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EDUCATION LONGITUDINAL STUDY OF 2002



SCHOOL ADMINISTRATOR QUESTIONNAIRE First Follow-up

Sponsored by:

U.S. Department of Education National Center for Education Statistics

RTI	

Conducted by:

USES OF THE DATA

The data from this survey will be used by educators and by federal and state policy makers to address important issues facing the nation's schools: educational standards, high school course-taking patterns, dropping out of school, the education of the disadvantaged, the needs of language minority students, and the features of effective schools.

ASSURANCE OF CONFIDENTIALITY

The collection of information in this survey is authorized by Section 404(a) of the National Education Statistics Act of 1994, Title IV of the Improving America's Schools Act of 1994, Public Law 103-382 and continued under the auspices of the Education Sciences Reform Act of 2002, Public Law 107-279. Participation is voluntary. You may skip questions you do not wish to answer; however, we hope that you will answer as many questions as you can. All responses that relate to or describe identifiable characteristics of individuals may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law. Information will be protected from disclosure by federal statute (20 USC 9003a-9007, as amended). Data will be combined to produce statistical reports. No individual data that links your name, address, telephone number, or identification number with your responses will be reported.





According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0652. The time required to complete this information collection is estimated to average 30 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** National Center for Education Statistics, ESLSD, 1990 K Street, N.W., Washington, D.C., 20006.

Educational Organizations That Have Endorsed ELS:2002

American Association of School Administrators
American Association of School Librarians
American Federation of Teachers
Council of Chief State School Officers
Council of the Great City Schools
National Association of Independent Schools
National Association of Secondary School Principals
National Catholic Educational Association Department of Secondary Schools
National Education Association
National Parent Teacher Association
National Resource Center for Safe Schools
National School Boards Association
National School Safety Center



INTRODUCTION

This questionnaire is divided into four sections. The first three sections mainly request factual information about this school and its programs. These sections can be answered either by the principal or by a designee who is able to provide the desired information. The final section asks for judgmental evaluations about the school climate, and we ask that this section be completed by the principal only.

Some factual questions may request information that is not readily available from school reports. Informed estimates are acceptable for such questions. Please answer directly on the questionnaire by marking the appropriate response or by writing your response in the space provided.

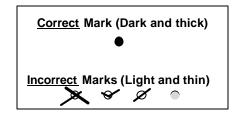
We realize that you are very busy; however, we hope that you can complete the questionnaire and return it to RTI within the next two weeks. To protect the confidentiality of your responses, we suggest that you return the completed questionnaire in the confidential return envelope provided for this purpose. Your responses will be kept in confidence. If you have any questions, please call Cathy Coleman toll-free at 1-877-226-0150 between 9:00 a.m. - 5:00 p.m. Eastern Time, Monday through Friday. You may also e-mail questions to: ELS@rti.org. In the subject line, please type School Administrator Questionnaire.

THANK YOU VERY MUCH FOR YOUR HELP.



GENERAL INSTRUCTIONS: PLEASE READ CAREFULLY AND USE A SOFT LEAD (#2) PENCIL TO COMPLETE THIS QUESTIONNAIRE. It is important that you completely fill in the circles next to your answers and print clearly. Listed below are examples of correct and incorrect ways to mark your answers.

FILLING IN CIRCLES:



PRINTING NUMBERS IN BOXES:

Print one number per box. The numbers should be printed with solid connected lines and should not touch or cross any of the box lines. Do not cross zeroes or sevens.

)4			~	5	+	5	2	1
\4 ¹ 41 ¹ - ¹ 4 - 1 ¹ 1 - 41 - ¹								
Oo not write digits like this:		is:	e th	ts lik	digi	rite	ot w	o n



