# NLSY97 <br> SCHOOL ADMINISTRATOR QUESTIONNAIRE <br> 2000 

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

## Overview and Instructions

This survey is designed to collect information for the Department of Education and the Bureau of Labor Statistics on academic and career preparation programs. The data from this survey will be used by researchers and federal and state policy makers to address the important issues facing today's youth as they move from school to work and, more generally, from adolescence to adulthood. We first ask general questions about your school, the staff, and the student body. Then we ask more specific questions about career preparation and academic programs offered to students in your school.

We ask that you do not look up records to answer the survey questions. Please have the principal or their designee provide their best estimates in answering these questions. This survey should take an average of 30 minutes to complete.

## If you need help:

If you have any questions or if you need help completing this survey, please call us at 1-888-929-0608.

## Part 1: Questions about your School

1. What grade levels are included in your school? (Please $\sqrt{ }$ all that apply.)
${ }_{13} \square$ Pre Kindergarten
14 Kindergarten
${ }_{06} 6^{\text {th }}$ Grade
01 1 $1^{\text {st }}$ Grade
$02-2^{\text {nd }}$ Grade
${ }_{03} 3^{\text {rd }}$ Grade
$044^{\text {th }}$ Grade
$077^{\text {th }}$ Grade
${ }_{08} 8^{\text {th }}$ Grade
$099^{\text {th }}$ Grade
$10-10^{\text {th }}$ Grade
${ }_{05} 5^{\text {th }}$ Grade
11 $11^{\text {th }}$ Grade
$12-12^{\text {th }}$ Grade
2. Which one of the following best characterizes your school? (Please $\sqrt{ }$ only one.)

1 Public school. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Go to question 5
2 Catholic school
3 Private school, other religious affiliation
4 Private school, no religious affiliation
3. What is the approximate maximum yearly tuition to attend your school?
$\qquad$
4. About what percentage of your students pay the maximum yearly tuition?
$\qquad$ \%
5. Which of the following characterize your school? (Please $\sqrt{ }$ all that apply.)
01 Comprehensive high school
02 Comprehensive technical or vocational school
03 Area vocational school
04 Charter school
${ }_{0}$ Year round school
06 Boarding school
07 Indian reservation school

08
$\square$ Military academy
09 Alternative school
10 Special education school
${ }_{11} \square$ School with special programs emphasis or specialized curriculum (Please specify)

12 Other (Please specify)
6. How long is the school day for students in the highest grade in your school (including instructional and noninstructional time)?
$\qquad$ hours and $\qquad$ minutes
7. How many days of instruction are there in the regular academic year for a student at your school?
$\qquad$ days
8. Does your school have the following facilities? (Please $\sqrt{ }$ all that apply.)

| 01 Central library | $08 . \square$ Subject area resource center(s) |
| :---: | :---: |
| 02. Career information center | other than central library |
| ${ }_{0}$ O Occupational training center | 09 In-house suspension center |
| 04 Computer center/lab | 10.3 Health clinic |
| ${ }_{0}$ Media production facilities | ${ }_{11}$ Student cafeteria |
| 06 Media resource center | 12. Recreational facilities for students' |
| 07 Remedial reading or remedial | use before and after class |
| mathematics laboratory | ${ }_{13}$ None of the above |

9. Please estimate how many computers are available for instructional or student use in your school. (IF NONE, ENTER "0" AND GO TO QUESTION 11.)
$\qquad$ computers
10. About what percent of these computers are less than two years old? (IF NONE, ENTER "0".)
$\qquad$ \%
11. Does your school use block scheduling?

$$
\begin{aligned}
& 1 \square \text { Yes } \\
& 2 \mathrm{No}
\end{aligned}
$$

12. Does your school have a career academy program?

1 Yes ......................................................................................... to question 13
2 No 15
13. In what year did the career academy begin?
14. Approximately what percentage of your students participates in the career academy?
$\qquad$ \%
15. Is your school recognized as any of the following?

