

Diamond Elementary School

1450 South Center St. • Santa Ana, CA 92704 • (714) 480-8100 • Grades

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http://www.sausd.us/diamond

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

Diamond Elementary School is school located on South Center Street and just north of West Edinger Avenue. Diamond Elementary serves students from transitional kindergarten/kindergarten through fifth grade. Our district Early Childhood Education (ECE) program offers a preschool program for children ages three to five located at our site. Additional schooling programs operate daily before school and from the end of the school day until 6:00 p.m. Students are provided homework assistance, standards based instruction and enrichment opportunities while attending these programs.

School staff, parents, and students interact in a manner that is built upon mutual respect, appreciation, and cooperation. Diamond Elementary is a community of Enthusiastic learners. We have a positive Attitude to achieve our Goals and become strong Leaders. We put forth our best Effort to soar like EAGLES.

School Vision:

Diamond Elementary School's vision is to ensure our students achieve their optimum potential while demonstrating safe, responsible and respectful behavior. Our staff consistently use research based, standards driven instructional practices and maximize effective use of time. We empower parents as well as foster community involvement and partnerships in order to assist our students in attaining state standards.

School Mission:

Diamond Elementary School, through a partnership involving students, parents, staff and community, empowers all students to develop the skills and strategies necessary to maximize their success in all curricular areas and become productive and contributing members of society, while being provided a safe, nurturing environment with high expectations for academic and social growth.

District ProfileSanta Ana Unified School District (SAUSD) is the seventh largest district in the state, currently serving nearly 49,300 students in grades K-12, residing in the city of Santa Ana. As of 2017-18, 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 80% enrolled in the Free or Reduced Price Meal program, 39% qualifying for English language learner support, and approximately 13% receiving special education services. Our district's schools have received California Distinguished Schools, National Blue Ribbon Schools, California Model School, Title I Academic Achieving 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 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/lc/.
- 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		
Kindergarten	86		
Grade 1	88		
Grade 2	84		
Grade 3	85		
Grade 4	97		
Grade 5	81		
Total Enrollment	521		

2017-18 Student Enrollment by Group				
Group	Percent of Total Enrollment			
Black or African American	0.6			
American Indian or Alaska Native	0.2			
Asian	1.9			
Filipino	0.2			
Hispanic or Latino	96.7			
Native Hawaiian or Pacific Islander	0.2			
White	0.2			
Socioeconomically Disadvantaged	92.7			
English Learners	61.2			
Students with Disabilities	9.8			
Foster Youth	0.8			

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					
Diamond Elementary School	16-17	17-18	18-19		
With Full Credential	20	20	19		
Without Full Credential	0	0	0		
Teaching Outside Subject Area of Competence	0	0	0		
Santa Ana Unified School District	16-17	17-18	18-19		
With Full Credential	*	*	1986		
Without Full Credential	*	*	0		
Teaching Outside Subject Area of Competence	•	•	11		

Teacher Misassignments and Vacant Teacher Positions at this School					
Diamond Elementary School	16-17	17-18	18-19		
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 2018-19)

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 October 9, 2018, 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. 18/19-3253 which certifies as required by Education Code §60119 that for the 2018-2019 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.

Year Adopted	Elementary School Textbook Publisher	Grades			
	Mathematics				
2017	Houghton-Mifflin, Expressions	K-5			
	Language Arts				
2018	Benchmark Education Company, Benchmark Advance	TK-5			
	Spanish Language Arts				
2018	Benchmark Education Company, Benchmark Adelante	TK-5			
	Science(s)				
2008	MacMillan/ McGraw Hill California Science	K-5			
	Social Science				
2007	Scotts Foresman	K-5			

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 custodians are responsible for following an established set of cleaning standards and prioritization procedures for general campus maintenance. 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: 8/3/2018				
System Inspected	Repair Status	Repair Needed and Action Taken or Planned		
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good			
Interior: Interior Surfaces	Good			
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	Good			
Electrical: Electrical	Good	ROOM 9: Broken light fixture wo: 27599		
Restrooms/Fountains: Restrooms, Sinks/ Fountains	Good			
Safety: Fire Safety, Hazardous Materials	Good			

