Freeman Elementary School



126 N. West St. • Woodland, CA 95695-2614 • (530) 662-1758 • Grades K-6 Eduardo Gonzalez, Principal eddie.gonzalez@wjusd.org https://freeman.wjusd.org/

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



Woodland Joint Unified School District

435 Sixth Street Woodland, CA 95695-4109 (530) 662-0201 www.wjusd.org

District Governing Board

Morgan Childers, President

Jake Whitaker, Vice President

Teresa Guerrero, Clerk

Deborah Bautista Zavala **Member**

> Debbie Decker **Member**

Karen Rosenkilde-Bayne Member

> Rogelio Villagrana Member

District Administration

Thomas Pritchard

Superintendent

Elodia Ortega-Lampkin

Associate Superintendent Educational Services

Lewis Wiley, Jr.

Associate Superintendent
Business Services

Leanee Medina Estrada Assistant Superintendent Human Resource Services

Principal's Message

At Freeman Elementary School there is the belief and commitment that all students can and will learn at advanced levels regardless of the obstacles they face. The school culture encourages a positive school climate where all students can experience academic success. There is a school-wide focus on standards-based education to improve student achievement and to achieve our school goals. Freeman Elementary School is proud of the collaborative nature of the staff and together with parents we proudly serve our community. At Freeman, we promote a positive learning environment, where students are recognized for citizenship, academic achievement, attendance, the achievement of grade-level SMART goals and demonstration of life skills. Curriculum decisions are based on data from various assessments specifically the Interim SBAC test, and California's state standards in reading, language, and math, providing opportunities for students to master basic skills, problem solve, make decisions, and practice higher-level thinking skills. Freeman's staff realizes that motivating each child to build on his or her skills, talents, and imagination promotes academic success. The instructional staff is comprised of dedicated, dynamic educators who collaborate and utilize best practices for student success, with a major emphasis on core academic skills. Teachers are carefully selected and spend countless hours honing their professional skills. They attend a wide variety of professional development offerings provided at the school as well as through the WJUSD and Yolo County Office of Education. Many teachers also pursue advanced level university degrees. Freeman is nurturing, fun, and safe with high academic standards. Each month a life skill is highlighted and taught to promote citizenship, as are social and emotional lessons. Every morning at 8:15 am there is an inspirational message on the school's loudspeaker that sets a positive tone to start the day. Parent partnerships are valued and seen as an important part of every child's educational success. This is evidenced by the "Parent of the Year" awards in our front office. By working together as a staff, with parents, and as a community, Freeman students have the opportunity to succeed and reach excellence.

Mission Statement

The mission of Freeman School is to inspire students to a high-achieving future.

To achieve our mission, as a school we focus on the following:

- Build on Students' strengths.
- Create a positive environment in every classroom, as well as throughout the school.
- Use data to determine the effectiveness of our teaching.
- Accelerate students who need to be challenged.
- Provide extra time for students who need to be retaught.

Community and District Profile

Freeman Elementary School operates on a traditional track. For the 2018-2019 school year, Freeman had 472 students enrolled in grades kindergarten through six.

Woodland is located in Yolo County and has a rich heritage of community spirit and neighborly charm. With a population of more than 56,000 people. Woodland Joint Unified School District includes seven preschools, eleven elementary schools, one charter elementary school, two middle schools, two comprehensive senior high schools, a continuation high school, and an adult school, and served approximately 9,782 students in the 2018-2019 school year.

The instructional staff is comprised of dedicated, dynamic educators who collaborate and utilize best practices for student success, with a major emphasis on core academic skills. Teachers are carefully selected and spend countless hours honing their professional skills. They attend a wide variety of professional development offerings provided at the school as well as through the WJUSD and Yolo County Office of Education. Many teachers also pursue advanced level university degrees. Freeman is nurturing, fun, and safe with high academic standards.