1 New American High School
2 Blue Ribbon School
3 Member of the Coalition of Essential Schools
4 Member of High Schools That Work
5 None of the above
16. Which of the following types of federal funding does your school receive?

1 Title 1 of Improving America's School Act
2 Carl D. Perkins Vocational and Applied Technology Education Act
3 Job Training Partnership Act
4 Eisenhower Professional Development
5 Safe and Drug-Free Schools and Communities
6 National School Lunch Program
7 Other (Please specify): $\qquad$

## Part 2: Questions about the School Staff

17. About how many teachers currently work in your school?

Please estimate the total number of teachers
Please estimate the number of teachers in academic subjects $\qquad$
Please estimate the number of teachers in vocational subjects
18. About what percentage of the teachers currently working in your school worked in your school last year, that is, during the 1998-1999 academic year?
$\qquad$ \%
19. Approximately what percentage of the teachers currently working in your school worked in this school five years ago, that is, during the 1994-1995 academic year?
$\qquad$ \%

Check this box if your school did not exist five years ago.
20. Approximately what percentage of the teachers currently working in your school have ten or more years of teaching experience at any school? (IF NONE, ENTER ' 0 '.)
$\qquad$ \%
21. Approximately what percentage of your teaching staff has a degree beyond the bachelor's (IF NONE, ENTER " 0 ".)
$\qquad$
\%
22. During the 1998-1999 school year, how many days of staff development activities were required for your teachers in core academic subject areas?
___ days
23. During the 1998-1999 school year, how many days of staff development activities were required for your vocational education teachers?
$\qquad$ days
24. Approximately what percentage of your teaching staff is Hispanic or Latino?
$\qquad$ \%

24a. Approximately what percentage of your teaching staff belongs to each of the following racial/ethnic groups?

White $\qquad$ \%

Black or African American $\qquad$ \%

Asian $\qquad$ \%

Native Hawaiian or other Pacific Islander $\qquad$ \%

American Indian or Alaska Native $\qquad$ \%
25. Approximately what percentage of your teaching staff is:
(Percentage should add to 100)
Male $\qquad$ \%

Female $\qquad$ \%
26. According to the salary schedule, what is the normal yearly base salary for a teacher...
with a bachelor's degree and no teaching experience?
with a master's degree or equivalent and no teaching experience?
\$ $\qquad$
with a bachelor's degree and 10 years teaching experience?
\$ $\qquad$
\$ $\qquad$ with a master's degree or equivalent and 10 years teaching experience?
\$ $\qquad$
at the highest possible step on the salary schedule?
\$ $\qquad$

## Part 3: Questions about the Students

27. As of one month after the start of the 1999-2000 school year, what was the approximate total enrollment in this school?
$\qquad$ students
28. As of one month after the start of the 1999-2000 school year, what was the approximate total enrollment in grades 9 to 12?
$\qquad$ students
29. What was the approximate percent average daily attendance (ADA) of students in this school in the fall term of 1999 ?
$\qquad$ \% Average Daily Attendance
30. Approximately what percentage of your students are Hispanic or Latino?
$\qquad$ \%

30a. Approximately what percentage of your students belongs to each of the following racial/ethnic groups?

White $\qquad$ \%

Black or African American $\qquad$ \%

Asian $\qquad$ \%

Native Hawaiian or other Pacific Islander $\qquad$ \%

American Indian or Alaska Native $\qquad$ \%
31. Approximately what percentage of the students at this school are:
(Percentage should add to 100)
Male $\qquad$ \%

Female $\qquad$ \%
32. Approximately what percentage of the students enrolled in your school are limited English proficient (LEP)?
$\qquad$ \%
33. Approximately what percentage of your students are special education students?
$\qquad$ \%
34. Approximately what percentage of your $9^{\text {th }}$ to $12^{\text {th }}$ graders are in the following instructional programs?

