

NLSY97
SCHOOL ADMINISTRATOR
QUESTIONNAIRE
1996 Short Form

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 affiliation8
- 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 is the maximum yearly tuition to attend your school?

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

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

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

8. 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

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

(MARK ONE)

Yes.....1
 No0

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

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

Part II: Staff Characteristics

11. How many teachers currently work in your school?

- a. Full-time teachers: |_|_|_|_|
- b. Part-time teachers: |_|_|_|_|

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

|_|_|_| teachers

13. 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|_|_|

14. 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

15. 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)
.....|_|_|_| %

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

(PERCENTAGES SHOULD SUM TO 100%)

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

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

|_|_|_| teachers

Part III: Student Characteristics

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

|_|_|_|_| % ADA

19. 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

20. 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)..... |_|_|_|_| %

21. What percentage of the students at this school are ...

(PERCENTAGES SHOULD SUM TO 100%)

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

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

|_|_|_|_| students

23. Which of the following programs are offered by your school? (MARK ALL THAT APPLY)

- a. Remedial Math.....1
- b. Remedial Reading/English/Language Arts.....1
- c. ESL (English as a Second Language)/bilingual.....1
- e. Summer school.....1
- g. Gifted and talented.....1
- h. Job placement program for seniors1
- 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. Special education program.....1

Part IV: Graduation Requirements

22. 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.*

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

|_|_|_|_| %

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

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

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

|_|_|_|_| %

26. 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.....|_|_|

27. 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?.....|_|_|_| %

30. At your school, how many credits are awarded for the successful completion of a one year academic course that meets for five periods each week?

|_|_|_|.|_| CREDITS

31. How many total credits in all subject areas are required for graduation?

|_|_|_|_|.|_| CREDITS

32. How many years of study in the following subjects are required for graduation from your school?

Note: For fractions of a year, enter one semester as 0.50 year, one quarter as 0.25 year, and one trimester as 0.33 year.

- a. English |.....|_|_|_|
- b. Mathematics.....|_|_|_|
- c. Science.....|_|_|_|
- d. Social studies/History.....|_|_|_|
- e. Foreign Language.....|_|_|_|

33. 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

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

(MARK ONE)

Yes.....1

No.....0

35. 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
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
o. Precalculus	1	2	3	4
p. Calculus	1	2	3	4
r. Computer programming.....	1	2	3	4

36. Does this school offer honors courses in...

(MARK ALL THAT APPLY)

- d. 12th grade English?1
- e. U.S. History?.....1
- f. European History?1
- k. Spanish?1
- n. Chemistry?.....1

37. Does this school offer Advanced Placement courses in...

(MARK ALL THAT APPLY)

- c. Biology?1
- f. English?1
- g. U.S. History?1
- k. European History?1
- o. Spanish?1

Part V: School-to-Work

38. 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

39. Does your school...(MARK ALL THAT APPLY)

- a. have job site visits?..... 1
- b. have school visits by individuals in various occupations?..... 1
- c. have college awareness and preparation guidance counseling? 1
- d. have occupational awareness and preparation awareness counseling? 1
- e. offer skill certificates? 1
- f. have established skill standards? 1
- g. provide instruction in general workplace competencies?..... 1
- h. provide instruction in all aspects of an industry? 1

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

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

41. 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

42. 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 43)
No.....0 (SKIP TO QUESTION 46)

43. How often are these plans updated? (MARK ONE)

Every year1
Every other year.....2
Other (Please specify below).....3

44. Are parents involved in the development of students' plans? (MARK ONE)

Yes.....1 (GO TO QUESTION 45)
No.....0 (SKIP TO QUESTION 46)

45. What is the extent of parent involvement in the development of students career/occupational interest plans? (MARK ONE)

Home discussion only 1
Parents sign off only 2
Parents meet with teacher and student..... 3

46. In the last 12 months, has your school provided or paid for any of the following professional development activities for teachers, counselors, or other school staff? (MARK ALL THAT APPLY)

