

Butterfield Charter High School

900 West Pioneer Ave. • Porterville, CA 93257 • (559) 782-7057 • Grades 9-12 Staci Phipps, Principal sphipps@portervilleschools.org http://butterfield.portervilleschools.org/

2015-16 School Accountability Report Card Published During the 2016-17 School Year



Porterville Unified School District 600 West Grand Ave.

Porterville, CA 93257 (559) 793-2400 portervilleschools.org

District Governing Board

Hayley Buettner Pete Lara, Jr. Tomas Velasquez Sharon Gill David DePaoli Felipe Martinez Lillian Durbin

District Administration

Ken Gibbs, Ed.D. Superintendent Nate Nelson, Ed.D. Assistant Superintendent Business Services

Martha Stuemky, Ed.D. Assistant Superintendent Instructional Services

Andrew Bukosky, Ed.D. Assistant Superintendent Human Resources

Principal's Message

Butterfield Charter High School's (BCHS) culture reflects our commitment to student learning. The Butterfield Charter High School staff, teachers, parents and students, continue to communicate clearly and work effectively to ensure our students meet our school-wide goals and objectives. Butterfield Charter High School provides the opportunity for students to develop positive self concepts and attitudes toward school and learning while building foundational skills that will lead to a productive life inside and outside the classroom.

Butterfield Charter High offers students an alternative means of education and facilitates the individual needs of our students. Each of our students has the opportunity to earn his or her high school diploma through our independent study program and is encouraged to continue at the local community college, vocational training, or the work force.

Mission Statement

The mission of Butterfield Charter High School is to offer students in grades nine through twelve an alternative approach to learning in order to participate responsibly in the 21st century society. Butterfield Charter High School assists students to become literate, self-motivated, lifelong learners by providing a safe and caring environment through flexible, yet structured, individualized instruction. The goal is to help all students achieve their highest potential by offering a variety of methods to earn a high school diploma and live a productive life, while recognizing the unique and varied needs of each student.

School Profile

Porterville, lying along the foothills of the Sierras, is located on State Highway 65, 165 miles north of Los Angeles, and 171 miles east of the Pacific Coast. Centrally located to major markets, the city has strategic access to major transportation routes. Porterville Unified School District serves more than 13,000 students throughout the community. The district is comprised of ten elementary schools, three middle schools, four comprehensive high schools, one magnet academy, one continuation high school, and two alternative sites.

Butterfield Charter High School serves students in grades nine through twelve on a traditional calendar schedule. Butterfield is an Independent Study Program where the students meet with teachers one hour and fifteen minutes, once per week. There is also an open lab and tutoring where students may come in during operating hours to receive additional support.

During the 2015-2016 school year, Butterfield Charter enrollment reached 427 students.

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.

2015-16 Student Enrollment by Grade Level						
Grade Level Number of Students						
Grade 9	10					
Grade 10	43					
Grade 11	98					
Grade 12	174					
Total Enrollment	325					

2015-16 Student Enrollment by Group						
Group Percent of Total Enrollment						
Black or African American	1.8					
American Indian or Alaska Native	2.2					
Asian	0.6					
Filipino	0.6					
Hispanic or Latino	71.4					
Native Hawaiian or Pacific Islander	0.3					
White	21.8					
Two or More Races	0.3					
Socioeconomically Disadvantaged	79.7					
English Learners	14.5					
Students with Disabilities	3.7					
Foster Youth	0.3					

A. Conditions of Learning

State Priority: Basic

The SARC provides the following information relevant to the Basic State Priority (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						
Butterfield Charter High School	14-15	15-16	16-17			
With Full Credential	2	7	13			
Without Full Credential	0	0	0			
Teaching Outside Subject Area of Competence	0	0	0			
Porterville Unified School District	14-15	15-16	16-17			
With Full Credential	•	*	585			
Without Full Credential	•	•	59			
Teaching Outside Subject Area of Competence	•	•	19			

Teacher Misassignments and Vacant Teacher Positions at this School							
Butterfield Charter High School	14-15	15-16	16-17				
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.