PART I. CHARACTERISTICS, STRUCTURE, AND POLICIES

1.		al student enrollment			wnich data are avail	iabie) wnat	was tne
		, stude	ents				
2.	Но	w many days are in t	he school year	r for 12th gra	ders in your school?	•	
		days in the	school year fo	or 12th graders			
3.	Wh	at kind of academic ca	alendar does y	your high sch	ool have?		
			(MARK ON	E RESPONS	E)		
	Se	mestersystem		. 0			
	Tr	imestersystem		. 0			
	_	artersystem					
		ock schedule (such as 4	·				
	Ot	her		. 0			
4.	Ar	e any of the following	types of cour	rses offered th	rough block schedu	ling at you	school?
	a.	Academic courses	Yes○ ® No ○		minutes in block		
	b.	Vocational/ technical courses	Yes O ® No O		minutes in block		
	c.	Other courses	Yes O ® No O		minutes in block		
5.	\mathbf{W}	hich of the following o	describe admi	ission practice	es for students in you	ur school?	
					(MARK ONE R	ESPONSE (ON EACH LINE)
	a.	Students in a particula school			t) attend this	Yes O	No O
	b.	Students in a particular					0
	c.	Students are assigned			edeve desired racial or	O	O
	1				1:		O
	d.	Students are admitted tests, auditions, or			achievement entranc		O
	e.	Students are admitted	to this school	based on a lot	tery or random		
	f.	selection Admittance is determined			ve basis		
	-•					🔾	

1

A little A little	Mode	rate A le
	C	
	C	
	C	
	C) O) O) O) O) O
) O) O) O
	C) O) O
	C) O
······································	C)O
······································	C	······
······································	C	······
······ O ···	C	
_	_	,
At least 1	At least 2	At least 3
• /	years, but less than 3	years, but less than 4 4
	0	······ O ········
······	O	······ O ········
······	O	····· O ·······
by or through y	our school?	
ONE RESPON	SE ON EAC	H LINE)
Yes	No	
······		
······	•	
······ O ·······		
······	······ O	
	At least 1 year, but less than 2	year, but less than 3 less than 2 less than 3 less tha





9.	Does your school have a policy requiring in order to participate in school activities productions?				verage
	(MARK ONE RESPONS	E)			
	YesO				
	NoO				
	Does not apply O				
10.	Can students in your school take a voca school or at an area or regional vocation		l program of study	, either at this	
	(MAI	RK ALL THAT	APPLY)		
11.	Yes, at this school	O ® SI criteria used to bl?	KIP TO QUESTIC	ON 13 ON PAG	
		Never		Often	Always
		used	used	used	used
	a. Student request	0	0	0	
	b. Parent request	0	0	O	О
	c. Counselor referral				
	d. Teacher referral	0	0	O	О
	e. Minimum GPA or other academic				
	performance measure				
	f. Attendance record				
	g. Student's special education needs	0	0	O	O
	h. Student's status as a potential dropout				
	i. Lottery or random selection	0	0	O	O
12.	Indicate which of the following criteria your school.	are used to defi	ne vocational/tech	nical complete	rs in
	No vocational/technical completer definiti	ion used ® O	® SKIP TO QU	ESTION 13 O	N PAGE 4
			(MARK ONE	RESPONSE (ON EACH LINE)
				Yes	No
	a. Minimum number of courses in occup	ational program	area	0	
	b. Specific academic courses, different fr				
	c. District or state assessment of students				
	d. Attainment of an industry-recognized				
	, ,				-





13.	Which of the following services at an area or regional vocations		are available to you	r students (at your school or
	C	,	(MARK ONE R	ESPONSE ON EACH LINE)
			Available	Not available
	a. Vocational interest or ability		_	
	b. Job placement services			
	c. Career days or job fairs		······ O ·······	O
	d. Career or employment reading			
	e. School-arranged interviews w			
	f. Selection of career major or p	oatnway	······O ········	·················· O
14.	Are the students in the graduat	_		a minimum competency
	or proficiency test in order to r	eceive a high s	chool diploma?	
	Yes O ® GO TO QUI	ESTION 15		
	No O ® SKIP TO QU		N PAGE 5	
15	Which of the fallowing publicate		4h o 4oo49	
15.	Which of the following subjects	s are covered o	n tne test?	
	(MARK O	NE RESPONS	E ON EACH LINE	E)
		Yes	No	
	a. Mathematics	0	O	
	b. Science	0	0	
	c. Reading		0	
	d. Composition or writing	0	0	
	e. History, civics or social stud	dies O	0	
	f. Computer skills	0	0	
16.	In the most recent test adminis	tration, what p	ercentage of stude	nts taking the competency
	test failed (or were found to be	-	•	• ,
	subject area on their first atten	npt? Round to	the nearest whole	percent.
	% failed on their	first attempt		

17. When a student fails a competency test, which of the following options are available to the student at the school and which are required of the student?

