

## La Granada Elementary School

10346 Keller Ave., Riverside CA • Riverside, CA 92505 • (951) 358-1615 • Grades P-5
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# 2018-19 School Accountability Report Card Published During the 2019-20 School Year



#### **Alvord Unified School District**

9 KPC Parkway Corona, CA 92879 (951) 509-5070 www.alvordschools.org

#### **District Governing Board**

Carolyn M. Wilson, President

Lizeth Vega, Vice President

Joanna Dorado, Ed.D., Clerk

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Robert Schwandt, Member

### **District Administration**

Allan J. Mucerino, Ed.D. **Superintendent** 

Dr. Robert E. Presby

Assistant Superintendent, Human
Resources

Fernando Cubias
Interim CBO, Business Services

Dr. Sherri Kemp

Executive Director, Educational Services

Kevin Emenaker

Executive Director, Administrative

Services

#### **School Description**

La Granada Elementary School is located in the southwestern region of Riverside and serves students in the grades transitional kindergarten through five following a traditional calendar.

La Granada provides a safe environment where students are actively involved in learning academics as well as character development. Students receive a standards-based curriculum by dedicated professional staff. Ongoing evaluation of student progress and achievement helps us refine the instructional programs so students can achieve academic proficiency.

We have made a commitment to provide the best educational program possible for La Granada students so that all students will progress to meet and exceed standards in Reading Language Arts and Math. We welcome any suggestions or questions you may have about the information contained in this report or about the school. Together, through our hard work, our students will succeed.

#### **Mission Statement**

Alvord Unified School District, a dynamic learning community that embraces innovation, exists to ensure all students attain lifelong success through a system distinguished by:

- Active and inclusive partnerships
- Relationships that foster a culture of trust and integrity
- High expectations and equitable learning opportunities for all
- A mindset that promotes continuous improvement
- Multiple opportunities for exploration and creativity
- Professional development that promotes quality teaching and learning
- Access to learning experiences that promote a high quality of life

In addition, all schools strive to attain the Alvord vision that all students will realize their unlimited potential.

In collaboration to meet our objectives and goals, the La Granada MTSS team developed a compelling message and theory of action as listed below:

If we are going to improve our students' lives and school climate, we have to have vulnerable conversations that reflect our obligation to the whole child.

- If we work to internalize our obligation to meet the needs of all students;
- If we work to develop a vulnerable and professional school culture;
- If we focus on reflecting and improving instruction based on data;
- Then we will improve ALL our students' lives and school climate.

#### **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 <a href="https://www.cde.ca.gov/fg/aa/lc/">https://www.cde.ca.gov/fg/aa/lc/</a>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

#### 2018-19 Student Enrollment by Grade Level

Grade Level	Number of Students
Kindergarten	109
Grade 1	99
Grade 2	111
Grade 3	100
Grade 4	92
Grade 5	115
Total Enrollment	626

#### 2018-19 Student Enrollment by Group

Group	Percent of Total Enrollment
Black or African American	1.3
American Indian or Alaska Native	0.5
Asian	0.5
Hispanic or Latino	94.9
White	2.7
Socioeconomically Disadvantaged	94.6
English Learners	61.8
Students with Disabilities	13.7
Homeless	1.6

#### A. Conditions of Learning

#### State Priority: Basic

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

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

Teacher Credentials for La Granada Elementary	17-18	18-19	19-20
With Full Credential	27	27	29
Without Full Credential	0	0	0
Teaching Outside Subject Area of Competence	0	0	0

Teacher Credentials for Alvord Unified School	17-18	18-19	19-20
With Full Credential	<b>*</b>	+	838
Without Full Credential	•	+	0
Teaching Outside Subject Area of Competence	•	<b>*</b>	18

# Teacher Misassignments and Vacant Teacher Positions at La Granada Elementary School

Indicator	17-18	18-19	19-20
Teachers of English Learners	0	0	0
Total Teacher Misassignments*	0	0	0
Vacant Teacher Positions	0	0	0

