

Woodcrest Junior High School

2725 South Campus Avenue • Ontario, CA 91761 • 909-923-3455 • Grades 7-8 Don Jones, Principal don_jones@chino.k12.ca.us www.chino.k12.ca.us

2017-18 School Accountability Report Card Published During the 2018-19 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

James Na, President Irene Hernandez-Blair, Vice President Andrew Cruz, Clerk Christina Gagnier, Member Joe Schaffer, Member Alexi Magallanes, Student Representative

District Administration

Superintendent Sandra Chen Associate Superintendent, Business Services Grace Park, Ed.D. Associate Superintendent, Curriculum, Instruction, Innovation, and Support Lea Fellows Assistant Superintendent, Curriculum, Instruction, Innovation, and Support Richard Rideout Assistant Superintendent, Human Resources Gregory J. Stachura Assistant Superintendent, Facilities, Planning, and Operations

School Description

Woodcrest is committed to providing a safe and supportive educational environment where students, parents, and staff work as a collaborative team. Woodcrest Junior High School holds the recognition of being a "Microsoft Showcase School" and an educational Results Partnership "Honor Roll School". High standards in curriculum, technology integration and personal behavior are at the forefront of instruction. Students are challenged with engaging Common Core Content Standards-based curriculum to increase academic achievement. In addition, students will develop skills to become successful, well rounded, responsible individuals who will be productive members in our culturally diverse society. We are united in our purpose to create and cultivate life-long learners who will make a positive impact on the community we serve.

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 <u>https://www.cde.ca.gov/ta/ac/sa/</u>.
- For more information about the LCFF or LCAP, see the CDE LCFF web
 page at <u>https://www.cde.ca.gov/fg/aa/lc/</u>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

2017-18 Student Enrollment by Grade Level				
Grade Level Number of Students				
Grade 7	190			
Grade 8	188			
Total Enrollment 378				

2017-18 Student Enrollment by Group					
Group Percent of Total Enrollment					
Black or African American	1.9				
American Indian or Alaska Native	0.0				
Asian	6.9				
Filipino	2.1				
Hispanic or Latino	79.4				
Native Hawaiian or Pacific Islander	0.0				
White	9.3				
Socioeconomically Disadvantaged	75.4				
English Learners	5.3				
Students with Disabilities	18.0				
Foster Youth	0.3				

A. Conditions of Learning

State Priority: Basic

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

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

Teacher Credentials						
Woodcrest Junior High School	16-17	17-18	18-19			
With Full Credential	22.4	22.2	19.2			
Without Full Credential	0	0	2			
Teaching Outside Subject Area of Competence	0	0	2			
Chino Valley Unified School District	16-17	17-18	18-19			
With Full Credential	*	•	1199.9			
Without Full Credential	•	•	22			
Teaching Outside Subject Area of Competence	•	•	2			

Teacher Misassignments and Vacant Teacher Positions at this School							
Woodcrest Junior High School 16-17 17-18 18-19							
Teachers of English Learners	0	0	0				
Total Teacher Misassignments	0	0	0				
Vacant Teacher Positions	0	1	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 2018-19)

On October 4, 2018, the Chino Valley Unified School District's (CVUSD) 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 2017/2018-20 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 2017/2018 school year. Additionally, sufficient textbooks and/or instructional materials were provided to each pupil for visual and performing arts.*Please note: In reference to materials not from a most recent State Board Adoption (SBE): In November 2017, the California State Board of Education approved a list of History/Social Science programs for districts to consider for their new adoption. CVUSD elected to continue to use current District adopted materials while further studying program options provided on the SBE list to consider for a future piloting process. CVUSD reviewed current District adopted materials and determined that they meet current history/social science standards.

Textbooks and Instructional Materials Year and month in which data were collected: October 2018						
Core Curriculum Area	Textbooks and Instructional Ma	aterials/Year of Adoption				
Reading/Language Arts	 7-8 Houghton Mifflin Harcourt; California Collections Stude 7-8 Houghton Mifflin; Scholastic; Read 180 (Adopted: 2011 	7-8 Houghton Mifflin Harcourt; California Collections Student Edition (Adopted: 2018) 7-8 Houghton Mifflin; Scholastic; Read 180 (Adopted: 2011)				
	The textbooks listed are from most recent adoption:	Yes				
	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 E (Adopted: 2008)	Explorer, Focus on Earth, Life, and Physical Science				
	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 Stud	ies (Adopted: 2007)*				
	The textbooks listed are from most recent adoption: No					
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)

Chino Valley Unified School District (CVUSD) makes it a priority to maintain safe, clean, and effective school sites for our students, staff, and parents. The safety of students is of paramount importance to CVUSD. In the morning, staff supervision is provided to watch the cafeteria, entrance gates, and school grounds. During lunch and recess times, noon ground supervisors and teachers monitor students to ensure students interact safely. At the end of the school day, staff supervises student dismissal. The staff and student workspaces for this site are cleaned on a regular basis by the school site custodial staff. In addition to regular cleanings, deep cleanings are scheduled and carried out during breaks and vacation periods. The school facility is adequate and has sufficient classrooms, playground, and staff spaces in order to operate efficiently. A recently completed school improvement for this site was the installation of the Raptor Visitor Management System (RAPTOR) at all school sites to strengthen campus safety on July 1, 2018.

