

SCHOOL ADMINISTRATOR QUESTIONNAIRE

Early Childhood Longitudinal Study

School ID#: _____

School Administrator Name: _____

Prepared for the U.S. Department of Education
National Center for Education Statistics

by Westat
1650 Research Boulevard
Rockville, Maryland 20850
(301) 251-1500

Assurance of Confidentiality

The collection of information in this survey is authorized by Public Law 100-297 and continued under the auspices of Section 404(a) of the National Education Statistics Act of 1994, Title IV of the Improving America's Schools Act of 1994, Public Law 103-382. Participation is voluntary. You may skip questions you do not wish to answer; however, we hope that you will answer as many questions as you can. No information collected under this authority may be used for any purpose other than the purpose for which it was supplied. Information will be protected from disclosure by federal statute (42 US Code 242m, section 308d). Data will be combined to produce statistical reports. No individual data that links your name, address, telephone number, or identification number with your responses will be reported.

INTRODUCTION

This questionnaire is an important part of a major longitudinal study of children's early educational experiences beginning with kindergarten and continuing through grade 5.

This questionnaire is directed to the school principal. It is divided into nine sections. The first seven sections request mainly factual information about the school and its programs. These sections can be answered **either by the principal or by a designee** who is able to provide the requested information. The final two sections request judgmental evaluations about the school climate and factual information about the principal's background and experience. We ask that these two sections be completed by the principal personally.

Some factual questions may request information that is not readily available from school records (e.g., the average number of years a limited-English-proficient first grader receives English-as-a-Second-Language services). Informed estimates are acceptable for such questions. Please answer directly on the questionnaire by circling the appropriate number or by writing your response in the space provided.

Thank you very much for your help.

A. DEFINITIONS RELATED TO LANGUAGE

Reference is made to language-minority (LM) students, limited-English-proficient (LEP) students, as well as English-as-a-Second-Language (ESL) and bilingual programs throughout the questionnaire. For this study, the following definitions apply:

- Language-Minority (LM) Students: A student in whose home a non-English language typically is spoken. This group includes students whose English is fluent enough to benefit from instruction in academic subjects offered in English as well as students whose English proficiency is limited.
- Limited-English-proficient (LEP) students: A student whose native language is other than English and whose skills in listening to, speaking, reading, or writing English are such that he/she derives little benefit from school instruction in English.
- English-as-a-second-language (ESL) program: An instructional program designed to teach listening, speaking, reading, and writing English language skills to limited-English-proficient students.
- Bilingual education program: A program in which native language is used to varying degrees in instructing students with limited English proficiency.

B. DEFINITIONS OF KINDERGARTEN PROGRAMS

Several questions refer to different types of **kindergarten programs**. For the purposes of this study, the following definitions apply:

- Kindergarten: Traditional year of school primarily for 5-year-olds prior to first grade.
- Transitional (or readiness) kindergarten: Extra year of school for kindergarten-age eligible children who are judged not ready for kindergarten.
- Transitional first (or prefirst) grade: Extra year of school for children who have attended kindergarten but have been judged not ready for first grade.
- Multigrade: A classroom containing kindergartners and some combination of other grades (for example, a combination prekindergarten/kindergarten).
- Ungraded: A classroom containing kindergarten-aged-students (possibly in combination with other ages), not formally identified as a "kindergarten" class.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0719. The time required to complete this information collection is estimated to average 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collected. If you have any comments concerning the accuracy of the time estimate or suggestions for improving the survey instrument, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual response to this survey, write directly to: National Center for Education Statistics, 555 New Jersey Avenue, N.W., Washington, DC 20208.

I. SCHOOL CHARACTERISTICS

1. How many days are children required to attend school this academic year? WRITE IN NUMBER BELOW.

_____ Number of School Days

2. What is the **Average Daily Attendance** (ADA) for your school this year? WRITE IN PERCENT BELOW.

_____ % Average Daily Attendance

3. **WRITE IN THE NUMBER OF CHILDREN FOR EACH OF THE FOLLOWING:**

**Number
of Children**

- a. Total enrollment in your school around October 1, 1998, or the date nearest to that for which data are available?..... _____
- b. Number of children who have enrolled in your school since October 1, 1998? _____
- c. Number of children who have left your school since October 1, 1998 and have not returned?..... _____

The following questions ask about the grade levels and grades taught together in your school.

4. **Circle all grade levels included in your school.** SEE COVER PAGE B, DEFINITIONS OF KINDERGARTEN PROGRAMS.