General high school program $\qquad$ \%

College preparatory, academic or specialized program $\qquad$ \%

Vocational, technical, or business program $\qquad$ \%

Other (Please specify) $\qquad$ \%
35. Which of the following courses or programs does your school offer? (Please $\sqrt{ }$ all that apply.)
01 Remedial math
02 Remedial reading/
English/language art
03 ESL (English as a second language)/bilingual
04 Summer school
05 Gifted and talented
${ }_{06}$ Job placement program for graduating seniors
07

- School breakfast program

08 Dropout prevention program
09 Trio programs such as Upward Bound or Talent Search

10 Dual enrollment in post-secondary institutions for academic courses
11 Dual enrollment in post-secondary institutions for vocational courses
${ }_{12}$ International Baccalaureate

## 36. Estimate the percentage of your students who were involved in the following

 activities during the fall term of 1999 ?Percent of Students
School-sponsored athletics $\qquad$ \%
Performing arts activities $\qquad$
Volunteer activities $\qquad$ \%
Chronic truancy $\qquad$ \%
Pregnancy (\% of girls only) $\qquad$ \%
Possession or use of alcohol on school property $\qquad$ \%
Possession or use of illegal drugs on school property $\qquad$
Possession of weapons on school property $\qquad$

## Part 4: Career Preparation

37. Which of the following programs, activities, or services do you offer to your students? (Please $\sqrt{ }$ all that apply.)

1
$\square$ Job site visits
2 School visits by individuals in various occupations
3 College awareness and preparation guidance counseling
4 Occupational awareness and preparation awareness counseling
5 Skill certificates
6 Instruction in general workplace competencies
7 Instruction in all aspects of an industry
38. Does your school offer assessments such as an interest inventory to help students determine their career interest and skills?

1

- Yes

2No
39. Does your school offer assessments to help students to determine what skills or capabilities they need to improve in order to be employed in particular career areas?
1Yes
2No
40. Have the students in your school developed individualized career plans or other written plans describing their career or occupational interests?

1Yes. $\qquad$ Go to question 41

2No. $\qquad$ Go to question 44
41. How often are student career plans updated?

1Every year

2Every other year

3Other (Please specify)
42. Are parents involved in the development of student's plans?

1Yes $\qquad$ Go to question 43
2 No $\qquad$ Go to question 44
43. What is the extent of parent involvement in the development of students' career/occupational interest plans?

1 Home discussion only
2 Parents sign off only
3 Parents meet with teacher and student
44. Does your school have formal or written agreements with employers to help build connections for students between school and workplace experiences?

1 - Yes
2 No
45. In the last 12 months, which of the following professional development activities has your school paid for or provided for academic teachers or counselors? (Please $\sqrt{ }$ all that apply.)
1 Unpaid summer internships in businesses or at work sites
2 Paid summer internships in businesses or at work sites
3 Internships in businesses or at work sites during the school year
4 -
Attendance at conference or workshops devoted to integrating academic and vocational education

5
Attendance at conferences or workshops devoted to the development of employer linkages
6
Attendance at conferences or workshops devoted to the development of linkages with postsecondary education.

7
Attendance at conference or workshops devoted to the development and/or implementation of school-to-work programs
46. In the last 12 months, which of the following professional development activities has your school paid for or provided for vocational teachers or counselors? (Please $\sqrt{ }$ all that apply.)
1 Unpaid summer internships in businesses or at work sites
2 Paid summer internships in businesses or at work sites
3 Internships in businesses or at work sites during the school year
$4 \square$ Attendance at conference or workshops devoted to integrating academic and vocational education
5 Attendance at conferences or workshops devoted to the development of employer linkages
6 Attendance at conferences or workshops devoted to the development of linkages with postsecondary education.
7 Attendance at conference or workshops devoted to the development and/or implementation of school-to-work programs
47. Which of the following are features of your school-based and work-based learning activities? (Please $\sqrt{ }$ all that apply.)
01 Work site learning experiences are offered during school hours.
02 Paid work experiences are offered.