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/Ic/.
- 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	54
Grade 1	60
Grade 2	79
Grade 3	79
Grade 4	65
Grade 5	66
Grade 6	69
Total Enrollment	472

2018-19 Student Enrollment by Group

Group	Percent of Total Enrollment
Black or African American	1.3
American Indian or Alaska Native	0.2
Asian	3
Hispanic or Latino	80.9
White	11.9
Two or More Races	1.5
Socioeconomically Disadvantaged	72.7
English Learners	34.5
Students with Disabilities	18.4
Foster Youth	1.7
Homeless	4

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 Freeman Elementary	17-18	18-19	19-20
With Full Credential	22	20	17
Without Full Credential	1	2	2
Teaching Outside Subject Area of Competence	0	1	0

Teacher Credentials for Woodland Joint	17-18	18-19	19-20
With Full Credential	*	+	413
Without Full Credential	*	*	9
Teaching Outside Subject Area of Competence	•	+	1

Teacher Misassignments and Vacant Teacher Positions at Freeman 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)

Woodland Joint Unified School District held a Public Hearing on September 26, 2019 and determined that each school has sufficient and good quality textbooks, instructional materials, or science lab equipment pursuant to the settlement of Williams vs. the State of California. All students, including English Learners, are given their own individual standards-aligned textbooks or instructional materials, or both, in core subjects for use in the classroom and to take home. The chart below displays data collected in September 2019, regarding textbooks in use during the 2019-2020 school year.

Textbooks and Instructional Materials

Year and month in which data were collected: September 2019

Core Curriculum Area	Textbooks and Instructional M	aterials/Year of Adoption
Reading/Language Arts	McGraw Hill Wonders, Grades K-3 and Benchmark Education Adopted 2017	on, Grades 4-6
	The textbooks listed are from most recent adoption:	Yes
	Percent of students lacking their own assigned textbook:	0.0%
Mathematics	Houghton Mifflin Harcourt –Math Expressions Adopted 2014	
	The textbooks listed are from most recent adoption:	Yes
	Percent of students lacking their own assigned textbook:	0.0%
Science	Pearson Scott Foresman Adopted 2008	
	The textbooks listed are from most recent adoption:	Yes
	Percent of students lacking their own assigned textbook:	0.0%
History-Social Science	Prentice Hall	
	Adopted 2006	
	Scott Foresman	
	Adopted 2006	
	The textbooks listed are from most recent adoption:	Yes
	Percent of students lacking their own assigned textbook:	0.0%

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

School Facility Conditions and Planned Improvements (Most Recent Year)

Freeman Elementary School, originally founded in 1955 and remodeled in 1999, offers a safe and secure campus for students, staff, and visitors. The school is currently comprised of 24 classrooms, one library, one multipurpose room, one staff room, and two playgrounds. Facility information is current as of September 12, 2019.

Cleaning Process

The Principal works daily with the custodial staff to ensure regular and continual maintenance of the school's physical environment.

Maintenance and Repair

District maintenance staff ensure that the repairs necessary to keep the school in good repair and work orders are completed in a timely manner. A work order process is used to ensure efficient service and highest priority to emergency repairs. At the time of publication, 100% of restrooms on campus were in working order. Also, during the Summer of 2019, the district's preventative maintenance team focused on making repairs to the physical structure of the school.

School Facility Good Repair Status (Most Recent Year) Year and month in which data were collected: 9/12/2019