Core Academic Classes Taught by Highly Qualified Teachers

2015-16 Percent of Classes In Core Academic Subjects Core Academic Classes Taught by Highly Qualified Teachers							
Location of Classes Taught by Highly Qualified Teachers Qualified Teachers							
This School	100.0	0.0					
	Districtwide						
All Schools	94.0	6.0					
High-Poverty Schools 94.0 6.0							
Low-Poverty Schools	0.0	0.0					

High-poverty schools are defined as those schools with student eligibility of approximately 40 percent or more in the free and reduced price meals program. Low-poverty schools are those with student eligibility of approximately 39 percent or less in the free and reduced price meals program.

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2016-17)

Porterville Unified School District held a Public Hearing on September 10, 2015 and determined that each school has sufficient and good quality textbooks, instructional materials, or science lab equipment pursuant to the settlement of Williams vs. the State of California. All students, including English Learners, are given their own individual standards-aligned textbooks or instructional materials, or both, in core subjects for use in the classroom and to take home. The chart below displays data collected in August 2015, regarding textbooks in use during the 2015-16 school year.

Textbooks and Instructional Materials Year and month in which data were collected: August 2015								
Core Curriculum Area	Core Curriculum Area Textbooks and Instructional Materials/Year of Adoption							
Reading/Language Arts	Glencoe/McGraw Hill Adopted 2000							
	Globe Book Company Adopted 1999							
	MacMillan/McGraw Hill Adopted 1999							
	McDougal Littell Adopted 2005							
	The textbooks listed are from most recent adoption: Percent of students lacking their own assigned textbook:	Yes 0.0%						
Mathematics	Addison-Wesley Adopted 2003							
	Brooks/Cole Adopted 2001							
	CPM Educational Adopted 1999							
	McDougal Littell Adopted 2006							
	The textbooks listed are from most recent adoption: Percent of students lacking their own assigned textbook:	Yes 0.0%						
Science	Glencoe Adopted 2004							
	McDougal Littell Adopted 2006							
	Prentice Hall Adopted 2009							
	Thomson Learning Adopted 2002							
	The textbooks listed are from most recent adoption:	Yes						
	Percent of students lacking their own assigned textbook:	0.0%						

Textbooks and Instructional Materials Year and month in which data were collected: August 2015							
Core Curriculum Area	Textbooks and Instructional M	aterials/Year of Adoption					
History-Social Science	Glencoe Adopted 1999						
	McDougal Littell Adopted 2006						
	McGraw-Hill Adopted 1999						
	Prentice Hall Adopted 199						
	The textbooks listed are from most recent adoption:	Yes					
	Percent of students lacking their own assigned textbook:	0.0%					

School Facility Conditions and Planned Improvements (Most Recent Year)

Butterfield Charter High School was established in 2007. The school consists of three classrooms on the Porterville Adult Education campus. The classrooms were completely renovated prior to the establishment of the school. The chart displays the results of the most recent school facilities inspection, provided by the district in June 2015.

Cleaning Process

The principal works with the custodial staff to ensure that the cleaning of the school is maintained to provide for a clean and safe school. The district governing board has adopted cleaning standards for all schools in the district. A summary of these standards are available at the district office for review.

Maintenance and Repair

District maintenance staff ensures that the repairs necessary to keep the school in good repair and work orders are completed in a timely manner. A work order process is used to ensure efficient service and highest priority are given to emergency repairs. While reviewing this report, please note that even minor discrepancies are reported in the inspection process. The items noted in the table have been corrected or are in the process of remediation.