Ungraded	1	4th.....	10
Programs for special needs children	2	5th.....	11
Prekindergarten	3	6th.....	12
Transitional (or readiness) kindergarten...	4	7th.....	13
Kindergarten	5	8th.....	14
Transitional first (or prefirst) grade	6	9th.....	15
1st	7	10th.....	16
2nd.....	8	11th.....	17
3rd.....	9	12th.....	18

5. Is this a public school?

- Yes..... 1 **(GO TO 6)**
 No 2 **(SKIP TO 7)**

6. Is your school a ... CIRCLE ONE NUMBER ON EACH LINE.

	Yes	No
a. Regular public school? (do not include a magnet school or school of choice)	1	2
b. School with a magnet program (e.g., science/math school, foreign language immersion school)?	1	2
c. School of choice (charter school, open enrollment, non-specialized curriculum)?	1	2
d. Bureau of Indian Affairs (BIA) or tribal school?	1	2
e. Special Education school—primarily serves children with disabilities?	1	2
f. Early Childhood Center (school/center includes preschool and/or early elementary grades only)?	1	2

SKIP TO 8

7. Is your school a ...CIRCLE ONE NUMBER ON EACH LINE.

	Yes	No
a. Catholic	1	2
Diocesan?	1	2
Parish?	1	2
Private order?	1	2
b. Private, other religious affiliation?	1	2
c. Private school accredited by NAIS?	1	2
d. Other private?	1	2
e. Special Education school—primarily serves children with disabilities?	1	2
f. An Early Childhood Center (school or center includes preschool and/or early elementary grades only)?	1	2

8. Does this school (or a program within the school) have a particular focus or emphasis (including magnet programs)?

Yes.....	1	(GO TO 9)
No	2	(SKIP TO 12)

9. What is the emphasis of this school or program? CIRCLE ONLY ONE NUMBER.

The arts.....	01
Mathematics and/or science.....	02
Foreign language.....	03
Special instructional philosophy (e.g., Montessori, Fundamentals, etc.)...	04
Other (Please specify) _____	05

Students with disabilities (Specify disabilities) _____	06

10. Please circle all grades that participate in the special program.

Prekindergarten	3	5th.....	11
Transitional (or readiness) kindergarten.....	4	6th.....	12
Kindergarten	5	7th.....	13
Transitional first (or prefirst) grade	6	8th.....	14
1st	7	9th.....	15
2nd.....	8	10th.....	16
3rd.....	9	11th.....	17
4th	10	12th.....	18

11. How many children in your school are enrolled in the special program? WRITE IN NUMBER BELOW.

_____ Number in Special Program

12. Does this school use any of the following requirements for admission? CIRCLE ONE NUMBER ON EACH LINE.

	Yes	No
a. Admission test?.....	1	2
b. Standardized achievement test?	1	2
c. Special student needs?	1	2
d. Special student aptitudes?.....	1	2
e. Personal interview?	1	2
f. Recommendations?	1	2
g. Academic record?.....	1	2
h. Religious affiliation?	1	2
i. Lottery?	1	2

13. During the past three years, did the following changes occur at your school? CIRCLE ONE NUMBER ON EACH LINE.

	Yes	No
a. Teacher teams were established?	1	2
b. Funding levels decreased significantly?	1	2
c. Enrollment significantly increased?	1	2
d. Students' average family income decreased significantly?	1	2
e. Student mobility increased?.....	1	2
f. There has been a reduction in staffing or teacher shortage?.....	1	2
g. Other? (Please specify) _____	1	2

14. What percentage of your children are of Hispanic or Latino origin? WRITE PERCENTAGE BELOW.

_____ % of Hispanic/Latino Children

15. About what percent of your children are members of the following groups. WRITE IN PERCENTAGES ON THE LINES BELOW. WRITE "0" IF NONE.

- American Indian or Alaska Native _____%
- Asian _____%
- Black or African American _____%
- Native Hawaiian or Other Pacific Islander _____%
- White _____%

16. How many children in your school were eligible for and participated in the following special services? WRITE IN NUMBERS BELOW. IF SERVICE IS NOT PROVIDED, WRITE ZERO.

	Eligible Children	Participating Children
a. Free breakfast?.....	_____	_____
b. Free school lunch program?	_____	_____
c. Reduced-price school lunch program?	_____	_____

17. Did your school receive federal Title 1 funds for this school year?

- Yes..... 1 **(GO TO 18)**
- No 2 **(SKIP TO 21)**
- Not applicable..... 2 **(SKIP TO 21)**

18. Is your school operating a Title 1 school-wide program? CIRCLE ONE.

- Yes..... 1 **(GO TO 19)**
- No 2 **(SKIP TO 20)**

19. Does your school use Title 1 for any of the following purposes? CIRCLE ONE NUMBER ON EACH LINE.

	Yes	No
a. To serve targeted children in a pull out setting.....	1	2
b. To serve targeted children in an in-class setting	1	2
c. To provide extended time learning opportunities before and/or after school for targeted children.....	1	2
d. To improve the entire educational program through a school-wide program	1	2
e. To provide professional development activities.....	1	2
f. To provide family literacy services.....	1	2
g. Other (Please specify) _____	1	2

20. If your school is designated a targeted assistance school, how many students are served by the Title 1 program? WRITE IN NUMBER BELOW.

