

## **Canyon Hills Junior High School**

2500 Madrugada Drive • Chino Hills, CA 91709 • 909-464-9938 • Grades 7-8
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# 2014-15 School Accountability Report Card Published During the 2015-16 School Year

### Chino Valley Unified School District

5130 Riverside Drive Chino, CA 91710-4130 (909) 628-1201 www.chino.k12.ca.us

#### **District Governing Board**

Andrew Cruz, President
Sylvia Orozco, Vice President
Pamela Feix, Clerk
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Irene Hernandez-Blair, Member
Shweta Shah, Student
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#### **District Administration**

Wayne M. Joseph
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Norm Enfield, Ed.D.
Deputy Superintendent
Sandra Chen
Assistant Superintendent, Business

Jeanette Chien, Ed.D.

Assistant Superintendent,

Educational Services

Services

Grace Park, Ed.D.

Assistant Superintendent, Human Resources

Gregory J. Stachura
Assistant Superintendent,
Facilities, Planning & Operations

#### Vision

Canyon Hills strives to develop:
The Whole Child
Critical and Creative Thinkers, Innovators and Problem Solvers
Effective Communicators and Collaborators
Globally Aware, Independent, Responsible Learners and Citizens

#### Mission

Canyon Hills Junior High seeks to continue to build the world's greatest junior high. We are always evolving, committed to change and action through continued personal growth. A dynamic team of teaching professionals works collaboratively to provide a rigorous learning environment personalized to the individual child. Students are encouraged to question and challenge ideas and participate as active citizens, in order to reach their fullest potential as independent, critical thinkers. We aim to provide a safe and orderly learning environment to foster student success. Our school culture reflects a balanced approach that strives to nurture the development of the whole child.

#### **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 Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC Web page at http://www.cde.ca.gov/ta/ac/sa/.
- For more information about the LCFF or LCAP, see the CDE LCFF Web page at http://www.cde.ca.gov/fg/aa/lc/.
- For additional information about the school, parents/guardians and community members should contact the school at 909-464-9938 or the district office.

2014-15 Student Enrollment by Grade Level					
Grade Level Number of Students					
Grade 7	579				
Grade 8	584				
Total Enrollment	1,163				

2014-15 Student Enrollment by Group					
Group	Percent of Total Enrollment				
Black or African American	4.6				
Asian	26.4				
Filipino	7.7				
Hispanic or Latino	35.3				
Native Hawaiian or Pacific Islander	0.1				
White	22.4				
Two or More Races	3.4				
Socioeconomically Disadvantaged	26.5				
English Learners	3.7				
Students with Disabilities	10.5				
Foster Youth	0.2				

#### A. Conditions of Learning

#### **State Priority: Basic**

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

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

Teacher Credentials							
Canyon Hills Junior High School	13-14	14-15	15-16				
With Full Credential	43.4	44	42.8				
Without Full Credential	0	0	0				
Teaching Outside Subject Area of Competence	1	0	0				
Chino Valley Unified School District	13-14	14-15	15-16				
With Full Credential	<b>*</b>	*	1257.8				
Without Full Credential	•	*	12				
Teaching Outside Subject Area of Competence	<b>*</b>	+	8				

Teacher Misassignments and Vacant Teacher Positions at this School								
Canyon Hills Junior High School 13-14 14-15 15-16								
Teachers of English Learners	0	0	1					
Total Teacher Misassignments	0	0	0					
Vacant Teacher Positions	0	0	1					

<sup>\* &</sup>quot;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.

## **Core Academic Classes Taught by Highly Qualified Teachers**

2014-15 Percent of Classes In Core Academic Subjects Core Academic Classes Taught by Highly Qualified Teachers								
Location of Classes Taught by Highly Not Taught by High Qualified Teachers Qualified Teachers								
This School	97.6	2.4						
	Districtwide							
All Schools	96.5	3.5						
High-Poverty Schools	95.4	4.6						
Low-Poverty Schools 97.7 2.3								

<sup>\*</sup> High-poverty schools are defined as those schools with student eligibility of approximately 40 percent or more in the free and reduced price meals program. Low-poverty schools are those with student eligibility of approximately 39 percent or less in the free and reduced price meals program.

#### Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2015-16)

On October 14, 2015, the Chino Valley Unified School District's Board of Education held a public hearing to certify the extent to which textbooks and instructional materials have been provided to students. The Board of Education adopted Resolution 2015/2016-30 which certifies as required by Education Code 60119 that (1) sufficient textbooks and instructional materials have been provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and context of the curriculum frameworks in the following subjects: history/social science, mathematics, reading/language arts, and science, (2) sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, (3) laboratory equipment was available for science laboratory classes offered in grades 9-12, inclusive.

Textbooks and instructional materials are provided for each student for use in class and to take home. It was determined that each pupil in each school has sufficient textbooks and instructional materials that are aligned to the academic content standards in the core subject areas for the 2015/2016 school year.

\*Note: These materials are not from the most recent State Board adoption. The District elected to wait for new additions of State Board approved materials that would be aligned with current Common Core State Standards. To ensure alignment with current state standards the McDougal Littell Reading and Language Arts textbook is being supplemented with English Language Arts (ELA) units of study that were written by our ELA teachers using the rigorous curriculum design model. These supplemental units were focused on Common Core State Standards..

Textbooks and Instructional Materials  Year and month in which data were collected: October 2015								
Core Curriculum Area	Core Curriculum Area Textbooks and Instructional Materials/Year of Adoption							
Reading/Language Arts	7-8 McDougal Littell; McDougal Littell Reading and Language Arts Program Adopted: 2003) 7-8 Scholastic; Read 180 (Adopted: 2011)							
	The textbooks listed are from most recent adoption: No*							
	Percent of students lacking their own assigned textbook: 0							
Mathematics	7-8 Houghton Mifflin & Harcourt, Big Ideas Math, Course 1, Course 2, and Course 3 (Adopted: 2015)							
	The textbooks listed are from most recent adoption: Yes							
	Percent of students lacking their own assigned textbook: 0							
Science	7-8 Pearson Prentice Hall; Prentice Hall California Science Explorer, Focus on Earth, Life, and Physical Science (Adopted: 2008)							
	The textbooks listed are from most recent adoption: Yes							
	Percent of students lacking their own assigned textbook: 0							
History-Social Science	7-8 Holt, Rinehart and Winston; Holt California Social Studies (Adopted: 2007)							
	The textbooks listed are from most recent adoption: Yes							
	Percent of students lacking their own assigned textbook: 0							

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

The Chino Valley Unified School District provides a safe, clean environment for students, staff, and parents. Custodians ensure classrooms, restrooms, and campus grounds are kept clean and safe. A scheduled maintenance program is in place to keep all classrooms and facilities well-maintained and provide an environment that is conducive to learning. The school site complies with all laws, rules, and regulations pertaining to hazardous materials and state earthquake standards.

Safety concerns are the number one priority of Chino Valley Maintenance and Operations department. District maintenance supervisors are proactive and conduct inspections at school sites on a continual basis. Classrooms, bathrooms, and general areas are kept in good repair and receive basic cleaning on a daily basis. Detailed cleaning is done during vacation periods.

School Facility Good Repair Status (Most Recent Year) Year and month in which data were collected: September 2015							
Custom Incorporad		Repa	ir Status		Repair Needed and		
System Inspected	Good	Good Fair Poor		Poor	Action Taken or Planned		
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Х						
Interior: Interior Surfaces	X				Boys PE-wall tiles missing, damaged, or loose Room: 303-wall damage from cracks, tears, holes, or water Room: 510-holes in west wall Deficiencies were corrected December 2015.		
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	х				Rooms: 309, Stage, and Media center- cluttered classroom/storage rooms Deficiencies were corrected December 2015.		
<b>Electrical:</b> Electrical	Х				Rooms: 321, 309, Library, stage and media center-electrical panel blocked Deficiencies were corrected December 2015.		
Restrooms/Fountains: Restrooms, Sinks/ Fountains	Х				Mens RR-water pressure too high or low Room: 403-emergency shower blocked Deficiencies were corrected December 2015.		
<b>Safety:</b> Fire Safety, Hazardous Materials	Х				Room: 414-fire extinguisher blocked Deficiencies were corrected December 2015.		
Structural: Structural Damage, Roofs	Х						
External: Playground/School Grounds, Windows/ Doors/Gates/Fence	X s						
Overall Rating	Exemplary	Good X	Fair	Poo	or		

## **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], Science California Standards Tests); and
- The percentage of pupils who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study

2014-15 CAASPP Results for All Students							
Percent of Students Meeting or Exceeding the State Standards Subject (grades 3-8 and 11)							
,	School	District	State				
ELA	73	55	44				
Math	58	42	33				

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.

