

John Adams Elementary

2130 South Raitt St. • Santa Ana, CA 92704-5001 • (714) 967-3100 • Grades K-5 Sara Shorey, Principal sara.shorey@sausd.us http://www.sausd.us/adams

2016-17 School Accountability Report Card Published During the 2017-18 School Year



Santa Ana Unified School District 1601 East Chestnut Avenue Santa Ana, CA 92701-6322 714-558-5501 www.sausd.us

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School Description

John Adams Elementary is located at the corner of South Raitt Street and West Warner Avenue. The mission of John Adams is to provide students with standards based instruction while promoting 21st century skills and college and career readiness. This mission is achieved through engaging and differentiated lessons to ensure that every student makes growth appropriate to his/her determined goals as measured by district assessments such as MAP, DIBELS, ADEPT, PTA, as well as the California State Standards Test: SBAC and CELDT. Our school community is committed to promote student agency via "best first teaching", intervention, and enrichment including: tutoring, increased use of technology, professional development as well as community and parent involvement. John Adams is a "Social emotional learning hub", where teachers and staff focus on meeting the needs of the 'Whole Child' through strong PBIS (Platinum Level), and SEL supports such as: Restorative Practice, Mindfulness, CICO, Social Skills Groups, Mentoring, Individual and Group therapy, Reading Dogs, and other initiatives.

District Mission

We assure well-rounded learning experiences, which prepare our students for success in college and career. We engage, inspire, and challenge all of our students to become productive citizens, ethical leaders, and positive contributors to our community, country and a global society.

District Vision

We will work collaboratively and comprehensively with staff, parents, and the community to strengthen a learning environment focused on raising the achievement of all students and preparing them for success in college and career.

District Profile

Santa Ana Unified School District (SAUSD) is the seventh largest district in the state, currently serving nearly 54,000 students in grades K-12, residing in the city of Santa Ana. As of 2016-17, SAUSD operates 36 elementary schools, 9 intermediate schools, 7 high schools, 3 alternative high schools, and 5 charter schools. The student population is comprised of 87% enrolled in the Free or Reduced Price Meal program, 40% qualifying for English language learner support, and approximately 11% receiving special education services. Our district's schools have received California Distinguished Schools, and Governor's Higher Expectations awards in honor of their outstanding programs. In addition, 20 schools have received the Golden Bell Award since 1990.

Each of Santa Ana Unified School District's staff members, parent, and community partners have developed and maintained high expectations to ensure every student's intellectual, creative, physical, emotional, and social development needs are met. The district's commitment to excellence is achieved through a team of professionals dedicated to delivering a challenging, high quality educational program. Consistent success in meeting student performance goals is directly attributed to the district's energetic teaching staff and strong parent and community support.

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 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 principal or the district office.

2016-17 Student Enrollment by Grade Level			
Grade Level Number of Students			
Kindergarten	76		
Grade 1	77		
Grade 2	77		
Grade 3	79		
Grade 4	95		
Grade 5	86		
Total Enrollment	490		

2016-17 Student Enrollment by Group				
Group	Percent of Total Enrollment			
Black or African American	0			
American Indian or Alaska Native	0			
Asian	4.3			
Filipino	0.4			
Hispanic or Latino	94.5			
Native Hawaiian or Pacific Islander	0			
White	0.4			
Two or More Races	0.4			
Socioeconomically Disadvantaged	91.8			
English Learners	57.8			
Students with Disabilities	18.2			
Foster Youth	0			

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					
John Adams Elementary	15-16	16-17	17-18		
With Full Credential	27	24	24		
Without Full Credential	0	0	0		
Teaching Outside Subject Area of Competence	0	0	0		
Santa Ana Unified School District	15-16	16-17	17-18		
With Full Credential	٠	+	2139		
Without Full Credential	+	+	0		
Teaching Outside Subject Area of Competence	•	*	10		

