

**NLSY97**  
**SCHOOL ADMINISTRATOR**  
**QUESTIONNAIRE**  
**1996**

Prepared for the U.S. Department of Labor  
Bureau of Labor Statistics (BLS)

By the National Opinion Research Center (NORC),  
A Social Science Research Center  
at the University of Chicago

**USES OF THE DATA**

The National School to Work Office will use these data to assess the extent to which schools are providing activities to prepare young people for the world of work. Combined with information we will collect from teenagers in 1997, the BLS, researchers, and federal and state policy makers will use the data from this survey to address the roles of schools, families, individuals, peers, neighborhoods, and work in influencing today's youth as they move from school to work and, more generally, from adolescence to adulthood.

**Confidentiality**

As a matter of policy, the Bureau of Labor Statistics is required to protect the privacy of individuals who participate in surveys. We want to let you know that:

1. Title 29 USC 2 allows us to ask you the questions in this questionnaire. The information you provide is protected under the Privacy Act.
2. You may skip any questions you do not wish to answer; however, we hope you answer as many questions as you can.
3. Your responses will be merged with those of others, and the answers you give will never be identified as yours.

We estimate that it will take an average of 30 minutes to complete this questionnaire. If you have any comments regarding this estimate or any other aspect of this survey, including suggestions for reducing the time needed to respond, send them to:

Bureau of Labor Statistics  
National Longitudinal Survey (OMB No. 1220-0157)  
2 Massachusetts Avenue, N.E. Suite 4945

Washington, D.C. 20212

## INTRODUCTION

This questionnaire is directed to the school principal. It is divided into seven sections. The first five sections mainly request factual information about this school and its programs. These sections can be answered by either the principal or a designee who is able to provide the desired information. The final sections ask for judgmental evaluations about school policies and governance and for information about the school principal, and we ask that these sections be completed by the principal.

**IMPORTANT NOTE:** Some factual questions may request information that is not readily available from school records. Informed estimates are acceptable for such questions.

We realize that you are very busy; however, we hope that you can complete the questionnaire and return it to NORC within the next week. To protect the confidentiality of your responses, we suggest that you return the completed questionnaire in the confidential return envelope provided for this purpose. Your responses will be kept in confidence. If you have any questions, please call the toll-free School Administrator Helpline at (800) 862-4047 during normal business hours (8:30 a.m. - 5:00 p.m. Central Time).

*Thank you very much for your help.*

**Directions:** Please answer the following questions using a blue or black ink pen or #2 pencil.

### **Part I: School Characteristics**

1. Please mark below all of the grade levels included in your school. (MARK ALL THAT APPLY)

PK K 1 2 3 4 5 6 7 8 9 10 11 12 ungraded

2. Which of the following best characterizes your school?

(MARK ONE)

- a. Comprehensive public school (not including magnet school or school of choice).....1
- b. Public school of choice (open enrollment/non-specialized curriculum).....2
- c. Public magnet school.....3
- d. Other public school.....4
- e. Catholic diocesan.....5
- f. Catholic parish.....6
- g. Catholic religious order 7
- h. Other religious affiliation .....8
- i. Private school, no religious affiliation 9

**3. Which of these characterize your school?**

**(MARK ONE ON EACH LINE)**

	YES	NO
a. Charter school.....	1	0
b. Year round school.....	1	0
c. Technical or vocational school.....	1	0
d. Boarding school.....	1	0
e. Indian reservation school.....	1	0
f. Military academy .....	1	0
g. Career academy .....	1	0
h. Alternative school .....	1	0
i. Special education school.....	1	0
j. School with special programs emphasis or specialized curriculum (Please Specify): _____	1	0

**4. How long is the school day for students in the highest grade in your school (including instructional and noninstructional time)?**

|\_|\_| hours and |\_|\_| minutes

**5. How many days of instruction are there in the regular academic year for a student at your school?**

|\_|\_|\_| days

**6. What kind of grading scale does your school use?**

**(MARK ONE)**

a. Letter grades..... 1

On what scale do you report GPA?---> Lowest grade on scale: |\_|\_|\_|\_|

|

---> Highest grade on scale: |\_|\_|\_|\_|

b. 4-point scale ..... 2

c. Percentages ..... 3

d. Other numerical scale ..... 4 ---> Lowest grade on scale: |\_|\_|\_|\_|

|

---> Highest grade on scale: |\_|\_|\_|\_|

7. What is the maximum yearly tuition to attend your school?

\$ |\_\_|\_|\_|,|\_\_|\_|\_|\_|.00    |\_\_| Not Applicable

8. What percentage of your students pay the maximum yearly tuition?

|\_\_|\_|\_|\_|%                            |\_\_| Not Applicable

9. Does your school have the following facilities?

(MARK ONE ON EACH LINE)

	YES	NO
a. Central library.....	1 .....	0 .....
b. Career information center.....	1 .....	0 .....
c. Occupational training center.....	1 .....	0 .....
d. Computer center/lab.....	1 .....	0 .....
e. Media production facilities.....	1 .....	0 .....
f. Media resource center.....	1 .....	0 .....
g. Remedial reading and/or remedial mathematics laboratory.....	1 .....	0 .....
h. Subject area resource center(s) other than central library.....	1 .....	0 .....
i. In-house suspension center.....	1 .....	0 .....
j. Health clinic .....	1 .....	0 .....
k. Birth control clinic for students.....	1 .....	0 .....
l. Child care or nursery for children of students.....	1 .....	0 .....
m. Student cafeteria .....	1 .....	0 .....
n. Recreational facilities for students' use before and after class.....	1 .....	0 .....