System Inspected	Repair Status	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	
Interior: Interior Surfaces	Good	Freeman Multipurpose Room: 4: (D) Ceilings have damage from cracks, tears, holes, or water damage. Hole in ceiling on right hand side. Also, it looks like there was recent work on the fire alarms, drywall patch needs to be painted. Work Order 38529
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	Good	
Electrical: Electrical	Fair	Freeman Room 12: 7: (D) Improper usage of extension cords or extension cord trip hazard used on the fridge. 11: (D) Materials labeled "keep out of reach of children" are within reach of children Freeman room 16: 7: (D) Lighting fixture or bulbs are not working or missing Freeman room 23: 7: (D) Electrical components are damaged or not functioning properly. Low voltage occupancy sensor in the left hand corner walking in has a damaged mount. Work Orders 38533, 38545, and 38546
Restrooms/Fountains: Restrooms, Sinks/ Fountains	Good	
Safety: Fire Safety, Hazardous Materials	Fair	Freeman Room 11: 10: (D) Fire extinguisher is blocked. Freeman Room 12: 7: (D) Improper usage of extension cords or extension cord trip hazard used on the fridge. 11: (D) Materials labeled "keep out of reach of children" are within reach of children Freeman Room 15: 11: (D) Paint in peeling, chipping or cracking on front door. Freeman Room 3: 11: (D) Materials labeled "keep out of reach of children" are within reach of children Freeman Room 7: 9: Aerator needs to be installed on sink. 11: (D) Paint in peeling, chipping or cracking on front door. Work Orders 38531, 38533, 38544, 38547, and 38548

System Inspected	Repair Status	Repair Needed and Action Taken or Planned	
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Good		
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	34	35	40	43	50	50
Math	30	28	29	28	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 17-18	School 18-19	District 17-18	District 18-19	State 17-18	State 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	30.2	17.5	7.9

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	266	265	99.62	34.72
Male	134	134	100.00	27.61
Female	132	131	99.24	41.98
Black or African American			1	
American Indian or Alaska Native				
Asian			-	
Hispanic or Latino	229	228	99.56	35.09
White	21	21	100.00	33.33
Two or More Races				
Socioeconomically Disadvantaged	207	206	99.52	33.50
English Learners	157	156	99.36	33.33
Students with Disabilities	34	34	100.00	11.76
Students Receiving Migrant Education Services			-	
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	266	265	99.62	27.55
Male	134	134	100.00	24.63
Female	132	131	99.24	30.53
Black or African American	-			
American Indian or Alaska Native	-		-	
Asian	-		-	
Hispanic or Latino	229	228	99.56	28.07
White	21	21	100.00	23.81
Two or More Races				
Socioeconomically Disadvantaged	207	206	99.52	27.18
English Learners	157	156	99.36	26.92
Students with Disabilities	34	34	100.00	14.71
Students Receiving Migrant Education Services	-			
Foster Youth				
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 school district benefits from extensive support from parents and community members. Freeman Elementary School is proud of its many opportunities for parents and community members to volunteer. These opportunities include classroom and project volunteers, field trip chaperones, fundraising, English Learner Advisory Committee (ELAC), Parent Booster Club, and School Site Council.

Contact Information

Parents who wish to participate in Freeman Elementary School's committees, or wish to become a volunteer may contact the school office at (530) 662-1758. The district's website (www.wjusd.org) provides a variety of resources for parents, students, and community members. In addition, Freeman's website also provides a calendar of the school's events for parents. ----- www.freeman.wjusd.org ------ Parents are also encouraged to participate in community forums at the district level and are invited to attend Community and Family Engagement (CAFE).

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

The safety of students is a priority of the school staff. Students are supervised throughout the day by teachers, administrators, and noon duty and crossing guard duty supervisors. There is a designated area for student drop-off and pick-up at the school. Visitors to the school must check-in at the main office and wear a visitor's badge while on campus.

Freeman Elementary School's Site Safety Plan is revised each spring by the School Site Council, which consists of administrators, teachers, counselors, classified staff, and parents. Key elements of the Safety Plan include student safety, school climate, and emergency procedures.

The school is in compliance with all laws, rules, and regulations pertaining to hazardous materials and State earthquake standards. Emergency drills are conducted on a regular basis throughout the school year, including monthly fire evacuations, bimonthly earthquake drills, and intruder drills, which are held three times a year. In the event of an emergency, the school's Disaster Preparedness Plan has clearly defined procedures to accommodate crisis situations, and emergency supplies are available. The safety plan was last reviewed with staff in August 2019, and with parents in November 2019.