CAASPP Results for All Students - Three-Year Comparison									
Percent of Students Scoring at Proficient or Advanced (meeting or exceeding the state standards)									
Subject	School District State								
	12-13	13-14	14-15	12-13 13-14 14-15			12-13	13-14	14-15
Science	81	83	86	63	67	64	59	60	56

Results are for grades 5, 8, and 10. Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Grade	2014-15 Percent o	Percent of Students Meeting Fitness Standards				
Level	4 of 6	5 of 6	6 of 6			
7	16.50	27.10	37.70			

<sup>\*</sup> 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.

2014-15 CAASPP Results by Student Group				
Group	Percent of Students Scoring at Proficient or Advanced			
	Science (grades 5, 8, and 10)			
All Students in the LEA	64			
All Student at the School	86			
Male	84			
Female	89			
Black or African American	83			
Asian	93			
Filipino	94			
Hispanic or Latino	80			
Native Hawaiian or Pacific				
White	87			
Two or More Races	68			
Socioeconomically Disadvantaged	48			
English Learners	75			
Students with Disabilities	74			
Foster Youth				

Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

School Year 2014-15 CAASPP Assessment Results - English Language Arts (ELA)  Disaggregated by Student Groups, Grades Three through Eight and Eleven								
		Number o	f Students	Percent of Students				
Student Group	Grade	Enrolled	Tested	Tested	Standard Not Met	Standard Nearly Met	Standard Met	Standard Exceeded
All Students	7	580	574	99.0	10	20	45	26
	8	585	580	99.1	9	15	44	32
Male	7		299	51.6	13	19	47	21
	8		299	51.1	11	19	42	26
Female	7		275	47.4	6	20	43	31
	8		281	48.0	6	11	45	38
Black or African American	7		27	4.7	11	26	37	26
	8		24	4.1	17	13	50	21
Asian	7		141	24.3	6	13	37	44
	8		174	29.7	5	6	42	47
Filipino	7		35	6.0	3	17	43	37
	8		55	9.4	0	7	53	40
Hispanic or Latino	7		218	37.6	13	25	47	15
	8		185	31.6	11	26	46	16
Native Hawaiian or Pacific Islander	8		1	0.2				
White	7		130	22.4	8	16	51	25
	8		124	21.2	11	16	40	31

#### School Year 2014-15 CAASPP Assessment Results - English Language Arts (ELA) Disaggregated by Student Groups, Grades Three through Eight and Eleven **Number of Students Percent of Students** Grade **Student Group** Standard Standard Standard Standard Enrolled Tested Tested **Not Met Nearly Met** Met **Exceeded** Two or More Races 7 23 4.0 13 26 57 4 8 16 2.7 13 19 31 38 Socioeconomically Disadvantaged 7 155 26.7 19 27 39 14 8 35 23 125 21.4 18 24 7 0 23 4.0 57 30 13

3.6

10.3

8.7

43

55

51

38

25

27

14

18

16

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. The number of students tested includes students that did not receive a score; 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 students with scores.

21

60

51

School Year 2014-15 CAASPP Assessment Results - Mathematics Disaggregated by Student Groups, Grades Three through Eight and Eleven									
		Number of Students		Percent of Students					
Student Group	Grade	Enrolled	Tested	Tested	Standard Not Met	Standard Nearly Met	Standard Met	Standard Exceeded	
All Students	7	580	574	99.0	13	31	27	29	
	8	585	577	98.6	17	22	23	38	
Male	7		299	51.6	12	30	27	30	
	8		298	50.9	19	23	17	40	
Female	7		275	47.4	13	33	26	28	
	8		279	47.7	14	20	30	35	
Black or African American	7		27	4.7	15	26	37	22	
	8		24	4.1	38	17	21	25	
Asian	7		141	24.3	4	13	26	57	
	8		174	29.7	5	12	20	63	
Filipino	7		35	6.0	6	20	37	37	
	8		55	9.4	4	22	33	42	
Hispanic or Latino	7		218	37.6	20	44	23	13	
	8		184	31.5	28	31	22	19	
Native Hawaiian or Pacific Islander	8		1	0.2					
White	7		130	22.4	11	33	28	28	
	8		122	20.9	16	25	27	30	