оз A paid coordinator arranges student work placements.
04 Students have work site mentors.
${ }_{0} \square$ Work site mentors receive formal training. Employers' evaluations of students are included in the calculation of students' grades.
48. In which of the following vocational areas does your school offer a full program of courses (i.e., a sequence of courses that prepares students for job entry)?
01 Agriculture and renewable resources
02 Business
03 Marketing and distribution
04 Health care
04 Public and protective services

05
$\square$ Public and protective services

06 Trade and industry
07 Technology and communications
08 Personal and other services
09 Food service and hospitality
10 Child care and education
49. In the past five years (between the 1994-95 and 1999-2000 academic years), how have the following enrollments changed at your school? (Please $\sqrt{ }$ one box in each row.)

|  | Increase | No change | Decrease | Not Applicable |
| :---: | :---: | :---: | :---: | :---: |
| Total student enrollment | $1 \square$ | $2 \square$ | $3 \square$ | $4 \square$ |
| Total vocational enrollment | $1 \square$ | $2 \square$ | $3 \square$ | $4 \square$ |
| Vocational enrollment among educationally or economically disadvantaged students | $1 \square$ | $2 \square$ | $3 \square$ | $4 \square$ |
| Vocational enrollment among disabled students | $1 \square$ | $2 \square$ | $3 \square$ | $4 \square$ |
| Enrollment in agricultural education | $1 \square$ | $2 \square$ | $3 \square$ | $4 \square$ |
| Enrollment in business and office education | $1 \square$ | $2 \square$ | $3 \square$ | $4 \square$ |
| Enrollment in marketing/distributive education | $1 \square$ | $2 \square$ | $3 \square$ | $4 \square$ |
| Enrollment in trade and industrial education | $1 \square$ | $2 \square$ | $3 \square$ | $4 \square$ |
| Enrollment in home economics | $1 \square$ | $2 \square$ | $3 \square$ | $4 \square$ |

50. Which of the following vocational student organizations have chapters at your school?
01 Business Professionals of America
02 Distributive Education Clubs of America
${ }_{03}$ Future Business Leaders of America
04 Future Homemakers of America
05 Health Occupations Students
06 Future Farmers of America
07 National Postsecondary Agricultural Student Organization
os National Young Farmers
Educational Association
09
Technology Student Association
10 Vocational Industrial Clubs of America

## The questions on the following pages pertain specifically to career preparation programs offered to the students at your school.

## Questions on Apprenticeship Training Programs

51. Definition: Apprenticeship Training Programs are typically multi-year programs that combine school- and work-based learning in specific occupational areas or occupational clusters and are designed to lead directly into either a related postsecondary program, entrylevel job, or registered apprenticeship program. These programs may or may not include paid work experiences.
a. Does your school offer Apprenticeship Training Programs?
1

- Yes $\qquad$ Go to question 51b
2 No $\qquad$ Go to question 52
b. About how many students participated in these programs in the Fall of 1999 ?
$\qquad$ students
c. In what year were these programs first implemented?
d. In what grade levels may students participate in these programs?
${ }_{1} \square$ 9th
$2 \square 10$ th
3 11th
4 12th
${ }_{5}$ Other (Please specify)
e. Are these programs targeted at 'at risk' students?

1 Y Yes
2
f. Are these programs targeted at non-college bound students?
1

- Yes
2
g. Do students need to have a minimum grade point average to qualify to participate in these programs?
$1 \quad \square$ Yes
$2 \quad \mathrm{No}$


## Questions on Job Shadowing

52. Definition: Job shadowing is typically a part of career exploration activities where 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.
a. Does your school offer Job Shadowing Programs?

1


Yes $\qquad$ Go to question 52b

2No. $\qquad$ Go to question 53
b. About how many students participated in these programs in the Fall of 1999?
$\qquad$ students
c. In what year were these programs first implemented?
d. In what grade levels may students participate in these programs?
${ }_{1}$ 9th
$2 \square 10$ th
3 11th
4 12th
5Other (Please specify)
e. Are these programs targeted at 'at risk' students?

1Yes

2No
f. Are these programs targeted at non-college bound students?