_____ Number of Students

21. This set of questions asks you for information about your **kindergarten** and (if you have them) transitional first grade classes. Please read through the entire list of types of classes before answering. SEE COVER PAGE B FOR DEFINITIONS OF KINDERGARTEN PROGRAMS.

- a. In column A, please write the number of kindergarten children currently enrolled in each type of kindergarten program. (For transitional first grade, record the number of children in the class.)
- b. In column B, please write the total number of classes of each type that are currently taught in this school.
- c. In column C, please write the number of days per week classes of each type meet.
- d. In column D, please write the total hours per day classes of each type meet (when school starts to when school is officially over).

	A Number of Kindergarten Children Currently Enrolled	B Total Number of Classes of Each Type	C Number of Days Per Week	D Total Hours Per Day
Half-day kindergarten	_____	_____	_____	_____
Full-day kindergarten	_____	_____	_____	_____
Combination kindergarten with other grades	_____	_____	_____	_____
Transitional (or readiness) kindergarten	_____	_____	_____	_____
Transitional first (or prefirst) grade	_____	_____	_____	_____

22. By what date did a child need to turn five to enter kindergarten for this school year, 1998 - 1999? WRITE IN MONTH AND DAY BELOW. IF NO CUTOFF DATE CIRCLE 22.a BELOW.

Month _____ Day _____ Year _____

22a. No cutoff date 8

II. SCHOOL FACILITIES AND RESOURCES

23. In addition to basic funding or resources provided by the district or from tuition, do you receive funding or resources from any of the following sources? CIRCLE ONE NUMBER ON EACH LINE.

	Yes	No
a. State compensatory funds?	1	2
b. Community fund raising?	1	2
c. Parent organization (PTA) fund raising?	1	2
d. Local/National business(es)?.....	1	2
e. Special Education programs or agencies?	1	2
f. Income from auxiliary services or affiliated enterprises?.....	1	2
g. Medicaid?.....	1	2
h. Impact aid?	1	2
i. Bilingual aid?.....	1	2
j. Migrant aid?	1	2
k. Other grants?	1	2

24. How many children is this school site designed to accommodate? WRITE IN NUMBER BELOW

_____ Children

25. How many rooms in this school are used for instructional purposes, for examples, classrooms, computer labs and other labs, library/media centers, etc.? WRITE IN NUMBER BELOW.

_____ Number of Rooms

26. In general, how adequate are each of the following school facilities for meeting the needs of the children in your school? CIRCLE ONE NUMBER ON EACH LINE.

	Do not have	Never adequate	Often not adequate	Sometimes not adequate	Always adequate
a. Cafeteria?	1	2	3	4	5
b. Computer lab?	1	2	3	4	5
c. Library/media center?	1	2	3	4	5
d. Art room?	1	2	3	4	5
e. Gymnasium?	1	2	3	4	5
f. Music room?	1	2	3	4	5
g. Playground?	1	2	3	4	5
h. Classrooms?	1	2	3	4	5
i. Auditorium?	1	2	3	4	5
j. Multi-purpose room?	1	2	3	4	5

27. How many computers in this school are used for....WRITE IN NUMBERS BELOW.

Number of Computers

- a. Instructional purposes only? _____
- b. Both instructional and administrative purposes? _____
- c. Total number of computers? _____

28. Please indicate whether or not each type of equipment or service is available at this school. If the equipment or service is available, please indicate whether it is available for student use. Then provide the number of instructional **rooms** including classrooms, computer and other labs, library/media centers, etc., in which the equipment/service is available.

Equipment	Available at school?		Available for student use?		Total number of instructional rooms with equipment/service
	YES	NO	YES	NO	
a. Computers with access to local area networks (LAN)	1	2	1	2	_____
b. Computers with CD-ROM (external or internal)	1	2	1	2	_____
c. Computers with wide area networks (WEB, Internet)	1	2	1	2	_____

29. About what percentage of the children enrolled in this school are....WRITE IN PERCENTAGES BELOW.
- a. From the surrounding neighborhood? _____ %
 - b. Bussed to achieve racial integration? _____ %
 - c. Have special needs (gifted and talented, children with disabilities, etc.) and attend from outside of the surrounding neighborhood to receive a specialized program or service? _____ %

III. COMMUNITY CHARACTERISTICS AND SCHOOL SAFETY

30. Which of these best describes the community in which this school is located? CIRCLE ONLY ONE.

- A rural or farming community? 01
- A small city or town of fewer than 50,000 people that is not a suburb of a larger city? 02
- A medium-sized city (50,000 to 100,000) people? 03
- A suburb of a medium-sized city? 04
- A large city (100,001 to 500,000 people)? 05
- A suburb of a large city? 06
- A very large city (over 500,000 people)? 07
- A suburb of a very large city 08
- Military base or station? 09
- Indian reservation? 10

31. How much of a problem are the following in the neighborhood where this school is located? CIRCLE ONE NUMBER ON EACH LINE.