10. Does this school have a drug and/or alcohol use prevention program?

(MARK ONE)

Yes.....1

No .....0

11. How many computers are available for instructional or student use in your school? (IF NONE, ENTER "0000" IN BOXES.)

|\_\_|\_|\_|\_|\_| computers

12. How many of these computers are less than two years old? (IF NONE, ENTER "0000" IN BOXES.)

|\_|\_|,|\_|\_|\_|\_| computers

**Part II: Staff Characteristics**

13. How many teachers currently work in your school?

a. Full-time teachers: |\_|\_|\_|\_|

b. Part-time teachers: |\_|\_|\_|\_|

14. How many of these full-time and part-time teachers worked in your school in the 1995-1996 academic year?

|\_|\_|\_|\_| teachers

15. How many of the full-time and part-time teachers currently working in your school worked in the school five years ago? (IF NONE, ENTER "000".)

|\_|\_|\_|\_| teachers

School did not exist five years ago .....|\_|\_|

16. How many of the full-time and part-time teachers currently working in your school have ten or more years of teaching experience at any school? (IF NONE, ENTER "000".)

|\_|\_|\_|\_| teachers

17. What percentage of your full-time and part-time teaching staff belong to each of the following racial/ethnic groups?

**(PERCENTAGES SHOULD SUM TO 100%)**

a. Asian/Pacific Islander .....|\_|\_|\_|\_| %

b. Black/not Hispanic .....|\_|\_|\_|\_| %

c. White/not Hispanic .....|\_|\_|\_|\_| %

d. Hispanic .....|\_|\_|\_|\_| %

e. Native American .....|\_|\_|\_|\_| %

f. Other (please specify below)

.....|\_|\_|\_|\_| %

**18. What percentage of your full-time and part-time teaching staff are...**

**(PERCENTAGES SHOULD SUM TO 100%)**

- a. Male? .....|\_|\_|\_| %
- b. Female?.....|\_|\_|\_| %

**19. How many members of your full-time regular teaching staff have a degree beyond the bachelor's? (IF NONE, ENTER "000".)**

|\_|\_|\_| teachers

**20. Please indicate the number of FTE (full-time equivalent) staff members at your school in the following categories.**

**Full-time Equivalent Staff**

- a. Administrative staff.....|\_|\_|\_|\_|\_|
- b. Regular classroom teachers .....|\_|\_|\_|\_|\_|
- c. Counselors.....|\_|\_|\_|\_|\_|
- d. Other certificated teaching staff.....|\_|\_|\_|\_|\_|
- e. Other noncertificated teaching staff .....|\_|\_|\_|\_|\_|
- f. Security staff.....|\_|\_|\_|\_|\_|
- g. Other school staff.....|\_|\_|\_|\_|\_|

**21. Please provide your best estimate of the number of FTE (full-time equivalent) teachers at your school teaching the following subjects.**

**Number of FTE teachers  
teaching subject**

- a. General Elementary.....|\_|\_|\_|\_|\_|
- b. Special Education.....|\_|\_|\_|\_|\_|
- c. English |\_|\_|\_|\_|\_|
- d. Mathematics .....|\_|\_|\_|\_|\_|
- e. Science.....|\_|\_|\_|\_|\_|
- f. Social Studies/History .....|\_|\_|\_|\_|\_|
- g. Foreign Languages .....|\_|\_|\_|\_|\_|
- h. Music/Art .....|\_|\_|\_|\_|\_|
- i. Physical or Health Education.....|\_|\_|\_|\_|\_|
- j. Vocational Education.....|\_|\_|\_|\_|\_|
- k. English as a Second Language (ESL),  
English for Speakers of Other Languages  
(ESOL) or bilingual education.....|\_|\_|\_|\_|\_|

**22. Of the FTE teachers reported in question 21, please indicate below how many held regular or standard STATE certification in their fields of assignment. (IF NONE, ENTER “000”.)**

*Count a teacher as certified if he/she has met this state’s regular or standard certification requirements in his/her assigned field. Include those who have completed all necessary course work and practice teaching, and are eligible for full certification upon completion of a probationary period. Do NOT count teachers who have only emergency or other nonstandard certification.*

