



April 2000

Dear Principal:

I am writing to request your participation in the School Survey on Crime and Safety (SSOCS), an important new national study of school principals that collects information about crime and safety in public schools. The survey is sponsored by the National Center for Education Statistics (NCES) of the U.S. Department of Education.

Much of the data about school crime and safety are limited and anecdotal in nature. This survey is intended to address that gap. The survey has been endorsed by a number of organizations involved in education policy. The organizations are listed in the left margin of this letter.

To adequately represent the diversity of public schools in the U.S., a carefully selected sample of 3,000 schools has been chosen for the study. Your participation, while voluntary, is vital to the success of this study because each of your responses represents those of many other school principals.

We realize that data on school crime are highly sensitive, so we want to assure you the information you provide will be kept confidential. In fact, if a person were to violate your confidentiality on this survey, he/she could be imprisoned for up to five years and/or fined up to \$250,000. We will report the data only in statistical summaries. No individual data linking names or other identifying information will be reported.

We would like to thank you in advance for your cooperation in this important undertaking. We estimate the questionnaire will take approximately 1 hour of your time to complete. You may need to be able to access your school records in order to respond to a few of the questionnaire items, such as the frequency of criminal incidents and disciplinary actions at school. There may also be some information that could more easily and accurately be provided by someone else at your school (e.g., your chief disciplinarian). However, there are two questions that particularly seek your response as principal of the school: these are questions 12 and 20, and we have marked them on the questionnaire.

We would appreciate the return of the questionnaire by April 17, 2000. A return envelope is enclosed for your convenience. If you have any questions about the study, please do not hesitate to call Westat's project director, Dr. Bradford Chaney, at their toll-free number (1-800-937-8281).

Sincerely,

A handwritten signature in black ink that reads "Gary W. Phillips".

Gary W. Phillips
Acting Commissioner
National Center for Education Statistics

Enclosures

Endorsed by:

- American Association of School Administrators
- American Federation of Teachers
- American School Counselor Association
- Council of Chief State School Officers
- National Association of School Safety and Law Enforcement Officers
- National Association of Secondary School Principals
- National Resource Center for Safe Schools
- National School Boards Association
- National School Safety Center

Conducted by:

Westat
1650 Research Boulevard
Rockville, MD 20850
1-800-937-8281



**National Center for Education Statistics
U.S. Department of Education
Washington, D.C. 20006**

FORM APPROVED
O.M.B. NO.: 1850-0761
EXPIRATION DATE: 12/31/2000

Please have this questionnaire completed by the person most knowledgeable about your school's disciplinary actions. However, please provide the principal's responses on questions 12 and 20. Please keep a copy of the completed questionnaire for your records.

This survey is authorized by law (20 U.S.C. 1221e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely. All information you provide will be treated as confidential and used only for research or statistical purposes by the survey sponsors, their contractors, and collaborating researchers for the purposes of analyzing data and preparing scientific reports and articles. Any information publicly released (such as statistical summaries) will be in a format that does not personally identify you.

Label

IF ABOVE INFORMATION IS INCORRECT, PLEASE MAKE CORRECTIONS DIRECTLY ON LABEL.

Name of person completing form: _____ Telephone: _____
 Title/position: _____ Number of years at this school: _____
 Best days and times to reach you (in case of questions): _____
 E-mail: _____

PLEASE RETURN COMPLETED FORM TO:

IF YOU HAVE ANY QUESTIONS, CONTACT:

School Survey on Crime and Safety, 711909
Westat
1650 Research Boulevard
Rockville, MD 20850-3129

Dr. Bradford Chaney
800-937-8281, ext. 3946
Fax: 1-800-533-0239
E-mail: CHANEYB1@westat.com

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0761. The time required to complete this information collection is estimated to average 1 hour per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** National Center for Education Statistics, 1990 K Street, N.W., Room 9042, Washington, D.C. 20006.

Please respond by April 17, 2000.

Definitions

The following words are underlined wherever they appear in the questionnaire.