- a. Unpaid summer internships in businesses or at work sites1
- b. Paid summer internships in businesses or at work sites.....1
- c. Internships in businesses or at work sites during the school year.....1
- d. Attendance at conferences or workshops devoted to integrating academic and vocational education.....1
- e. Attendance at conferences or workshops devoted to the development of employer linkages1
- f. Attendance at conferences or workshops devoted to the development of linkages with postsecondary education.....1
- g. Attendance at conferences or workshops devoted to the development and/or implementation of school-to-work programs.1

47. Does your school offer any work-based learning activities which are coordinated with local employers or organizations

Yes.....1 **(GO TO QUESTION 48)**
No.....0 **(SKIP TO NEXT PAGE)**

48. Which of the following are features of these work-based learning activities? (MARK ALL THAT APPLY)

- a. Structured work-based learning during school hours..... 1
- b. School curriculum builds on work experience 1
- c. Paid work experience..... 1
- d. Paid program coordinator..... 1
- e. Program arranges student work placements..... 1
- f. Employer involvement in curriculum design 1
- g. Integrated vocational and academic curriculum 1
- h. Formal link to postsecondary education 1
- i. Students have mentors at work site 1
- j. Students earn occupational certification..... 1
- k. Students have written training plans 1
- l. School staff supervise/teach students at work site 1
- m. Written training agreements with employers 1
- n. School staff development (e.g. teacher internships) 1
- o. Mentorship/Supervision training for employers
and employees 1
- p. Employers' evaluations influence students' grades 1

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
	49. Apprenticeship	50. Block Scheduling	51. Career Major	52. 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 53

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 post-secondary education.

	Column 1	Column 2	Column 3
	57. Tech Prep	58. Other Work-Based Learning Activities I	59. 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/> If no, go to Question 62	Yes 1 No 0 Please name below and describe briefly on the following page <hr/> If no, go to Question 62
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 62

60 – 61a. Please describe any other work-based learning activities here (I and/or II).

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

Last name (please print)

First name

Middle initial

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

63. 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
- b. Gang activity|_|_|_|
 - d. Vandalism.....|_|_|_|
 - 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.....|_|_|_|

64. Please indicate the percentage of students enrolled in this school who, on a typical school day are truant.

|_|_|_| %

65. 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
- a. Establishing curriculum**
- (1) State department of education..... 0 12.....3..... 4 5
 - (2) School district staff/
School board/Governing board 0 12.....3..... 4 5
 - (3) Principal/School head 0 12.....3..... 4 5
 - (4) Teachers 0 12.....3..... 4 5
 - (5) Parent association..... 0 12.....3..... 4 5

- None ----- A
Great Deal
- b. Hiring new full-time teachers**
- (1) State department of education..... 0 12.....3..... 4 5
 - (2) School district staff/
School board/Governing board 0 12.....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

A
Great Deal

None -----

c. 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

Part VII: Principal Information

66. What is your sex?

- Male 0
- Female 1

67. 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
-

68. What is the year of your birth?

19|_|_|

69. Do you hold...(MARK ALL THAT APPLY)

- a. an associate degree? 1
- b. a bachelor's degree? 1
- c. an education specialist or professional diploma? 1
- d. a master's degree? 1
- e. a doctorate? 1
- f. a first professional degree (M.D., D.D.S., etc)? 1

70. Including this year, how many years of experience do you have as a principal in this school?

|_|_|_|

71. Please provide the information requested below so we can reach you if any clarification of your responses is needed.

Last name (please print)

First name

Middle initial

Title

E-mail address

(_____) _____
Office (school) telephone number

Best time of day to call: _____ AM _____ PM

(_____) _____
Home telephone number

Best time of day to call: _____ AM _____ PM

DATE QUESTIONNAIRE COMPLETED:

|_|_|_| |_|_|_| 1996
MONTH DAY

Thank you for your cooperation.