# Longfellow Arts and Technology Middle School 

1500 Derby Street • Berkeley, CA 94703 • (510) 644-6360•Grades 6-8
Stacey Wyatt, Principal
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## 2017-18 School Accountability Report Card Published During the 2018-19 School Year

## Berkeley <br> PUBLIC SCHOOLS

Berkeley Unified School District

Berkeley Unified School District 2020 Bonar Street Berkeley, CA 94702
(510) 644-8764
www.berkeleyschools.net

## District Governing Board

Judy Appel, President
Beatriz Leyva-Cutler, Vice President
Ty Alper, Clerk
Ka'Dijah Brown, Director
Julie Sinai, Director
Arvin Hariri (student)
Oneida Abrams (student)

## District Administration

Donald Evans, Ed.D. Superintendent

Donald Evans Superintendent

Pasquale Scuderi
Associate Superintendent Educational Services

Pauline Follansbee
Assistant Superintendent Business Services

Evelyn Tamondong-Bradley Assistant Superintendent Human Resources

## Principal's Message

Longfellow Middle School, a designated Arts and Technology Magnet School, is located in South Berkeley. The school has approximately 500 students, which indicates we are the smallest of the three middle schools in Berkeley. Being a small middle school allows our staff to create an environment that is nurturing, with a strong academic focus that is infused with the arts. We offer unique experiences for our students that encourage parent/community partnerships such as The Music/Drama/ Arts Showcase, Grand Parent's Day, Eight Grade Yosemite Trip and our Monthly Student Assemblies, ie: Be an Ally Month Assembly. Longfellow is home to the Berkeley Unified School District's middle school Two-Way Immersion Program, a continuation of the elementary program to teach students in both English and Spanish. The native English and Spanish speakers in this program will gain proficiency in both languages. We are also an AVID certified site. At lunchtime, students have two daily choices of made-to-order meals and an organic salad bar our beautiful new cafe. Our nutrition education program includes cooking and gardening classes at each grade level in a new garden space and culinary classroom. We are also developing our STEM programming through the creation of a Maker's Space lab and elective.

Marcos Garcia
Principal

## 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 |
| Grade 6 | 165 |
| Grade 7 | 168 |
| Grade 8 | 165 |
| Total Enrollment | 498 |


| 2017-18 Student Enrollment by Group |  |
| :--- | :---: |
| Group | Percent of Total Enrollment |
| Black or African American | 26.7 |
| American Indian or Alaska Native | 0.4 |
| Asian | 6.6 |
| Filipino | 0.4 |
| Hispanic or Latino | 34.9 |
| Native Hawaiian or Pacific Islander | 0.0 |
| White | 19.9 |
| Two or More Races | $11.0 \%$ |
| Socioeconomically Disadvantaged | 58.6 |
| English Learners | 13.3 |
| Students with Disabilities | 14.7 |
| Foster Youth | 0.4 |

## 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 |  |  |  |
| :--- | :---: | :---: | :---: |
| Longfellow Arts and Technology Middle School | $\mathbf{1 6 - 1 7}$ | $\mathbf{1 7 - 1 8}$ | $\mathbf{1 8 - 1 9}$ |
| With Full Credential | 35 | 33 | 36 |
| Without Full Credential | 0 | 0 | 1 |
| Teaching Outside Subject Area of Competence | 0 | 0 | 0 |
| Berkeley Unified School District | $\mathbf{1 6 - 1 7}$ | $\mathbf{1 7 - 1 8}$ | $\mathbf{1 8 - 1 9}$ |
| With Full Credential | $\uparrow$ | $\uparrow$ | 668 |
| Without Full Credential | $\uparrow$ | $\downarrow$ | 12 |
| Teaching Outside Subject Area of Competence | $\uparrow$ | $\downarrow$ | 0 |


| Teacher Misassignments and Vacant Teacher Positions at this School |  |  |  |
| :--- | :---: | :---: | :---: |
| Longfellow Arts and Technology | $16-17$ | $17-18$ | $18-19$ |
| Teachers of English Learners |  |  |  |
| Total Teacher Misassignments |  |  |  |
| Vacant Teacher Positions |  |  |  |