School Facility Good Repair Status (Most Recent Year) Year and month in which data were collected: 8/3/2018				
System Inspected	Repair Status	Repair Needed and Action Taken or Planned		
Structural: Structural Damage, Roofs	Good			
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Good			
Overall Rating	Exemplary			

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	District		State	
	16-17	17-18	16-17	17-18	16-17	17-18
ELA	29.0	35.0	31.0	32.0	48.0	50.0
Math	29.0	30.0	25.0	26.0	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	School District				Sta	ate
	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 Standard					
Level	4 of 6 5 of 6 6 of 6					
5	21.2	20.0	38.8			

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.

Total Number Percent **Percent Student Group Enrollment Tested Tested Met or Exceeded** All Students 257 254 98.83 35.04 Male 126 124 98.41 34.68 Female 131 130 99 24 35.38 American Indian or Alaska Native --Asian --**Hispanic or Latino** 251 248 98.80 33.87 White --------Socioeconomically Disadvantaged 239 236 98.74 35.17 **English Learners** 221 218 98.64 33.94 Students with Disabilities 43 43 100.00 18.60

School Year 2017-18 CAASPP Assessment Results - English Language Arts (ELA)
Disaggregated by Student Groups, Grades Three through Eight and Eleven

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.

Students Receiving Migrant Education Services

Foster Youth

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 Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded	
All Students	257	256	99.61	29.69	
Male	126	125	99.21	33.6	
Female	131	131	100	25.95	
American Indian or Alaska Native					
Asian					
Hispanic or Latino	251	250	99.6	28.4	
White	-1		1	1	
Socioeconomically Disadvantaged	239	238	99.58	29.41	
English Learners	221	220	99.55	28.18	
Students with Disabilities	43	43	100	23.26	
Students Receiving Migrant Education Services			-		
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)

Parents are encouraged to get involved in Diamond Elementary School's learning community by volunteering their time, attending school events, or sharing in the decision-making process. The school welcomes assistance in the classroom, library and/or media center on special days. Parents are always invited to help chaperon field trips. Diamond 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:

- Monthly Parent Meetings
- Back to School Night and Open House
- Family STEAM and Literacy Nights
- Parent Greeters
- Padres en Acción
- Classroom Parents
- Fundraiser
- Music, choir and student performances
- GATE Fairs
- School-wide events and performances
- Promotion activities
- Student recognition assemblies
- Parent education training and/or workshops

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 (SSC)
- English Language Advisory Council (ELAC)
- Parent Teacher Organization (PTO)

Parents seeking more information about becoming an active member in the school community may contact the principal at (714) 480-8100.

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:

- Blackboard Automated Phone Messaging System
- School web site
- Peach Jar
- Public Service Channel 31 or 51
- School and/or Class newsletters
- Parent Meetings
- School Bulletin Boards
- Flyers
- Letters
- School Marquee/Banners

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 (CSSP) was developed in collaboration with law enforcement and the district office to fulfill Senate Bill 187 requirements. The school's most current plan is reviewed and updated to address safety, security and emergency preparedness. Schools are required to review and update their Comprehensive School Safety Plan (CSSP) with their School Site Councils and/or Safety Committees. Each School Safety Plan is forwarded to the District Office for review annually.

Suspensions and Expulsions					
School	2015-16	2016-17	2017-18		
Suspensions Rate	1.2	0.7	0.0		
Expulsions Rate	0.0	0.0	0.0		
District	2015-16	2016-17	2017-18		
Suspensions Rate	3.0	3.1	3.1		
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.

Academic Counselors and Other Support Staff at this School Number of Full-Time Equivalent (FTE)				
Counselor (Social/Behavioral or Career Development)	0			
Library Media Teacher (Librarian)	0			
Library Media Services Staff (Paraprofessional)	1			
Psychologist	.50			
Social Worker	0			
Nurse	.20			
Speech/Language/Hearing Specialist	1			
Resource Specialist (non-teaching)	0			
Other	.75			
Average Number of Students per Staff Member				
Academic Counselor	N/A			

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)												
	Average Class Size			Number of Classrooms*								
Grade				1-20		21-32			33+			
	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
К	26	31	29				4	3	3			
1	26	24	29				4	4	3			
2	30	30	28				3	3	3			
3	28	31	28				3	3	3			
4	32	28	32				1	3	2	2		1
5	32	31	27				2	2	3	1	1	·

^{*} 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 LCAP goals and Common Core State Standards. Staff development concentrations are selected and identified based upon student assessment results, LCAP requirements, teacher input, state content standards, and professional development surveys. Teachers meet in grade level meetings twice a month for collaboration.