**Number of FTE teachers with  
regular/standard state  
certification teaching the  
following subjects**

- a. General Elementary..... |\_\_|\_\_|\_\_|.|\_\_|
- b. Special Education..... |\_\_|\_\_|\_\_|.|\_\_|
- c. English |\_\_|\_\_|\_\_|.|\_\_|
- d. Mathematics ..... |\_\_|\_\_|\_\_|.|\_\_|
- e. Science..... |\_\_|\_\_|\_\_|.|\_\_|
- f. Social Studies/History ..... |\_\_|\_\_|\_\_|.|\_\_|
- g. Foreign Languages ..... |\_\_|\_\_|\_\_|.|\_\_|
- h. Music/Art ..... |\_\_|\_\_|\_\_|.|\_\_|
- i. Physical or Health Education ..... |\_\_|\_\_|\_\_|.|\_\_|
- j. Vocational Education ..... |\_\_|\_\_|\_\_|.|\_\_|
- k. English as a Second Language (ESL),  
English for Speakers of Other Languages  
(ESOL) or bilingual education..... |\_\_|\_\_|\_\_|.|\_\_|

**23. According to the salary schedule, what is the normal yearly base salary for a teacher...**

- a. with a bachelor’s degree and no teaching experience? ..... \$ |\_\_|\_\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|
- b. with a master’s degree or equivalent  
and no teaching experience? ..... \$ |\_\_|\_\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|
- c. with a bachelor’s degree and 10 years teaching experience? ..... \$ |\_\_|\_\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|
- d. with a master’s degree or equivalent  
and 10 years teaching experience?..... \$ |\_\_|\_\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|
- e. at the highest possible step on the salary schedule?..... \$ |\_\_|\_\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|



24. How many months is the normal contract year for a TEACHER in this school?

(MARK ONE)

- 9 months ..... 1
- 9½ months ..... 2
- 10 months ..... 3
- 11 months ..... 4
- 12 months ..... 5

25. During the 1995-96 school year, how many days of staff development activities were teachers in your school in the core subjects (English, Math, Science, and Social Studies) required to attend?

|\_|\_|\_|.|\_|\_|

26. Prior to the 1996-97 school year, how many days of staff development activities were teachers in your school in the core subjects (English, Math, Science, and Social Studies) required to attend?

|\_|\_|\_|.|\_|\_|

**Part III: Student Characteristics**

**1995 – 1996 School Year**

27. As of one month after the start of the 1995-1996 school year (or the nearest date for which data are available), what was the total enrollment in this school?

|\_|\_|,|\_|\_|\_|\_|\_| students

28. Please indicate how many students LEFT your school for any reason excluding graduation between one month after the start of the 1995-1996 school year (or the nearest date for which data are available) and the last day of the 1995-1996 school year.

|\_|\_|,|\_|\_|\_|\_|\_| students

29. Please indicate how many students ENROLLED in your school for any reason between one month after the start of the 1995-1996 school year (or the nearest date for which data are available) and the last day of the 1995-1996 school year.

|\_|\_|,|\_|\_|\_|\_|\_| students

**30. What was the percent average daily attendance (ADA) of students in this school in the fall term of 1995?**

|\_|\_|\_|\_| % ADA

**1996 – 1997 School Year**

**31. As of one month after the start of the 1996-1997 school year (or the nearest date for which data are available), what was the total enrollment in this school?**

|\_\_|,|\_\_|\_\_|\_\_| students

**32. What percentage of your students belong to each of the following racial/ethnic groups?**

**(PERCENTAGES SHOULD SUM TO 100%)**

- a. Asian/Pacific Islander ..... |\_\_|\_\_|\_\_| %
- b. Black/not Hispanic ..... |\_\_|\_\_|\_\_| %
- c. White/not Hispanic ..... |\_\_|\_\_|\_\_| %
- d. Hispanic ..... |\_\_|\_\_|\_\_| %
- e. Native American..... |\_\_|\_\_|\_\_| %
- f. Other (please specify below)..... |\_\_|\_\_|\_\_| %

\_\_\_\_\_

**33. What percentage of the students at this school are ...**

**(PERCENTAGES SHOULD SUM TO 100%)**

- a. Male?..... |\_\_|\_\_|\_\_| %
- b. Female?..... |\_\_|\_\_|\_\_| %

**34. As of one month after the start of this school year, how many students enrolled in your school were limited English proficient (LEP)?**

|\_\_|\_\_|\_\_| students

**35. As of one month after the start of this school year, how many students enrolled in your school were participating in the following programs? (IF PROGRAM IS OFFERED BUT NO STUDENTS WERE PARTICIPATING IN IT, ENTER “0000”.)**

	Number participating	Program not offered
a. Remedial Math.....	_ _ , _ _ _ _	.....1
b. Remedial Reading/English/Language Arts.....	_ _ , _ _ _ _	.....1
c. ESL (English as a Second Language)/bilingual.....	_ _ , _ _ _ _	.....1
d. Migrant education.....	_ _ , _ _ _ _	.....1
e. A state or locally funded program for remediation of students who score poorly on a state or local minimum competency test.....	_ _ , _ _ _ _	.....1
f. Summer school (report for summer immediately prior to the current school year).....	_ _ , _ _ _ _	.....1
g. Gifted and talented.....	_ _ , _ _ _ _	.....1
h. Job placement program for seniors.....	_ _ , _ _ _ _	.....1
i. School breakfast program.....	_ _ , _ _ _ _	.....1
j. National School Lunch Program.....	_ _ , _ _ _ _	.....1
k. Title 1.....	_ _ , _ _ _ _	.....1
l. Dropout prevention program.....	_ _ , _ _ _ _	.....1
m. Pregnancy/parenting counseling.....	_ _ , _ _ _ _	..... 1
n. Advanced Placement courses.....	_ _ , _ _ _ _	.....1
o. First type of Special Education . _ _ , _ _ _ _  (Please Specify)_____		
No Special Education Offered (Skip to Question 36)		1
p. Second type of Special Education..... _ _ , _ _ _ _  (Please Specify)_____		
No Other Special Education Offered (Skip to Question 36).....		1
q. Third type of Special Education . _ _ , _ _ _ _  (Please Specify)_____		
No Other Special Education Offered.....		1