- Note: "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.
  - \*Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

#### Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2019-20)

On September 19, 2019, Alvord Unified School District's Board of Education held a public hearing to comply with requirements of Education Code Section 60019. Information provided at the public hearing detailed (1) the extent to which standards-aligned textbooks and instructional materials were provided to all students, including English learners; (2) the definition of "sufficient textbooks or instructional materials" means each student has a textbook or materials, or both, to use in class and to take home and does not mean the district is required to have two sets of textbooks for each student; (3) sufficient textbooks and instructional materials were provided to each student, including English learners, in math, English language arts & English language development, history-social science, and science; (4) sufficient textbooks and instructional materials were provided to each student enrolled in foreign language and health classes; and (5) sufficient laboratory science equipment was provided for science laboratory classes offered in grades 9-12. During this hearing, the governing board determined that Alvord Unified School District provided each student with sufficient textbooks and instructional materials aligned to the California academic content standards consistent with the cycles and content of the California curriculum frameworks.

In addition, Alvord Unified School District has sufficient standards-aligned textbooks and instructional materials for all students, including English learners, enrolled in visual and performing arts classes. Developing a long-term textbook adoption plan for textbooks is in process.

La Granada Elementary School uses the governing board adopted textbooks and instructional materials as detailed in the table:

#### **Textbooks and Instructional Materials**

Year and month in which data were collected: September 19, 2019

Core Curriculum Area	Textbooks and Instructional M	Textbooks and Instructional Materials/Year of Adoption				
Reading/Language Arts		English Language Arts/English Language Development: McGraw Hill, World of Wonders, TK / Adopted in 2018 McGraw Hill, Wonders and Wonderworks, 1-5 / Adopted in 2018				
	The textbooks listed are from most recent adoption:	Yes				
	Percent of students lacking their own assigned textbook:	0%				
Mathematics	McGraw Hill, World of Wonders, TK / Adopted in 2018 Houghton Mifflin, CA Math Expressions Common Core, K-2 / Adopted in 2014 Harcourt, HSP Math, 3-5 / Adopted in 2008					
	The textbooks listed are from most recent adoption:	No				
	Percent of students lacking their own assigned textbook:	0%				
Science	McGraw Hill, World of Wonders, TK / Adopted in 2018 Scott Foresman, California Science, K-5 / Adopted in 2007					
	The textbooks listed are from most recent adoption:	No				
	Percent of students lacking their own assigned textbook:	0%				
History-Social Science	McGraw Hill, World of Wonders, TK / Adopted in 2018					
	Scott Foresman, History-Social Science for California, K-5 /	Adopted in 2007				
	The textbooks listed are from most recent adoption:	No				
	Percent of students lacking their own assigned textbook:	0%				
Health	Harcourt, Harcourt Health / Adopted in 2015					
	The textbooks listed are from most recent adoption:	Yes				
	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)

La Granada Elementary School, built in 1948, is located on 700 acreage and its square footage totals 52,683. The school has 30 permanent classrooms, four portable classrooms, two sets of restrooms, one computer lab, one multipurpose room, one work room and one library. On-going campus improvements and maintenance ensure facilities are up to date and provide adequate space for students and staff.

Alvord Unified School District takes great efforts to ensure that all schools are clean, safe, and functional. To assist in this effort, the district uses a facility survey instrument developed by the State of California OPSC. Results of this survey are available in the school office or at the district. In addition, district maintenance staff makes repairs necessary to keep the school in good repair and working order. A district-wide work order process is used to ensure efficient service and to prioritize repairs.

The school is cleaned on a regular basis with a day custodian and evening custodians who work with the principal to develop a cleaning schedule to maintain a clean and safe environment for all students before, during and after the instructional day.

\* All FIT report repairs described in the following table are completed, in progress, or planned for repair.