	Big problem	Somewhat of a problem	No problem	Don't know
a. Tensions based on racial, ethnic, or religious differences?.....	1	2	3	4
b. Garbage, litter, or broken glass in the street or road, on the sidewalks, or in yards?	1	2	3	4
c. Selling or using drugs or excessive drinking in public?.....	1	2	3	4
d. Gangs?	1	2	3	4
e. Heavy traffic?.....	1	2	3	4
f. Violent crimes like drive-by shootings?	1	2	3	4
g. Vacant houses and buildings?	1	2	3	4
h. Crime in the neighborhood?.....	1	2	3	4

32. Have any of the following things happened **during this school year** at this school? CIRCLE ONE NUMBER ON EACH LINE.

	Yes	No
a. Children bringing weapons to school?	1	2
b. Things being taken directly from children or teachers by force or threat of force at school or on the way to or from school?	1	2
c. Children or teachers being physically attacked or involved in fights?	1	2

33. Does your school take any of the following measures to ensure the safety of children? CIRCLE ONE NUMBER ON EACH LINE.

	Yes	No
a. Security guards?	1	2
b. Metal detectors?	1	2
c. Locked exterior doors during the day?	1	2
d. A requirement that visitors sign in?	1	2
e. Limits on going to the restrooms?	1	2
f. Teachers assigned to supervise the hallways?	1	2
g. Hall passes required to leave class?	1	2

IV. SCHOOL POLICIES AND PRACTICES

34. Are **kindergartners** at this school required to wear a school uniform? Do not include required physical education uniforms.

Yes..... 1
No 2

35. Are any children given a readiness or placement test before or shortly after entering kindergarten?

Yes (GO to 36)
No (SKIP TO 37)

36. How are the assessments used? CIRCLE ONE NUMBER ON EACH LINE.

	Yes	No
a. To determine eligibility for enrollment when a child is below the cut-off age for kindergarten?	1	2
b. To determine children's class placements?	1	2
c. To identify children who may need additional testing (for example, for a learning problem)?	1	2
d. To help teachers individualize instruction?	1	2
e. To support a recommendation that a child delay entry for an additional year?	1	2
f. Other? (Please specify) _____ _____	1	2

37. What grades are tested with standardized tests? CIRCLE ONE NUMBER ON EACH LINE IN A. WRITE THE NAMES OF THE TESTS IN B FOR EACH GRADE TESTED WITH STANDARDIZED TESTS.

A. Grade	Yes	No	B. Test Name
No grade tested?	1 (Skip to 39)	2	_____
Pre-kindergarten?	1	2	_____
Transitional (or readiness) kindergarten?	1	2	_____
Kindergarten?	1	2	_____
Transition first (or pre-first) grade?	1	2	_____
1st?	1	2	_____
2nd?	1	2	_____
3rd?	1	2	_____
4th?	1	2	_____
5th?	1	2	_____
6th?	1	2	_____
7th?	1	2	_____
8th?	1	2	_____
9th?	1	2	_____
10th?	1	2	_____
11th?	1	2	_____
12th?	1	2	_____

38. Based on recent standardized tests, what percent of elementary children currently enrolled in this school tested at or above grade level nationally in....WRITE IN PERCENTAGES BELOW.

- a. Reading or verbal skills..... _____ %
- b. Mathematics or quantitative skills..... _____ %

39. Which of the following statements describe your school's grade retention practices or policies? CIRCLE ONE NUMBER ON EACH LINE.

	True	False
a. Children can be retained at any grade.....	1	2 (SKIP TO 41)
b. Children can be retained for maturational reasons (e.g., social/emotional immaturity).....	1	2
c. Children can be retained at the request of their parents	1	2
d. Children can be retained due to academic deficiencies (e.g., below grade level)	1	2
e. Children can be retained in kindergarten.....	1	2
f. Children can be retained more than once in each grade.....	1	2
g. Children can be retained more than one in elementary school	1	2
h. Children can be retained without their parents' permission.....	1	2
i. Children with disabilities can be retained.....	1	2
j. This school has a formal policy.....	1	2

40. How many **kindergarten** children were retained at their current grade levels last school year? WRITE IN NUMBER BELOW.

_____ Number kindergartners retained last year

V. SCHOOL-FAMILY-COMMUNITY CONNECTIONS

41. Are any of the following programs or services for children available at your school site? Please include programs run by the school and those run by outside groups. CIRCLE ONE NUMBER ON EACH LINE.