(MARK ONE RESPONSE ON EACH LINE)

				This (is n avail:		This op is avail but n requin	able, ot	This is required of students who fail the test
	a. b.	Retaking the test	in deficier	nt				
	0	subject areas Completing a general competency)		•••••	
	c.	class			·			
	d.	Tutoring or individualized acaden						
	e.	Summer school		······ C				
	f.	Referral to an alternative or contin	_					
		school		C)			
		PART II. STUDENT	CHARA	CTERIS	STICS &	PROGR	AMS	
18.		proximately what percentage of y	-	•			_	
	insi	tructional programs? Write "000)" II no 12	tn grader	s are in a g	given progi	ram.	
	a.	General high school program		%	Not	offered O)	
	b.	College prep, academic, or						
		specialized academic (such as		%	Not	offered O)	
		science, math or fine art) program	I		1101	onered O		
	c.	Vocational, technical, or business						
	C.	program		%	Not	offered O)	
		Programm	 		1,00	0110100		
10	Wh	nat percentage of the graduating o	lace of 200	13				
17.	**1	iat percentage of the graduating c	1ass 01 200					
				(MARK	ONE RE	SPONSE C	ON EACH	LINE)
			None	1-10%	11-24%	25-49%	50-74%	75-100%
	a.	went to 4-year colleges?						
		went to 2-year colleges or		U			• • • • • • • • • • • • • • • • • • • •	
		vocational/technical schools?	0	0	0	0	0	
	c.	entered the labor market or the						
		military?						
	d.	other (homemaker, unemployed)?.	0	0	0	0	0	0



20. What percentage of 12th grade students do the following at or through your school?

(MARK ONE RESPONSE ON EACH LINE)

	.		None	1-10	% 11	-24%	25-49%	50-74%	75-100%
a.	Att	end programs on college	_	_		_	_	_	_
_		application procedures							
		end programs on financial aid							
		end school SAT or ACT courses							
		end college fairs	0	0 .		0	0	0	0
e.	Att	end meetings with college							
		representatives							
		ticipate in Talent Search							
_		ticipate in Upward Bound	. 0	0 .		O	0	0	0
h.	Par	ticipate in some other program that							
		academically prepares minority and							
		disadvantaged students for college	. 0	0 .		0	0	0	O
21.	W	hich of the following programs or se	ervices ai	re offer	ed in yo	ur scho	ool?		
			(MARK	ONE	RESPO	NSE O	N EACH	LINE)	
				Yes	,		No,		
				offer			not offer	ed	
	a.	Vocational counseling, services, or p							
	b.	Home visits by teachers		0					
	c.	Peer tutoring		0			0		
	d.	School-sponsored community service							
	e.	Individual or family psychological co	ounseling	0					
	f.	Special programs for pregnant girls							
		and/or teenage mothers		0					
22	1 1 1 1	hat <u>percentage</u> of the total student b	odv in v	oun cob	ool (I	[f nono	wwite !!O	00 !!)	
22.	**1	nat <u>percentage</u> of the total student b	ouy iii y	our sch	(1	n none	, write to	.)	
	0	receive free or reduced-price lunch?							
	a.	receive free of reduced-price functi:				%			
	h	are Limited English Proficient (LEP)		Г		_			
	υ.	or Non-English Proficient?	,			%			
		of Non-English Fronteient:		<u> </u>					
	C	receive Special Education services							
	٠.	for students with disabilities?				%			
		for students with disabilities:		<u> </u>					
	d.	are enrolled in an alternative program	n?						
	۵.	are emoned in an arternative program		L		%			
	e.	are enrolled in a dropout prevention	nrogram?	, [
	C.	are emoned in a dropout prevention	program.			%			
	f.	are enrolled in College Board		_		<u> </u>			
	1.	Advanced Placement (AP) cours	es?			%			
		ravancea raccinent (rar) cours	05.						
	g.	are enrolled in an International Bacca	alaureate	_					
	۵.	program (IB program)?				%			
		program (15 program):		L					