# School Facility Good Repair Status (Most Recent Year) Year and month in which data were collected: October 10, 2019

System Inspected	Repair Status	Repair Needed and Action Taken or Planned
Systems:	Good	
Gas Leaks, Mechanical/HVAC, Sewer		
Interior: Interior Surfaces	Fair	5 stained ceiling tiles (MPR), 1 light fixture out (MPR), 2 stained ceiling tiles (room 13), 3 damaged ceiling tiles (room 13)
		Plan:
		<ul> <li>Stained tiles were replaced.</li> <li>Light fixture was replaced.</li> <li>Damaged ceiling tiles were replaced.</li> </ul>
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	Good	Webs and dust were noticed throughout the campus. All areas need to be dusted and free of webs.
		Plan:  • Campus was dusted and all webs were cleared.
Electrical: Electrical	Good	electrical cord needs additional protector (room 8)
		Plan:  • Additional protector was provided for electrical cord.
Restrooms/Fountains:	Good	1 urinal will not flush (boys RR)
Restrooms, Sinks/ Fountains		Plan:  • Urinal in boys' restroom was repaired.
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Good	
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Good	Rubber surface damaged in several areas
		Plan:  • Rubber surface has been scheduled to be replaced in February of 2020.
Overall Rating	Good	

#### **B. Pupil Outcomes**

#### **State Priority: Pupil Achievement**

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- Statewide assessments (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study

## CAASPP Test Results in ELA and Mathematics for All Students Grades Three through Eight and Grade Eleven

Percentage of Students Meeting or Exceeding the State Standard

Subject	School 17-18	School 18-19	District 17-18	District 18-19	State 17-18	State 18-19
ELA	35	30	40	42	50	50
Math	17	15	27	28	38	39

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

Note: ELA and mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

# CAASPP Test Results in Science for All Students Grades Five, Eight, and Ten

Percentage of Students Meeting or Exceeding the State Standard

Subject	School	School	District	District	State	State
	17-18	18-19	17-18	18-19	17-18	18-19
Science	N/A	N/A	N/A	N/A	N/A	N/A

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

Note: This is a placeholder for the California Science Test (CAST) which was administered operationally during the 2018-19 school year. However, these data are not available for inclusion in the 2018-19 SARC posting due February 1, 2020. These data will be included in the 2019-20 SARC posting due February 1, 2021.

#### **State Priority: Other Pupil Outcomes**

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

• Pupil outcomes in the subject area of physical education

#### 2018-19 Percent of Students Meeting Fitness Standards

Grade Level	4 of 6	5 of 6	6 of 6
5	18.2	24.5	12.7

Note: Percentages are not calculated and double dashes (--) appear in the table when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

## School Year 2018-19 CAASPP Assessment Results - English Language Arts (ELA) Disaggregated by Student Groups, Grades Three through Eight and Eleven

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	306	306	100.00	30.07
Male	155	155	100.00	27.74
Female	151	151	100.00	32.45
Black or African American				
American Indian or Alaska Native				
Asian				
Hispanic or Latino	285	285	100.00	29.82
White	13	13	100.00	38.46
Socioeconomically Disadvantaged	296	296	100.00	29.73
English Learners	207	207	100.00	29.95
Students with Disabilities	46	46	100.00	4.35
Homeless				

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

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

#### School Year 2018-19 CAASPP Assessment Results - Mathematics

Disaggregated by Student Groups, Grades Three through Eight and Eleven

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	307	307	100.00	14.98
Male	156	156	100.00	16.03
Female	151	151	100.00	13.91
Black or African American		1	-	-
American Indian or Alaska Native		-	-	-
Asian		1	1	1
Hispanic or Latino	286	286	100.00	14.69
White	13	13	100.00	30.77
Socioeconomically Disadvantaged	296	296	100.00	14.86
English Learners	207	207	100.00	13.53
Students with Disabilities	46	46	100.00	0.00
Homeless				

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

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

#### C. Engagement

#### State Priority: Parental Involvement

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

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

#### Opportunities for Parental Involvement (School Year 2019-20)

Parents are welcome at school and are encouraged to get involved by volunteering in the classroom, participating in a decision-making group, or simply attending school events.

