

Appendix H

Question-By-Question Specifications for School Questionnaires

2000 QUESTION-BY-QUESTION SPECIFICATIONS
SCHOOL CHARACTERISTICS AND POLICIES QUESTIONNAIRE
GRADE 4

1. What type of school is this? Fill in ovals for all that apply.

- (A) Regular elementary school
- (B) A regular school with a magnet program
- (C) A magnet school or a school with a special program emphasis, e.g., science/math school, performing arts school, talented/gifted school, foreign language immersion school, etc.
- (D) Special education: a school that primarily serves students with disabilities
- (E) Alternative: a school that offers a curriculum designed to provide alternative or nontraditional education, not clearly categorized as regular or special education
- (F) Private (independent)
- (G) Private (religiously affiliated)
- (H) Charter school
- (I) Privately run public school
- (J) Other _____

“Regular elementary school” refers to a public elementary school that does not meet any of the criteria for the other choices listed. “A regular school with a magnet program” refers to a school with a magnet program, whether or not the 4th grade is involved in this program, in addition to programs traditionally offered by public elementary schools, for example, a school with a special science program. “A magnet school or a school with a special program” is specifically defined as a school that is designed around an area of specialization and also delivers the standard academic program to its students. “Special education” is for a school whose mission is predominantly special education; any other type of school with a special education program would fit into one of the other categories. “Alternative” schools (choice E) may be either publicly or privately funded. “Private (independent)” (choice F) is for those schools that are privately owned and administered and which are funded almost entirely by private tuition, donations, and grants, unless the school is affiliated with a religious institution; in that case, choice G is appropriate. “Private (religiously affiliated)” (choice G) refers to schools associated with religious organizations and not administered by a public agency. “Charter school” refers to schools operating with public funding but having greater autonomy than traditional public schools. “Privately run public school” refers to schools run by private organizations with public funding. “Other” refers to a public elementary school that does not meet any of the criteria for the other choices listed. If you select “Other”, please specify your type of school.

2. Our school year has _____ days.

The number given here should be the total number of days for which instruction is scheduled.

3. Which of the following best describes how the fourth grades in your school are organized for instruction? Fill in one oval.

- (A) Self-contained. Students stay with the same teacher for all academic subjects.
- (B) Departmentalized. Students have different teachers in most or all academic subjects.
- (C) Regrouped. Students remain with one teacher for most subjects but may have a different teacher for one or two subjects.

"Self-contained" does not mean students stay in the same classroom for all instruction; this is the correct choice if the students receive instruction in all subjects from a single teacher or the same team of teacher(s)/aide(s). "Departmentalized" is for schools in which 4th grade teachers specialize in subject areas. "Regrouped" should be selected if students have a different teacher for one or two subjects, such as music and physical education, but remain with the same teacher for most of the day.

4. Are fourth graders typically assigned to classes by ability and/or achievement levels (so that some classes are higher in average ability and/or achievement levels than others)?

- (A) Yes, by mathematics ability
- (B) Yes, by reading ability
- (C) Yes, by general ability
- (D) No

Self-explanatory.

5. During each week, how much time does the typical student in grade 4 in your school receive instruction in each of these subjects? Fill in one oval on each line

| | Less than 1 hour | At least 1 hour but less than 2 hours | At Least 2 hours but less than 3 hours | 3 hours or more |
|----------------|---------------------|--|---|--------------------|
| a. Mathematics | (A) | (B) | (C) | (D) |
| b. Science | (A) | (B) | (C) | (D) |
| c. Reading | (A) | (B) | (C) | (D) |

A "typical" student is defined as one who is grouped in the same way and receives the same instruction as the majority of students in his or her class.

6. Are computers available to students in your classes in any of the following ways? Fill in one oval on each line.

| | Yes | No |
|---|-----|-----|
| a. Available all the time in classrooms | (A) | (B) |
| b. Grouped in a separate computer laboratory available to classes | (A) | (B) |
| c. Available to bring to classrooms when needed | (A) | (B) |

This question refers to the ways in which computers are available to students in classes at your school. "Available in all classrooms" means the computers are located in all 4th grade classrooms and are available to students in these classrooms at all times. "Grouped in a separate computer laboratory available to classes" means that computers are located in a space such as a computer lab, library, or classroom where students can go to use them. Answer "Yes" to every choice that applies to computer availability in your school.

7. Do fourth graders in your school participate in school-sponsored extracurricular activities such as clubs, competitions, fairs, or exhibits in any of the following areas? Fill in one oval on each line.

| | Yes | No |
|----------------|-----|-----|
| a. Mathematics | (A) | (B) |
| b. Science | (A) | (B) |
| c. Reading | (A) | (B) |

Answer "Yes" for each subject in which 4th graders participate in such activities outside of regular instructional time for the subject.

8. Does your school do any of the following to involve parents? Fill in one oval on each line.

| | Yes, routinely | Yes, occasionally | No |
|--|-------------------|----------------------|-----|
| a. Use parents as aides in classrooms | (A) | (B) | (C) |
| b. Have parents review or sign students' homework | (A) | (B) | (C) |
| c. Assign homework for students to do with parents | (A) | (B) | (C) |
| d. Have a parent volunteer program | (A) | (B) | (C) |
| e. Offer special classes or workshops for parents | (A) | (B) | (C) |
| f. Have parents as guest teachers | (A) | (B) | (C) |

For each of the activities listed above, select "A" if parent involvement is on a frequent basis as a part of regular school activities. Select "B" if such parent involvement is infrequent but ongoing. Select "C" if parents are never involved in these activities at the present time.

