NLSY97 SCHOOL ADMINISTRATOR QUESTIONNAIRE 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 **Ö** all that apply.)
 - 13Pre Kindergarten06 6^{th} Grade14Kindergarten07 7^{th} Grade01 1^{st} Grade08 8^{th} Grade02 2^{nd} Grade09 9^{th} Grade03 3^{rd} Grade10 10^{th} Grade04 4^{th} Grade11 11^{th} Grade
 - 05 🛛 5th Grade

12 **1**2th Grade

2. Which one of the following best characterizes your school? (Please **Ö** only one.)

- ² Catholic school
- ³ D Private school, other religious affiliation
- ⁴ D Private school, no religious affiliation
- 3. What is the approximate maximum yearly tuition to attend your school?

\$_____

4. About what percentage of your students pay the maximum yearly tuition?

_____%

5. Which of the following characterize your school? (Please **Ö** all that apply.)

- 01 Comprehensive high school
- O2 Comprehensive technical or vocational school
- ⁰³ Area vocational school
- 04 D Charter school
- 05 **D** Year round school
- 06 D Boarding school
- 07 D Indian reservation school

- 08 🛛 Military academy
- 09 🛛 Alternative school
 - 10 D Special education school
 - 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)?

_____ hours and _____ minutes

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

____ days

8. Does your school have the following facilities? (Please Ö all that apply.)

- 01 Central library
- 02 **Career information center**
- OS Occupational training center
- 04 **Computer center/lab**
- 05 **D** Media production facilities
- 06 🛛 Media resource center
- Remedial reading or remedial mathematics laboratory

- O8 Subject area resource center(s)
 other than central library
- 09 🛛 In-house suspension center
 - 10 🛛 Health clinic
 - 11 🛛 Student cafeteria
- 12 Recreational facilities for students' use before and after class
- 13 D 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.)

_____ computers

10. About what percent of these computers are less than two years old? (IF NONE, ENTER "0".)

_____%

- 11. Does your school use block scheduling?
 - 1 🖵 Yes 2 🖵 No

12. Does your school have a career academy program?

1	Yes	Go to question 1	3
2	No	Go to question 1	5

- 13. In what year did the career academy begin?
- 14. Approximately what percentage of your students participates in the career academy?

____%

- 15. Is your school recognized as any of the following?
 - 1 D New American High School
 - ² D Blue Ribbon School
 - 3 D Member of the Coalition of Essential Schools
 - ⁴ Member of High Schools That Work
 - 5 **D** 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 D Eisenhower Professional Development
- 5 **D** Safe and Drug-Free Schools and Communities
- 6 D National School Lunch Program
- 7 D Other (Please specify): _____

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

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?

____%

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?

____%

□ 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'.)

____%

____%

21. Approximately what percentage of your teaching staff has a degree beyond the bachelor's (IF NONE, ENTER "0".)

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?

____days

24. Approximately what percentage of your teaching staff is Hispanic or Latino?

____%

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

White	 %
Black or African American	 %
Asian	 %
Native Hawaiian or other Pacific Islander	 %
American Indian or Alaska Native	 %

25. Approximately what percentage of your teaching staff is:

	(Percentage should add to 100)
Male	%
Female	%

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?	\$
with a bachelor's degree and 10 years teaching experience?	\$
with a master's degree or equivalent and 10 years teaching experience?	\$
at the highest possible step on the salary schedule?	\$

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?

_____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?

_____students

29. What was the approximate percent average daily attendance (ADA) of students in this school in the fall term of 1999?

_____% Average Daily Attendance

30. Approximately what percentage of your students are Hispanic or Latino?

____%

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

White	 %
Black or African American	 %
Asian	 %
Native Hawaiian or other Pacific Islander	 %
American Indian or Alaska Native	 %

31. Approximately what percentage of the students at this school are:

(Percentage should add to 100)
Male	%
Female	%

32. Approximately what percentage of the students enrolled in your school are limited English proficient (LEP)?

____%

33. Approximately what percentage of your students are special education students?

____%

34. Approximately what percentage of your 9th to 12th graders are in the following instructional programs?

General high school program	 %
College preparatory, academic or specialized program	 %
Vocational, technical, or business program	 %
Other (Please specify)	 %

35. Which of the following courses or programs does your school offer? (Please Ö all that apply.)

- 01 D Remedial math
- 02 Career Remedial reading/ English/language art
- □3 □ ESL (English as a second language)/bilingual
- 04 🛛 Summer school
- 05 Gifted and talented
- Job placement program for graduating seniors
- 07 🖵 School breakfast program

- ⁰⁸ Dropout prevention program
- Description<l
- 10 Dual enrollment in post-secondary institutions for academic courses
- 11 Dual enrollment in post-secondary institutions for vocational courses
- 12 **I**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	%
Performing arts activities	%
Volunteer activities	%
Chronic truancy	%
Pregnancy (% of girls only)	%
Possession or use of alcohol on school property	%
Possession or use of illegal drugs on school property	%
Possession of weapons on school property	%

Part 4: Career Preparation

- 37. Which of the following programs, activities, or services do you offer to your students? (Please Ö all that apply.)
 - 1 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 G Skill certificates
 - 6 Instruction in general workplace competencies
 - 7 **D** 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
 - 2 🖵 No
- 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?
 - 1 🛛 Yes
 - 2 🛛 No
- 40. Have the students in your school developed individualized career plans or other written plans describing their career or occupational interests?
 - 1 D Yes.....Go to question 41
 - ² D No......Go to question 44

41. How often are student career plans updated?

- 1 D Every year
- ² D Every other year
- ³ Other (Please specify)

42. Are parents involved in the development of student's plans?

- 1 D Yes.....Go to question 43
- 2 🛛 No......Go to question 44
- 43. What is the extent of parent involvement in the development of students' career/occupational interest plans?
 - 1 **D** Home discussion only
 - ² Parents sign off only
 - ³ D 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?
 - Yes
 No
- 45. In the last 12 months, which of the following professional development activities has your school paid for or provided for <u>academic</u> teachers or counselors? (Please $\ddot{\mathbf{0}}$ 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 C 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.
 - 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 <u>vocational</u> teachers or counselors? (Please **Ö** 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.
- 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 Ö all that apply.)