Suspensions and Expulsions for the School	2016-17	2017-18	2018-19
Suspensions Rate	3.7	2.3	1.8
Expulsions Rate	0.0	0.0	0.0

Suspensions and Expulsions for the District	2016-17	2017-18	2018-19
Suspensions Rate	6.3	6.0	5.7
Expulsions Rate	0.1	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)	1.0
Library Media Teacher (Librarian)	0
Library Media Services Staff (Paraprofessional)	.475
Psychologist	.6
Social Worker	0
Nurse	.2
Speech/Language/Hearing Specialist	1.0
Resource Specialist (non-teaching)	0
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	20	1	3		15	4			21	1	2	
1	24		3		25		3		24		2	
2	19	3			24		3		23	1	3	
3	32		2		28		2		25		3	
4	32		2		32		2		31		2	
5	32		2		32		2		32		1	1
6	26	1	2		24	1	2		26	1	1	1
Other**												

^{*}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			

Woodland Joint Unified School District provides time and resources for collaboration, planning, and professional development for all staff. Teachers at each school receive training directly related to curriculum and instruction by attending workshops and conferences that are approved by the district and administration. Staff development days enable staff members to deliver the curriculum and instruction that is rigorous, challenging, and responsive to student needs. The development of a common district-wide instructional focus is allowing an entry point for everyone to learn and stretch their practice. The focus of professional development has shifted to provide job-embedded coaching across multiple content areas to build capacity and focus on strengthening the application of instructional strategies. Teachers meet between 1 to 2 times per week to focus on the Cycle of Inquiry as they gather data to determine the effectiveness of their instruction.

- Balanced Literacy and Guided Reading through Accelerated Literacy Learning, TK-6
- UC Davis Math Project: Focus on Conceptual Understanding, TK-12
- Ethnic Studies with the Acosta Group, Preschool-12
- UC Davis History Project: Understanding the History/Social Science Framework, TK-12
- Restorative Practices, TK-12
- Innovator Cohort: Google certification classes for teachers
- Universal Design for Learning (7-12)
- English Learner Shadowing (7-12)

Freeman Elementary School uses the Professional Learning Community model to engage in job-embedded coaching. Teachers have the opportunity to observe each other when they view data and see that a class is having success. Teachers then try to replicate the instructional strategies that they viewed in action in their own classrooms. Last year the staff was trained on Professional Learning Community (PLC) Strategies as popularized by Rick DuFour. The PLC model is designed to look at first-based teaching while using data to measure its effectiveness. The PLC model also focuses on accelerating students who may need to be challenged while reteaching skills for students who may need more supports.

^{** &}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	\$45,236	\$49,084	
Mid-Range Teacher Salary	\$64,833	\$76,091	
Highest Teacher Salary	\$91,792	\$95,728	
Average Principal Salary (ES)	\$107,223	\$118,990	
Average Principal Salary (MS)	\$112,421	\$125,674	
Average Principal Salary (HS)	\$124,016	\$137,589	
Superintendent Salary	\$224,180	\$230,096	

Percent of District Budget	District Amount	State Average for Districts In Same Category
Teacher Salaries	34%	35%
Administrative Salaries	5%	6%

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	\$6,968	\$1,840	\$5,128	\$69,374
District	N/A	N/A	\$7,609	\$69,150.00
State	N/A	N/A	\$7,506.64	\$78,059.00

Percent Differences	Unrestricted	Average Teacher Salary
School Site/District	-39.0	3.8
School Site/ State	-31.3	-8.6

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

Woodland Joint Unified School District spent an average of \$9,537 to educate each student (based on 2017-18 audited financial statements).

Woodland Joint Unified School District receives State and federal categorical funding for special programs. For the 2018-2019 school year, the District received State and federal funding for the following categorical, special education, and support programs: ASES, Counseling Grant, Federal Special Education, Federal Vocational and Applied Secondary, Lottery, Agriculture Vocational Grant, Elementary Counseling Grant, Title II, Title III, Title IV, Low Performing Student Block Grant, Special Ed-State, Medi-Cal, Small Learning Communities, Partnership Academies

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.