**Part IV: Graduation Requirements**

**36. What percentage of the students in your school who were in the tenth grade in the 1993-1994 school year graduated with their class in the spring of 1996?**

\_\_\_\_|\_\_\_\_|\_\_\_\_| %

**NOTE:** *The information requested in the following questions about college entrance examinations should be included on reports provided to your school by the organizations administering the examinations.*

**37. What percentage of 1996 graduating seniors at this school took the SAT at any time during high school?**

\_\_\_\_|\_\_\_\_|\_\_\_\_| %

**38. What were the average SAT scores for 1996 graduating seniors in this school?**

- a. SAT mathematics score.....|\_\_\_\_|\_\_\_\_|
- b. SAT verbal score.....|\_\_\_\_|\_\_\_\_|

**39. What percentage of 1996 graduating seniors took the ACT at any time during high school?**

\_\_\_\_|\_\_\_\_|\_\_\_\_| %

**40. What were the average ACT scores for 1996 graduating seniors in this school?**

- a. Composite score.....|\_\_\_\_|\_\_\_\_|
- b. English score.....|\_\_\_\_|\_\_\_\_|
- c. Mathematics score.....|\_\_\_\_|\_\_\_\_|
- d. Reading score.....|\_\_\_\_|\_\_\_\_|
- e. Science reasoning score.....|\_\_\_\_|\_\_\_\_|

**41. By the fall following high school graduation, what percentage of your 1996 graduating class...**

**(IF NONE, ENTER "000" ON LINE.)**

- a. enrolled in a 4-year college?.....|\_\_\_\_|\_\_\_\_| %
- b. enrolled in a 2-year junior or community college?.....|\_\_\_\_|\_\_\_\_| %
- c. enrolled in a vocational, technical, trade, or business school?.....|\_\_\_\_|\_\_\_\_| %
- d. entered the Armed Services?.....|\_\_\_\_|\_\_\_\_| %

**42. Please indicate the percentage of your current 10th grade students in the following instructional programs. (IF NONE, ENTER "000" ON LINE.)**

**(PERCENTAGES SHOULD TOTAL TO 100%)**

Percentage of 10th Grade Students

- a. General high school program.....|\_|\_|\_|\_| %
- b. College preparatory or academic program.....|\_|\_|\_|\_| %
- c. Vocational, technical, or business program.....|\_|\_|\_|\_| %
- d. Other specialized high school program (such as Fine Arts).....|\_|\_|\_|\_| %
- e. Special education program.....|\_|\_|\_|\_| %
- f. Alternative program.....|\_|\_|\_|\_| %
- g. Other (PLEASE SPECIFY) \_\_\_\_\_|\_|\_|\_|\_| %

**43. Indicate which of the following are used to assign students to high school courses/programs at this school.**

**(MARK ONE ON EACH LINE)**

YES NO

- a. Standardized test results ..... 1 .....0
- b. Grade point average ..... 1 .....0
- c. Guidance department recommendations ..... 1 .....0
- d. Teacher recommendations ..... 1 .....0
- e. Parent request..... 1 .....0
- f. Student request..... 1 .....0
- g. Other (PLEASE SPECIFY BELOW)..... 1 .....0

\_\_\_\_\_

**44. How many 10<sup>th</sup> and 11<sup>th</sup> graders were retained after the 1995-1996 school year?**

|\_|\_|\_|\_|

**45. Is it a required part of your school's grade retention policy for grades 10 and 11 that students be promoted to the next grade, repeating lower level courses as necessary?**

**(MARK ONE)**

- Yes, All Students ..... 2
- Yes, With Some Exceptions..... 1

No..... 0







**49. Does your school require that students participate in sex education, family education, or education about human sexuality and/or AIDS or other sexually transmitted diseases?**

