption: Percent of students lacking their own assigned textbook:	Yes 0%					
Mathematics	Houghton-Mifflin-Harcourt California GO MATH! 2015/2016						
	The textbooks listed are from most recent adoption:  Percent of students lacking their own assigned textbook:	Yes 0%					
Science	McGraw-Hill — (Eng.) CA Science (Span.) CA Ciencias 2008/2009						
	The textbooks listed are from most recent adoption:  Percent of students lacking their own assigned textbook:	Yes 0%					
History-Social Science	H. M. Harcourt Reflections 2007/2008						
	The textbooks listed are from most recent adoption:  Percent of students lacking their own assigned textbook:	Yes 0%					
Foreign Language	English Language Development E. L. Achieve - Systematic ELD 2014/2015						
	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)

Las Palmas' main campus was built in 1955. Since our opening the following major renovations or improvements have been addressed:

- 1993 Modernization consisting of new flooring, ceilings, lights, electrical, insulation, windows, painting, and cabinetry
- 1997 Relocatables were added to support class size reduction
- 1998 Relocatables were added to support class size reduction

Ongoing - The school is highly maintained with new paint, plants, flowers, grass and new playground equipment.

- 2006 A Computer Lab Relocatable building was added
- 2015 A high speed and wireless network were added to every classroom on the site.
- 2016 Air conditioning was added to all original buildings, including every classroom on the site. Additionally, the electrical and the fire alarm systems were upgraded to support the air conditioning and one-to-one computing.
- 2017 and 2018 Exterior walls have been removed and replaced on many of the portable buildings on the site.

Las Palmas currently has 18 regular classrooms and 17 relocatable buildings

During the summer of 2016, Las Palmas's main buildings were refurbished and updated with modern air-conditioning and heating. This work was made possible through Proposition N school bond funds that were approved by the citizens of National City in 2014.

#### Maintenance and Repair

District maintenance staff ensures that the repairs necessary to keep the school in good repair and working order are completed in a timely manner. A work order process is used to ensure efficient service and that emergency repairs are given the highest priority.

#### Cleaning Process and Schedule

We have made a conscientious effort to provide a clean and attractive campus. Students are encouraged to have pride in their school and keep the campus clean. The District Governing Board has adopted cleaning standards for all schools in the district. A summary of these standards is available at the school office or at the district maintenance office. The principal works daily with the custodial staff and the custodial supervisor to develop cleaning schedules to ensure a clean and safe school.

The Facilities Inspection Tool (FIT)

The FIT is used on a yearly basis to identify facility needs and repairs. All items found in need of repair on the FIT are addressed. Items that involve asphalt, roofing, flooring or painting are addressed through the District's deferred maintenance program. All other items are expedited into the National School District work order system and repaired by our maintenance department.

## School Facility Good Repair Status (Most Recent Year) Year and month in which data were collected: 12/6/2019

System Inspected	Repair Status	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Good	Rm 19 - Stained ceiling tiles Boys Restroom - Wall needs repair; paint; restore terrazzo. Girls Restroom - Wall to be repaired; needs to be painted. Action Taken - Work orders requested for repairs.
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	Good	Custodian Room - Room dirty and cluttered. Rm 14 - Needs paint. Rm 19 PTA Modular - Clutter inside room; very dirty. Action Taken - Work orders requested for repairs.
Electrical: Electrical	Good	
Restrooms/Fountains: Restrooms, Sinks/ Fountains	Good	
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Good	Rm 14 - Broken concrete in front of entrance door. Action Taken - Work orders requested for repairs.
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Good	Custodian Room - Door needs to be replaced. Boys Restroom - Missing door handle; door jam rusted. Girls Restroom - Sky light window broken. Action Taken - Work orders requested for repairs.
Overall Rating	Good	

#### **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	43	44	43	43	50	50
Math	34	31	33	33	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	26.1	18.5	21.7

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	365	356	97.53	43.54
Male	198	195	98.48	36.92
Female	167	161	96.41	51.55
Black or African American			1	-
American Indian or Alaska Native			1	1
Asian			-	-1
Filipino	45	41	91.11	58.54
Hispanic or Latino	298	295	98.99	41.36
Native Hawaiian or Pacific Islander				
White			1	-1
Two or More Races			1	-1
Socioeconomically Disadvantaged	306	298	97.39	40.27
English Learners	242	237	97.93	41.77
Students with Disabilities	35	34	97.14	11.76
Homeless			-	1

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	365	360	98.63	31.39
Male	198	197	99.49	32.49
Female	167	163	97.60	30.06
Black or African American	-	-	-	
American Indian or Alaska Native	1	1	1	
Asian	-	-	-	
Filipino	45	44	97.78	52.27
Hispanic or Latino	298	296	99.33	28.72
Native Hawaiian or Pacific Islander	1	1	1	
White	-	-	-	
Two or More Races	-	-	-	
Socioeconomically Disadvantaged	306	301	98.37	29.24
English Learners	242	241	99.59	34.02
Students with Disabilities	35	33	94.29	3.03
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)

Las Palmas strives to involve parents in motivating students to love learning and be successful in school. We believe that with parents as team partners, we can make great academic and emotional strides with our children. We offer a variety of classes and workshops to our parents during our Coffee with the Principal meetings. Topics for these meetings include parenting classes, healthy cooking with Olivewood Garden Kitchenistas, how to access and strengthen technology skills, Positive Behavior Intervention and Supports (PBIS), Restorative Practices, Safety, and California Common Core Standards. Parents also have the opportunity to attend the DPAC workshops and CABE Para-Ed/ Parent Conference offered through the San Diego County Office of Education. Our Parent Teacher Association organizes school celebrations such as Fall Festivals, Book Fairs, Read Across America and Movie Night. Las Palmas parents are a key part of our school team.