All staff development activities at Santa Ana Unified School District are focused on increasing student learning and proficiency. During the 2017-2018 school year, two (2) days of professional development was offered at the beginning of the school year and ongoing professional develop opportunities through out the year. Staff development topics included: New ELD Standards, Common Core Units of Study, Collaborative Academic Conversations Training, Academic Language, Text Complexity, Cognitively Guided Instruction (CGI) and Irvine Math (IMP) training (selected teachers), Smarty Ants, Learning Together (selected teachers) and Data Analysis. Teachers were also involved in Data Chats with the principal. Teachers also received professional learning on foundational literacy skills and integrating technology. During 2018-2019, professional development continues to be offered with an emphasis on foundational literacy skills, math, ELD, NGSS, and AVID strategies. Professional development has been offered more specifically on literacy, math mathematical practices, Achieve 3000 (five areas of reading), NGSS, new ELD strategies, inclusive practices, depth and complexity, and AVID strategies.

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 2015-2016 through 2017-2018 school year, district training opportunities focused on the following:

At the elementary level -

- Common Core State Standards Instructional Shifts
- Collaborative Academic Conversations
- Text Complexity
- Academic Language
- Reading Intervention Strategies

- Positive Behavior Intervention and Supports (PBIS)
- Multi-Tiered Systems of Support (MTSS) for grades 1st-5th
- MAP Learning Continuum
- DIBELS
- Gifted and Talented
- Thinking Maps
- Curriculum Mapping
- Restorative Practices
- Benchmark Assessments in Language Arts and Math
- Cognitively Guided Instruction (CGI) trainings
- Irvine Mathematics Project trainings
- Data Analysis Using Illuminate to improve differentiated instruction
- English Language Arts
- Technology-Google Classroom
- NGSS trainings
- Math Expression trainings
- Performance Task Assessments
- AVID Pathway trainings
- Achieve 3000
- Benchmark ELA/ELD training
- Safety

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 2016-17 Teacher and Administrative Salaries						
Category	District Amount	State Average for Districts In Same Category				
Beginning Teacher Salary	\$56,826	\$47,903				
Mid-Range Teacher Salary	\$86,779	\$74,481				
Highest Teacher Salary	\$110,107	\$98,269				
Average Principal Salary (ES)	\$129,866	\$123,495				
Average Principal Salary (MS)	\$131,985	\$129,482				
Average Principal Salary (HS)	\$147,384	\$142,414				
Superintendent Salary	\$327,000	\$271,429				
Percent of District Budget						
Teacher Salaries	36.0	35.0				
Administrative Salaries	4.0	5.0				

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

FY 2016-17 Expenditures Per Pupil and School Site Teacher Salaries							
	Expe	Average Teacher					
Level	Total	Total Restricted Unrestricted					
School Site	6839	834	6005	96411			
District	•	•	\$6,836	\$91,640			
State	*	*	\$7,125	\$80,764			
Percent Diffe	erence: School	-12.9	5.1				
Percent Diffe	erence: School	-63.2	17.7				

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.

Types of Services Funded

- 21st Century ASSETS
- After School Education and Safety (ASES) (Proposition 49)
- AVID-OCDE Destination Graduation
- California Career Pathways Trust
- California Partnership Academies
- Head Start
- Lighthouse Academy Project Governor's CTE Initiative: CA Partnership Academies
- Lottery: Instructional Materials
- Medi-Cal Billing Option
- NCLB:Title I, School Improvement Grant QEIA
- Ongoing & Major Maintenance Account
- PLTW (Project Lead The Way, Inc.)
- Supplementary Prgs-Specialized Secondary
- Title I, II, and III

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.