**(MARK ONE)**

Yes.....1

No.....0

**50. How many hours of community service are required for graduation? (IF NONE, ENTER “000.0”.)**

|\_|\_|\_|\_|.|\_|\_| hours

**51. Are students required to pass a standardized test to receive a high school diploma at this school?**

**(MARK ONE)**

Yes.....1

No.....0

**52. Please indicate below which math courses are offered at your school, and the levels at which they are offered.**

**(MARK ALL THAT APPLY ON EACH LINE)**

	Course not offered	Regular course	Honors course	University/ college level course
a. General mathematics, grade 9 .....	1 .....	2 .....	3 .....	4
b. General mathematics, grades 10-12 .....	1 .....	2 .....	3 .....	4
c. Business mathematics.....	1 .....	2 .....	3 .....	4
d. Consumer mathematics.....	1 .....	2 .....	3 .....	4
e. Remedial mathematics.....	1 .....	2 .....	3 .....	4
f. Pre-algebra/Introduction to algebra.....	1 .....	2 .....	3 .....	4
g. Algebra, 1st year .....	1 .....	2 .....	3 .....	4
h. Algebra, 2nd year.....	1 .....	2 .....	3 .....	4
i. Geometry.....	1 .....	2 .....	3 .....	4
j. Trigonometry.....	1 .....	2 .....	3 .....	4
k. Analytic geometry.....	1 .....	2 .....	3 .....	4
l. Probability/Statistics.....	1 .....	2 .....	3 .....	4
m. Advanced senior mathematics, not including calculus.....	1 .....	2 .....	3 .....	4
n. Advanced senior mathematics, including some calculus .....	1 .....	2 .....	3 .....	4
o. Precalculus .....	1 .....	2 .....	3 .....	4
p. Calculus .....	1 .....	2 .....	3 .....	4
q. Other mathematics.....	1 .....	2 .....	3 .....	4
r. Computer programming .....	1 .....	2 .....	3 .....	4

**53. Does this school offer honors courses in...**

**(MARK ONE ON EACH LINE)**

	YES	NO
a. 9th grade English? .....	1	0
b. 10th grade English? .....	1	0
c. 11th grade English? .....	1	0
d. 12th grade English? .....	1	0
e. U.S. History? .....	1	0
f. European History? .....	1	0
g. Economics? .....	1	0
h. Government/Politics/Civics? .....	1	0
i. French? .....	1	0
j. German? .....	1	0
k. Spanish? .....	1	0
l. Latin? .....	1	0
m. A non-European language? .....	1	0
n. Chemistry? .....	1	0
o. Physics? .....	1	0
p. Biology? .....	1	0
q. Other science? .....	1	0

**54. Does this school offer Advanced Placement courses in...**

**(MARK ONE ON EACH LINE)**

	YES	NO
a. Physics? .....	1	0
b. Chemistry? .....	1	0
c. Biology? .....	1	0
d. Calculus? .....	1	0
e. Computer Science? .....	1	0
f. Economics? .....	1	0
g. English? .....	1	0
h. U.S. History? .....	1	0
i. U.S. Government/Politics? .....	1	0
j. Comparative Government/Politics? .....	1	0
k. Psychology? .....	1	0
l. European History? .....	1	0
m. French? .....	1	0
n. German? .....	1	0
o. Latin? .....	1	0
p. Spanish? .....	1	0

**Part V: School-to-Work**

**55. Does your school have a program that provides career awareness, career exploration, or career counseling to help students identify and choose career goals and educational programs needed to achieve those goals? (MARK ONE)**

Yes.....1  
No.....0

**56. Does your school...**

**(MARK ONE ON EACH LINE)**

	<b>YES</b>	<b>NO</b>
a. have job site visits?.....	1	0
b. have school visits by individuals in various occupations?.....	1	0
c. have college awareness and preparation guidance counseling? .....	1	0
d. have occupational awareness and preparation awareness counseling? .....	1	0
e. offer skill certificates? .....	1	0
f. have established skill standards? .....	1	0
g. provide instruction in general workplace competencies?.....	1	0
h. provide instruction in all aspects of an industry? .....	1	0

**57. Does your school offer assessments such as an interest inventory to help students determine career interests and skills? (MARK ONE)**

Yes.....1  
No.....0

**58. Does your school offer assessments to students to determine what skills or capabilities they need to improve in order to be employed in an occupation or career? (MARK ONE)**

Yes.....1  
No.....0

**59. Have the students in your school developed individualized career plans or other written plans describing their career or occupational interests? (MARK ONE)**

Yes.....1                   **(GO TO QUESTION 60)**  
No.....0                   **(SKIP TO QUESTION 63)**



**65. Which of the following are features of these work-based learning activities?**

**(MARK ONE ON EACH LINE)**

	<b>YES</b>	<b>NO</b>
a. Structured work-based learning during school hours.....	1	0
b. School curriculum builds on work experience .....	1	0
c. Paid work experience.....	1	0
d. Paid program coordinator.....	1	0
e. Program arranges student work placements.....	1	0
f. Employer involvement in curriculum design .....	1	0
g. Integrated vocational and academic curriculum .....	1	0
h. Formal link to postsecondary education .....	1	0
i. Students have mentors at work site .....	1	0
j. Students earn occupational certification.....	1	0
k. Students have written training plans .....	1	0
l. School staff supervise/teach students at work site .....	1	0
m. Written training agreements with employers .....	1	0
n. School staff development (e.g. teacher internships) .....	1	0
o. Mentorship/Supervision training for employers and employees .....	1	0
p. Employers' evaluations influence students' grades.....	1	0

## **GLOSSARY**

**The questions on the following pages are about work-based and career-oriented activities offered at your school. Please refer to the glossary below for definitions of activities and terms referenced in this section of the questionnaire.**

**Apprenticeship:** Typically, multi-year programs that combine school- and work-based learning in specific occupational areas or occupational cluster and are designed to lead directly into either a related postsecondary program, entry-level job, or registered apprenticeship program. May or may not include paid work experiences.