9. In your school, approximately what percentage of the parents do each of the following? Fill in one oval on each line.

- | | 0-25% | 26-50% | 51-75% | 76-100% |
|--|-------|--------|--------|---------|
| a. Participate in a parent-teacher organization | (A) | (B) | (C) | (D) |
| b. Participate in open houses or back-to-school nights | | | | |
| c. Participate in parent-teacher conferences | | | | |
| d. Are involved in making school curriculum decisions | | | | |
| e. Participate in volunteer programs | | | | |

Select the percentage that represents the number of parents involved in each of the activities listed above on a regular basis.

10. To what degree is each of the following a problem in your school? Fill in one oval on each line.

This question addresses the degree to which various problems occur in your school. The problems need not involve 4th grade students specifically. "Serious" means that the problem occurs frequently and/or affects day-to-day operations in your school. "Moderate" means that the problem occurs sometimes, but typically does not affect day-to-day operations in your school. "Minor" means that the problem occurs only occasionally in your school. "Not a problem" means that the problem never or hardly ever occurs in your school.

- | | Serious | Moderate | Minor | Not a Problem |
|--------------------------------------|---------|----------|-------|---------------|
| a. Student absenteeism | (A) | (B) | (C) | (D) |
| b. Student tardiness | | | | |
| c. Physical conflicts among students | | | | |
| d. Teacher absenteeism | | | | |
| e. Racial or cultural conflicts | | | | |
| f. Student health problems | | | | |
| g. Lack of parent involvement | | | | |
| h. Student use of alcohol | | | | |
| i. Student use of tobacco | | | | |
| j. Student use of drugs | | | | |
| k. Gang activities | | | | |

- l. Student misbehavior in class
- m. Cheating
- n. Physical conflicts between students and teachers
- o. Vandalism

“Student absenteeism” refers to excessive student absences (unexcused or excused) on a typical school day. “Student tardiness” refers to excessive student lateness to school on a typical school day. “Physical conflicts among students” refers to incidents in which students are involved in physical altercations with each other. “Teacher absenteeism” refers to excessive teacher absences (unexpected or planned) on a typical school day. “Racial or cultural conflicts” refers to conflicts that erupt as a result of racial or cultural misunderstanding or disharmony. Such conflicts may occur between students, or they may occur between students and teachers or staff. “Student health problems” refers to health problems (such as flu epidemics, chickenpox, etc.) that affect a large number of students and/or interfere with the school’s day-to-day operations. “Lack of parent involvement” refers to a lack of parents’ interest or involvement in students’ academic progress or in the school’s efforts to create a social environment for students, such that it interferes with the school’s operations or morale. “Student use of alcohol” refers to students being intoxicated at school or showing the effects of a drinking problem such that it interferes with the operation of classes or of the school. This does not refer specifically to 4th grade students but to any students enrolled in the school. “Student use of tobacco” refers to any students using tobacco on school property. “Student use of drugs” refers to the sale, possession, or use of drugs by students on school property and/or students showing the effects of drug abuse such that it interferes with the operation of classes or the school. This does not refer specifically to 4th graders but to the entire school. “Gang activities” refers to organized, unlawful, or antisocial activities by a group of students that affects the school’s operations or morale. “Student misbehavior in class” refers to a student or group of students engaging in unacceptable behavior in class that interferes with the operation and/or morale of the class. “Cheating” refers to students violating classroom rules on a quiz, test, or examination by looking at another student’s answers, using information about the material being tested during the test without the teacher’s knowledge or permission, or wrongfully obtaining test materials prior to the test’s administration. “Physical conflicts between teachers and students” refers to incidents in which students and teachers are involved in physical altercations with each other. “Vandalism” refers to the defacement or destruction of school property by students or others.

11. How would you characterize each of the following within your school? Fill in one oval on each line.

| | Very Positive | Somewhat Positive | Somewhat Negative | Very Negative |
|--|------------------|----------------------|----------------------|------------------|
| | (A) | (B) | (C) | (D) |
| a. Morale of teachers | | | | |
| b. Students’ attitudes toward academic achievement | | | | |
| c. Parental support for student achievement | | | | |
| d. Teachers’ expectations for student achievement | | | | |
| e. Regard for school property | | | | |

This question refers to various attitudes and expectations at your school. "Morale of teachers" refers to the degree to which teachers have a positive outlook about the school and their role in it. "Students' attitudes toward academic achievement" refers to the degree to which students in the school value academic achievement. "Parental support for student achievement" refers to the degree to which parents value student achievement and make that evident, either formally (through involvement with parent-teacher organizations, assistance with school activities, etc.) or informally through positive feedback to their own and others' children. "Teachers' expectations for student achievement" refers to the goals and expectations teachers set for their students and the degree to which they make them evident, either formally or informally. "Regard for school property" refers to the degree to which students and teachers or staff value school property, as evidenced by the absence of or disregard for vandalism of school property or the presence of programs or efforts to keep up or beautify school property.

- 12. About what percentage of your students is absent on an average day? (Include excused and unexcused absences in calculating this rate.)**

- (A) 0-2%
- (B) 3-5%
- (C) 6-10%
- (D) More than 10%

For this question, "average day" is defined as a regular, full school day.

- 13. About what percentage of your teachers is absent on an average day? (Include all absences in calculating this rate.)**

- (A) 0-2%
- (B) 3-5%
- (C) 6-10%
- (D) More than 10%

For this question, calculate the percentage of teacher absences (unexpected and planned) on a regular, full school day.

- 14. About what percentage of students who are enrolled at the beginning of the school year is still enrolled at the end of the school year? (Exclude students who transfer into the school during the school year in figuring this rate.)**

- (A) 98-100%
- (B) 95-97%
- (C) 90-94%
- (D) 80-89%
- (E) 70-79%
- (F) 60-69%
- (G) 50-59%

(H) Less than 50%

For this question, you should choose the percentage that represents a typical (not anomalous, for whatever reason) year at your school. If the percentage of students last year who were enrolled at the beginning of the school year and were still enrolled at the end of the school year is typical for your school, you should use that percentage.