The school communicates with parents about upcoming school events through letters, parent conferences, the school marquee, the school website, and Backboard Connect (automated telephone message delivery system). Contact the principal or any school office staff member at (951) 358-1615 for more information on how to become involved in your child's learning environment.

#### Volunteer Opportunities:

- Chaperone Field Trips
- Library Assistant
- Office Helper
- Parent Tutoring
- Parent University (Diverse Parent Training)
- School Event Volunteers
- Classroom Volunteers
- Parent Teacher Association

#### School Advisory Groups & Committees:

- English Learner Advisory Council
- Parent Teacher Association
- School Site Council
- ATP (Action Teams for Partnerships)
- Parent Advisory Committee

#### School Events:

- Back to School Night
- Open House
- College Week
- Harvest Festival
- Gratitude Day
- Science Night
- Science Fair
- Spelling Bee
- Friendship Dance
- Career Day
- Music Performance (5th grade)
- TK and Kinder Camp
- Summer Send Off

#### **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 Safety Plan was discussed with staff, evaluated, amended, reviewed, and updated on February 7, 2019. This plan, developed in collaboration with the school, local agencies and the district office, fulfills all legal requirements and complies with EC 32280-89. A school disaster preparedness plan that deals with a wide variety of emergency situations is included into the School Safety Plan. Earthquake, fire, and lockdown drills are conducted as required. The key elements of the Comprehensive School Safety Plan include an assessment of current status of school crime; dress code policy; child abuse reporting procedures; routine and emergency disaster procedures; safe movement of students, parents and staff to and from school; maintaining a safe and orderly school environment; sexual harassment policy; safety procedures; suspension, expulsion, and mandatory expulsion policies; teacher notification of dangerous students policy; anti-bullying policy; and school discipline rules and procedures pursuant to EC 35291 and 35291.5.

Suspensions and Expulsions for the School	2016-17	2017-18	2018-19
Suspensions Rate	0.6	0.9	0.7
Expulsions Rate	0.0	0.1	0.3

Suspensions and Expulsions for the District	2016-17	2017-18	2018-19
Suspensions Rate	2.4	2.8	2.6
Expulsions Rate	0.3	0.3	0.5

Suspensions and Expulsions for the State	2016-17	2017-18	2018-19	
Suspensions Rate	3.6	3.5	3.5	
Expulsions Rate	0.1	0.1	0.1	

#### D. Other SARC Information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

Ratio of Academic Counselors to Pupils (School Year 2018-19)

Title	Ratio
Academic Counselor*	626.0

<sup>\*</sup> One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Student Support Services Staff (School Year 2018-19)

Title	Number of Full-Time Equivalent (FTE)
Counselor (Social/Behavioral or Career Development)	1.0
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	
Psychologist	1.0
Social Worker	
Nurse	
Speech/Language/Hearing Specialist	1.2
Resource Specialist (non-teaching)	.5
Other	2.0

One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Average Class Size and Class Size Distribution (Elementary)

Grade Level	2016-17 Average Class Size	2016-17 # of Classes* Size 1-20	2016-17 # of Classes* Size 21-32	2016-17 # of Classes* Size 33+	2017-18 Average Class Size	2017-18 # of Classes* Size 1-20	2017-18 # of Classes* Size 21-32	2017-18 # of Classes* Size 33+	2018-19 Average Class Size	2018-19 # of Classes* Size 1-20	2018-19 # of Classes* Size 21-32	2018-19 # of Classes* Size 33+
К	22	1	5		21	2	4		19	5	1	
1	22		4		27		4		24		4	
2	23		4		21		4		21	1	4	
3	21	1	5		21	1	4		21	1	4	
4	26		3		29		3		32		2	
5	24	1	4		27	1	3		29	1	3	1
Other**												

<sup>\*</sup>Number of classes indicates how many classes fall into each size category (a range of total students per class).