**Block Scheduling:** A means of circumventing the time constraints of a single class period, which typically involves courses being scheduled for two or more continuous class periods or days to allow students greater time for laboratory or project-centered work, field trips, or work-based learning.

**Career Major:** A coherent sequence of courses based upon an occupational goal.

**Cooperative Education:** A method of instruction whereby students alternate or parallel their academic and vocational studies with a job in a related field. May or may not include paid work experiences.



	Column 1	Column 2	Column 3	Column 4
	66. Apprenticeship	67. Block Scheduling	68. Career Major	69. Cooperative Education
a. Do you offer this activity?	Yes 1 No 0 If No, go to column 2	Yes 1 No 0 If No, go to column 3	Yes 1 No 0 If No, go to column 4	Yes 1 No 0 If No, go to Question 70
b. Number of students participating in Fall 1996	_ _ , _ _ _ _ _  	_ _ , _ _ _ _ _  	_ _ , _ _ _ _ _  	_ _ , _ _ _ _ _ _ _ _  
c. Year the activity was first implemented	19  _ _ _ _ _	19  _ _ _ _ _	19  _ _ _ _ _	19  _ _ _ _ _
d. Mark the grade levels in which students may participate	9 10 11 12	9 10 11 12	9 10 11 12	9 10 11 12
e. In order to participate, is it true that the student must be considered at risk?	Yes 1 No 0	Yes 1 No 0	Yes 1 No 0	Yes 1 No 0
f. In order to participate, is it true that the student must be non-college bound?	Yes 1 No 0	Yes 1 No 0	Yes 1 No 0	Yes 1 No 0
g. In order to participate, is it true that the student must complete a separate course of related instruction?	Yes 1 No 0	Yes 1 No 0	Yes 1 No 0	Yes 1 No 0
h. In order to participate, is it true that the student must have a minimum grade-point average?	Yes 1 No 0	Yes 1 No 0	Yes 1 No 0	Yes 1 No 0
i. If Yes to h, enter the minimum grade point average required	_ _ _ _ _ . _ _ _ _ _  	_ _ _ _ _ . _ _ _ _ _  	_ _ _ _ _ . _ _ _ _ _  	_ _ _ _ _ . _ _ _ _ _ _ _ _  
	Go to next column	Go to next column	Go to next column	Go to Question 70

## **GLOSSARY**

**Internship:** For a specified period of time, students work for an employer to learn about a particular industry or occupation. Students' workplace activities may include special projects, a sample of tasks from different jobs, or tasks from a single occupation. May or may not include paid work experiences.

**Job shadowing:** Typically as part of career exploration activities in early high school, a student follows an employee for one or more days to learn about a particular occupation or industry. Job shadowing is intended to help students hone their career objectives and select a career major for the latter part of high school.

**Mentoring:** Pairing a student with an employee over an extended period of time during which the employee helps the student master certain skills and knowledge the employee possesses, models workplace behavior, challenges the student to perform well, and assesses the student's performance. Mentoring may be combined with other work-based learning activities, such as internships or on-the-job training.

**School-Sponsored Enterprise:** The production of goods or services by students for sale to or use by others. School-sponsored enterprises typically involve students in the management of the project. Enterprises may be undertaken on or off the school site.



## GLOSSARY

**Tech-prep:** A planned program of study with a defined career focus that links secondary and postsecondary education.

	Column 1	Column 2	Column 3
	74. Tech Prep	75. Other Work-Based Learning Activities I	76. Other Work-Based Learning Activities II
a. Do you offer this activity?	Yes 1 No 0 If No, go to column 2	Yes 1 No 0 Please name below and describe briefly on the following page <hr/> <hr/> If no, go to Question 77	Yes 1 No 0 Please name below and describe briefly on the following page <hr/> <hr/> If no, go to Question 77
b. Number of students participating in Fall 1996	_ _ , _ _ _ _	_ _ , _ _ _ _	_ _ , _ _ _ _
c. Year the activity was first implemented	19 _ _ _	19 _ _ _	19 _ _ _
d. Mark the grade levels in which students may participate	9 10 11 12	9 10 11 12	9 10 11 12
e. In order to participate, is it true that the student must be considered at risk?	Yes 1 No 0	Yes 1 No 0	Yes 1 No 0
f. In order to participate, is it true that the student must be non-college bound?	Yes 1 No 0	Yes 1 No 0	Yes 1 No 0
g. In order to participate, is it true that the student must complete a separate course of related instruction?	Yes 1 No 0	Yes 1 No 0	Yes 1 No 0
h. In order to participate, is it true that the student must have a minimum grade-point average?	Yes 1 No 0	Yes 1 No 0	Yes 1 No 0
i. If Yes to h, enter the minimum grade point average required	_ _ _ _ . _ _ _ _	_ _ _ _ . _ _ _ _	_ _ _ _ . _ _ _ _
	Go to next column	Go to next column	Go to Question 77