- ⁰¹ UWork site learning experiences are offered during school hours.
- ⁰² Device the order of the or
- □3 □ A paid coordinator arranges student work placements.
- ⁰⁴ D Students have work site mentors.
- ⁰⁵ □ Work site mentors receive formal training.
- ⁰⁶ School curriculum builds on students' work site learning experiences.
- ⁰⁷ D Students earn graduation credit for work site learning experiences.
- ⁰⁸ Academic skills are taught in the context of occupational courses.
- ⁰⁹ Occupational skills are taught in the context of academic courses.
- ¹⁰ Academic and vocational teachers have joint lesson planning time.
- ¹¹ D Employers are involved in curriculum development.
- ¹² D 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)?

- of **Agriculture and renewable resources**
- 02 🛛 Business
- ⁰³ D Marketing and distribution
- 04 🛛 Health care
- ⁰⁵ D Public and protective services
- 06 **Trade and industry**
- 07 **Technology and communications**
- 08 Dersonal 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 **Ö** one box in each row.)

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

50. Which of the following vocational student organizations have chapters at your school?

01 D Business Professionals of America

⁰² Distributive Education Clubs of America

- National Postsecondary Agricultural Student Organization
- 03 G Future Business Leaders of America 08
- 04 D Future Homemakers of America
- 05 🖵 Health Occupations Students
- 06 D Future Farmers of America
- 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 App	renticeship	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, entry-level 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		Go to qu	estion 51b			
		2 🛛 No		Go to qu	estion 52			
	b. About how n	-	s participated		rams in the Fall of 1999?			
	c. In what year were these programs first implemented?							
	d. In what grad	e levels may	students part	icipate in thes	se programs?			
	1 🗖 9th	2 🖵 10th	3 🗖 11th	4 🖵 12th	5 D Other (Please specify)			
	e. Are these pr	ograms targe	ted at 'at risk	' students?				
	· · · · · ·	1 🛛 Yes						
		2 🖬 No						
	f. Are these pr	ogramstarge 1 🖬 Yes 2 🖬 No	eted at non-co	bliege bound s	tudents?			

- g. Do students need to have a minimum grade point average to qualify to participate in these programs?
 - Yes
 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.....Go to question 52b
 - 2 D No.....Go to question 53
 - b. About how many students participated in these programs in the Fall of 1999?

stud	ents
------	------

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 🖵 No
- f. Are these programs 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 these programs?
 - Yes
 No

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?				
	1 📮 YesGo to question 53b				
	2 D NoGo to question 54				
	b. About how many students participated in these programs in the Fall of 1999?				
	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?				
	2 🗖 No				
	f. Are these programs 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 these programs?
 - Yes
 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? 1 **Q** Yes.....Go to guestion 54b ² D No.....Go to question 55 b. About how many students participated in this program in the Fall of 1999? 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 з 🖵 11th 4 🖵 12th ⁵ Other (Please specify)

e. Is this program targeted at 'at risk' students?

- 1 🛛 Yes
- 2 🖵 No

- 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 🛛 No

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?

1	Yes	Go to question 55b
2	No	Go to question 56

b. About how many students participated in these programs in the Fall of 1999?

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

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 U Yes......Go to question 56b
 - ² D No.....Go to question 57
 - b. About how many students participated in these programs in the Fall of 1999?

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

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?
 - 1 Yes......Go to question 57b
 - ² D No.....Go to question 58
 - b. About how many students participated in these programs in the Fall of 1999?

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

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 post-secondary training.

a. Does your school offer Tech-Prep Programs?

- 1 I Yes.....Go to question 58b
- ² D No.....Go to question 59
- b. About how many students participated in these programs in the Fall of 1999?

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

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?



60. What percentage of 1999 graduating seniors at this school took the SAT at any time during high school?

_____%

61. What were the average SAT scores for 1999 graduating seniors in this school?

SAT mathematics score

SAT verbal score

62. What percentage of 1999 graduating seniors at this school took the ACT at any time during high school?

_____%

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?	%
enrolled in a 2-year junior or community college?	%
enrolled in a vocational, technical, trade, or business school?	%
entered the Armed Services	%

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?

_____ Credits

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

_____ 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")

_____ Hours

- 69. Are students required to pass a standardized test to receive a high school diploma at this school?
 - Yes
 No
- 70. Please indicate below which math courses are offered at your school (Please $\ddot{\mathbf{0}}$ all that apply.)
 - 1 Geometry
 - 2 D Trigonometry
 - 3 D Analytic Geometry

- ⁴ **D** Probability/Statistics
- 5 D Precalculus
- 6 🛛 Calculus

71. Does this school offer Advance Placement courses in . . . (Please Ö all that apply.)

01 D Physics	11 D Comparative Government/Politics
02 🖵 Chemistry	12 🗖 European History
03 🖬 Biology	13 🖵 Psychology
04 D Computer Science	14 🖵 French
05 🗖 Calculus	15 🖵 Spanish
06 G 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.

Last name (please print)	First name	Middle Initial	
Title			
()			
Office (school) telephone number	Best time of day to call:	_AMPM	
DATE QUESTIONNAIRE COMPLETED:			

Thank you for your cooperation