### **Professional Development provided for Teachers**

Measure	2017-18	2018-19	2019-20
Number of school days dedicated to Staff Development and Continuous Improvement	6	6	8

All staff members participate in professional development offered by the school. In addition, many staff members participate in additional trainings appropriate for individual needs or for specific programs sponsored by the district through departments. Site professional development is held during early release and grade level/subject collaboration days. These collaborations focus on the cycle of inquiry and plan for first, best instruction after a review of standards and students results on formative and summative assessments. District professional development includes release days and after school workshops. When appropriate to meet the needs of students, staff attends conferences. District instructional coaches and site academic coaches support certificated and paraprofessional staff by providing workshop opportunities, individual mentoring, and in-class coaching. New teachers are supported by the Teacher Induction Program that includes coaching and mentoring. Classified paraprofessionals and support staff attend job-related training provided by the site and district.

During 2018-19, La Granada Elementary School's professional development focused on:

- Multi-Tiered Systems of Supports
- Foundational Skills
- ACHIEVE 3000
- AVID Elementary
- Mathematics Framework
- Designated ELD
- ELPAC
- CAASPP

<sup>\*\* &</sup>quot;Other" category is for multi-grade level classes.

Alvord Unified School District provided professional development for teachers and support staff in 2018-19 on various topics related to state mandated assessments (SBAC, ELPAC), special education assessments, interim assessments, formative assessments (PELI, DIBELS), student data chats, Aeries/CALPADS data management for specific school staff, instructional strategies for English learners, interventions with Wonderworks, behavior supports, mandated special education forms/plans, crisis response, student success teams, and Aeries gradebook.

The annual number of school days dedicated to staff development and/or collaboration were attended by either all staff, grade level teams, or subject level teachers:

2016-17:1

2017-18: 6

2018-19:6

2019-20:8

FY 2017-18 Teacher and Administrative Salaries

Category	District Amount	State Average for Districts In Same Category
Beginning Teacher Salary	\$51,579	\$51,374
Mid-Range Teacher Salary	\$83,720	\$80,151
Highest Teacher Salary	\$112,291	\$100,143
Average Principal Salary (ES)	\$129,356	\$126,896
Average Principal Salary (MS)	\$134,810	\$133,668
Average Principal Salary (HS)	\$146,265	\$143,746
Superintendent Salary	\$281,011	\$245,810

Percent of District Budget	District Amount	State Average for Districts In Same Category
Teacher Salaries	38%	35%
Administrative Salaries	5%	5%

For detailed information on salaries, see the CDE Certificated Salaries & Benefits webpage at <a href="https://www.cde.ca.gov/ds/fd/cs/">www.cde.ca.gov/ds/fd/cs/</a>.

#### FY 2017-18 Expenditures Per Pupil and School Site Teacher Salaries

Level	Total	Restricted	Unrestricted	Average Teacher Salary
School Site	\$ 8,137	\$ 1,812	\$ 6,325	\$ 83,614
District	N/A	N/A	\$ 7,069	\$92,673.00
State	N/A	N/A	\$7,506.64	\$82,031.00

Percent Differences	Unrestricted	Average Teacher Salary	
School Site/District	-200.0	-200.0	
School Site/ State	-200.0	-200.0	

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

The California Department of Education issued guidance to LEAs on August 1, 2018, regarding how to calculate school-level per-pupil expenditures that will be reported on 2018-19 report cards.

#### **Types of Services Funded**

In addition to local, state, and federal funds for special education and the base educational program, La Granada Elementary School received the following supplemental state and federal funds in 2018-19:

State Local Control Funding Formula Supplemental & Concentration Grants to increase or improve services for low income students, English learners or foster youth.

Federal Title I funds to provide school-wide supplemental services to support students identified as not meeting the rigorous state academic standards. Specific services and actions are described in the school's School Plan and/or the District's Local Control and Accountability Plan.

#### <u>DataQuest</u>

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