School Facility Good Repair Status (Most Recent Year) Year and month in which data were collected: July 8, 2016						
System Inspected		Repair	Status		Repair Needec	
System inspected	Good	F	air	Poo	oor Action Taken or F	Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	х					
Interior: Interior Surfaces	х			Х	K	
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	х					
Electrical: Electrical	х					
Restrooms/Fountains: Restrooms, Sinks/ Fountains	х					
Safety: Fire Safety, Hazardous Materials	Х					
Structural: Structural Damage, Roofs			x		Roof Leak	
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	х					
Overall Rating	Exemplary	Good	Fair	Р	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

	2015-16 CAASPP Results for All Students							
	Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)							
Subject	Sch	lool	Dist	rict	Sta	ate		
	14-15	14-15 15-16 14-15 15-16 14-15 15-16						
ELA	23	2	30	37	44	48		
Math	2	4	20	21	34	36		

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 Results for All Students - Three-Year Comparison									
	Percent of Students Scoring at Proficient or Advanced (meeting or exceeding the state standards)								
Subject	School District State								
	13-14	14-15	15-16	13-14	13-14 14-15 15-16 13-14				15-16

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

Grade	Grade 2015-16 Percent of Students Meeting Fitness Standards						
Level	4 of 6	5 of 6	6 of 6				

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 o	f Students	Percen	t of Students			
Group	Enrolled	with Valid Scores	w/ Valid Scores	Proficient or Advanced			
All Students	83	54	65.1	16.7			
Male	39	26	66.7	15.4			
Female	44	28	63.6	17.9			
Hispanic or Latino	59	38	64.4	13.2			
White	15	11	73.3	36.4			
Socioeconomically Disadvantaged	57	57 36 63.2 11					
English Learners	17	8	47.1	12.5			

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 2015-16 CAASPP Assessment Results - English Language Arts (ELA) Disaggregated by Student Groups, Grades Three through Eight and Eleven						
		Number o	f Students	Percent o	of Students	
Student Group	Grade	Enrolled	Tested	Tested	Standard Met or Exceeded	
All Students	11	160	73	45.6	2.1	
Male	11	81	35	43.2	4.5	

School Year 2015-16 CAASPP Assessment Results - English Language Arts (ELA) Disaggregated by Student Groups, Grades Three through Eight and Eleven						
		Number o	of Students	Percent	of Students	
Student Group	Grade	Enrolled	Tested	Tested	Standard Met or Exceeded	
Female	11	79	38	48.1		
Hispanic or Latino	11	105	50	47.6		
White	11	39	18	46.1	8.3	
Socioeconomically Disadvantaged	11	132	57	43.2	2.7	
English Learners	11	21	12	57.1		

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 on the CAAs divided by the total number of students who participated in both assessments. 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. 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 2015-16 CAASPP Assessment Results - Mathematics Disaggregated by Student Groups, Grades Three through Eight and Eleven						
		Number o	of Students	Percent	of Students	
Student Group	Grade	Enrolled	Tested	Tested	Standard Met or Exceeded	
All Students	11	160	72	45.0	3.9	
Male	11	81	34	42.0	3.9	
Female	11	79	38	48.1	4.0	
Hispanic or Latino	11	105	47	44.8		
White	11	39	19	48.7	7.1	
Socioeconomically Disadvantaged	11	132	54	40.9		
English Learners	11	21	10	47.6		

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 on the CAAs divided by the total number of students who participated in both assessments. 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. 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 Parental Involvement State Priority (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 2016-17)

The belief at Butterfield Charter High School is that meaningful learning must occur in a safe, disciplined, and positive environment. Students are guided by specific rules and classroom expectations that promote respect, cooperation, courtesy, and acceptance of others.

The goal of the Butterfield Charter High School discipline policy is to provide students with opportunities to learn self-discipline through a system of consistent rewards and consequences for their behavior. Parents and students are informed of discipline policies at the beginning of each school year through Student and Parent Orientation, parent meetings and are provided a copy of the student handbook.

Butterfield hosts School Site Council meetings, parent/student transcript reviews, and all parents are invited to volunteer at our events. If students are having attendance problems, discipline issues or their grades drop, an additional parent meeting is scheduled.