**English Learners** 

**Foster Youth** 

Students with Disabilities

8

7

8

7 8 0

2

6

#### School Year 2014-15 CAASPP Assessment Results - Mathematics Disaggregated by Student Groups, Grades Three through Eight and Eleven **Number of Students Percent of Students** Grade **Student Group** Standard Standard Standard Standard **Enrolled Tested** Tested **Not Met Nearly Met** Met **Exceeded** Two or More Races 7 23 4.0 22 39 26 13 8 2.7 31 13 13 44 16 Socioeconomically Disadvantaged 7 27 155 26.7 33 21 19 21.4 8 125 32 21 20 26 **English Learners** 7 23 4.0 35 26 17 22 8 19 19 19 21 3.6 38 Students with Disabilities 7 60 10.3 62 28 5 5 8 50 8.5 74 2 10 14 **Foster Youth** 7

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. The number of students tested includes students that did not receive a score; 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 students with scores.

#### C. Engagement

#### State Priority: Parental Involvement

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

8

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

#### **Opportunities for Parental Involvement**

At Canyon Hills Junior High School we recognize that education is a team effort. Our parents and community play an important role in helping our students succeed. The staff, school, and community work together in efforts to improve the educational process. A number of committees exist to focus these efforts, including the staff leadership team, the PLC team, the School Site Council, and the English Language Learners Advisory Committee. Parents also volunteer in teacher's classes and various activities on campus. We are grateful for the support of the Parent Teacher Student Association and Music Boosters who provide volunteers, funds, and services for numerous activities on campus. Additionally, we offer parent nights about Study Skills, AVID and a Career Fair that involves parents in the community. Our school posts current information on the school website and sends emails to students and parents.

#### State Priority: School Climate

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

· Pupil suspension rates, pupil expulsion rates; and other local measures on the sense of safety.

#### **School Safety Plan**

Each school has a detailed School Site Safety Plan for emergencies. Each staff member is assigned a specific responsibility in the event of an emergency. Staff members are trained in the plan's components and procedures. Fire, earthquake, and intruder drills are held on a regular basis so that all students and staff are familiar with emergency procedures. Emergency supplies are located on each campus in the event of an emergency.

Assigned staff monitors school grounds daily before, during, and after school. The District policy regarding campus visitors is enforced by requiring everyone to check in at the school office and obtain a visitor's badge. A visitor sign-in log is located in the school office and all visitors must sign in before going onto the campus. In addition, all visitors must wear an identifying badge while on campus. To increase security, all gates remain locked during the school day, so visitors must enter campus through the school office.

The Chino Valley Unified School District is committed to providing an environment that fosters health and safety, in both form and function. This commitment extends to the process of developing and maintaining a comprehensive Emergency and Disaster Preparedness Plan as a part of the District's Safe Schools Plan and is evident from the individual site to the overall District. These plans delineate actions to protect all students while they are at school. The plans are designed with the help of security staff members, local law enforcement, local fire, and emergency management, and public health officials as required by Education Code 32280-32282.

Plans are reviewed and updated yearly in accordance with Education Code 32286. These plans include procedures to respond to critical incidents, such as fire, earthquake, or intruders. School personnel practice these drills regularly.

The primary purpose of the Chino Valley Unified School District Emergency and Disaster Preparedness Plan is to define roles and responsibilities at the site and between the site and district office management. The Emergency and Disaster Preparedness Plan establishes the minimum requirements for school and site plans throughout the District. This Plan meets the requirements of the Standardized Emergency Management System (SEMS) as mandated by California Code of Regulations, Sections 2400-2450, and the National Incident Management System (NIMS) as mandated by Government Code 8607. It also meets the requirements for earthquake preparedness found in Title 5 (California State Education Code, Sections 35295-35297).