At school / at your school — include activities happening in school buildings, on school grounds, on school buses, and at places that are holding school-sponsored events or activities. Unless otherwise specified, only respond for those times that were normal school hours or school activities/events were in session.

Cult or extremist group — a group that espouses radical beliefs and practices, which may include a religious component, that are widely seen as threatening the basic values and cultural norms of society at large.

Firearm/explosive device — any weapon that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage.

Gang — an ongoing loosely organized association of three or more persons, whether formal or informal, that has a common name, signs, symbols or colors, whose members engage, either individually or collectively, in violent or other forms of illegal behavior.

Hate crime — a criminal offense or threat against a person, property, or society that is motivated, in whole or in part, by the offender's bias against a race, color, national origin, ethnicity, gender, religion, disability, or sexual orientation.

Insubordination — a deliberate and inexcusable defiance of or refusal to obey a school rule, authority, or a reasonable order. It includes but is not limited to direct defiance of school authority, failure to attend assigned detention or on-campus supervision, failure to respond to a call slip, and physical or verbal intimidation/abuse.

Intimidation — to frighten, compel, or deter by actual or implied threats. It includes bullying and sexual harassment.

Physical attack or fight — an actual and intentional touching or striking of another person against his or her will, or the intentional causing of bodily harm to an individual.

Rape — forced sexual intercourse (vaginal, anal, or oral penetration). Includes penetration from a foreign object.

Robbery — the taking or attempting to take anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. A key difference between robbery and theft/larceny is that robbery involves a threat or battery.

Sexual battery — an incident that includes threatened rape, fondling, indecent liberties, child molestation, or sodomy. Classification of these incidents should take into consideration the age and developmentally appropriate behavior of the offender(s).

Sexual harassment — unsolicited, offensive behavior that inappropriately asserts sexuality over another person. The behavior may be verbal or non-verbal.

Special education student — a child with a disability, defined as mental retardation, hearing impairments (including deafness), speech or language impairments, visual impairments (including blindness), serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities, and who needs special education and related services and receives these under the Individuals with Disabilities Education Act (IDEA).

Specialized school — a school that is specifically for students who were referred for disciplinary reasons. The school may also have students who were referred for other reasons. The school may be at the same location as your school.

Theft/larceny (taking things over \$10 without personal confrontation) — the unlawful taking of another person's property without personal confrontation, threat, violence, or bodily harm. Included are pocket picking, stealing purse or backpack (if left unattended or no force was used to take it from owner), theft from a building, theft from a motor vehicle or motor vehicle parts or accessories, theft of bicycles, theft from vending machines, and all other types of thefts.

Vandalism — the willful damage or destruction of school property including bombing, arson, graffiti, and other acts that cause property damage. Includes damage caused by computer hacking.

Violence — actual, attempted, or threatened fight or assault.

Weapon — any instrument or object used with the intent to threaten, injure, or kill. Includes look-alikes if they are used to threaten others.

Characteristics of school policies

1. During the 1999-2000 school year, was it a practice of your school to do the following? (If your school changed its practices in the middle of the school year, please answer regarding your most recent practice. Circle one response on each line.)

	Yes	No
a. Require visitors to sign or check in	1	2
b. Control access to school buildings during school hours (e.g., locked or monitored doors)...	1	2
c. Control access to school grounds during school hours (e.g., locked or monitored gates).....	1	2
d. Require students to pass through metal detectors each day.....	1	2
e. Require visitors to pass through metal detectors	1	2
f. Perform one or more random metal detector checks on students	1	2
g. Close the campus for most students during lunch	1	2
h. Use one or more random dog sniffs to check for drugs	1	2
i. Perform one or more random sweeps for contraband (e.g., drugs or <u>weapons</u>), but not including dog sniffs.....	1	2
j. Require drug testing for any students (e.g., athletes).....	1	2
k. Require students to wear uniforms	1	2
l. Enforce a strict dress code.....	1	2
m. Provide a printed code of student conduct to students	1	2
n. Provide a printed code of student conduct to parents.....	1	2
o. Provide school lockers to students.....	1	2
p. Require clear book bags or ban book bags on school grounds	1	2
q. Require students to wear badges or picture IDs	1	2
r. Require faculty and staff to wear badges or picture IDs	1	2
s. Use one or more security cameras to monitor the school.....	1	2
t. Provide telephones in most classrooms.....	1	2
u. Prohibit all tobacco use on school grounds.....	1	2

2. Does your school have a written plan that describes procedures to be performed in the following crises? (Circle one response on each line.)