Contact Information

Parents or community members who wish to participate in leadership teams, school committees, school activities, or become a volunteer may contact the Butterfield Charter High School at (559) 782-7057.

State Priority: School Climate

The SARC provides the following information relevant to the School Climate State Priority (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety.

School Safety Plan

The safety of students and staff is a primary concern of Butterfield Charter High School. All visitors must sign in and out at the front desk and receive proper authorization to be on campus.

The School Site Safety Plan was revised in fall 2010 by the Safety Committee. Key elements of the plan focus on emergency preparedness. The school is in compliance with the laws, rules, and regulations pertaining to hazardous materials and state earthquake standards. Emergency drills are held on a regular basis; fire drills, earthquake drills are held at least twice a year, and secure campus drills are conducted once each year.

Suspensions and Expulsions						
School	2013-14 2014-15 2015-1					
Suspensions Rate	0.2	0.0	0.5			
Expulsions Rate	0.0	0.0	0.2			
District	2013-14	2014-15	2015-16			
Suspensions Rate	6.0	5.9	5.6			
Expulsions Rate	0.6	0.3	0.3			
State	2013-14	2014-15	2015-16			
Suspensions Rate	4.4	3.8	3.7			
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.

2016-17 Federal Intervention Program					
Indicator	District				
Program Improvement Status	In Pl				
First Year of Program Improvement	2006-2007				
Year in Program Improvement	Year 3				
Number of Schools Currently in Program Impr	16				
Percent of Schools Currently in Program Impro	80.0				

Academic Counselors and Other Support Staff at this School					
Number of Full-Time Equivalent (FTE)					
Academic Counselor	1				
Counselor (Social/Behavioral or Career Development)	0				
Library Media Teacher (Librarian)	1				
Library Media Services Staff (Paraprofessional)	0				
Psychologist	0				
Social Worker	0				
Nurse	0				
Speech/Language/Hearing Specialist	0				
Resource Specialist	1				
Other					
Average Number of Students per Staff Men	Average Number of Students per Staff Member				
Academic Counselor	350				

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)												
	•	Number of Classrooms*										
	A	verage Class Si	ize	1-22 23-32 33+								
Subject	2013-14	2014-15	2015-16	2013-14	2014-15	2015-16	2013-14	2014-15	2015-16	2013-14	2014-15	2015-16
English	164	99	99		2	2				2	2	2
Mathematics	33	80	80	2	1	1				2	2	2
Science	105	65	65		2	2				2	2	2
Social Science	92	105	105							4	4	4

Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Professional Development provided for Teachers

A constructive evaluation process promotes quality instruction and is a fundamental element in a sound educational program. Evaluations and formal observations are designed to encourage common goals and to comply with the state's evaluation criteria and district policies. Temporary and probationary teachers are evaluated annually and tenured teachers are evaluated every other year.

Evaluations are conducted by site administrators, who have been trained and certified for competency to perform teacher evaluations. Evaluation criteria includes the following:

- Engaging and Supporting all Students in Learning
- Understanding and Organizing Subject Matter for Student Learning
- Assessing Student Learning
- Creating and Maintaining Effective Environments for Student Learning
- Planning Instruction and Designing Learning Experiences for all Students
- Developing as a Professional Educator

Staff members build teaching skills and concepts through participation in conferences and workshops throughout the year. The district offers staff development, curriculum training, and coaches to support the teachers and staff in addition to the weekly on-site professional development.

During this time, teachers are offered a broad-based variety of professional growth opportunities in curriculum, teaching strategies, and methodologies. The school uses the Best Practices teaching strategies and teachers are trained in the techniques each year.

For additional support in their profession, teachers may enlist the services of the district's Beginning Teacher Support and Assessment (BTSA) facilitator.