**75 – 76a. Please describe any other work-based learning activities here (I and/or II).**

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**77. If a person other than the school principal completed Parts I through V, please enter the following information for that person.**

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<b>Last name (please print)</b>	<b>First name</b>	<b>Middle initial</b>
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**Title/Position**

(\_\_\_\_\_) \_\_\_\_\_  
**Office (school) telephone number**

**Best time of day to call: \_\_\_\_\_ AM \_\_\_\_\_ PM**

(\_\_\_\_\_) \_\_\_\_\_  
**Home telephone number**

**Best time of day to call: \_\_\_\_\_ AM \_\_\_\_\_ PM**

**This section should be completed by the school principal only.**

**Part VI: Policies and Practices**

**78. Please indicate which of the admission practices listed below are followed in your school.**

**(MARK ONE ON EACH LINE)**

- |   | Yes     | No |
|---|---------|----|
| a. Students in a particular geographic area are assigned to this school.....                              | 1 ..... | 0  |
| b. Students are assigned from particular areas to achieve racial balance.....                             | 1 ..... | 0  |
| c. Students are admitted on achievement entrance tests, auditions or other competitive criteria .....     | 1 ..... | 0  |
| d. Students are admitted on a lottery or random selection.....  | 1 ..... | 0  |
| e. Admittance is determined on a first come first serve basis .....                                       | 1 ..... | 0  |
| f. Admittance is based on recommendation by former principals, teachers or other non-family members ..... | 1 ..... | 0  |
| g. Admittance is based on student/parent preferences.....   | 1 ..... | 0  |
| h. Admittance is based on ability to pay.....   | 1 ..... | 0  |
| i. Other (Please Specify Below).....  | 1 ..... | 0  |
- 

**79. Do students in your school have open access to any course offered in your school, provided they have taken the prerequisites for the course?**

**(MARK ONE)**

Yes.....1

No.....0

**80. Do students in vocational, technical, or business programs have access to academic programs or courses?**

**(MARK ONE)**

Yes.....1

No.....0

**81. Do students in academic programs have access to vocational, technical, or business programs or courses?**

(MARK ONE)

Yes.....1

No.....0

**82. Please indicate which of the following occur at your school.**

(MARK ONE ON EACH LINE)

YES

NO

- a. Parents are given interim reports during grading periods      1.....0
- b. Parents are encouraged to participate in their child's  
ability group placement..... 1 ..... 0
- c. Parents are given written information about the goals and  
objectives of the regular school program..... 1 ..... 0
- d. Parents are mailed a school newsletter on a regular basis ..... 1 ..... 0
- e. Parent conferences are scheduled at the school's request ..... 1 ..... 0

**83. Please indicate the number of the following types of incidents that were reported to the appropriate administrative office in the 1995-1996 school year.**

**Number of Incidents**

- a. Physical conflicts among students..... |\_\_|\_\_|\_\_|
- b. Gang activity ..... |\_\_|\_\_|\_\_|
- c. Robbery or theft (of student, teacher, or school property) ..... |\_\_|\_\_|\_\_|
- d. Vandalism..... |\_\_|\_\_|\_\_|
- e. Physical abuse of teachers ..... |\_\_|\_\_|\_\_|
- f. Verbal abuse of teachers ..... |\_\_|\_\_|\_\_|
- g. Possession of weapons by students..... |\_\_|\_\_|\_\_|
- h. Use of alcohol by students on school property ..... |\_\_|\_\_|\_\_|
- i. Use of illegal drugs by students on school property..... |\_\_|\_\_|\_\_|
- j. Possession of alcohol by students on school property..... |\_\_|\_\_|\_\_|
- k. Possession of illegal drugs by students on school property ..... |\_\_|\_\_|\_\_|

**84. Please indicate the percentage of students enrolled in this school who, on a typical school day,...**

- a. are tardy .....|\_|\_| %
- b. are truant .....|\_|\_| %
- c. are under the influence of alcohol.....|\_|\_| %
- d. are under the influence of illegal drugs .....|\_|\_| %

**85. Using the scale 0-5 where 0 is “None” and 5 is “A great deal,” indicate how much ACTUAL influence you think each group or person has on decisions concerning the following activities.**

	None	-----	A Great Deal
<b>a. Establishing curriculum</b>			
(1) State department of education.....	0	1	2.....3.....4.....5
(2) School district staff/ School board/Governing board.....	0	1	2.....3.....4.....5
(3) Principal/School head .....	0	1	2.....3.....4.....5
(4) Teachers .....	0	1	2.....3.....4.....5
(5) Parent association.....	0	1	2.....3.....4.....5

	None	-----	A Great Deal
<b>b. Hiring new full-time teachers</b>			
(1) State department of education.....	0	1	2.....3.....4.....5
(2) School district staff/ School board/Governing board.....	0	1	2.....3.....4.....5
(3) Principal/School head .....	0	1	2.....3.....4.....5
(4) Teachers .....	0	1	2.....3.....4.....5
(5) Parent association.....	0	1	2.....3.....4.....5