* 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)
Williams legislation calls for the schools to have enough books in core classes for all students and asks districts to reveal whether those books are presenting information outlined in the California content standards. Textbook materials are adopted by the school board following a rotating adoption cycle for subject specific state adopted textbooks and instructional materials.

| Textbooks and Instructional Materials Year and month in which data were collected: December 2017 |  |
| :---: | :---: |
| Core Curriculum Area | Textbooks and Instructional Materials/Year of Adoption |
| Reading/Language Arts | Inquiry by Design (Inquiry by Design) Adopted 2017 <br> The textbooks listed are from most recent adoption: Yes <br> Percent of students lacking their own assigned textbook: 0\% |
| Mathematics | Eureka Math: A Story of Ratios (Great Minds) Adopted 2015 <br> The textbooks listed are from most recent adoption: Yes <br> Percent of students lacking their own assigned textbook: 0\% |
| Science | Glencoe Science (McGraw Hill) <br> Adopted in 2007 <br> The textbooks listed are from most recent adoption: Yes <br> Percent of students lacking their own assigned textbook: $0 \%$ |
| History-Social Science | History Alive! California Middle Schools Program (Teachers' Curriculum Institute) Adopted in 2006 <br> The textbooks listed are from most recent adoption: Yes <br> 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)

The district administers a scheduled maintenance program to ensure that all classrooms and facilities are well maintained and in good repair. A work order process alerts district personnel of any maintenance needed to be performed and ensures that emergencies are given the highest priority.

Safety issues are the top priority for Maintenance and Operations. District maintenance supervisors inspect school sites continually and complete repairs in a timely manner. They use a work order process to ensure an efficient, prioritized repair process. The district maintenance staff has indicated that $100 \%$ of all toilets on school grounds are in working order.

To determine the condition of our facilities, our district sent experts from our facilities team to perform an inspection using a survey called the Facilities Inspection Tool, which is issued by the Office of Public School Construction.

Based on that survey, we've answered the questions you see on this report. Please note that the information reflects the condition of our buildings as of the date of the report. Since that time, those conditions may have changed.

Date of Last Inspection: April 16, 2018

| School Facility Good Repair Status (Most Recent Year) <br> Year and month in which data were collected: December, 2017 |  |  |
| :--- | :---: | :--- |
| System Inspected | Repair Status | Repair Needed and <br> Action Taken or Planned |
| Systems: <br> Gas Leaks, Mechanical/HVAC, Sewer | Good | No apparent problems |
| Interior: <br> Interior Surfaces | Good | No apparent problems |
| Cleanliness: <br> Overall Cleanliness, Pest/ Vermin Infestation | Good | No apparent problems |
| Electrical: <br> Electrical | Good | No apparent problems |
| Restrooms/Fountains: <br> Restrooms, Sinks/ Fountains | Good | No apparent problems |

## 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 |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Subject | Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11) |  |  |  |  |  |
|  | School |  | District |  | State |  |
|  | 16-17 | 17-18 | 16-17 | 17-18 | 16-17 | 17-18 |
| ELA | 47.0 | 46.0 | 59.0 | 64.0 | 48.0 | 50.0 |
| Math | 44.0 | 40.0 | 54.0 | 57.0 | 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 |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Subject | Percent of Students Scoring at Proficient or Advanced <br> (meeting or exceeding the state standards) |  |  |  |  |  |
|  | School |  | District |  | 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 <br> Level | 2017-18 Percent of Students Meeting Fitness Standards |  |  |
| :---: | :---: | :---: | :---: |
|  | $\mathbf{4}$ of $\mathbf{6}$ | $\mathbf{5}$ of $\mathbf{6}$ | $\mathbf{6}$ of $\mathbf{6}$ |
| 7 | 25.8 | 18.1 | 30.3 |