	Yes	No
a. Shootings	1	2
b. Riots or large-scale fights	1	2
c. Bomb scares, anthrax scares, or comparable school-wide threats (not including fire).....	1	2
d. Natural disasters (e.g., earthquakes or tornadoes)	1	2
e. Hostages.....	1	2

School violence prevention programs and practices

3. During the 1999-2000 school year, did your school have any formal programs intended to prevent or reduce violence? (Circle one response.)

Yes..... 1
No..... 2

If no, skip to question 5.

4. During the 1999-2000 school year, did any of your formal programs intended to prevent or reduce violence include the following components for students? If a program has multiple components, answer “yes” for each that applies. (Circle one response on each line.)

	Yes	No
a. Prevention curriculum, instruction, or training for students (e.g., social skills training)	1	2
b. Behavioral or behavior modification intervention for students.....	1	2
c. Counseling, social work, psychological, or therapeutic activity for students.....	1	2
d. Individual attention/mentoring/tutoring/coaching of students by students or adults	1	2
e. Recreational, enrichment, or leisure activities for students.....	1	2
f. Student involvement in resolving student conduct problems (e.g., conflict resolution or peer mediation, student court)	1	2
g. Programs to promote sense of community/social integration among students.....	1	2
h. Hotline/tipline for students to report problems	1	2

Words that are underlined are defined at the beginning of this questionnaire.

5. During the 1999-2000 school year, did your school do the following to prevent or reduce violence? (Circle one response on each line.)

	Yes	No
a. Training, supervision, or technical assistance in classroom management for teachers	1	2
b. Review, revision, or monitoring of school-wide discipline practices and procedures	1	2
c. Training faculty or staff in crime prevention	1	2
d. Reorganizing school, grades, or schedules (e.g., school within a school, "houses" or "teams" of students)	1	2

6. In the last 3 years, did your school complete any architectural or environmental modifications to reduce opportunities for crime and violence? (Circle one response.)

Yes 1
 No 2

7. Which of the following does your school do to involve or help parents? (Circle one response on each line.)

	Yes	No
a. Have a formal process to obtain parent input on policies related to school crime and discipline .	1	2
b. Provide training or technical assistance to parents in dealing with students' problem behavior ..	1	2
c. Have a program that involves parents <u>at school</u> helping to maintain school discipline	1	2

8. During the 1999-2000 school year, at what times did your school regularly use paid law enforcement or security services at school? (Circle one response on each line.)

	Yes	No
a. At any time during school hours	1	2
b. While students were arriving or leaving	1	2
c. At selected school activities (e.g., athletic and social events, open houses, science fairs)	1	2
d. When school/school activities not occurring	1	2
e. Other (please specify) _____	1	2

If your school did not regularly use paid law enforcement or security services or it used them only when school and school activities were not occurring, skip to question 10.

9. On average, how many hours per week did at least one paid law enforcement or security person provide law enforcement or security services, wear a uniform or other identifiable clothing, or carry a firearm at your school? If two or more people did these in the same hour, count that as only 1 hour.

Total number of hours that at least one paid law enforcement or security person

- a. Was on duty per week, on average _____ hours
- b. Wore a uniform or other identifiable clothing..... _____ hours
- c. Carried a firearm _____ hours

10. During the 1999-2000 school year, did your school or district train any teachers or aides to recognize early warning signs of potentially violent students? Please consider only classroom teachers or aides, and not administrators or counselors. (Circle one response.)

Yes 1
 No 2 ***If no, skip to question 12.***

11. How many classroom teachers or aides were involved in the training? On average, how many hours of training did each of those teachers or aides receive during the 1999-2000 school year? (Round to the nearest half hour.)