15. About what percentage of this year's fourth graders was held back and is repeating fourth grade?

- (A) 0%
- (B) 1-2%
- (C) 3-5%
- (D) 6-10%
- (E) More than 10%

For this question, you should choose the option that best represents the percentage of fourth graders in your school who were held back and are repeating the fourth grade in the current (1999-2000) academic year.

16. Of the full-time teachers who started in your school last year, what percentage left before the end of the school year?

- (A) 0%
- (B) 1-2%
- (C) 3-5%
- (D) 6-10%
- (E) 11-15%
- (F) 16-20%
- (G) More than 20%

For this question, you should choose the option that best represents the percentage of teachers in your school who left (or were absent for more than a month, even if they returned to the school) before the end of the school year last year (i.e., the 1998-1999 academic year).

17. What is the current enrollment in your school?

For this question, you should enter the number that represents the current (1999-2000 academic year) enrollment in your school at the time of the assessment (i.e., if the assessment is administered at your school in February 2000, you should give the enrollment at that time).

18. What is the current enrollment in the fourth grade?

—, — — —

For this question, you should enter the number that represents the **current** (1999-2000 academic year) **4th grade enrollment** in your school at the time of the assessment (i.e., if the assessment is administered at your school in February 2000, you should give the **4th grade enrollment** at that time).

19. Does your school participate in the National School Lunch Program?

(A) Yes

(B) No

For this question, answer "Yes" if your school is participating in the National School Lunch Program at the time of the assessment.

20. During this school year, about what percentage of students in your school was eligible to receive a free or reduced-price lunch through the National School Lunch Program?

(A) 0%

(B) 1-5%

(C) 6-10%

(D) 11-25%

(E) 26-50%

(F) 51-75%

(G) 76-79%

(H) 100%

For this question, you should select the percentage range that best represents the total number of students in your school who are participating in the National School Lunch Program at the time of the assessment.

21. Does your school receive Chapter 1/Title 1 funding? (Chapter 1 is a federally funded program which provides educational services, such as remedial reading or remedial math, to children who live in areas with high concentrations of low-income families.)

(A) Yes

(B) No

For this question, you should choose "Yes" if your school is receiving Chapter 1/Title 1 funding at the time of the assessment.

22. Approximately what percentage of students in your school receives the following services? Fill in one oval on each line. Students who receive more than one service should be counted for each service they receive. Please report the percentage of students who receive each of the following services as of the day you respond to this questionnaire.

| | None | 1-5% | 6-10% | 11-25% | 26-50% | 51-75% | 76-90% | Over 90% |
|--|------|------|-------|--------|--------|--------|--------|----------|
| | (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) |
| a. Chapter 1/Title 1 funding | | | | | | | | |
| b. Remedial reading instruction | | | | | | | | |
| c. Remedial writing instruction | | | | | | | | |
| d. Gifted and talented program | | | | | | | | |
| e. Bilingual education | | | | | | | | |
| f. English-as-a-second language instruction (not in a bilingual education program) | | | | | | | | |
| g. Special education | | | | | | | | |

"Chapter 1/Title 1 funding" refers to federally funded programs that provide educational services to students who live in areas with high concentrations of low-income families. "Remedial reading instruction" is defined as instruction designed to improve the reading skills of lower-achieving students and/or bring students who lack grade-appropriate reading skills up to grade level. "Remedial writing instruction" is defined as instruction designed to improve the writing skills of lower-achieving students and/or bring students who lack grade-appropriate writing skills up to grade level. A "gifted and talented program" is defined as a program designed for students who have been identified as having a high aptitude for the subject being taught in the program. "Bilingual education" is defined as instruction conducted in the student's native language (other than English). "English-as-a-second-language instruction" is defined as instruction (often supplementary) designed for students who are acquiring English language skills, or whose English language skills are limited, and whose native language is not English. "Special education" is defined as instruction specifically designed for students with learning, mental, or physical disabilities.

2000 QUESTION-BY-QUESTION SPECIFICATIONS
SCHOOL CHARACTERISTICS AND POLICIES QUESTIONNAIRE
GRADE 8

1. What type of school is this? Fill in ovals for all that apply.

- (A) Regular middle or secondary school
- (B) A regular school with a magnet program
- (C) A magnet school or a school with a special program emphasis, e.g., science/math school, performing arts high school, talented/gifted school, foreign language immersion school, etc.
- (D) Special education: a school that primarily serves students with disabilities
- (E) Alternative: a school that offers a curriculum designed to provide alternative or nontraditional education, not clearly categorized as regular or special education
- (F) Private (independent)
- (G) Private (religiously affiliated)
- (H) Charter school
- (I) Privately run public school
- (J) Other _____

“Regular middle or secondary school” refers to a public middle or secondary school that does not meet any of the criteria for the other choices listed. “A regular school with a magnet program” refers to a school with a magnet program, whether or not the 8th grade is involved in this program, in addition to programs traditionally offered by public elementary schools, for example, a school with a special science program. “A magnet school or a school with a special program” is specifically defined as a school that is designed around an area of specialization and also delivers the standard academic program to its students. “Special education” is for a school whose mission is predominantly special education; any other type of school with a special education program would fit into one of the other categories. “Alternative” schools (choice E) may be either publicly or privately funded. “Private (independent)” (choice F) is for those schools that are privately owned and administered and which are funded almost entirely by private tuition, donations, and grants, unless the school is affiliated with a religious institution; in that case, choice G is appropriate. “Private (religiously affiliated)” (choice G) refers to schools associated with religious organizations and not administered by a public agency. “Charter school” refers to schools operating with public funding but having greater autonomy than traditional public schools. “Privately run public school” refers to schools run by private organizations with public funding. “Other” refers to a public school that does not meet any of the criteria for the other choices listed. If you select “Other”, please specify a descriptive title for your type of school.