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	© ® GO TO QUESTION 24 © ® SKIP TO QUESTION 26	ON	N PAGE 8	
24. Or	n what basis are students recommended for	r yo	our dropout preven	tion program?
	(MARK C	NE	E RESPONSE ON 1	EACH LINE)
		Yes	1	No
a.	Absentee record			
b.	Academic performance			
c.	Teacher's referral	.0		0
d.				
e.	1			
f.	Student request			
g.	Disciplinary problems	. 0		0
25. W	hich of the following services does your dro	opo	ut prevention prog	ram offer?
25. W	(MARK ON	TE I	RESPONSE ON EA	ACH LINE)
25. W	(MARK ON	_	RESPONSE ON EA	
a.	(MARK ON Special instructional programs	Yes	RESPONSE ON E	ACH LINE) No
a.	(MARK ON Special instructional programsFocus on vocational/technical education	Yes	RESPONSE ON E	ACH LINE) No O
a. b. c.	(MARK ON Special instructional programs	Yes	RESPONSE ON E	ACH LINE) No O O
a. b.	Special instructional programs	Yes	RESPONSE ON E	ACH LINE) No O O
a. b. c. d. e.	Special instructional programs	Yes	RESPONSE ON E	ACH LINE) No O O O
a. b. c. d.	Special instructional programs	Yes	RESPONSE ON EA	ACH LINE) No O O O O
a. b. c. d. e. f.	Special instructional programs	Yes	RESPONSE ON E	ACH LINE) No O O O O O
a. b. c. d. e. f.	Special instructional programs	Yes	RESPONSE ON E	ACH LINE) No O O O O O
a. b. c. d. e. f.	Special instructional programs	Yes OOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOO	RESPONSE ON E	ACH LINE) No O O O O O O O



PART III. TEACHER AND LIBRARY STAFF CHARACTERISTICS

26.	How many <u>full-time</u> teachers work in your s	school?
	<u>full-time</u> teachers	
27.	How many <u>part-time</u> teachers work in your	school?
	part-time teachers	
28.	How many of your <u>full-time</u> high school tead year for reasons other than death or retirem	
	<u>full-time</u> teachers	
29.	How many members of your <u>full-time</u> regular The sum of a, b, c, d and e should equal the school. If none, write in "000."	ar teaching staff have the following degrees? total number of full-time teaching staff at your
	a. Less than Bachelor's degree (some college	
	b. Bachelor's	
	c. Master's	
	d. Ed.D. or Ph.D.	
	e. Don't know their degree	
30.	How many <u>full-time</u> library staff members v	work in your school's library media resource center?
	<u>full-time</u> library staff member	rs
31.	How many <u>part-time</u> library staff members	work in your school's library media resource center?
	part-time library staff membe	rs



THE FOLLOWING SERIES OF QUESTIONS ASKS YOU TO ESTIMATE THE PERCENTAGE OF TEACHERS, OR LIBRARY STAFF IN VARIOUS STATUSES.

32.	Wł	nat <u>percentage</u> of your <u>full-time</u> regular t	eaching staff are Hispanic?
	a.	% of <u>full-time</u> regular teach	ing staff are Hispanic
	b.	% you don't know whether l	Hispanic
33.			eaching staff are members of the following may be counted in more than one group.
	a.	White	%
	b.	Black/African American	%
	c.	Asian	%
	d.	Native Hawaiian or other Pacific Islander	%
	e.	American Indian or Alaska Native	%
	f.	You don't know their race	%
34.	Wł	nat <u>percentage</u> of <u>full-time</u> teachers in you	ur school are certified? If none, write in "000."
	a.	Regular or standard state certificate or advanced professional certificate	%
	b.	Probationary certificate (all requirements satisfied except completion of probationary period)	%
	c.	Provisional certification via a state alternative certification program	%
	d.	Temporary certificate or emergency certificate	%



35.	in "000."	
	% of <u>full-time</u> library staff members are state-certified	
YO	OU ARE THE SCHOOL PRINCIPAL, SKIP TO QUESTION 37 ON PAGE 1	1.
36.	If you are <u>not</u> the school principal, please provide the information requested below so we can reach you if any clarification of your responses is needed.	
	Name:	
	Last Name First Name Middle Initial	
	Title:	
	Telephone:	
	Area Code Number Extension	
	Is this an office or home telephone number? Office ○ Home ○	
	What is the best time of day to call you at this telephone number?	
	: AMO PMO	
	Email address:	

PLEASE GIVE THIS QUESTIONNAIRE AND THE RETURN ENVELOPE TO THE SCHOOL PRINCIPAL FOR COMPLETION OF PART IV.