Teacher Misassignments and Vacant Teacher Positions at this School							
John Adams Elementary 15-16 16-17 17-18							
Teachers of English Learners	0	0	0				
Total Teacher Misassignments	0	0	0				
Vacant Teacher Positions	0	0	0				

"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 2017-18)

All textbooks used in the core curriculum throughout Santa Ana Unified School District are aligned to the California Content Standards and Frameworks. Instructional materials for grades K-8 are selected from the state's list of standards-based materials and adopted by the State Board of Education. Instructional materials for grades 9-12 are standards based and approved by the district's Board of Trustees. On September 12, 2017, the Santa Ana Unified School District's Board of Trustees held a public hearing to certify the extent to which textbooks and instructional materials have been provided to students. The Board of Trustees adopted Resolution No. 17/18-3200 which certifies as required by Education Code §60119 that for the 2017-2018 school year, the Santa Ana Unified School District has provided sufficient textbooks or instructional materials, or both, that are consistent with the content and cycles of the curriculum frameworks adopted by the State Board, to each pupil including those enrolled in a foreign language or health course, and that sufficient laboratory science equipment applicable to science laboratory courses offered in grades 9-12, inclusive, is available to pupils.

Textbooks and Instructional Materials Year and month in which data were collected: August 25th, 2017

Year Adopted	Elementary School Textbook Publisher	Grades			
	Mathematics				
2017	Houghton-Mifflin, Expressions	K-5			
	Language Arts				
2002	SRA/McGraw Hill Open Court Reading	K-5			
2010	Sopris West Language!	4-5			
	Science(s)				
2008	MacMillan/ McGraw Hill California Science	K-5			
	Social Science				
2007	Scotts Foresman	K-5			

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

School Facility Conditions and Planned Improvements (Most Recent Year)

School custodial staff and the district's maintenance department work together to ensure classrooms and campus grounds are well-maintained and kept safe and functioning for students, staff, and visitors. Maintenance and Operations (M&O) employs an electronic work order system enabling school staff to communicate unscheduled maintenance needs, urgent repairs, or special projects. Most of the school's repairs and maintenance projects are performed by the district's highly qualified, professional trade specialists. Emergency situations are immediately resolved either by the school custodian or district maintenance staff, based upon the nature of the situation. Day and evening custodians work closely as a team and with the principal for routine maintenance, daily custodial duties, and special events preparations. The principal and day custodian communicate daily to discuss campus cleaning needs and safety concerns. Every morning before school begins, the custodian and principal inspect facilities for safety hazards, graffiti, and other conditions that require removal prior to students and staff entering school grounds. School safety and cleanliness are the custodians' highest priority and strongly emphasized as a component of their daily routines. Custodians are trained by M&O's administrators on proper cleaning procedures, use of chemicals, and use of equipment. The day custodian checks restrooms twice a day as a proactive measure in keeping facilities well stocked, safe, and sanitary. The evening custodians are responsible for thorough cleaning of classrooms, office areas, and restrooms. Groundskeepers are dispatched by the district office to perform general maintenance of landscaping, gardening, sports fields, and irrigation systems.

School Facility Good Repair Status (Most Recent Year) Year and month in which data were collected: 8/8/2017						
System Inspected		Repair	Status		Repair Needed and	
	Good	Fa	air	Poor	Action Taken or Planned	
Systems:	Х					
Gas Leaks, Mechanical/HVAC, Sewer						
Interior:	Х					
Interior Surfaces						
Cleanliness:	Х					
Overall Cleanliness, Pest/ Vermin Infestation						
Electrical:	Х					
Electrical						
Restrooms/Fountains: Restrooms, Sinks/ Fountains	х				LOWER GRADE BOYS RESTROOM: Leaking sink drain pipe: WOID#7414	
Safety: Fire Safety, Hazardous Materials	X					
Structural: Structural Damage, Roofs	Х					
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Х					
Overall Rating	Exemplary	Good	Fair	Poor		
	Х					