2. If this school uses block scheduling for most core courses, indicate which general type of block scheduling is used.

(A) This school does not use block scheduling.

(B) Each core course is taught throughout the school year, but on only about half the days.

(C) Each core course is taught for half the year, on all five days.

(D) Each core course is taught in quarters, on all five days.

(E) This school uses a type of block scheduling that does not fit into the broad categories above.

"Block scheduling" is defined as scheduling fewer subjects during a given period of time in order to extend the instructional time devoted to each subject and/or core course.

3. Our school year has _____ days.

The number given here would be the total number of days for which instruction is scheduled.

4. Which of the following best describes how the eighth grades in your school are organized for instruction? Fill in one oval.

(A) Self-contained. Students stay with the same teacher for all academic subjects.

(B) Semi-departmentalized. Students are taught by different teachers in some of their subjects.

(C) Departmentalized. Students have different teachers for most or all academic subjects.

"Self-contained" does not mean students stay in the same classroom for all instruction; this is the correct choice if the students receive instruction in all subjects from a single teacher or the same team of teacher(s)/aide(s). "Semi-departmentalized" is the correct choice if students have a different teacher for one to three subjects. "Departmentalized" is for schools in which the majority of subjects are taught by different teachers.

5. Are eighth-grade students typically assigned to classes by ability and/or achievement levels (so that some classes are higher in average ability and/or achievement levels than others) in any of the following subjects? Fill in one oval on each line.

Yes No

a. Mathematics (A) (B)

b. Science

If students are grouped specifically by both mathematics and science ability, answer "Yes" on both lines.

6. During each week, how much time does the typical student in grade 8 in your school receive instruction in each of these subjects? Fill in one oval on each line.

| | Less than 1 hour | At least 1 hour but less than 2 hours | At Least 2 hours but less than 3 hours | 3 hours or more |
|----------------|---------------------|--|---|--------------------|
| a. Mathematics | (A) | (B) | (C) | (D) |
| b. Science | | | | |

A "typical" student is defined as one who is grouped in the same way and receives the same instruction as the majority of students in his or her class.

7. Does your school offer eighth-grade students a course in algebra for high school course placement or credit?

(A) Yes

(B) No

For this question, answer "Yes" if the course is used for either placement or credit.

8. Are computers available to students in your classes in any of the following ways? Fill in one oval on each line.

| | Yes | No |
|---|-----|-----|
| a. Available all the time in classrooms | (A) | (B) |
| b. Grouped in a separate computer laboratory available to classes | | |
| c. Available to bring to classrooms when needed | | |

This question refers to the ways in which computers are available to students in classes at your school. "Available in all classrooms" means the computers are located in all 8th grade classrooms and are available to students in these classrooms at all times. "Grouped in a separate computer laboratory available to classes" means that computers are located in a space such as a computer lab, library, or classroom where students can go to use them. Answer "Yes" to every choice that applies to computer availability in your school.

9. Do eighth graders in your school participate in school-sponsored extracurricular activities such as clubs, competitions, fairs, or exhibits in any of the following areas? Fill in one oval on each line.

| | Yes | No |
|----------------|-----|-----|
| a. Mathematics | (A) | (B) |
| b. Science | | |

Answer "Yes" for each subject in which 8th graders participate in such activities outside of regular instructional time for the subject.

10. Does your school do any of the following to involve parents? Fill in one oval on each line.

| | Yes, routinely | Yes, occasionally | No |
|--|-------------------|----------------------|-----|
| a. Use parents as aides in classrooms | (A) | (B) | (C) |
| b. Have parents review or sign students' homework | | | |
| c. Assign homework for students to do with parents | | | |
| d. Have a parent volunteer program | | | |
| e. Offer special classes or workshops for parents | | | |
| f. Have parents as guest teachers | | | |

For each of the activities listed above, select "A" if parent involvement is on a frequent basis as a part of regular school activities. Select "B" if such parent involvement is infrequent but ongoing. Select "C" if parents are never involved in these activities at the present time.

11. In your school, approximately what percentage of the parents do each of the following? Fill in one oval on each line.

| | 0-25% | 26-50% | 51-75% | 76-100% |
|--|-------|--------|--------|---------|
| a. Participate in a parent-teacher organization | (A) | (B) | (C) | (D) |
| b. Participate in open houses or back-to-school nights | | | | |
| c. Participate in parent-teacher conferences | | | | |
| d. Are involved in making school curriculum decisions | | | | |
| e. Participate in volunteer programs | | | | |

Select the percentage which represents the number of parents involved in each of the activities listed above on a regular basis.

