

NORC
University of Chicago

SCHOOL PRINCIPAL QUESTIONNAIRE

School label attached here

School name
School address
School pin #

Our survey organization is currently following a national sample of children, measuring their cognitive, emotional, and behavioral development. This year we are examining their scholastic environment. As the school principal or administrator of one or more of these children, you are best qualified to provide information about their schooling experiences and information about the characteristics, policies and resources of your school. Any information provided about the child is strictly confidential and protected under the Privacy Act of 1974.

This study is sponsored by the U.S. Department of Labor, Bureau of Labor Statistics and The National Institute of Child Health and Human Development. Your participation is voluntary, but vital to the success of the study. All information provided in this survey will be held in strict confidence and will be used only for research purposes. Study results will only be made available in summary or statistical form so as not to identify individual participants.

INSTRUCTIONS

The following questions refer to the characteristics and policies of your school. We have identified one or more children as current or former students at your school. The mothers of these children have given written permission to procure information about their children which will be part of a national study on child development used widely by educators and social scientists throughout the United States. We realize that you have a busy schedule and appreciate you taking the time to respond to this questionnaire. Information obtained from this questionnaire will be used to supplement information about the scholastic environment in which this development is taking place. If you have any questions or concerns, please contact Laura Stein at 1-800-854-8520.

SAMPLE QUESTIONS

Below are examples of the types of questions you may encounter in the questionnaire. It is important that you follow the directions for responding to each kind of questions. These are:

A. (CIRCLE ONE)

What is the color of your eyes?

(CIRCLE ONE CATEGORY)

Brown 1

Blue 2

Green **3**

Another color 4

If the color of your eyes is green, you would circle the number 3 as shown.

B. (CIRCLE ONE ON EACH LINE)

Do you plan to do any of the following next week?

	Yes	Not Sure	No
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a. Rent a videotape 1 2 **3**

If you do not plan to rent a videotape, are not sure about going to a baseball game next week, and plan to study at a friend's house, you would circle one item on each line as shown.

b. Go to a baseball game 1 **2** 3

c. Study at a friend's house **1** 2 3

C. (CIRCLE ALL THAT APPLY)

Last week, did you do any of the following?

(CIRCLE ALL THAT APPLY)

Saw a play **1**

Went to a movie **2**

Attended a sporting event 3

If you went to a movie and attended a sporting event last week, you would circle the two items as shown.

SECTION I - QUESTIONS ABOUT THE ADMINISTRATOR

In case we should need to clarify your answers, it is important that we have some information about the individual completing the questionnaire. Below are a few questions that will enable us to contact you if necessary.

1. What is today's date

_____ / _____ /95
MONTH DAY

2. What is your name?

FIRST NAME LAST NAME

3. What is your daytime telephone number?

(_____) _____
AREA CODE TELEPHONE NUMBER

4. What is your current title at this school?

- Principal 1
- Vice Principal 2
- Headmaster/Headmistress 3
- Administrative Associate 4
- Secretary 5
- Guidance Counselor 6
- Other (Specify)_____ 7

SECTION II. - SCHOOL CHARACTERISTICS AND RESOURCES

5. Is your school public or private?

(CIRCLE ONE)

- Public 1
- Private 2
- Other (please specify) _____ . . 3

6. Which characteristics best describe your school?

(CIRCLE ALL THAT APPLY)

- a. Comprehensive public school
(not incl. magnet school
or school of choice) 1
- b. Public school of choice
(open enrollment/non-specialized
curriculum) 2
- c. Public magnet school 3
- d. Charter school 4
- e. Year round school 5
- f. Technical or vocational school 6
- g. Catholic diocesan 7
- h. Catholic parish 8
- i. Catholic religious order 9
- j. Other religious affiliation 10
- k. Private school, no religious affiliation 11
- l. Boarding school 12
- m. Indian reservation school 13
- n. Military academy 14
- o. Other (Please specify)_____ 15

7. Is your school co-educational?

(CIRCLE ONE)