	None	-----	A Great Deal
<b>c. Setting discipline policy</b>			
(1) State department of education.....	0	1	2.....3.....4.....5
(2) School district staff/ School board/Governing board.....	0	1	2.....3.....4.....5
(3) Principal/School head .....	0	1	2.....3.....4.....5
(4) Teachers .....	0	1	2.....3.....4.....5
(5) Parent association.....	0	1	2.....3.....4.....5



None ----- A  
Great Deal

**d. Deciding how the school budget will be spent**

- (1) State department of education..... 0 ..... 1 ..... 2 ..... 3 ..... 4 ..... 5
- (2) School district staff/  
School board/Governing board ..... 0 ..... 1 ..... 2 ..... 3 ..... 4 ..... 5
- (3) Principal/School head ..... 0 ..... 1 ..... 2 ..... 3 ..... 4 ..... 5
- (4) Teachers ..... 0 ..... 1 ..... 2 ..... 3 ..... 4 ..... 5
- (5) Parent association..... 0 ..... 1 ..... 2 ..... 3 ..... 4 ..... 5

None ----- A  
Great Deal

**e. Establishing criteria for evaluating teachers**

- (1) State department of education..... 0 ..... 1 ..... 2 ..... 3 ..... 4 ..... 5
- (2) School district staff/  
School board/Governing board ..... 0 ..... 1 ..... 2 ..... 3 ..... 4 ..... 5
- (3) Principal/School head ..... 0 ..... 1 ..... 2 ..... 3 ..... 4 ..... 5
- (4) Teachers ..... 0 ..... 1 ..... 2 ..... 3 ..... 4 ..... 5
- (5) Parent association..... 0 ..... 1 ..... 2 ..... 3 ..... 4 ..... 5

**Part VII: Principal Information**

**86. What is your sex?**

- Male ..... 0
- Female..... 1

**87. Which best describes you? (MARK ONE)**

- American Indian or Alaskan Native ..... 1
  - Asian or Pacific Islander..... 2
  - Hispanic, regardless of race..... 3
  - Black, not of Hispanic origin..... 4
  - White, not of Hispanic origin..... 5
  - Other (Please Specify Below)..... 6
-

**88. What is the year of your birth?**

19|\_\_|\_\_|

**89. Do you hold...**

**(MARK ONE ON EACH LINE)**

	YES	NO
a. an associate degree? .....	1.....	0.....
b. a bachelor's degree? .....	1.....	0.....
c. an education specialist or professional diploma? .....	1.....	0.....
d. a master's degree? .....	1.....	0.....
e. a doctorate? .....	1.....	0.....
f. a first professional degree (M.D., D.D.S., etc)? .....	1.....	0.....

**90. Including this year, how many years of experience do you have...**

- a1. as a principal at this school? .....|\_\_|\_\_| years
- a2. as a principal at other schools?.....|\_\_|\_\_| years
- b1. in another administrative position at this school?.....|\_\_|\_\_| years
- b2. in another administrative position at other schools?|\_\_|\_\_| years
- c1. as a classroom teacher at this school?.....|\_\_|\_\_| years
- c2. as a classroom teacher at other schools? .....|\_\_|\_\_| years

**Computer Usage by Principals**

**91. Do you have access to a personal computer for administrative purposes?**

**(MARK ONE)**

- Yes.....1 (Go to Question 92)
- No.....0 (Skip to Question 100)

**92. What type of computer do you primarily use?**

**(MARK ONE)**

- a. PC with Pentium processor ..... 1
  - b. PC with 486 processor ..... 2
  - c. PC with 386 processor or less ..... 3
  - d. Macintosh..... 4
  - e. Other Apple ..... 5
  - f. Other type (Please Specify Below)..... 6
- 

**93. What type of operating systems does this computer use?**

**(MARK ALL THAT APPLY)**

- a. DOS ..... 1
  - b. Windows 95..... 2
  - c. Windows 3.1 or lower ..... 3
  - d. Macintosh..... 4
  - e. Apple ..... 5
  - f. OS2 ..... 6
  - g. Other type (Please Specify Below)..... 7
- 

**94. If you marked more than one response in Question 93, which do you prefer?**

**(MARK ONE)**

- a. DOS ..... 1
- b. Windows 95..... 2
- c. Windows 3.1 or lower ..... 3
- d. Macintosh..... 4
- e. Apple ..... 5
- f. OS2 ..... 6
- g. Other type (Please Specify Below)..... 7



**95. Which size disk drive do you use?**

**(MARK ALL THAT APPLY)**

- a. 5 ¼ inch ..... 1
  - b. 3 ½ inch ..... 2
  - c. Other type (Please Specify Below)..... 3
- 

**96. Do you have a modem?**

**(MARK ONE)**

- Yes.....1 (Go to Question 97)
- No.....0 (Skip to Question 98)

**97. What is the baud rate?**

**(MARK ONE)**

- a. Below 14,400 ..... 0
- b. 14,400 or higher ..... 1

**98. Do you have access to the Internet?**

**(MARK ONE)**

- Yes.....1
- No.....0

**99. Do you have an E-mail address?**

**(MARK ONE)**

- Yes.....1
- No.....0

**100. Do other administrators in your school use computers as part of their jobs?**

**(MARK ONE)**

- Yes.....1
- No.....0