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. The CAAs have replaced the California Alternate Performance Assessment [CAPA] for ELA and mathematics, which were eliminated in 2015. Only eligible students may participate in the administration of the CAAs. CAA items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with 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

	2016-17 CAASPP Results for All Students							
Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)								
Subject	Sch	lool	Dist	rict	State			
	15-16	16-17	15-16 16-17		15-16	16-17		
ELA	28	27	31	31	48	48		
Math	27	26	25	25	36	37		

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 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	Sta	ate
	14-15	15-16	15-16 14-15 15-16 14-15 15-			
Science	23	64	40	41	60	56

Note: Science test results include California Standards Tests (CSTs), California Modified Assessment (CMA), and California Alternate Performance Assessment (CAPA) in grades five, eight, and ten.

Note: 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.

Note: The 2016-17 data are not available. The California Department of Education is developing a new science assessment based on the Next Generation Science Standards for California Public Schools (CA NGSS). The new California Science Test (CAST) was piloted in spring 2017. The CST and CMA for Science will no longer be administered.

Grade	2016-17 Percent of Students Meeting Fitness Standards4 of 65 of 66 of 6					
Level						
5	21.8	23	21.8			
* • •			1			

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.

2015-16 CAASPP Results by Student Group Science (grades 5, 8, and 10)							
	Number of	Students	Percen	Percent of Students			
Group	Enrolled	with Valid Scores	w/ Valid Scores	Proficient or Advanced			
All Students	90	89	98.9	64.0			
Male	55	54	98.2	63.0			
Female	35	35	100.0	65.7			
Hispanic or Latino	85	84	98.8	63.1			
Socioeconomically Disadvantaged	87	86	98.9	65.1			
English Learners	38	38	100.0	39.5			
Students with Disabilities	26	25	96.2	64.0			

Science test results include CSTs, CMA, and CAPA in grades five, eight, and ten. The "Proficient or Advanced" is calculated by taking the total number of students who scored at Proficient or Advanced on the science assessment divided by the total number of students with valid scores. 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 2016-17 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	257	254	98.83	26.77		
Male	132	132	100	24.24		
Female	125	122	97.6	29.51		
Asian	13	12	92.31	58.33		
Filipino						
Hispanic or Latino	241	240	99.59	24.58		
White						
Socioeconomically Disadvantaged	243	241	99.18	26.14		
English Learners	210	207	98.57	25.12		
Students with Disabilities	55	54	98.18	9.26		

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 2016-17 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 Exceed							
All Students	257	256	99.61	25.78			
Male	132	132	100	31.82			
Female	125	124	99.2	19.35			
Asian	13	13	100	76.92			
Filipino							
Hispanic or Latino	241	240	99.59	22.08			
White							
Socioeconomically Disadvantaged	243	242	99.59	24.79			
English Learners	210	209	99.52	22.97			
Students with Disabilities	55	54	98.18	11.11			

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 schoolsite.

Opportunities for Parental Involvement (School Year 2017-18)

Parents are encouraged to get involved in Adams Elementary School's learning community by volunteering their time, attending school events, and sharing in the decision-making process. The school welcomes assistance in the classroom, library and in our brand new Parent Center! Parents are always invited to help chaperone field trips. Adams Elementary School provides a wide range of opportunities for parents to interact with school staff while supporting their child's academic efforts; these may include:

- Back to School Night
- Open House
- Student performances
- Fundraisers
- Music/choir and/or theatre performances
- Sports events
- Promotion activities
- Student recognition assemblies
- Parent education training and workshops
- Field Trips
- New Parent Center
- Grip greeters
- Class offerings through Santa Ana College/Centennial (by majority vote-Technology and Leadership)
- LCAP meetings
- Parent Meetings

The following campus organizations provide opportunities for parents to have input on curricular programs, activities, and the design of the School's Plan:

- School Site Council
- English Language Advisory Council

Parents seeking more information about becoming an active member in the school community may contact the principal at (714) 967-3100.