* 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 Enrollment | Number Tested | Percent <br> Tested | Percent <br> Met or Exceeded |
| All Students | 511 | 491 | 96.09 | 45.92 |
| Male | 264 | 250 | 94.70 | 42.17 |
| Female | 247 | 241 | 97.57 | 49.79 |
| Black or African American | 130 | 124 | 95.38 | 21.77 |
| American Indian or Alaska Native | -- | -- | -- | -- |
| Asian | 35 | 34 | 97.14 | 47.06 |
| Filipino | -- | -- | -- | -- |
| Hispanic or Latino | 180 | 172 | 95.56 | 40.70 |
| White | 102 | 99 | 97.06 | 79.80 |
| Two or More Races | 57 | 55 | 96.49 | 53.70 |
| Socioeconomically Disadvantaged | 300 | 288 | 96.00 | 27.87 |
| English Learners | 129 | 124 | 96.12 | 25.00 |
| Students with Disabilities | 77 | 70 | 90.91 | 13.04 |
| 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 Enrollment | Number Tested | Percent <br> Tested | Percent Met or Exceeded |
| All Students | 513 | 490 | 95.52 | 39.59 |
| Male | 266 | 249 | 93.61 | 40.16 |
| Female | 247 | 241 | 97.57 | 39 |
| Black or African American | 131 | 124 | 94.66 | 17.74 |
| American Indian or Alaska Native | -- | -- | -- | -- |
| Asian | 35 | 34 | 97.14 | 41.18 |
| Filipino | -- | -- | -- | -- |
| Hispanic or Latino | 180 | 171 | 95 | 31.58 |
| White | 102 | 99 | 97.06 | 75.76 |
| Two or More Races | 58 | 55 | 94.83 | 47.27 |
| Socioeconomically Disadvantaged | 302 | 288 | 95.36 | 22.22 |
| English Learners | 129 | 123 | 95.35 | 19.51 |
| Students with Disabilities | 79 | 70 | 88.61 | 5.71 |
| 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)

We welcome parents to get involved in all aspects of our school, including assisting teachers, monitoring recess periods, chaperoning events, assisting with fund-raising, helping after school, or serving as a writing coach for our eighth grade students. We also welcome parents on our School Governance Council, which analyzes budgetary needs and makes funding recommendations. We are thankful for our active PTA, which has awarded teacher mini grants, sponsored winter and spring family nights and the spring fair, and much more.

To get involved in Longfellow's PTA, please contact the school office at (510) 644-6360.

## 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 oldest buildings of Longfellow Middle School were constructed in 1922. Currently, the school campus covers 3.73 acres and includes 27 permanent classrooms, a staff work room, a library, a gym, 1 computer lab, a cafeteria, a theater, a READ 180 lab, and a new cooking/gardening center. In the 200708 school year, the school renovated the Sixth Grade Building in 2008. The facility strongly supports teaching and learning through its ample classroom and recreation space.

The safety of students and staff is our primary concern. A variety of people visit the campus to volunteer in the classroom and participate in school events. During lunch, recesses, and before-and-after school, staff members, administrators, and safety officers supervise students and school grounds to ensure an orderly, safe environment. The school is always fully compliant with all rules, laws, and regulations concerning state earthquake standards and hazardous materials. Earthquake and fire drill are held quarterly, and intruder drills are held twice a year.

Safety procedures, including elements of our Comprehensive Safe School Plan, are reviewed with school and district staff at the start of each school year. The plan was last updated and reviewed with school staff in fall 2016.

| Suspensions and Expulsions |  |  |  |
| :--- | :---: | :---: | :---: |
| School | $\mathbf{2 0 1 5 - 1 6}$ | $\mathbf{2 0 1 6 - 1 7}$ | $\mathbf{2 0 1 7 - 1 8}$ |
| Suspensions Rate | 4.0 | 3.6 | 3.8 |
| Expulsions Rate | 0.0 | 0.6 | 0.0 |
| District | $\mathbf{2 0 1 5 - 1 6}$ | $\mathbf{2 0 1 6 - 1 7}$ | $\mathbf{2 0 1 7 - 1 8}$ |
| Suspensions Rate | 2.1 | 1.8 | 1.9 |
| Expulsions Rate | 0.0 | 0.1 | 0.0 |
| State | $\mathbf{2 0 1 5 - 1 6}$ | $\mathbf{2 0 1 6 - 1 7}$ | $\mathbf{2 0 1 7 - 1 8}$ |
| 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) |  |
| Academic Counselor |  |
| Counselor (Social/Behavioral or Career Development) | 1 |
| Library Media Teacher (Librarian) |  |
| Library Media Services Staff (Paraprofessional) | 1 |
| Psychologist | 0.53 |
| Social Worker | .33 |
| Nurse | 0 |
| Speech/Language/Hearing Specialist | 0 |
| Resource Specialist (non-teaching) | 0 |
| Other | .50 |
|  | 0 |
| Academic Counselor | 0 |
| (Fill Timerage Number of Students per Staff Member |  |