12. To what degree is each of the following a problem in your school? Fill in one oval on each line.

This question addresses the degree to which various problems occur in your school. The problems need not involve 8th grade students specifically. "Serious" means that the problem occurs frequently and/or affects day-to-day operations in your school. "Moderate" means that the problem occurs sometimes, but typically does not affect day-to-day operations in your school. "Minor" means that the problem occurs only occasionally in your school. "Not a problem" means that the problem never or hardly ever occurs in your school.

| | Serious | Moderate | Minor | Not a Problem |
|---|---------|----------|-------|---------------|
| | (A) | (B) | (C) | (D) |
| a. Student absenteeism | | | | |
| b. Student tardiness | | | | |
| c. Physical conflicts among students | | | | |
| d. Teacher absenteeism | | | | |
| e. Racial or cultural conflicts | | | | |
| f. Student health problems | | | | |
| g. Lack of parent involvement | | | | |
| h. Student use of alcohol | | | | |
| i. Student use of tobacco | | | | |
| j. Student use of drugs | | | | |
| k. Gang activities | | | | |
| l. Student misbehavior in class | | | | |
| m. Cheating | | | | |
| n. Physical conflicts between students and teachers | | | | |
| o. Vandalism | | | | |

“Student absenteeism” refers to excessive student absences (unexcused or excused) on a typical school day. “Student tardiness” refers to excessive student lateness to school on a typical school day. “Physical conflicts among students” refers to incidents in which students are involved in physical altercations with each other. “Teacher absenteeism” refers to excessive teacher absences (unexpected or planned) on a typical school day. “Racial or cultural conflicts” refers to conflicts that erupt as a result of racial or cultural misunderstanding or disharmony. Such conflicts may occur between students, or they may occur between students and teachers or staff. “Student health problems” refers to health problems (such as flu epidemics, chickenpox, etc.) that affect a large number of students and/or interfere with the school’s day-to-day operations. “Lack of parent involvement” refers to a lack of parents’ interest or involvement in students’ academic progress or in the school’s efforts to create a social environment for students, such that it interferes with the school’s operations or morale. “Student use of alcohol” refers to students being intoxicated at school or showing the effects of a drinking problem such that it interferes with the operation of classes or of the school. This does not refer specifically to 8th grade students but to any students enrolled in the school. “Student use of tobacco” refers to any students using tobacco on school property. “Student use of drugs” refers to the sale, possession, or use of drugs by students on school property and/or students showing the effects of drug abuse such that it interferes with the operation of classes or the school. This does not refer specifically to 8th graders but to the entire school. “Gang activities” refers to organized, unlawful, or antisocial activities by a group of students that affects the school’s operations or morale. “Student misbehavior in class” refers to a student or group of students engaging in unacceptable behavior in class that interferes with the operation and/or morale of the class. “Cheating” refers to students violating classroom rules on a quiz, test, or examination by looking at another student’s answers, using information about the material being tested during the test without the teacher’s knowledge or permission, or wrongfully obtaining test materials prior to the test’s administration. “Physical conflicts between teachers and students” refers to incidents in which students and teachers are

involved in physical altercations with each other. "Vandalism" refers to the defacement or destruction of school property by students or others.

13. How would you characterize each of the following within your school? Fill in one oval on each line.

- | | Very
Positive | Somewhat
Positive | Somewhat
Negative | Very
Negative |
|--|------------------|----------------------|----------------------|------------------|
| a. Morale of teachers | (A) | (B) | (C) | (D) |
| b. Students' attitudes toward academic achievement | | | | |
| c. Parental support for student achievement | | | | |
| d. Teachers' expectations for student achievement | | | | |
| e. Regard for school property | | | | |

This question refers to the status of various attitudes and expectations at your school. "Morale of teachers" refers to the degree to which teachers have a positive outlook about the school and their role in it. "Students' attitudes toward academic achievement" refers to the degree to which students in the school value academic achievement. "Parental support for student achievement" refers to the degree to which parents value student achievement and make that evident, either formally (through involvement with parent-teacher organizations, assistance with school activities, etc.) or informally through positive feedback to their own and others' children. "Teachers' expectations for student achievement" refers to the goals and expectations teachers set for their students and the degree to which they make them evident, either formally or informally. "Regard for school property" refers to the degree to which students and teachers or staff value school property, as evidenced by the absence of disregard for or vandalism of school property or the presence of programs or efforts to keep up or beautify school property.

14. About what percentage of your students is absent on an average day?
(Include excused and unexcused absences in calculating this rate.)

- (A) 0-2%
- (B) 3-5%
- (C) 6-10%
- (D) More than 10%

For this question, "average day" is defined as a regular, full school day.

**15. About what percentage of your teachers is absent on an average day?
(Include all absences in calculating this rate.)**

- (A) 0-2%
- (B) 3-5%
- (C) 6-10%
- (D) More than 10%

Calculate the percentage of teacher absences (unexpected and planned) on a typical school day.

16. About what percentage of students who are enrolled at the beginning of the school year is still enrolled at the end of the school year? (Exclude students who transfer into the school during the school year in figuring this rate.)

- (A) 98-100%
- (B) 95-97%
- (C) 90-94%
- (D) 80-89%
- (E) 70-79%
- (F) 60-69%
- (G) 50-59%
- (H) Less than 50%

For this question, you should choose the percentage that represents a typical (not anomalous, for whatever reason) year at your school. If the percentage of students last year who were enrolled at the beginning of the school year and were still enrolled at the end of the school year is typical for your school, you should use that percentage.

17. About what percentage of this year's eighth graders was held back and is repeating eighth grade?

- (A) 0%
- (B) 1-2%
- (C) 3-5%
- (D) 6-10%
- (E) More than 10%

For this question, you should choose the option that best represents the percentage of eighth graders in your school who were held back and are repeating the eighth grade in the current (1999-2000) academic year.

18. Of the full-time teachers who started in your school last year, what percentage left before the end of the school year?

- (A) 0%
- (B) 1-2%
- (C) 3-5%
- (D) 6-10%
- (E) 11-15%
- (F) 16-20%
- (G) More than 20%

For this question, you should choose the option that best represents the percentage of teachers in your school who left (or were absent for more than one month, even if they returned to the school) before the end of the school year last year (i.e., the 1998-1999 academic year).

19. What is the current enrollment in your school?

For this question, you should enter the number that represents the current (1999-2000 academic year) enrollment in your school at the time of the assessment (i.e., if the assessment is administered at your school in February 2000, you should give the enrollment at that time).