School-to-home communication is provided in both English and Spanish. Through routine correspondence and special announcements, parents are kept informed on school news, student activities, schedules, policy changes, and class curriculum updates including the following formats:

- Parent Link Computerized Phone System and Texting System
- School web site
- Public Service Channel 31 or 51
- School and/or Class newsletters
- Flyers
- Letters
- School Marquee/Banners
- New Student Orientations

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 Comprehensive School Site Safety Plan was developed in collaboration with local agencies and the district office to fulfill Senate Bill 187 requirements. Components of this plan include child abuse reporting procedures, teacher notification of dangerous pupil procedures, disaster response procedures, procedures for safe arrival and departure from school, sexual harassment policy, and dress code policy. The school's most current safety plan was reviewed and updated to address the safety plan components and individual responsibilities during the 2016-2017 school year. Schools are required to forward updated safety plans after review to the District Office annually.

Suspensions and Expulsions						
School	2014-15	2015-16	2016-17			
Suspensions Rate	5.54	3.97	1.5			
Expulsions Rate	0	0	0			
District	2014-15	2015-16	2016-17			
Suspensions Rate	3.46	2.98	3.13			
Expulsions Rate	0.06	0.05	0.05			
State	2014-15	2015-16	2016-17			
Suspensions Rate	3.79	3.65	3.65			
Expulsions Rate	0.09	0.09	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.

2017-18 Federal Intervention Program					
Indicator	School	District			
Program Improvement Status	In Pl				
First Year of Program Improvement	2004-2005				
Year in Program Improvement	Year 3				
Number of Schools Currently in Program Impr	53				
Percent of Schools Currently in Program Impro	88.3				

Academic Counselors and Other Support Staff at this School					
Number of Full-Time Equivalent (FTE)					
Academic Counselor	0				
Counselor (Social/Behavioral or Career Development)	0				
Library Media Teacher (Librarian)	0				
Library Media Services Staff (Paraprofessional)	.72				
Psychologist	1				
Social Worker	0				
Nurse	.20				
Speech/Language/Hearing Specialist	1				
Resource Specialist	1				
Other	0				
Average Number of Students per Staff Member					
Academic Counselor N/A					
* One Full Time Equivalent (FTE) equals one staff member working full time:					

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)												
	Δ.	Average Class Size			Number of Classrooms*							
Grade	A	verage Class Si	ze	1-20			21-32			33+		
	2014-15	2015-16	2016-17	2014-15	2015-16	2016-17	2014-15	2015-1 6	2016-17	2014-15	2015-16	2016-17
К	26	26	30	1	1		3	3	3			
1	25	25	23				3	3	3			
2	28	28	25				3	3	3			
3	31	31	28				3	3	3			
4	22	22	28	1	1		2	2	3			
5	25	25	16	1	1	3	1	1	3	2	2	
Other	4	4	8	1	1	1						
Number of classes indicates how many classes fall into each size category (a range of total students per class).												

Number of classes indicates how many classes fall into each size category (a range of total students per class).

Professional Development provided for Teachers

All curriculum and instructional improvement activities at Santa Ana Unified School District are aligned to the Common Core State Standards. Staff development concentrations are selected and identified based upon student assessment results, LCAP goals, teacher input, common core state standards, and professional development interests/needs.

All staff development activities at Santa Ana Unified School District are focused on increasing student learning, proficiency, and achievement, both academically, and social/emotionally. During the 2017-18 school year, teachers attended a one day training on the new Math Adoption: Math Expressions over the summer. In addition, teachers attended a half day training on administration of the PTA. Teachers also had the opportunity to attend a half day training on the ELA/ELD Framework (optional). During this school year, grade level representatives are attending Irvine Math Project (IMP) trainings (3) throughout the school year to support Math standards implementation.