To ensure sites are clean, safe and functional, Maintenance and Operations department staff conduct inspections at the school sites on a continual basis. School sites may also enter maintenance requests by accessing the School Dude system. After the school site request is entered into the system, a work order is generated, and the Maintenance staff works diligently to complete all work orders in a timely manner. The Maintenance team utilized the Facility Inspection Tool (FIT), a survey instrument developed by the State of California Office of Public School Construction (OPSC), to record inspection results. The District's inspection took place on October 29, 2018, the overall rating of this site's most recent survey is GOOD, and any associated repairs were completed on or before December 30, 2018.

School Facility Good Repair Status (Most Recent Year) Year and month in which data were collected: 10/29/2018				
System Inspected	Repair Status	Repair Needed and Action Taken or Planned		
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good			
Interior: Interior Surfaces	Fair	F Boys Restroom: 1. holes in walls, floors, or ceiling 2. locks and other security hardware are not functioning properly F102: ceiling tiles are stained F106: 1. ceiling tiles are stained 2. water pressure too high or too low F120: ceiling tiles are stained Deficiencies correction on or before December 30, 2018.		
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	Good	Admin.: flooring is excessively dirty/stained Computer Lab B145: flooring is excessively dirty/stained Outside Restrooms Boys & Girls: restrooms are dirty and not maintained regularly Deficiencies correction on or before December 30, 2018.		
Electrical: Electrical	Fair	F111 & F112: improper usage of extension cords or extension cord trip hazard F114: lighting fixture or bulbs are not working or missing F122: lighting covers are missing, damaged, or loose F123: lighting covers are missing, damaged, or loose Deficiencies correction on or before December 30, 2018.		
Restrooms/Fountains: Restrooms, Sinks/ Fountains	Good	Bldg. E Drinking Fountain: sink/fountain is not working C120: sink/fountain fixture is loose F Boys Restroom: 1. holes in walls, floors, or ceiling 2. locks and other security hardware are not functioning properly F106: 1. ceiling tiles are stained 2. water pressure too high or too low Deficiencies correction on or before December 30, 2018.		
Safety: Fire Safety, Hazardous Materials	Good			
Structural: Structural Damage, Roofs	Good			
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

	2017-18 CAASPP Results for All Students						
Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)							
Subject	Sch	ool	Dist	District		ate	
	16-17	17-18	16-17	17-18	16-17	17-18	
ELA	46.0	45.0	57.0	58.0	48.0	50.0	
Math	34.0	35.0	46.0	46.0	37.0	38.0	

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						
Percent of Students Scoring at Proficient or Advanced (meeting or exceeding the state standards)						
Subject	Sch	ool	Dist	rict	State	
	16-17	17-18	16-17	17-18	16-17	17-18
Science	N/A	N/A	N/A	N/A	N/A	N/A

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

Note: The 2016–17 and 2017–18 data are not available. The CDE is developing a new science assessment based on the Next Generation Science Standards for California Public Schools (CA NGSS). The CAST was pilot-tested in spring 2017 and field-tested in spring 2018. The CAST will be administered operationally during the 2018–19 school year. The CAA for Science was pilot-tested for two years (i.e., 2016–17 and 2017–18) and the CAA for Science will be field-tested in 2018–19.

Note: Science test results include the CAST and the CAA for Science. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA for Science divided by the total number of students who participated on both assessments.

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

Grade	2017-18 Percent of Students Meeting Fitness Standards					
Level	4 of 6 5 of 6 6 of 6					
7	15.4	22.5	36.8			

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.

School Year 2017-18 CAASPP Assessment Results - English Language Arts (ELA) Disaggregated by Student Groups, Grades Three through Eight and Eleven							
Student Group Total Number Percent Percent Enrollment Tested Tested Met or Exceed							
All Students	362	358	98.90	44.97			
Male	190	189	99.47	37.57			
Female	172	169	98.26	53.25			
Black or African American							
Asian	21	20	95.24	85.00			
Filipino							
Hispanic or Latino	293	292	99.66	41.44			
White	33	31	93.94	45.16			
Socioeconomically Disadvantaged	282	279	98.94	40.86			
English Learners	78	78	100.00	21.79			
Students with Disabilities	52	50	96.15	10.00			
Foster Youth							

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 2017-18 CAASPP Assessment Results - Mathematics Disaggregated by Student Groups, Grades Three through Eight and Eleven							
Student Group Total Number Percent Percent Enrollment Tested Tested Met or Exceeded							
All Students	362	358	98.9	35.2			
Male	190	189	99.47	37.04			
Female	172	169	98.26	33.14			
Black or African American							
Asian	21	20	95.24	75			
Filipino							
Hispanic or Latino	293	292	99.66	32.53			
White	33	31	93.94	35.48			
Socioeconomically Disadvantaged	282	279	98.94	33.69			
English Learners	78	78	100	17.95			
Students with Disabilities	52	50	96.15	18			
Foster Youth							

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 2018-19)

The Woodcrest staff actively encourages a high level of involvement from the parents and the community. A variety of committees are in place, including School Site Council (SSC), Parents Faculty Association (PFA), English Learner Advisory Committee (ELAC), School Site Safety Committee, and the District Advisory Committee. Beyond those committees we offer Parent Night programs that are geared toward teaching parents how to be involved in their students' academic and social lives.