- a. Number of classroom teachers or aides involved in training..... _____
- b. Average number of hours of training per participant in 1999-2000... _____

Words that are underlined are defined at the beginning of this questionnaire.

12. To what extent do the following factors limit your school's efforts to reduce or prevent crime? (Circle one response on each line.)

	Limit in major way	Limit in minor way	Does not limit
a. Lack of or inadequate teacher training in classroom management	1	2	3
b. Lack of or inadequate alternative placements/programs for disruptive students	1	2	3
c. Likelihood of complaints from parents	1	2	3
d. Lack of teacher support for school policies.....	1	2	3
e. Lack of parental support for school policies	1	2	3
f. Teachers' fear of student reprisal	1	2	3
g. Fear of litigation	1	2	3
h. Teacher contracts.....	1	2	3
i. Inadequate funds	1	2	3
j. Inconsistent application of school policies.....	1	2	3
k. Fear of district or state reprisal.....	1	2	3
l. Federal policies on disciplining disabled students.....	1	2	3
m. Other federal policies on discipline and safety.....	1	2	3
n. State or district policies on discipline and safety.....	1	2	3

Violent deaths at school and elsewhere

13. In 1999-2000, did any of your school's students, faculty, or staff die from violent causes (i.e., homicide or suicide, but not accidents)? Do not limit yourself to deaths occurring at school. (Circle one response.)

Yes..... 1

No..... 2 ***If no, skip to question 15.***

14. Please provide the following information about the violent deaths that occurred. When counting deaths at school, please include violent deaths in school buildings, on school grounds, on school buses, and at places that are holding school-sponsored events or activities, even if those activities are not officially on school grounds. For this question, count deaths at school, regardless of whether they happened during normal school hours. If the incident occurred at school, but the person died later at a hospital or other location because of the incident, count the death as occurring at school. (Write the number in each category.)

Cause of death	Student	Faculty	Staff
Homicide			
a. <u>At school</u>	_____	_____	_____
b. Elsewhere.....	_____	_____	_____
Suicide			
c. <u>At school</u>	_____	_____	_____
d. Elsewhere.....	_____	_____	_____

The frequency of other incidents at schools

15. In 1999-2000, how many incidents at your school involved a shooting with intent to harm (whether or not anyone was hurt)? Please count the number of incidents, not the number of shooters or shots fired. Count only incidents that occurred at school. The same incident could be reported on both lines *a* and *b* below if both a student and a nonstudent performed a shooting during that incident. (Write "0" if there were no shootings.)

Incidents in which either students or nonstudents used <u>firearms</u> with intent to harm	_____
a. Incidents in which students used <u>firearms</u> with intent to harm	_____
b. Incidents in which nonstudents used <u>firearms</u> with intent to harm.....	_____

Words that are underlined are defined at the beginning of this questionnaire.

16. Please provide the number of incidents at your school during the 1999-2000 school year using the categories below. (Count all incidents, regardless of whether students or nonstudents were involved. Include incidents that happened at school, regardless of whether they happened during normal school hours. Count only the number of incidents, not the number of victims or offenders, regardless of whether any disciplinary action was taken. Write "0" if there were no incidents in a category. Count only the most serious offense when an incident involved multiple offenses. For example, if an incident included rape and robbery, include the incident only under rape. If an offense does not fit well within the categories provided, do not include it.)