	Yes	No
a. Before-school child care?	1	2
b. Half-day care for children in half-day kindergarten?	1	2
c. After-school child care?	1	2
d. Infants and toddlers program?	1	2
e. Head Start?	1	2
f. Pre-kindergarten?	1	2
g. Summer school or summer child-care programs?	1	2
h. Programs for migrants during the school year?	1	2
i. Programs for migrants during the summer?	1	2
j. Hearing or vision screening?	1	2
k. Child care so that parents can attend school parent meetings or events?	1	2

42. Are any of the following programs or services for parents and families available at your school site? Please include programs run by the school and those run by outside groups. CIRCLE ONE NUMBER ON EACH LINE.

	Yes	No
a. Parenting education programs (e.g., classes on child development, education in being a parent, understanding children with special needs)?	1	2
b. Adult literacy program (including Adult Basic Education)?	1	2
c. Family literacy program?	1	2
d. Health or social services offered collaboratively by service agencies such as hospitals?	1	2
e. Orientation to school setting for new families?	1	2
f. Other? (Please specify) _____ _____	1	2

43. Please indicate how often each of the following activities is provided by your school. CIRCLE ONE NUMBER ON EACH LINE.

	Never	Once a year	2 to 3 times a year	4 to 6 times a year	7 or more times a year
a. PTA, PTO, or Parent-Teacher-Student organization meetings.....	1	2	3	4	5
b. Letters, calendars, newsletters, etc., sent home to provide parents with information about the school	1	2	3	4	5
c. Written reports (report cards) of child's performance sent home?...	1	2	3	4	5
d. Teacher-parent conferences	1	2	3	4	5
e. Home visits to do one-on-one parent education.....	1	2	3	4	5
f. School performances to which parents are invited	1	2	3	4	5
g. Classroom programs like class plays, book nights, or family math nights	1	2	3	4	5
h. Fairs or social events planned to raise funds for the school	1	2	3	4	5
i. Workshops for teachers that focus on parent involvement	1	2	3	4	5
j. Other (Please specify).....	1	2	3	4	5

44. Which of the following are used to provide *kindergartners'* parents with information about their children's performance? CIRCLE ONE NUMBER ON EACH LINE.

	Yes	No
a. Standard Report Card (e.g., a letter grade assigned for each subject)?	1	2
b. Progress Report Form (narrative report)?	1	2
c. Competency Based Checklists?	1	2
d. Portfolio of Child's Work?.....	1	2
e. Standardized Test Scores?	1	2

45. What percent of children in the school have parents who participate in the following activities?
CIRCLE ONE NUMBER ON EACH LINE.

% of children in the school whose parents ...

	None	1-25%	26-50%	51-75%	75% or more	Not applicable
a. Volunteer regularly to help in the classroom or another part of the school	1	2	3	4	5	6
b. Attend teacher parent conferences	1	2	3	4	5	6
c. Attend open houses or parties	1	2	3	4	5	6
d. Attend art/music events or demonstrations	1	2	3	4	5	6
e. Attend PTA, PTO, or Parent-Teacher-Student organization meetings	1	2	3	4	5	6
d. Do fund raising and other support activities for the school	1	2	3	4	5	6
e. Attend plays, sport or field days, or science fairs.....	1	2	3	4	5	6

46. Does this school have a school-based management committee or other decision-making body **other than** a school board, parent/teacher association (PTA), or parent/teacher organization?

Yes..... 1 (GO TO 47)

No 2 (SKIP TO 48)

47. Are the following groups represented on your school-based management committee? CIRCLE ONE NUMBER ON EACH LINE. FOR EACH "YES" WRITE THE NUMBER OF COMMITTEE MEMBERS FROM EACH GROUP IN THE SPACE PROVIDED.

	Yes	No	Number
a. Administrators (e.g., principals, deans).....	1	2	_____
b. Teachers.....	1	2	_____
c. Personnel from district office or larger administration system	1	2	_____
d. School board members	1	2	_____
e. Parents	1	2	_____
f. Community representatives (from businesses, colleges and universities, civil rights groups, church groups, etc.).....	1	2	_____
g. Other (Please specify) _____ _____	1	2	_____ _____

VI. SCHOOL PROGRAMS FOR SPECIAL POPULATIONS

ESL and Bilingual Education

48. Are any of the children in this school limited-English-proficient (LEP)? SEE COVER PAGE A FOR DEFINITIONS RELATED TO LANGUAGE.

- Yes..... 1 **(GO TO 49)**
 No 2 **(SKIP TO 53)**

49. What percent of children in this school are limited-English-proficient (LEP)? WRITE IN THE PERCENTS BELOW.

- _____ % LEP in entire school
 _____ % LEP in Kindergarten including transitional kindergarten
 and transitional first grade

50. What percent of kindergarten children receive bilingual or ESL services or both? SEE COVER PAGE A FOR DEFINITIONS RELATED TO LANGUAGE. WRITE THE PERCENT BELOW. WRITE "0" IF SERVICE NOT PROVIDED.

	% Receiving Bilingual Services Only	% Receiving ESL Services Only	% Receiving Both ESL and Bilingual Services
Kindergarten (including transitional kindergarten and transitional first grade)	_____	_____	_____

51. On average, how many years will a limited-English-proficient (LEP) kindergartner receive the following services at your school? WRITE NUMBER BELOW.