1
 Yes

2No
g. Do students need to have a minimum grade point average to qualify to participate in these programs?
1 - Yes
2No

## Questions on Internships

53. Definition: An Internship is a program in which students work for an employer for a specified period of time 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. Internships may or may not be paid.
a. Does your school offer Internships?

1Yes $\qquad$ Go to question 53b
2No. $\qquad$ Go to question 54
b. About how many students participated in these programs in the Fall of 1999?
$\qquad$ students
c. In what year were these programs first implemented?
d. In what grade levels may students participate in these programs?
${ }_{1}$ 9th
$2 \square 10$ th
3 11th
4 12th
5Other (Please specify)
1 Y Yes
2 No
e. Are these programs targeted at 'at risk' students?
f. Are these programs targeted at non-college bound students?

1Yes

2No
g. Do students need to have a minimum grade point average to qualify to participate in these programs?
$1 \quad \square$ Yes
$2 \quad \mathrm{No}$

## Questions on Career Major/Pathway Programs

54. Definition: A Career Major/Pathways Programs is a coherent sequence of academic and vocational courses based upon broadly defined career areas. Career majors typically include two years of secondary education and two years of post-secondary education and prepare students for employment in broad occupational or industry areas. They may lead to the awarding of an industry-recognized skill certificate.
a. Does your school offer a Career Major/Pathways Program?
1Yes. $\qquad$ Go to question 54b
2No.
Go to question 55
b. About how many students participated in this program in the Fall of 1999?
$\qquad$ students
c. In what year was this program first implemented?
d. In what grade levels may students participate in this program?
${ }_{1}$-9th
2-10th
${ }_{3}$ 11th
$4 \square$ 12th
5
Other (Please specify)
e. Is this program targeted at 'at risk' students?
$1-\mathrm{Yes}$
2 N
f. Is this program targeted at non-college bound students?
1

- Yes
2 - No
g. Do students need to have a minimum grade point average to qualify to participate in this program?
1 - Yes
2


## Questions on Career Academy Programs

55. Definition: Career Academies are organized as schools-within-schools (some are combined with other academies to fill up an entire building) to create a more supportive teaching and learning community. They have a career theme and attempt to integrate a college preparatory academic curriculum with more applied occupational courses. Finally, they have strong employer partnerships to provide career development and work-based learning experiences for students.
a. Does your school offer Career Academy Programs?
1Yes $\qquad$ Go to question 55b
2No. $\qquad$ Go to question 56
b. About how many students participated in these programs in the Fall of 1999 ?
$\qquad$ students
c. In what year were these programs first implemented?
d. In what grade levels may students participate in these programs?
${ }_{1}$-9th
2 10th
${ }_{3}$ 11th
4 $\qquad$ 12th
5
Other (Please specify)
e. Are these programs targeted at 'at risk' students?
1

- Yes
2
f. Are these programs targeted at non-college bound students?
1
$\square$ Yes
2No
g. Do students need to have a minimum grade point average to qualify to participate in these programs?
1
2No


## Questions on School Sponsored Enterprise

56. Definition: School-Sponsored Enterprise refers to 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.
a. Does your school offer School-Sponsored Enterprise?

1 $\qquad$ Yes $\qquad$ Go to question 56b

2 $\square$ No $\qquad$ Go to question 57
b. About how many students participated in these programs in the Fall of 1999 ?
$\qquad$ students
c. In what year were these programs first implemented?
d. In what grade levels may students participate in these programs?
e. Are these programs targeted at 'at risk' students?
1

- Yes
2 - No
f. Are these programs targeted at non-college bound students?
1
- Yes
2No
g. Do students need to have a minimum grade point average to qualify to participate in these programs?
1
2No


## Questions on Cooperative Education

57. Definition: Cooperative Education is a program whereby students alternate or parallel their academic and vocational studies with a job in a related field. Cooperative Education may or may not include paid work experiences.
a. Does your school offer Cooperative Education Programs?