Yes 1

No, it is an all-female school 2

No, it is an all-male school 3

8. Please circle all grade levels included in your school.

PK K 01 02 03 04 05 06 07 08 09 10 11 12 13+

9. On what date did this school year begin?

_____/_____/_____
MONTH DAY YEAR

10. Approximately, what was the school enrollment at the beginning of this school year?

Number of male students _____

Number of female students _____

Total number of students _____

11. Approximately, what has been the average daily attendance for this school in the current school year?

Number of students _____

12. What is the minimum number of days required by your state for school to be in session?

Number of days _____

13. On what date do you expect this school year to end?

_____/_____/_____
MONTH DAY YEAR

14. Please indicate the number of full-time (or full-time equivalent) personnel at your school.

Number of counselors _____

Number of classroom teachers _____

Number of classroom teachers with at least an M.A. _____

15. Approximately what percentage of regular classroom teachers are female?

Percentage female _____%

16. Approximately what percentage of regular classroom teachers are new to your school this year?

Percentage new _____%

17. Approximately what percentage of students and faculty belong to each of the following racial/ethnic groups?

	Students	Faculty
a. Asian or Pacific Islander	% _____	% _____
b. Black, not Hispanic	% _____	% _____
c. White, not Hispanic	% _____	% _____
d. Hispanic	% _____	% _____
e. Native American	% _____	% _____
f. Other (SPECIFY)	% _____	% _____

COLUMN TOTAL(S) SHOULD EQUAL 100%

18. What is the annual salary for a full-time classroom teacher with the following characteristics?

a. Entry level with bachelors degree \$ _____ .00

b. Entry level with masters \$ _____ .00

c. 10 yrs. experience with a B.A. \$ _____ .00

d. 10 yrs. experience with M.A. \$ _____ .00

19. Please estimate the percentage of your student body participating or enrolled in the following programs or services offered at this school. We realize that some categories may not be appropriate to the grade levels included in your school. In that case, check the box for "NOT OFFERED".

	Percent Participating	Not Offered
a. Remedial math	%	
b. Remedial reading/English/language arts	%	
c. ESL/bilingual	%	
d. Migrant education	%	
e. A state or locally funded program for remediation of students who score poorly on a state or local minimum competency test.	%	
f. Summer school (report for summer immediately prior to the current school year)	%	
g. Gifted and talented	%	
h. Cooperative education	%	
i. School breakfast program	%	
j. Free or reduced price lunch	%	
k. Dropout prevention program	%	
l. Pregnancy/parenting counseling	%	
m. Special education Type (SPECIFY)		
_____	%	
_____	%	
_____	%	

20. Does your school include grade 12?

(CIRCLE ONLY ONE)

Yes 1

No (SKIP TO Q.23 ON PAGE 10) 2

21. Please estimate the percentage of 12th grade students in each of the following instructional programs.

(WRITE IN PERCENT; IF NONE ENTER "0")

	Percent of students	
a. General high school program	_____	%
b. College prep, academic or specialized	_____	%
c. Industrial arts/technology or trade education	_____	%
d. Agricultural program	_____	%
e. Business/Marketing program	_____	%
f. Fine arts	_____	%
g. Other (Specify)	_____	%

22. What percentage of students enrolled in the 12th grade last year graduated?
Include summer graduates.

Percent %

23. Does this school have a library/media center?

- Yes 1
- No (SKIP TO Q. 25) 2

24. Please enter the approximate number of each type of catalogued library/media resource:

- Enter Number of Books: _____
- Enter Number of Videos: _____
- Enter Number of Compact Discs: _____

25. Below is a list of instructional materials. Please circle the 3 you consider to be the most important to classroom instruction. Circle one choice under the column for 1st most important, one choice for 2nd most important, and so on.