Student Led Conferences help to instill responsibility on 7th and 8th grade students in regards to their academics. Students create a portfolio they present to their parents that is a reflection of their grades, academic strengths, areas of improvements, work examples among other information. These portfolios are presented by students to their parents along with conversation starters to open the lines of communication between parents and students.

The very active Parent Faculty Association (PFA) has donated financially as well as volunteered countless hours to support our students in academics, athletics, noontime activities, after school programs and clubs, field trips, and promotion activities. The level of communication as well as the appearance of the school has been enhanced with the donation of a marquee, sound systems, benches, chairs, and murals. All donations serve to depict the pride of the Woodcrest Wolverines.

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

Each school has a detailed School Site Safety Plan for emergencies that is annually reviewed, updated, and discussed by the School Site Council. The date on which the School Site Safety Plan was last annually reviewed was March 2018, and the plans are reviewed monthly by the School Site Council. 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	2015-16 2016-17 2017-18						
Suspensions Rate	9.1	5.4	5.2				
Expulsions Rate	0.0	0.5	0.0				
District	2015-16	2016-17	2017-18				
Suspensions Rate	3.2	2.5	1.7				
Expulsions Rate	0.1	0.1	0.0				
State	2015-16	2016-17	2017-18				
Suspensions Rate	3.7	3.7	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.

Number of Full-Time Equivalent (FTE)				
Academic Counselor	0.75			
Counselor (Social/Behavioral or Career Development)	1.53			
Library Media Teacher (Librarian)				
Library Media Services Staff (Paraprofessional)	0.75			
Psychologist	0.5			
Social Worker				
Nurse	0.34			
Speech/Language/Hearing Specialist				
Resource Specialist (non-teaching)	2.0			
Other				
Average Number of Students per Staff Me	mber			
Academic Counselor	545.33			

			Average Cla	ss Size and	l Class Size	Distributi	ion (Secon	darv)				
				Number of Classrooms*								
	AV	verage Class Si	ze		1-22	1-22 23-32 33 [.]			33+			
Subject	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
English	22.0	21.0	20.0	11	9	8	8	9	10	3	2	1
Mathematics	26.0	21.0	24.0	3	3	3	2	6	12	5	1	
Science	29.0	29.0	23.0	2	2	4	5	6	10	7	5	2
Social Science	27.0	27.0	26.0	2	3	3	7	7	6	6	4	5

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.

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 4C's-Critical Thinking and Collaboration; Common Core ELA Shifts; Common Core Math: Standards of Mathematical Practices; NGSS-Elementary-Deepening Understanding of Three-Dimensional Learning of NGSS (Early Transition Phase); Historical Inquiry; Positive School Culture; Timeline Feedback on Formative Assessments; Collaboration Strategies for Students; Building Stronger Connection with Students; Integration of Technology and Use of Digital Tools; Accessing, Processing, and Analyzing Data; and Professional Learning Communities. These areas were identified by the Teaching and Learning Task Force as focus areas for our district in 2018-19. 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, site-based PD offerings, and volunteer sessions. Implementation for learning is supported through Site-Based PD from Site Administrators and coaching opportunities from Instructional Coaches.

FY 2016-17 Teacher a	nd Administrative	Salaries				
Category	District Amount	State Average for Districts In Same Category				
Beginning Teacher Salary	\$47,271	\$47,903				
Mid-Range Teacher Salary	\$78,551	\$74,481				
Highest Teacher Salary	\$98,979	\$98,269				
Average Principal Salary (ES)	\$120,794	\$123,495				
Average Principal Salary (MS)	\$122,989	\$129,482				
Average Principal Salary (HS)	\$136,169	\$142,414				
Superintendent Salary	\$230,000	\$271,429				
Percent of District Budget						
Teacher Salaries	41.0	35.0				
Administrative Salaries	6.0	5.0				

Average Teacher
leacher
d Salary
\$85,190
\$83,516
\$80,764
2.0

Cells with 🔶 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.

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

Types of Services Funded

The District's general fund includes monies for:

- 1. General operations- services, materials, and support to the general education.
- 2. Specific education-programs offering appropriate, individualized education to students with special needs.
- 3. Special projects- monies from agencies (e.g., federal, state) earmarked for specific services.
- 4. Transportation
- 5. Maintenance and operations
- 6. District administration

7. 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. In addition, sites may receive program funding for GATE, AVID, CTE, Professional Development, Title I and Title III to provide additional support to the students.

DataQuest

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