	Total number of incidents	Number reported to police or other law enforcement	Number that were <u>hate crimes</u>	Number that were <u>gang-related</u>
a. <u>Rape</u> or attempted rape	_____	_____	_____	_____
b. <u>Sexual battery</u> other than <u>rape</u> (include threatened rape) .	_____	_____	_____	_____
c. <u>Physical attack or fight</u>				
1. With <u>weapon</u>	_____	_____	_____	_____
2. Without <u>weapon</u>	_____	_____	_____	_____
d. Threats of <u>physical attack</u>				
1. With <u>weapon</u>	_____	_____	_____	_____
2. Without <u>weapon</u>	_____	_____	_____	_____
e. <u>Robbery</u> (taking things by force)				
1. With <u>weapon</u>	_____	_____	_____	_____
2. Without <u>weapon</u>	_____	_____	_____	_____
f. <u>Theft/larceny</u> (taking things over \$10 without personal confrontation).....	_____	_____	_____	_____
g. Possession of <u>firearm/explosive device</u>	_____	_____	_____	_____
h. Possession of knife or sharp object.....	_____	_____	_____	_____
i. Distribution of illegal drugs	_____	_____	X	_____
j. Possession or use of alcohol or illegal drugs.....	_____	_____	X	_____
k. <u>Sexual harassment</u>	_____	_____	_____	_____
l. <u>Vandalism</u>	_____	_____	_____	_____

17. During the previous 2 school years, how many of the following incidents occurred at school, regardless of whether they happened during normal school hours or they were reported to police? (See the instructions for question 16.)

	1997-1998	1998-1999
a. <u>Physical attack or fight</u> (do not include <u>rape</u> or <u>sexual battery</u>).....	_____	_____
b. <u>Theft/larceny</u> (taking things over \$10 without personal confrontation).....	_____	_____
c. <u>Vandalism</u>	_____	_____

18. How many times in 1999-2000 were school activities disrupted by actions such as bomb threats or anthrax threats? Exclude all fire alarms from your response, including false alarms.

Number of disruptions _____

Disciplinary problems and actions

19. To the best of your knowledge, how often do the following types of problems occur at your school? (Circle one response on each line.)

	Happens daily	Happens at least once a week	Happens at least once a month	Happens on occasion	Never happens
a. Student racial tensions	1	2	3	4	5
b. Student bullying	1	2	3	4	5
c. Student verbal abuse of teachers	1	2	3	4	5
d. Widespread disorder in classrooms	1	2	3	4	5
e. Student acts of disrespect for teachers ...	1	2	3	4	5
f. Undesirable <u>gang</u> activities	1	2	3	4	5
g. Undesirable <u>cult or extremist group</u> activities.....	1	2	3	4	5

Words that are underlined are defined at the beginning of this questionnaire.

20. During the 1999-2000 school year, how available were the following disciplinary actions to your school, and which were actually used by your school? (Circle one response on each line.)

Actions taken for disciplinary reasons	Available, but not feasible to use	Available but not used	Available and used	Not available
Removal or transfer for at least 1 year				
a. Removal with no continuing school services	1	2	3	4
b. Transfer to <u>specialized school</u> for disciplinary reasons.....	1	2	3	4
c. Transfer to another regular school.....	1	2	3	4
d. Transfer to school-provided tutoring/at-home instruction.....	1	2	3	4
Suspension or removal for less than 1 year				
e. Out-of-school suspension or removal for less than 1 year				
1. No curriculum/services provided	1	2	3	4
2. Curriculum/services provided	1	2	3	4
f. In-school suspension				
1. No curriculum/services provided	1	2	3	4
2. Curriculum/services provided	1	2	3	4
Provide instruction/counseling to reduce problems				
g. Referral to school counselor.....	1	2	3	4
h. Assigned to program designed to reduce disciplinary problems				
1. During school hours	1	2	3	4
2. Outside of school hours	1	2	3	4
Punishment/withdrawal of services/other				
i. Kept off school bus due to misbehavior.....	1	2	3	4
j. Corporal punishment	1	2	3	4
k. Put on school probation with threatened consequences if another incident occurs				
1. Detention and/or Saturday school.....	1	2	3	4
m. Loss of student privileges	1	2	3	4
n. Require participation in community service.....	1	2	3	4

21. During the 1999-2000 school year, how many students were involved in committing the following offenses, and how many of the following disciplinary actions were taken in response? (If more than one student was involved in an incident, please count each student separately when providing the number of disciplinary actions. If a student was disciplined more than once, please count each incident separately (e.g., a student who was suspended five times would be counted as five suspensions). However, if a student was disciplined in two different ways for a single infraction (e.g., the student was both suspended and referred to counseling), count only the most severe disciplinary action that was taken.)