- NUMBER OF YEARS
- a. English-as-a-Second-Language (ESL) services..... _____
- b. Bilingual services _____
- c. Both ESL and bilingual services _____

52. Are any of the following special services provided to families of Language-Minority/Limited-English-Proficient (LM-LEP) children? SEE COVER PAGE A FOR DEFINITIONS RELATED TO LANGUAGE. CIRCLE ONE NUMBER ON EACH LINE.

	Yes	No
a. Translators are made available to parents for parent/teacher and parent/school staff meetings and/or meetings are conducted in the parents' non-English language?.....	1	2
b. Translation of written communications are provided to LM-LEP families?.....	1	2
c. Home visits are made to families of LM-LEP children?.....	1	2
d. An outreach worker assists in enrolling children first entering school?.....	1	2
e. The school conducts special parent meetings for non-English background families?.....	1	2
f. Other? (Please specify) _____ _____	1	2

Special Education

53. Are there any children with disabilities in this school receiving special education on any of the following plans? CIRCLE ONE NUMBER ON EACH LINE.

	Yes	No
a. On Individualized Education Plans (IEP)?.....	1	2
b. On 504 plans based on section 504 of the Rehabilitation Act?.....	1	2
c. On both IEP and 504 plans?.....	1	2

54. Where are children with disabilities typically served in this school? CIRCLE ONLY ONE.

- Children with disabilities are not served in this school 01
- Children with disabilities typically spend most of their day in separate classes 02
- Children with disabilities typical spend most of their day in the regular classroom 03

55. For about what percent of children with IEP's (Individualized Education Plans) do the following statements apply? CIRCLE ONE NUMBER ON EACH LINE.

	None	25% or less	26% to 50%	51% to 75%	76% or more
a. Children with IEPs are exposed to the regular curriculum in at least one subject	1	2	3	4	5
b. Children with IEPs are exposed to the regular curriculum in mathematics and language arts	1	2	3	4	5
c. Children with IEPs are evaluated by the same standards for grading and evaluating performance as are other children	1	2	3	4	5
d. Children with IEPs are included in school-wide grade-level standardized testing programs.....	1	2	3	4	5

Gifted and Talented

56. Do children participate in a gifted and talented program at this school in...

	Yes	No
No gifted and talented program?	1 (Skip to 58)	2
Transitional (or readiness) kindergarten?	1	2
Kindergarten?	1	2
Transitional first (or prefirst) grade?	1	2
1st?	1	2
2nd?	1	2
3rd?	1	2
4th?	1	2
5th or higher?	1	2

57. About how many children in your school are participating in the gifted and talented program? WRITE IN NUMBER BELOW.

_____ Children

VII. STAFFING AND TEACHER CHARACTERISTICS

58. For each of the following categories, provide your best estimate of the number of full-time equivalent (FTE) staff in your school. Please include the FTE of any district-level staff providing services to the children you teach. If no staff are employed in a particular category, write "0." A person who works full time has an FTE of 1.0. A person who works half time for five days a week has an FTE of .5. If a single person acts in 2 or more positions, divide his/her time between these positions (for example, .5 in one and .5 in the other).

Full Time Equivalent Staff

a. Administrative staff.....	_____	.	_____
b. Regular classroom teachers	_____	.	_____
c. Gym, drama, music, or art teachers	_____	.	_____
d. Computer coordinators/specialists.....	_____	.	_____
e. Head Start or other prekindergarten teachers	_____	.	_____
f. Instructional coordinators and supervisors, such as curriculum specialists	_____	.	_____
g. Compensatory education teachers (e.g., Title 1, teachers funded by state or local programs for poor or low-achieving children (DO NOT INCLUDE SPECIAL EDUCATION OR ESL/BILINGUAL)	_____	.	_____
h. Teacher aides (DO NOT INCLUDE SPECIAL EDUCATION OR ESL/BILINGUAL)	_____	.	_____
i. Special education teachers.....	_____	.	_____
j. Special education aides	_____	.	_____
k. ESL/Bilingual teachers.....	_____	.	_____
l. ESL/Bilingual aides	_____	.	_____
m. Parent liaisons, home-school coordinators, attendance aides, etc.	_____	.	_____
n. Social workers, school counselors, and psychologists	_____	.	_____
o. Librarians/media specialists.....	_____	.	_____
p. Speech therapists, and occupational or physical therapists	_____	.	_____
q. School nurses	_____	.	_____
r. All other non-instructional staff (include maintenance, food service, and clerical staff)	_____	.	_____
s. Reading Recovery teachers	_____	.	_____
t. Math and Science specialists	_____	.	_____
u. Foreign Language specialists	_____	.	_____
v. Other (Please specify) _____	_____	.	_____
w. Total school staff.....	_____	.	_____