	(1) 1st Most Important	(2) 2nd Most Important	(3) 3rd Most Important
a. Audiovisual equipment & materials (including VCR, television)	1	2	3
b. Computers/computer software	1	2	3
c. Life skills materials (e.g, newspapers, forms, applications)	1	2	3
d. Manipulative materials (e.g, games, puzzles)	1	2	3
e. Programmed instructional materials (students proceed at own pace)	1	2	3
f. Teacher-developed materials	1	2	3
g. Textbooks	1	2	3
h. Trade books (e.g., novels, biographies, non-fiction)	1	2	3
i. Vocational education equipment and materials	1	2	3
j. Workbooks and practice sheets	1	2	3

SECTION III. SCHOOL POLICY AND PRACTICES

26. Which of the following best describes admission policies for students in your school?

(CIRCLE ONE ON EACH LINE)

	Never	Exceptional cases only	Some only	All cases
a. Students in a particular geographic area (or district) attend this school.	0	1	2	3
b. Students in a particular geographic area (or district) are generally assigned to this school, but transfers are allowed.	0	1	2	3
c. Students are assigned from particular areas to achieve desired racial or ethnic composition in the school or school system.	0	1	2	3
d. Students are admitted to this school based on achievement entrance tests, auditions or other competitive criteria.	0	1	2	3
e. Students are admitted to this school based on a lottery or random selection.	0	1	2	3
f. Admittance is determined on a first-come, first-serve basis.	0	1	2	3
g. Admittance is based on recommendations by former principals, teachers or non-family members.	0	1	2	3
h. Admittance is based on student/parent preferences.	0	1	2	3
i. Admittance is based on student/parent ability to pay.	0	1	2	3
j. Other (PLEASE SPECIFY)	0	1	2	3

27. Does your school include grade 1?

Yes 1

No (SKIP TO Q. 29 ON PAGE 12) 2

28. Please indicate what percentage of your 1st grade students were in the following categories at the beginning of the school year.

Age 5 or younger _____ %
 Age 6 _____ %
 Age 7 or older _____ %

29. Indicate the importance your school gives to each of the following in setting grades for students (exclude special education students).

(CIRCLE ONE RESPONSE ON EACH LINE)

	Not Important	Somewhat Important	Very Important	Extremely Important	Not Applicable
a. Individual student's achievement relative to the rest of the class	1	2	3	4	5
b. Individual student's absolute level of achievement	1	2	3	4	5
c. Individual improvement or progress over past performance	1	2	3	4	5
d. Effort	1	2	3	4	5
e. Class participation	1	2	3	4	5
f. Completing homework assignments	1	2	3	4	5
g. Consistently attending class	1	2	3	4	5

30. What type of grading system is used in your school?

(CIRCLE ONLY ONE)

- a. Letter grade 1
- b. Grade-point 2
- c. Numerical scale 3
- d. Other 4

(If "OTHER", PLEASE DESCRIBE:)

31. What is the lowest passing grade in your school?

Lowest passing grade: _____

32. Please provide numerical estimates for the letter grade used in your school in the space provided below. If no letter grades are used or a numerical equivalent is not available, please indicate the grading scale equivalent that corresponds to the letter grades below under "Other grading system used".

(WRITE IN RANGE FOR EACH LETTER GRADE)

Numerical equivalent	Other Grading system Used
A = _____ to _____	_____
B = _____ to _____	_____
C = _____ to _____	_____
D = _____ to _____	_____
F = _____ to _____	_____

33. Which of the following statements describe your school's grade retention policy?

(CIRCLE ALL THAT APPLY.)

- a. We do not have a specific policy 1
- b. Students are retained due to a lack of maturity to continue to the next grade (e.g., lack of social/emotional skills) 2
- c. Students are retained due to academic deficiencies as assessed primarily by teachers (e.g., below grade level or failing course grades) 3
- d. Students may be promoted to the next grade, but required to repeat lower level courses. 4
- e. Students may be retained in grade but may be permitted to take some higher level courses 5
- f. Other (SPECIFY) _____ 6

SECTION IV. SCHOOL-COMMUNITY INTERFACE

34. Please indicate the degree to which the parents of your students are involved in the following activities relating to your school.

(CIRCLE ONE RESPONSE ON EACH LINE.)