Offense	Removals with no continuing school services for at least 1 year	Transfers to <u>specialized</u> <u>schools</u> for disciplinary reasons for at least 1 year	Out-of-school suspensions lasting 5 or more days, but less than 1 year	Other	No disciplinary action taken
a. Use of a <u>firearm</u> /explosive device.....	___	___	___	___	___
b. Possession of a <u>firearm</u> / <u>explosive device</u>	___	___	___	___	___
c. Use of a <u>weapon</u> other than a <u>firearm</u>	___	___	___	___	___
d. Possession of a <u>weapon</u> other than a <u>firearm</u>	___	___	___	___	___
e. Distribution of illegal drugs	___	___	___	___	___
f. Possession or use of alcohol or illegal drugs	___	___	___	___	___
g. <u>Physical attacks or fights</u>	___	___	___	___	___
h. <u>Threat or intimidation</u>	___	___	___	___	___
i. <u>Insubordination</u>	___	___	___	___	___
j. Other infractions (not including academic reasons).....	___	___	___	X	X
k. Total	___	___	___	X	X

Words that are underlined are defined at the beginning of this questionnaire.

22. Think of those times during the 1999-2000 school year that special education students committed an offense that normally would result in a suspension or expulsion of more than 10 school days for children without disabilities. Please enter the number of outcomes for each of those offenses, using the categories below.

	All such offenses	Only offenses involving drugs or <u>weapons</u>
a. Placement was changed (including a suspension or expulsion)		
1. After a due process hearing.....	_____	_____
2. After a court-ordered injunction.....	_____	_____
3. Without a due process hearing or court injunction (e.g., parents did not object).....	_____	_____
b. Placement was not changed		
1. No due process hearing or court session was held (e.g., did not seek a change) .	_____	_____
2. Due process hearing did not approve change.....	_____	_____
3. Court did not approve change.....	_____	_____

School characteristics

23. As of October 1, 1999, what was the total enrollment at your school? _____

24. What percentage of your current students fit the following criteria?
- a. Eligible for free or reduced-price lunch..... _____%
 - b. Limited English proficient (LEP)..... _____%
 - c. Special education students..... _____%
 - d. Male..... _____%
 - e. Below 15th percentile on standardized tests..... _____%
 - f. Likely to go to college after high school..... _____%
 - g. Consider academic achievement to be very important..... _____%

25. How many classroom changes do most students make in a typical day? (Count going to lunch and then returning to the same or a different classroom as two classroom changes. Do not count morning arrival or afternoon departure.)

Typical number of classroom changes..... _____

26. How many paid staff are at your school in the following categories?

	Full time	Part time
a. Classroom teachers or aides (including <u>special education</u> teachers).....	_____	_____
b. Counselors/mental health professionals.....	_____	_____
c. <u>Special education</u> teachers.....	_____	_____

27. How would you describe the crime level in the area(s) in which your students live? (Choose only one response.)

- High level of crime..... 1
- Moderate level of crime..... 2
- Low level of crime..... 3
- Mixed levels of crime..... 4

28. Which of the following best describes your school? (Circle one response.)

- Regular school..... 1
- Charter school..... 2
- Have magnet program for part of school..... 3
- Totally a magnet school..... 4
- Other (specify) _____ 5

29. On average, what percentage of your students are absent without excuse each day? _____%

30. In 1999-2000, how many students transferred to or from your school after the school year had started? Please report on the total mobility, not just transfers due to disciplinary actions. (If a student transferred more than once in the school year, count each transfer separately.)

- a. Transferred to the school..... _____
- b. Transferred from the school..... _____

31. Please provide the following dates.

- a. Starting date for your 1999-2000 academic school year..... ____/____/1999
- b. Ending date for your 1999-2000 academic school year..... ____/____/2000
- c. Date you completed this questionnaire..... ____/____/2000

Words that are underlined are defined at the beginning of this questionnaire.