20. What is the current enrollment in the eighth grade?

For this question, you should enter the number that represents the current (1999-2000 academic year) 8th grade enrollment in your school at the time of the assessment (i.e., if the assessment is administered at your school in February 2000, you should give the 8th grade enrollment at that time).

21. Does your school participate in the National School Lunch Program?

- (A) Yes
- (B) No

For this question, choose "Yes" if your school is participating in the National School Lunch Program at the time of the assessment.

**f. English-as-a-second
language instruction
(not in a bilingual
education program)**

g. Special education

“Remedial reading instruction” is defined as instruction designed to improve the reading skills of lower-achieving students and/or bring students who lack grade-appropriate reading skills up to grade level. “Remedial writing instruction” is defined as instruction to improve the writing skills of lower-achieving students and/or bring students who lack grade-appropriate writing skills up to grade level. A “gifted and talented program” is defined as a program designed for students who have been identified as having a high aptitude for the specific subject being taught in the program. “Bilingual education” is defined as instruction conducted in the student’s native language (other than English). “English-as-a-second-language instruction” is defined as instruction (often supplementary) designed for students who are acquiring English language skills, or whose English language skills are limited, and whose native language is not English. “Special education” is defined as instruction specifically designed for students with learning, mental, or physical disabilities.

2000 QUESTION-BY-QUESTION SPECIFICATIONS
SCHOOL CHARACTERISTICS AND POLICIES QUESTIONNAIRE
GRADE 12

1. What type of school is this? Fill in ovals for all that apply.

- (A) Regular secondary school
- (B) A regular school with a magnet program
- (C) A magnet school or a school with a special program emphasis, e.g., science/math school, performing arts high school, talented/gifted school, foreign language immersion school, etc.
- (D) Special education: a school that primarily serves students with disabilities
- (E) Vocational/technical: a school that primarily serves students being trained for occupations
- (F) Alternative: a school that offers a curriculum designed to provide alternative or nontraditional education, not clearly categorized as regular or special education
- (G) Private (independent)
- (H) Private (religiously affiliated)
- (I) Charter school
- (J) Privately run public school
- (K) Other _____

“Regular secondary school” refers to a public secondary school that does not meet any of the criteria for the other choices listed. “A regular school with a magnet program” refers to a school with a magnet program, whether or not the 12th grade is involved in this program, in addition to programs traditionally offered by public elementary schools, for example, a school with a special science program. “A magnet school or a school with a special program” is specifically defined as a school that is designed around an area of specialization and also delivers the standard academic program to its students. “Special education” is for a school whose mission is predominantly special education; any other type of school with a special education program would fit into one of the other categories. “Vocational/technical” refers to a school whose primary mission is preparing students for the trades, e.g., auto repair, carpentry, cooking, etc. “Alternative” schools (choice F) may be either publicly or privately funded. “Private (independent)” (choice G) is for those schools that are privately owned and administered and which are funded almost entirely by private tuition, donations, and grants, unless the school is affiliated with a religious institution; in that case, choice H is appropriate. “Private (religiously affiliated)” (choice H) refers to schools associated with religious organizations and not administered by a public agency. “Charter school” refers to schools operating with public funding but having greater autonomy than traditional public schools. “Privately run public school” refers to schools run by private organizations with public funding. “Other” refers to a public school that does not meet any of the criteria for the other choices listed. If you select “Other”, please specify a descriptive title for your type of school.

2. If this school uses block scheduling for most core courses, indicate which general type of block scheduling is used.

(A) This school does not use block scheduling.

(B) Each core course is taught throughout the school year, but on only about half the days.

(C) Each core course is taught for half the year, on all five days.

(D) Each core course is taught in quarters, on all five days.

(E) This school uses a type of block scheduling that does not fit into the broad categories above.

"Block scheduling" is defined as scheduling fewer subjects during a given period of time in order to extend the instructional time devoted to each subject and/or core course.

3. Our school year has _____ days.

The number given here would be the total number of full days for which instruction is scheduled and all students are expected to be in attendance.

4. Are twelfth-grade students typically assigned to classes by ability and/or achievement levels (so that some classes are higher in average ability and/or achievement levels than others) in any of the following subjects? Fill in one oval on each line.

Yes No

a. Mathematics (A) (B)

b. Science

If students are grouped specifically by both mathematics and science ability, answer "Yes" on both lines.

5. Beginning with ninth grade, how many years (or Carnegie-unit equivalents) of course work does your school or district require of each student in each of the following subject areas for graduation this year? Fill in one oval on each line.

None ½ year 1 year 2 years 3 years 4 years More than 4 yrs.

a. Mathematics (A) (B) (C) (D) (E) (F) (G)

b. Science

Answer for the current academic year, i.e., the one in which the assessment is given: 1999-2000.

6. Are courses of at least one semester in length taught in your school in each of the following subjects? Fill in one oval on each line.

SCIENCE

Yes No

- a. Advanced biology (beyond an introductory course) (A) (B)
- b. Advanced chemistry (beyond an introductory course)
- c. Advanced physics (beyond an introductory course)

MATHEMATICS

- d. Calculus
- e. Trigonometry
- f. Precalculus, third-year algebra,
elementary functions, or analysis
- g. Probability and/or statistics

On each line, fill in ovals only for those courses offered by your school.

7. Are students in your school required to pass a district or state test of any of the following subjects in order to graduate? Fill in one oval on each line.

Yes No

- a. Mathematics (A) (B)
- b. Science

Answer "Yes" only if such tests are required for graduation.