1Yes. $\qquad$ Go to question 57b

2 - No $\qquad$ Go to question 58
b. About how many students participated in these programs in the Fall of 1999 ?
$\qquad$ students
c. In what year were these programs first implemented?
d. In what grade levels may students participate in these programs?
${ }_{1}$ 9th
2 10th
3 11th
4 12th
5 Other (Please specify)
e. Are these programs targeted at 'at risk' students?
1

- Yes
2
f. Are these programs targeted at non-college bound students?
1
- Yes
2No
g. Do students need to have a minimum grade point average to qualify to participate in these programs?
1
2
- Yes


## Questions on Tech-Prep

58. Definition: Tech-prep is a planned program of sequential coursework with defined technical career focus that links secondary and post-secondary education. Programs typically begin in the eleventh grade and result in an associate's degree or certificate after two years of postsecondary training.
a. Does your school offer Tech-Prep Programs?

1Yes $\qquad$ Go to question 58b

2 - No. $\qquad$ Go to question 59
b. About how many students participated in these programs in the Fall of 1999 ?
$\qquad$ students
c. In what year were these programs first implemented?
d. In what grade levels may students participate in these programs?
${ }_{1} \square$ 9th
2 10th
311th
4
5 Other (Please specify)
e. Are these programs targeted at 'at risk' students?
1

- Yes
2No
f. Are these programs targeted at non-college bound students?
1
- Yes
2No
g. Do students need to have a minimum grade point average to qualify to participate in these programs?
1- Yes
2No


## Part 5: Academic Requirements

59. What percentage of the students in your school who were in the tenth grade in the 1996-1997 school year graduated with their class in the spring of 1999 ?
$\qquad$ \%
60. What percentage of 1999 graduating seniors at this school took the SAT at any time during high school?
$\qquad$ \%
61. What were the average SAT scores for 1999 graduating seniors in this school?

SAT mathematics score
SAT verbal score $\qquad$
62. What percentage of 1999 graduating seniors at this school took the ACT at any time during high school?
$\qquad$ \%
63. What were the average ACT composite score for 1999 graduating seniors in this school?

ACT Composite score
64. By the fall following high school graduation, approximately what percentage of your 1999 graduating class. . .
(IF NONE, ENTER "0\%")
enrolled in a 4-year college? $\qquad$
enrolled in a 2 -year junior or community college? $\qquad$ \%
enrolled in a vocational, technical, trade, or $\qquad$ \% business school?
entered the Armed Services $\qquad$ \%
65. 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?
$\qquad$ Credits
66. How many total credits in all subject areas are required for graduation?
$\qquad$ Credits
67. How many years in the following subjects are required for graduation from your school?

NOTE: If there is no minimum course requirement in a subject area, enter " 0 ".
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.

| English | Art |
| :---: | :---: |
| Mathematics | Music |
| Science | Physical education |
| Social studies/History | Health education |
| Foreign Language | Religious/moral/ethics education |
| Vocational educational | Other (specify below) |
| Computer education |  |

68. How many hours of community service are required for graduation? (IF NONE, ENTER "0")
$\qquad$ Hours
69. Are students required to pass a standardized test to receive a high school diploma at this school?
1Yes
2
70. Please indicate below which math courses are offered at your school (Please $\sqrt{ }$ all that apply.)
1GeometryTrigonometry
3Analytic Geometry
4

- Probability/Statistics

5

- Precalculus

6 - Calculus
71. Does this school offer Advance Placement courses in . . . (Please $\sqrt{ }$ all that apply.)

| 01 Physics | ${ }_{11}$ - Comparative Government/Politics |
| :---: | :---: |
| $02 . \square$ Chemistry | 12 European History |
| ${ }_{03} \square$ Biology | 13 Psychology |
| $04 \square$ Computer Science | 14 French |
| 05 Calculus | ${ }_{15} \square$ Spanish |
| ${ }_{06}$ Statistics | 16 German |
| 07 Economics | 17 Latin |
| 08 English | 18 Art History |
| ${ }_{09}$ U.S. History | 19 Music Theory |
| 10 U.S. Government/Politics | 20. Studio Art |

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


Thank you for your cooperation