59. What is the lowest annual base salary currently paid to full-time teachers in your school? CIRCLE ONLY ONE.

- Less than \$15,000 01
- \$15,000 to \$20,000..... 02
- \$20,001 o \$25,000..... 03
- \$25,001 to \$30,000..... 04
- More than \$30,000 05

60. What is the highest annual base salary currently paid to full-time teachers in your school? CIRCLE ONLY ONE.

- Less than \$25,000 01
- \$25,000 to \$35,000..... 02
- \$35,001 o \$45,000..... 03
- \$45,001 to \$60,000..... 04
- More than \$60,000 05

61. What percentage of your part-time and full-time teachers including regular classroom, ESL/bilingual, remedial, special education, art and physical education are of Hispanic or Latino origin? WRITE PERCENTAGE BELOW.

_____ % Hispanic/Latino Teachers

62. About what percent of your teachers are members of the following groups? WRITE IN PERCENTAGES ON THE LINES BELOW. WRITE "0" IF NONE.

- American Indian or Alaska Native _____ %
- Asian..... _____ %
- Black or African American _____ %
- Native Hawaiian or Other Pacific
Islander _____ %
- White..... _____ %

63. If a person other than the school principal has answered Sections I to VII, please provide the following information: PLEASE PRINT

Last Name

First Name

Middle Initial

Title

How long employed at this school? _____

VIII. SCHOOL GOVERNANCE AND CLIMATE

64. How many times a year do you conduct classroom observations of individual *kindergarten* teachers in your school? CIRCLE ONE NUMBER ON EACH LINE.

	Number of observations per year					
a. Non-tenured teachers	0	1	2	3	4	5+
b. Tenured teachers.....	0	1	2	3	4	5+

65. Indicate the extent to which you agree or disagree with the following statements about staff development opportunities at your school. CIRCLE ONE NUMBER ON EACH LINE.

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
a. We have an active professional development program for teachers ...	1	2	3	4	5
b. Teachers are very active in planning staff development activities in this school	1	2	3	4	5
c. There is adequate time for teacher professional development	1	2	3	4	5
d. This school offers incentives for teachers to improve their classroom management and instructional techniques	1	2	3	4	5

66. How much emphasis do you place on the following goals and objectives for your kindergarten teachers and how successful are your kindergarten teachers in meeting these goals? CIRCLE ONE NUMBER ON EACH LINE FOR "A" AND ONE NUMBER ON EACH LINE FOR "B".

	A.				B.		
	Emphasis On Goal				Success of your Kindergarten Teachers		
	No or Minor Emphasis	Moderate Emphasis	Major Emphasis		Not Very Successful	Somewhat Successful	Very Successful
Facilitating children's progress in language and number skills	1	2	3	1.....	2	3
Facilitating children's progress in social or behavioral skills	1	2	3	1.....	2	3
Facilitating children's progress in fine and gross motor skills	1	2	3	1.....	2	3
Raising average performance on standardized tests, screeners or readiness instruments.....	1	2	3	1.....	2	3
Maintaining a quiet and orderly class environment	1	2	3	1.....	2	3
Providing challenging tasks for higher-achieving children.....	1	2	3	1.....	2	3
Providing help to lower-achieving children to keep up with the class.....	1	2	3	1.....	2	3
Communicating well with parents	1	2	3	1.....	2	3
Working well with other staff	1	2	3	1.....	2	3
Openness to new ideas and methods.....	1	2	3	1.....	2	3
Participation in professional development activities	1	2	3	1.....	2	3

67. We are interested in how decisions are made at your school. Decisions that are often made in the course of running a school are listed in column A. Individuals or groups who often make these decisions are listed in column B. FOR EACH DECISION, PLEASE CIRCLE ONE NUMBER FOR EACH DECISION MAKER, INDICATING HOW MUCH INFLUENCE THE DECISION MAKER TYPICALLY HAS. CIRCLE "0" IF THE DECISION MAKER HAS NO INFLUENCE. CIRCLE "1" IF THE DECISION MAKER HAS SOME INFLUENCE. CIRCLE "2" IF THE DECISION MAKER HAS MAJOR INFLUENCE. CIRCLE "3" IF THE DECISION IS NOT APPLICABLE TO YOUR SCHOOL.

A. Decision	B. Influence Of Decision Maker					
	Principal or Director	Teacher Organization or Individual Teachers	Parent Organization	School Board or Council	School District Office	School-Based Management Committee
Establishing criteria for hiring and firing teachers	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3
Selecting textbooks and other instructional materials	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3
Setting curricular guidelines and standards	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3
Establishing policies and practices for grading and student evaluation	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3
Deciding how school discretionary funds will be spent	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3
Planning professional development	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3

68. Indicate how much you agree or disagree with the following statements about the school's climate in the early grades CIRCLE ONE NUMBER ON EACH LINE.