	Very Involved	Somewhat Involved	Not Involved	Activity Not Offered
a. Meetings of the parent-teacher association	0	1	2	3
b. Other informal parent-teacher contacts	0	1	2	3
c. Meetings of parent advisory organization for special programs	0	1	2	3
d. Advising on the design of special programs	0	1	2	3
e. Participating in policy decisions	0	1	2	3
f. Evaluating the overall instructional program	0	1	2	3
g. Monitoring teachers	0	1	2	3
h. Serving as volunteers in the classroom	0	1	2	3
i. Serving as volunteers in the after school program	0	1	2	3
j. Serving as volunteers outside the classroom	0	1	2	3
k. Working as paid instructional aides	0	1	2	3
l. Fund raising and other support activities	0	1	2	3
m. Helping the students with school-work at home	0	1	2	3
n. Scheduling parent-teacher conferences for their own child(ren)	0	1	2	3

35. Please indicate which of the following occur at your school.

(CIRCLE ALL THAT APPLY.)

- a. Parents are given interim reports during grading periods 1
- b. Parents are requested to sign off on homework 2
- c. Parents are notified about children's ability group placements 3
- d. Parents are given written information about the goals and objectives of the regular instructional program 4
- e. Parents are mailed a school newsletter on a regular basis 5

36. What percentage of your students would you estimate live in a single parent home?
(Please give your best estimate).

(CIRCLE ONE)

- 0 - 9% 0
- 10% - 24% 1
- 25% - 39% 2
- 40% - 74% 3
- 75% - 90% 4
- 91% -100% 5

37. Indicate which of the following are offered at your school.

(CIRCLE ONE RESPONSE FOR EACH LINE.)

	<u>Offered</u>	<u>Not Offered</u>
a. School sports (softball, gymnastics, etc.)	1	2
b. Band or orchestra	1	2
c. Chorus or choir	1	2
d. Acting or dancing in school plays or musicals	1	2
e. Clubs	1	2
f. Student government	1	2
g. School newspaper/yearbook	1	2

38. Please indicate the degree to which each of the following is a problem with students in your school.

(CIRCLE ONE RESPONSE ON EACH LINE.)

	Not a problem	Minor problem	Moderate problem	Serious problem
a. Tardiness	1	2	3	4
b. Absenteeism	1	2	3	4
c. Class cutting	1	2	3	4
d. Physical conflicts among students	1	2	3	4
e. Gang activity	1	2	3	4
f. Robbery or theft	1	2	3	4
g. Vandalism	1	2	3	4
h. Lack of parental supervision	1	2	3	4
i. Inadequate nutrition	1	2	3	4
j. Lack of proper rest	1	2	3	4
k. Insufficient clothing	1	2	3	4
l. Use of alcohol	1	2	3	4
m. Use of illegal drugs	1	2	3	4
n. Use of legal drugs (e.g., diet pills, NoDoz)	1	2	3	4
o. Possession of weapons	1	2	3	4
p. Physical abuse of teachers	1	2	3	4
q. Verbal abuse of teachers	1	2	3	4
r. Students' verbal abuse of each other	1	2	3	4
s. Racial/ethnic conflict among students	1	2	3	4
t. Teenage pregnancy	1	2	3	4
u. Substance abuse by other family members	1	2	3	4

39. Please estimate the percentage of students in this school who are in the following categories.

- a. Total students bussed _____ %
- b. Students bussed for racial balance _____ %
- c. Students who walk to school _____ %

40. To what extent are the following characteristics true about the environment surrounding the school?

(CIRCLE ONE RESPONSE FOR EACH LINE.)

	Frequently	Sometimes	Rarely	Never
a. People other than this school's students and faculty loiter outside the school	1	2	3	4
b. Outside noises and other distractions interfere with learning	1	2	3	4
c. A security guard or police officer patrols the school during the school day	1	2	3	4
d. Vehicle traffic is a safety problem	1	2	3	4
e. Neighborhood crime is a safety problem	1	2	3	4

SECTION V. FINAL INSTRUCTIONS

41. Please enclose the completed questionnaire in the mailing envelope provided.

**WE APPRECIATE YOUR COOPERATION AND THANK YOU IN ADVANCE
FOR YOUR TIME AND ATTENTION.**