Suspensions and Expulsions						
School	2012-13	2013-14	2014-15			
Suspensions Rate	3.96	2.25	2.19			
Expulsions Rate	0.00	0.00	0.00			
District	2012-13	2013-14	2014-15			
Suspensions Rate	4.05	3.80	3.32			
Expulsions Rate	0.06	0.05	0.08			
State	2012-13	2013-14	2014-15			
Suspensions Rate	5.07	4.36	3.80			
Expulsions Rate	0.13	0.10	0.09			

#### **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.

2014-15 Adequate Yearly Progress Overall and by Criteria							
AYP Criteria	School	District	State				
English Language Arts							
Met Participation Rate	Yes	Yes	Yes				
Met Percent Proficient	N/A	N/A	N/A				
Mathematics							
Met Participation Rate	Yes	Yes	Yes				
Met Percent Proficient	N/A	N/A	N/A				
Made AYP Overall	Yes	Yes	Yes				
Met Attendance Rate	Yes	Yes	Yes				
Met Graduation Rate	N/A	Yes	Yes				

2015-16 Federal Intervention Program				
Indicator	District			
Program Improvement Status	In PI			
First Year of Program Improvement	2009-2010			
Year in Program Improvement	Year 3			
Number of Schools Currently in Program Impro	13			
Percent of Schools Currently in Program Impro	86.7			

	Average Class Size and Class Size Distribution (Secondary)											
Number of Classrooms*												
	Average Cla	ass size		1-22 23-32 33+								
Subject	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15
English	29	28	29	9	9	9	3	15	10	26	18	23
Math	29	29	28	7	7	7	11	15	8	19	16	13
Science	32	30	30	4	4	5	7	15	17	22	17	17
SS	32	30	31	4	4	4	4	13	14	27	20	21

Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Academic Counselors and Other Support Staff at this School				
Number of Full-Time Equivalent (FTE)				
Academic Counselor	1.0			
Counselor (Social/Behavioral or Career Development)				
Library Media Teacher (Librarian)				
Library Media Services Staff (Paraprofessional)	1.0			
Psychologist	0.4			
Social Worker				
Nurse	0.6			
Speech/Language/Hearing Specialist	0.7			
Resource Specialist				
Other				
Average Number of Students per Staff Member				
Academic Counselor				

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.

**Professional Development provided for Teachers** 

The Chino Valley Unified School District is committed to high quality Professional Learning to support the instructional capacity of teachers and leaders. Professional learning opportunities are aligned to CVUSD's Area of Emphasis for Common Core ELA, Common Core Math, 4C's-Critical Thinking, Student Behavior, Instructional Technology and Formative Assessments. These areas were identified by the Teaching and Learning Task Force as focus areas for our district in 2015-16. Professional learning opportunities are evaluated through survey results, feedback, and next steps from End-Users. Professional learning opportunities are varied in its delivery: district-wide days during school hours, after-school workshops and volunteer sessions. Implementation for learning is supported through Site-Based PD from Site Administrators and coaching opportunities from Intervention Specialists.

FY 2013-14 Teacher and Administrative Salaries						
Category	District Amount	State Average for Districts In Same Category				
Beginning Teacher Salary	\$44,129	\$43,165				
Mid-Range Teacher Salary	\$73,330	\$68,574				
Highest Teacher Salary	\$92,400	\$89,146				
Average Principal Salary (ES)	\$109,686	\$111,129				
Average Principal Salary (MS)	\$113,566	\$116,569				
Average Principal Salary (HS)	\$127,787	\$127,448				
Superintendent Salary	\$200,000	\$234,382				
Percent of District Budget						
Teacher Salaries	43%	38%				
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 2013-14 Expenditures Per Pupil and School Site Teacher Salaries					
Level	Average				
Levei	Total	Teacher Salary			
School Site	\$7,713	\$1,861	\$5,852	\$81,781	
District	* *		\$5,945	\$78,442	
State		\$5,348	\$72,971		
Percent Difference: School Site/District			-1.6	6.8	
Percent Diffe	erence: School	24.8	15.6		

Cells with ♦ do not require data.

#### Types of Services Funded

The district's general fund includes monies for:

- General operations- services, materials, and support to the general education.
- Specific education-programs offering appropriate, individualized education to students with special needs.
- Special projects- monies from agencies (e.g., federal, state) earmarked for specific services.
- 4. Transportation
- 5. Maintenance and operations
- District administration
- LCFF/LCAP- Serves targeted students of the district See District's LCAP plan located on www.cvusd.k12.ca.us

Each school in the district receives an instructional budget based upon enrollment, programs and on formulas set by the Board of Education policy, state law, agreements with employee bargaining units, and guidelines of outside funding agencies.

#### DataQuest

DataQuest is an online data tool located on the CDE DataQuest Web page at http://dq.cde.ca.gov/dataquest/ that contains additional information about this school and comparisons of the school to the district, the county, and the state. 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.