THANK YOU FOR YOUR COOPERATION.





PART IV. PRINCIPAL'S SECTION

THIS SECTION SHOULD BE COMPLETED BY THE SCHOOL PRINCIPAL ONLY.

37.	Over the past three years,	what percentage of	the teachers in	your school	would you
	consider to have been (please be sure your	answers sum to	100%).	

	ТОТАІ	1	0	0	0/
d.	excellent teachers?				%
c.	good teachers?				%
b.	fair teachers?				%
a.	poor teachers?				%

CONTINUE TO QUESTION 38 ON PAGE 12





38. Indicate how much each of the characteristics listed below describes your school's environment?

(MARK ONE RESPONSE ON EACH LINE)

	Not at a	all	Somev	vhat	•	Very
	accura	te	accur	ate	ac	curate
a.	Student morale is high 0.			(0
b.	Most teachers at this school press					
	students to achieve academically. O.	0	0		O	0
c.	Teacher morale is generally high O .	0	0	(O	0
d.	Most students place a high					
	priority on learning O .	0	0		O	0
e.	Students are expected to do					
	homework O .	0	0		O	0
f.	Discipline is emphasized at					
	this school O .	0	0	(0
g.	Classroom activities are					
	highly structured O .	0	O		O	0
h.	\mathcal{L}					
	attitude about students O .	0	O		O	0
i.	Many teachers find it difficult					
	to motivate students 0 .					
j.	The school emphasizes sports O .	0	O		O	0
k.	Students are encouraged to					
	compete for grades \circ .		0		O	0
1.	Counselors and teachers					
	encourage students to enroll					
	in academic classes \circ .	0	0		O	0
m.	There is often conflict between					
	teachers and administrators \circ .	0	0	(O	0
n.	Teachers usually take the time to					
	respond to students' individual					
	needs O.	0	0		O	0



	a.	are tardy?			%						
	b.	are absent (unexcused)?] %						
	c.	cut or skip classes?] %						
40.	То	the best of your knowledge ho	w oft	en do the	fol	lowing ty	pes of	² proble	ms occu	r at you	r school?
				(MA	RK	ONE RE	ESPON	ISE ON	EACH	LINE)	
			Dail		ast wee		At leas a mo		On oc	casion	Never
	a.	Physical conflicts among									
		students	0		0		C				0
	b.	Robbery or theft	0		0		C	·	(·	0
	c.	Vandalism	0		0		C)	()	0
	d.	Use of alcohol	0		0		C)	()	0
	e.	Use of illegal drugs	0		0		C))	0
	f.	Students under the influence of drugs or alcohol while									_
		at school	0		0		C)	()	0
	g.	The sale of drugs on the way to or from school and/or									
		on school grounds	0		0		C)	(·	0
	h.	Possession of weapons	0		0		C)	()	0
	i.	Physical abuse of teachers	0		0		C)	()	0
	j.	Student racial tensions	0		0		C)	(·	0
	k.	Student bullying	0		0		C)	(0
	1.	Student verbal abuse of									
		teachers	0		0		C)	(·	0
	m.	Widespread disorder in									
		classrooms	0		0		C)	(0
	n.	Student acts of disrespect									
		for teachers	0		0		C	·	(0
	o.	Gang activities	0		0		C	·	0		0
	p.	Cult or extremist group									
		activities	0		0	•••••	C)	()	0

39. On a typical school day, what percentage of your students would you estimate...



responses is needed.	
Name:	
Last Name First Name	Middle Initial
Title:	
Telephone:	
()	
Area Code Number	Extension
What is the best time of day to call you at this AM○ PM ○	telephone number?
Email address:	
What is today's date? Day Year	

42.

41. Please provide the information below so we can reach you if any clarification of your

THANK YOU FOR YOUR COOPERATION.
PLEASE RETURN THIS QUESTIONNAIRE USING THE ENCLOSED ENVELOPE.