8. Are computers available to students in your classes in any of the following ways? Fill in one oval on each line.

Yes No

- a. Available all the time in classrooms (A) (B)
- b. Grouped in a separate computer
laboratory available to classes
- c. Available to bring to classrooms when needed

This question refers to the ways in which computers are available to students in classes at your school. "Available in all classrooms" means the computers are located in all 12th grade classrooms and are available to students in these classrooms at all times. "Grouped in a separate computer laboratory available to classes" means that computers are located in a space such as a computer lab, library, or classroom where students can go to use them. Answer "Yes" to every choice that applies to computer availability in your school.

9. Do twelfth graders in your school participate in school-sponsored extracurricular activities such as clubs, competitions, fairs, or exhibits in any of the following areas? Fill in one oval on each line.

- | | Yes | No |
|----------------|-----|-----|
| a. Mathematics | (A) | (B) |
| b. Science | | |

Answer "Yes" for each subject in which 12th graders participate in such activities outside of regular instructional time for the subject.

10. How many students in your school are currently enrolled in Advanced Placement courses in the following subjects? Fill in one oval on each line.

- | | None | 1-10 | 11-25 | 26-50 | 51-75 | 76-99 | 100 or more |
|--|------|------|-------|-------|-------|-------|-------------|
| a. Science (biology chemistry, or physics) | (A) | (B) | (C) | (D) | (E) | (F) | (G) |
| b. Calculus | | | | | | | |
| c. Statistics | | | | | | | |

"Advanced Placement" is defined as a course that follows the curriculum provided through the Advanced Placement program offered by the College Board.

11. In your school, approximately what percentage of the parents do each of the following? Fill in one oval on each line.

- | | 0-25% | 26-50% | 51-75% | 76-100% |
|--|-------|--------|--------|---------|
| a. Participate in a parent-teacher organization | (A) | (B) | (C) | (D) |
| b. Participate in open houses or back-to-school nights | | | | |
| c. Participate in parent-teacher conferences | | | | |
| d. Are involved in making school curriculum decisions | | | | |
| e. Participate in volunteer programs | | | | |

Select the percentage which represents the number of parents involved in each of the activities listed above on a regular basis.

12. To what degree is each of the following a problem in your school? Fill in one oval on each line.

This question addresses the degree to which various problems occur in your school. The problems need not involve 12th grade students specifically. "Serious" means that the problem occurs frequently and/or affects day-to-day operations in your school. "Moderate" means that the problem occurs sometimes, but typically does not affect day-to-day operations in your school. "Minor" means that the problem occurs only occasionally in your school. "Not a problem" means that the problem never or hardly ever occurs in your school.

| | Serious | Moderate | Minor | Not a Problem |
|---|---------|----------|-------|------------------|
| a. Student absenteeism | (A) | (B) | (C) | (D) |
| b. Student tardiness | | | | |
| c. Physical conflicts among students | | | | |
| d. Teacher absenteeism | | | | |
| e. Racial or cultural conflicts | | | | |
| f. Student health problems | | | | |
| g. Lack of parent involvement | | | | |
| h. Student use of alcohol | | | | |
| i. Student use of tobacco | | | | |
| j. Student use of drugs | | | | |
| k. Gang activities | | | | |
| l. Student misbehavior in class | | | | |
| m. Cheating | | | | |
| n. Physical conflicts between students and teachers | | | | |
| o. Vandalism | | | | |

"Student absenteeism" refers to excessive student absences (unexcused or excused) on a typical school day. "Student tardiness" refers to excessive student lateness to school on a typical school day. "Physical conflicts among students" refers to incidents in which students are involved in physical altercations with each other. "Teacher absenteeism" refers to excessive teacher absences (unexpected or planned) on a typical school day. "Racial or cultural conflicts" refers to conflicts that erupt as a result of racial or cultural misunderstanding or disharmony. Such conflicts may occur between students, or they may occur between students and teachers or staff. "Student health problems" refers to health problems (such as flu epidemics, chickenpox, etc.) that affect a large number of students and/or interfere with the school's day-to-day operations. "Lack of parent involvement" refers to a lack of parents' interest or involvement in students' academic progress or in the school's efforts to create a social environment for students, such that it interferes with the school's operations or morale. "Student use of alcohol" refers to students being intoxicated at school or showing the effects of a drinking problem such that it interferes with the operation of classes or of the school. This does not refer

specifically to 12th grade students but to any students enrolled in the school. "Student use of tobacco" refers to any students using tobacco on school property. "Student use of drugs" refers to the sale, possession, or use of drugs by students on school property and/or students showing the effects of drug abuse such that it interferes with the operation of classes or the school. This does not refer specifically to 12th graders but to the entire school. "Gang activities" refers to organized, unlawful, or antisocial activities by a group of students that affects the school's operations or morale. "Student misbehavior in class" refers to a student or group of students engaging in unacceptable behavior in class that interferes with the operation and/or morale of the class. "Cheating" refers to students violating classroom rules on a quiz, test, or examination by looking at another student's answers, using information about the material being tested during the test without the teacher's knowledge or permission, or wrongfully obtaining test materials prior to the test's administration. "Physical conflicts between teachers and students" refers to incidents in which students and teachers are involved in physical altercations with each other. "Vandalism" refers to the defacement or destruction of school property by students or others.

13. How would you characterize each of the following within your school? Fill in one oval on each line.

- | | Very
Positive | Somewhat
Positive | Somewhat
Negative | Very
Negative |
|--|------------------|----------------------|----------------------|------------------|
| a. Morale of teachers | (A) | (B) | (C) | (D) |
| b. Students' attitudes toward academic achievement | | | | |
| c. Parental support for student achievement | | | | |
| d. Teachers' expectations for student achievement | | | | |
| e. Regard for school property | | | | |

This question refers to the status of various attitudes and expectations at your school. "Morale of teachers" refers to the degree to which teachers have a positive outlook about the school and their role in it. "Students' attitudes toward academic achievement" refers to the degree to which students in the school value academic achievement. "Parental support for student achievement" refers to the degree to which parents value student achievement and make that evident, either formally (through involvement with parent-teacher organizations, assistance with school activities, etc.) or informally through positive feedback to their own and others' children. "Teachers' expectations for student achievement" refers to the goals and expectations teachers set for their students and the degree to which they make them evident, either formally or informally. "Regard for school property" refers to the degree to which students and teachers or staff value school property, as evidenced by the absence of or disregard for vandalism of school property or the presence of programs or efforts to keep up or beautify school property.