FY 2014-15 Teacher and Administrative Salaries						
Category	District Amount	State Average for Districts In Same Category				
Beginning Teacher Salary	\$46,592	\$44,958				
Mid-Range Teacher Salary	\$70,374	\$70,581				
Highest Teacher Salary	\$90,879	\$91,469				
Average Principal Salary (ES)	\$142,276	\$113,994				
Average Principal Salary (MS)	\$144,040	\$120,075				
Average Principal Salary (HS)	\$162,400	\$130,249				
Superintendent Salary	\$209,705	\$218,315				
Percent of District Budget						
Teacher Salaries	36%	38%				
Administrative Salaries	4%	5%				

FY 2014-15 Expenditures Per Pupil and School Site Teacher Salaries									
Louis	Ехро	Expenditures Per Pupil Total Restricted Unrestricted					Expenditures Per Pupil		Average Teacher
Level	Total								
School Site	\$2,880		\$2,880	\$80,200					
District	• •		\$6,336	\$75,802					
State	*	•	\$5,677	\$74,216					
Percent Diffe	erence: School	-54.5	15.8						
Percent Diffe	erence: School	Site/ State	-48.0	16.5					

Cells with ♦ do not require data.

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

Types of Services Funded

Butterfield receives Charter funding. Students have the opportunity to receive additional subject specific tutoring, attend college classes on our campus, or take online classes using our online District approved curriculum. BCHS students must sign up for tutoring to get the full benefit of one-on-one academic support. Butterfield has three articulated classes through Porterville College and also offers classes taught by college faculty in the evenings. Students also have the option to take online classes that will meet their needs and interests. This provides students opportunities to take courses we otherwise would not be able to offer.

Dropout Rate and Graduation Rate (Four-Year Cohort Rate)					
Butterfield Charter High School	2011-12	2013-14	2014-15		
Dropout Rate	38.90	35.60	35.60		
Graduation Rate	46.30	51.11	46.63		
Porterville Unified School District	2011-12	2013-14	2014-15		
Dropout Rate	14.70	13.90	10.80		
Graduation Rate	83.65	84.29	86.99		
California	2011-12	2013-14	2014-15		
Dropout Rate	11.40	11.50	10.70		
Graduation Rate	80.44	80.95	82.27		

Career Technical Education Participation				
Measure	CTE Program Participation			
Number of pupils participating in CTE	0			
% of pupils completing a CTE program and earning a high school diploma	0			
% of CTE courses sequenced or articulated between the school and institutions of postsecondary education	0			

Courses for University of California (UC) and/or California State University (CSU) Admission				
UC/CSU Course Measure Percent				
2015-16 Students Enrolled in Courses Required for UC/CSU Admission	0			
2014-15 Graduates Who Completed All Courses Required for UC/CSU Admission	0			

Where there are student course enrollments.

2015-16 Advanced Placement Courses			
Subject	Number of AP Courses Offered*	Percent of Students In AP Courses	
Computer Science		•	
English		•	
Fine and Performing Arts		•	
Foreign Language		•	
Mathematics		•	
Science		•	
Social Science		•	
All courses			

Completion of High School Graduation Requirements				
Group	Graduating Class of 2015			
Group	School	District	State	
All Students	56	89	86	
Black or African American	0	58	78	
American Indian or Alaska Native	80	73	78	
Asian	100	100	93	
Filipino	0	94	93	
Hispanic or Latino	53	89	83	
Native Hawaiian/Pacific Islander	0	100	85	
White	63	89	91	
Two or More Races	0	86	89	
Socioeconomically Disadvantaged	78	96	66	
English Learners	54	67	54	
Students with Disabilities	54	87	78	

Career Technical Education Programs

Butterfield Charter High career planning program prepares students to succeed in real-world contexts through the development of conceptual thinking, effective communication, and the ability to apply knowledge and skills learned in the classroom. Instructors at Butterfield Charter High have directed efforts toward establishing school-to-work structures within each curricular area for all students, including those with special needs. During the 2015-2016 school year Butterfield Charter High School did not offer any CTE programs.

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.