Santa Ana Unified School District offers supplemental training and support for new and ongoing program implementation. Training activities take place throughout the school year, after school, and during the summer and generally focus on curriculum, teaching strategies, and methodologies. During the 2017-18 school year, district training opportunities focus on the following:

At the elementary level -

- ELD/ELA Framework
- Math Modules
- Gifted and Talented Education
- Units of Study
- Special Education Inclusion Practices
- Mental Health Resource Trainings
- Data Analysis and Using Data to Drive Instruction
- MAP Assessments in Reading and Math
- PTA
- Google docs for Chromebooks roll out for 3rd, 4th and 5th grade
- Strengths Finder Academy for 4th and 5th grade
- SIPPS implementation to replace green section of OCR for first, second, third, and fourth grade (and a cohort of 15 kindergarten students)
- Award and Pals
- Rewards for 4th and 5th grade intervention
- SIPPS Plus as a Reading Intervention for 4th and 5th grade and Special Education
- Irvine Math Project
- PBL-Project Based Learning
- Mindful Curriculum
- Restorative Practice/Circles

New teachers and teachers not yet fully credentialed are supported by peer coaching and extensive staff development. The TIPS Induction Program (Teacher Induction and Professional Support) is a state-approved program that offers additional support and assistance to newly credentialed teachers. All new teachers are assigned to a Support Provider (mentor teacher) and provided individualized support over a two-year period. More information about the TIPS Induction Program is available on www.sausdtips.org.

To support veteran teachers as well as new teachers to the district, Santa Ana Unified School District offers Peer Assistance and Review (PAR) which is easily defined as teachers helping teachers. Experienced and knowledgeable veteran teachers, referred to as Consulting Teachers, provide ongoing assistance to teachers who need to improve their instructional skills, classroom management strategies, subject knowledge, and/or related aspects of their teaching performance.

Staff members are encouraged to attend professional workshops and conferences. New teachers, experienced teachers, mentor/ teacher leaders, administrators, and support staff are encouraged to participate in workshops sponsored by the Orange County Office of Education and courses offered by community colleges and universities. Classified support staff may receive additional job-related training from vendors, department supervisors, and district representatives.

FY 2015-16 Teacher and Administrative Salaries						
Category	District Amount	State Average for Districts In Same Category				
Beginning Teacher Salary	\$56,263	\$47,808				
Mid-Range Teacher Salary	\$85,920	\$73,555				
Highest Teacher Salary	\$109,017	\$95,850				
Average Principal Salary (ES)	\$129,866	\$120,448				
Average Principal Salary (MS)	\$131,985	\$125,592				
Average Principal Salary (HS)	\$147,384	\$138,175				
Superintendent Salary	\$330,743	\$264,457				
Percent of District Budget						
Teacher Salaries	37%	35%				
Administrative Salaries	4%	5%				

FY 2015-16 Expenditures Per Pupil and School Site Teacher Salaries

Level	Exp	Average Teacher			
Level	Total	Restricted	Unrestricted	Salary	
School Site	\$8,663	\$2,825	\$5,837	\$92,320	
District	*	•	\$6,674	\$90,751	
State	• •		\$6,574	\$79,228	
Percent Diffe	rence: School	-12.5	1.7		
Percent Diffe	erence: School	-11.2	16.5		

Cells with ♦ do not require data.

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

Types of Services Funded

In addition to general fund state funding, Santa Ana Unified School District received federal, state, and local aid for categorical, special education, and support programs, including but not limited to:

- After School Education and Safety (ASES) (Proposition 49)
- California Career Pathways Trust
- California Clean Energy Jobs Act (Prop 39)
- Carl Perkins
- Carol M White PEP Grant
- Gear Up IV (RSCC Fiscal Agent)
- Head Start
- Irvine Mathematics Project UCI
- Kinder Readiness Program II
- Lighthouse Academy Project Governor's CTE Initiative: CA Partnership Academies
- Lottery: Instructional Materials
- Medi-Cal Billing Options
- Migrant Ed
- Nutrition Education and Obesity Prevention (NEOP) Grant Program
- Partnership Academies Program
- Special Education
- Title I, II, III, and IV part B

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 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.