14. About what percentage of your students is absent on an average day?
(Include excused and unexcused absences in calculating this rate.)

- (A) 0-2%
- (B) 3-5%
- (C) 6-10%
- (D) More than 10%

For this question, "average day" is defined as a regular, full school day.

- 15. About what percentage of your teachers is absent on an average day? (Include all absences in calculating this rate.)**

- (A) 0-2%
- (B) 3-5%
- (C) 6-10%
- (D) More than 10%

Calculate the percentage of teacher absences (unexpected and planned) on a typical school day.

- 16. About what percentage of students who are enrolled at the beginning of the school year is still enrolled at the end of the school year? (Exclude students who transfer into the school during the school year in figuring this rate.)**

- (A) 98-100%
- (B) 95-97%
- (C) 90-94%
- (D) 80-89%
- (E) 70-79%
- (F) 60-69%
- (G) 50-59%
- (H) Less than 50%

For this question, you should choose the percentage that represents a typical (not anomalous, for whatever reason) year at your school. If the percentage of students last year who were enrolled at the beginning of the school year and were still enrolled at the end of the school year is typical for your school, you should use that percentage.

- 17. About what percentage of this year's twelfth graders was held back and is repeating twelfth grade?**

- (A) 0%
- (B) 1-2%
- (C) 3-5%
- (D) 6-10%
- (E) More than 10%

For this question, you should choose the option that best represents the percentage of twelfth graders in your school who were held back and are repeating the twelfth grade in the current (1999-2000) academic year.

18. Last year, approximately what percentage of your twelfth graders graduated from high school?

- (A) 99-100%
- (B) 95-98%
- (C) 90-94%
- (D) 75-89%
- (E) Less than 75%

Calculate the percentage of students graduating in the previous academic year (1998-1999).

19. Of the students in last year's graduating class, approximately what percentage has gone on to each of the following? Fill in one oval on each line.

| | 0-10% | 11-25% | 26-50% | 51-75% | 76-90% | 91-100% |
|---|-------|--------|--------|--------|--------|---------|
| a. Two-year college or university | (A) | (B) | (B) | (C) | (D) | (E) |
| b. Four-year college or university | | | | | | |
| c. Vocational-technical or business school | | | | | | |
| d. Employer training program, or apprenticeship | | | | | | |
| e. Military service | | | | | | |

This question refers to the percentages of students who have graduated from your school and pursued various types of postsecondary education. "Last year's graduating class" is defined as students who graduated from your school in the academic year prior to the current year, i.e. in 1998-99. "Two-year college or university" refers to a two-year community or private college or other institution that typically awards associate's degrees. "Four-year college or university" refers to a four-year public or private college, university, or military service academy that typically awards bachelors' degrees. "Vocational-technical or business school" refers to an institution whose primary mission is to prepare students for the trades, e.g., carpentry or plumbing, or for employment in a business/secretarial position. "Employer training program or apprenticeship" refers to an on-the-job program specifically for employment in that given field. "Military service" refers to full-time enlistment in the armed services.

20. Of the full-time teachers who started in your school last year, what percentage left before the end of the school year?

(A) 0%

(B) 1-2%

(C) 3-5%

(D) 6-10%

(E) 11-15%

(F) 16-20%

(G) More than 20%

For this question, you should choose the option that best represents the percentage of teachers in your school who left (or were absent for more than one month, even if they returned to the school) before the end of the school year last year (i.e., the 1998-1999 academic year).

21. What is the current enrollment in your school?

For this question, you should enter the number that represents the current (1999-2000 academic year) enrollment in your school at the time of the assessment (i.e., if the assessment is administered at your school in February 2000, you should give the enrollment at that time).

22. What is the current enrollment in the twelfth grade?

For this question, you should enter the number that represents the current (1999-2000 academic year) 12th grade enrollment in your school at the time of the assessment (i.e., if the assessment is administered at your school in February 2000, you should give the 12th grade enrollment at that time).

23. Does your school participate in the National School Lunch Program?

(A) Yes

(B) No

For this question, answer "Yes" if your school is participating in the National School Lunch Program at the time of the assessment.

f. English-as-a-second language instruction (not in a bilingual education program)

g. Special education

“Remedial reading instruction” is defined as instruction designed to improve the reading skills of lower-achieving students and/or bring students who lack grade-appropriate reading skills up to grade level. “Remedial writing instruction” is defined as instruction to improve the writing skills of lower-achieving students and/or bring students who lack grade-appropriate writing skills up to grade level. A “gifted and talented program” is defined as a program designed for students who have been identified as having a high aptitude for the specific subject being taught in the program. “Bilingual education” is defined as instruction conducted in the student’s native language (other than English). “English-as-a-second-language instruction” is defined as instruction (often supplementary) designed for students who are acquiring English language skills, or whose English language skills are limited, and whose native language is not English. “Special education” is defined as instruction specifically designed for students with learning, mental, or physical disabilities.

27. In your school, what time does school begin for high school students?

School begins at __:__ AM.

If there is a second shift, school begins for these students at __:__ PM.

Indicate the initial time(s) at which students are expected to be in attendance on a typical school day.