#### **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**

Date the plan was last updated: December, 2019

Date the plan was last reviewed with the staff: November and December, 2019

The Comprehensive Safe School Plan includes data regarding school crime, safe school procedures and compliance with laws including: (1) child abuse reporting, (2) disaster response, (3) suspension and expulsion policies, (4) notification of teachers of dangerous pupils, (5) sexual harassment, (6) school wide dress codes prohibiting gang-related apparel, (7) procedures for safe ingress and egress from school, (8) procedures to ensure a safe and orderly environment conducive to learning, and (9) rules and procedures on school discipline adopted pursuant to Ed Code Sections 35291 and 35291.5. A copy of the plan is available for inspection by the public at each school. Our staff is committed to maintaining a safe, secure, and aesthetically pleasing environment for our students. The District's Comprehensive Emergency Disaster Plan is aimed at providing security for students, teachers, and family members in case of unexpected and disruptive events.

Suspensions and Expulsions for the School	2016-17	2017-18	2018-19
Suspensions Rate	1.8	0.7	1.6
Expulsions Rate	0.0	0.0	0.0

Suspensions and Expulsions for the District	2016-17	2017-18	2018-19	
Suspensions Rate	2.6	1.5	1.6	
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	1.0
Social Worker	
Nurse	
Speech/Language/Hearing Specialist	1.0
Resource Specialist (non-teaching)	
Other	4.5

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	21	2	3		20	2	3		20	2	3	
1	20	1	3		22		4		23		3	
2	22	1	3		21		4		24		4	
3	21	1	3		20	2	3		19	3	2	
4	29		3		29		3		29		3	
5	31		2		32		2	1	31		3	
6	28	1		3	25	1	2		30		2	
Other**	9	1							11	1		

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

 $<sup>\</sup>ensuremath{^{**}}$  "Other" category is for multi-grade level classes.

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

Measure	2017-18	2018-19	2019-20
Number of school days dedicated to Staff Development and Continuous Improvement	13	23	26

The selection of focus areas for on-going professional development is based on a careful analysis of achievement data. The district calendar earmarks full days and early release time for providing site-based professional development for all teachers. Teachers also have opportunities to attend conferences and district-wide professional development throughout the year. During the 2018-19 school year all teachers at Las Palmas will receive approximately 30 hours of professional development in mathematics through the University of California Irvine subject matter project. This professional development will empower our teachers to deliver a cohesive, common core curriculum based on the CCSS. The project includes hands-on, research-based professional development, standards-based curriculum guides and unit plans aligned to the Common Core to assist our teachers in the implementation of our GoMath adoption. The Irvine Math Project team is comprised of classroom practitioners, math content experts, and math education researchers. A focus on professional development around the area of mathematics and ELA was selected in response to the needs highlighted in our CAASPP data. In the area of language arts, all of our teachers will receive in-depth professional development in the California ELA/ELD framework. The ELA/ELD framework professional development has been selected as an area of focus due to our high numbers of English language learners and the need for teachers to deliver robust and rigorous lessons. Both these areas of focus have been delivered through teacher release days, bi-weekly data team meetings, collaboration days and weekly staff meetings, off the clock offerings and during individual teacher planning days. We have four Teachers on Special Assignment (TOSA) that provide workshops in the area of Language Arts and English Language Development. With our new English Language Arts adoption, all teachers will receive staff development in the implementation of our newly adopted BENCHMARK materials. To support daily, robust and rigorous reading, our district office has adopted the American Reading Company 100 book libraries. All teachers will receive staff development on the implementation and best practices used for these reading baskets for students. Our counselors have received training on the Sanford Harmony socialemotional curriculum which they will deliver in each classroom. Counselors will deliver this curriculum in all classrooms while teachers support the implementation and lesson delivery. In addition, all teachers have received professional development on how to run restorative circles in their classrooms in order to deliver Tier I positive behavior interventions and supports to all students. of focus for teacher training include effective instructional strategies for implementation of Common Core Standards, best practices for Data Teams collaboration, ELA Benchmark curriculum, curriculum training in writing, language arts and mathematics, as well as specific training to support the needs of English Learners. Teachers of students with special needs and teachers of newcomer students also receive specialized training to assist them in meeting the unique needs of their students. This professional development is provided in various formats, including whole staff group, grade-level teams, and through individual mentoring by the school administrator. The District also assists in the coordination of BTSA Induction Support for year one and two teachers. Teachers who are experiencing difficulty or need improvement have access to the PAR (Peer Assistance Review) Program.

FY 2017-18 Teacher and Administrative Salaries

Category	District Amount	State Average for Districts In Same Category
Beginning Teacher Salary	\$48,104	\$45,741
Mid-Range Teacher Salary	\$68,585	\$81,840
Highest Teacher Salary	\$102,647	\$102,065
Average Principal Salary (ES)	\$126,006	\$129,221
Average Principal Salary (MS)	\$0	\$132,874
Average Principal Salary (HS)	\$0	\$128,660
Superintendent Salary	\$200,349	\$224,581

Percent of District Budget	District Amount	State Average for Districts In Same Category
Teacher Salaries	36%	36%
Administrative Salaries	5%	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	\$4,988	\$602	\$4,346	\$69,560
District	N/A	N/A	\$4,571	
State	N/A	N/A		

Percent Differences	Unrestricted	Average Teacher Salary
School Site/District	-5.0	-158.5
School Site/ State	-110.9	6.8

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**

In addition to the State General Fund, National School District receives state and federal funding for the following categorical, special education, and other support programs.

Title I \$92,772

LCAP Supplemental and Concentration Funds \$223,540.

Total: \$316,312.

DataQuest 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 its school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for countability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).	
nternet 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 abraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the lengt firme that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to prinocuments.	h