* 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 (Secondary) |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Average Class Size |  |  | Number of Classrooms* |  |  |  |  |  |  |  |  |
|  |  |  |  | 1-22 |  |  | 23-32 |  |  | 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 | 20.0 | 20.0 | 21.0 | 8 | 7 | 5 | 10 | 11 | 11 |  |  |  |
| Mathematics | 20.0 | 24.0 | 19.0 | 10 | 5 | 10 | 9 | 9 | 9 |  | 1 |  |
| Science | 23.0 | 28.0 | 24.0 | 5 |  | 4 | 10 | 12 | 11 |  |  |  |
| Social Science | 24.0 | 23.0 | 24.0 | 3 | 3 | 3 | 9 | 11 | 10 |  |  |  |

 is reported by subject area rather than grade level.

## Professional Development provided for Teachers

Administrators and teachers take time each year to improve their teaching skills and to extend their knowledge of the subjects they teach. During the last three school-years, each school in the Berkeley Unified School District dedicated 3 days annually for teacher and administrator professional development. All K-8 schools have 5 dedicated 2 hour collaborations per year to integrate Common Core Standards, English Language Development teaching strategies, Content and Curriculum knowledge, and Social Emotional Learning into teaching practices. Every K-8 site has Literacy Coach and a Math Teacher Leader to support teachers in reflecting and improving math and literacy teaching skills through co-teaching and direct professional development at staff meetings. From 2016-2018, professional development K-8 has explicitly focused on the integration of content area subjects with English Language Development teaching strategies and equitable teaching practices. New teachers participate in a rigorous District BTSA program. Teacher-initiated professional development is supported through local funds earmarked for this purpose.

| FY 2016-17 Teacher and Administrative Salaries |  |  |  |  |  |
| :--- | :---: | :---: | :---: | :---: | :---: |
| Category | District <br> Amount | State Average for <br> Districts In Same <br> Category |  |  |  |
| Beginning Teacher Salary | $\$ 43,336$ | $\$ 47,547$ |  |  |  |
| Mid-Range Teacher Salary | $\$ 72,595$ | $\$ 74,775$ |  |  |  |
| Highest Teacher Salary | $\$ 90,080$ | $\$ 93,651$ |  |  |  |
| Average Principal Salary (ES) | $\$ 119,440$ | $\$ 116,377$ |  |  |  |
| Average Principal Salary (MS) | $\$ 125,646$ | $\$ 122,978$ |  |  |  |
| Average Principal Salary (HS) | $\$ 136,123$ | $\$ 135,565$ |  |  |  |
| Superintendent Salary | $\$ 248,416$ | $\$ 222,853$ |  |  |  |
| Percent of District Budget |  |  |  |  |  |
| Teacher Salaries | 34.0 | 35.0 |  |  |  |
| Administrative Salaries |  |  |  | 7.0 | 6.0 |


| FY 2016-17 Expenditures Per Pupil and School Site Teacher Salaries |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Level | Expenditures Per Pupil |  |  | Average Teacher Salary |
|  | Total | Restricted | Unrestricted |  |
| School Site | \$9,583.56 | \$1,573.81 | \$8,009.75 | \$75,668.10 |
| District | - | - | \$10,890.22 | \$75,102 |
| State | - | - | \$7,125 | \$76,522 |
| Percent Difference: School Site/District |  |  | -30.5 | 0.8 |
| Percent Difference: School Site/ State |  |  | 11.7 | -1.1 |

* 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 Berkeley Unified School District has used federal funding to provide supplemental alternative services and supplemental instructional materials provided to the Title I schools that support and assist Title I students. Alternative support includes tutoring, intervention curriculum and supplemental instructional supplies for targeted Title I students to close the achievement gap.

## 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.