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
a. The school-based management committee has developed good plans or concrete suggestions for school improvement.....	1	2	3	4	5
b. The teachers' professional association (or union) and the school administration work together to improve the achievement of children in this school	1	2	3	4	5
c. Parents are actively involved in this school's programs.....	1	2	3	4	5
d. Teacher absenteeism is a problem at this school.....	1	2	3	4	5
e. Teacher turnover is a problem at this school.....	1	2	3	4	5
f. Child absenteeism is a problem at this school.....	1	2	3	4	5
g. The community served by this school is supportive of its goals and activities	1	2	3	4	5
h. There is a consensus among administrators and teachers on goals and expectations	1	2	3	4	5
i. Order and discipline are maintained satisfactorily in the building(s)	1	2	3	4	5
j. Overcrowding is a problem at this school.....	1	2	3	4	5
k. Parents of children in this school are welcome to observe classes any time they are in session.....	1	2	3	4	5
l. Parents frequently ask me to assign/reassign their children to particular classes, teachers, or programs	1	2	3	4	5
m. I usually grant parent requests for particular classes, teachers, or programs	1	2	3	4	5

69. How much influence do the following have on how your job performance is evaluated? CIRCLE ONE NUMBER ON EACH LINE.

	No influence	Some influence	A great deal of influence
a. Standardized test scores.....	1	2	3
b. Raising the performance level of lower-achieving students.....	1	2	3
c. Attendance	1	2	3
d. School safety	1	2	3
e. Parent and community support	1	2	3
f. Parent involvement in school activities.....	1	2	3
g. Teacher and staff support	1	2	3
h. Participation in professional development activities	1	2	3
i. Other (Please specify) _____	1	2	3

IX. PRINCIPAL CHARACTERISTICS

70. What is your gender?

- | | |
|-------------|---|
| Male | 1 |
| Female..... | 2 |

71. In what year were you born? WRITE IN YEAR BELOW.

19 _____

72. Are you of Hispanic or Latino origin? CIRCLE ONE NUMBER.

- | | |
|-----------|---|
| Yes | 1 |
| No | 2 |

73. Which best describes your race. CIRCLE ONE OR MORE.

- | | |
|--|---|
| American Indian or Alaska Native | 1 |
| Asian..... | 2 |
| Black or African American | 3 |
| Native Hawaiian or Other Pacific
Islander | 4 |
| White | 5 |

74. How many years experience do you have in each of the following positions? WRITE IN THE NUMBERS BELOW.

Number of years

- | | |
|---|-------|
| a. Years as a teacher before becoming a principal | _____ |
| b. Total number of years as a principal..... | _____ |
| c. Number of years as principal at this school..... | _____ |

75. How many years have you taught each of the following grades and programs? WRITE THE NUMBER OF YEARS TO THE NEAREST HALF YEAR (FOR EXAMPLE, 2.5, 3.5). PLEASE INCLUDE PART-TIME TEACHING. WRITE "0" IF YOU HAVE NEVER TAUGHT THE GRADE OR PROGRAM LISTED.

	Total Years Grade or Program Taught
a. Preschool or Head Start	_____
b. Kindergarten (including Transitional/Readiness Kindergarten and Transitional/pre-1st grade).....	_____
c. First grade.....	_____
d. Second through fifth grade	_____
e. Sixth grade or higher.....	_____
f. English as a Second Language (ESL) program	_____
g. Bilingual education program	_____
h. Special education program	_____
i. Physical education program	_____
j. Art or music program	_____

76. How many college courses have you completed in the following areas? CIRCLE ONE NUMBER ON EACH LINE.

	Number of Courses						
a. Early childhood education	0	1	2	3	4	5	6+
b. Elementary education.....	0	1	2	3	4	5	6+
c. Special education	0	1	2	3	4	5	6+
d. English as a Second Language (ESL) ...	0	1	2	3	4	5	6+
e. Child development.....	0	1	2	3	4	5	6+
f. Methods of teaching reading	0	1	2	3	4	5	6+
g. Methods of teaching mathematics.....	0	1	2	3	4	5	6+
h. Methods of teaching science.....	0	1	2	3	4	5	6+
i. School administration/management.....	0	1	2	3	4	5	6+

77. What is the highest level of education you have completed? CIRCLE ONLY ONE NUMBER.

- High school diploma 01
- Associate's degree 02
- Bachelor's 03
- At least one years of course work beyond a Bachelor's but not a graduate degree 04
- Master's 05
- Education specialist or professional diploma based on at least one year of course work past a Master's degree level 06
- Doctorate 07
- Other (Please specify) _____ 08

78. Please estimate how many hours you spend on average per week in the following activities. WRITE IN NUMBER OF HOURS BELOW.

- | | Hours Per Week |
|---|-----------------------|
| a. Working with teachers on instructional issues | _____ |
| b. Internal school management (weekly calendars, vendors, office, memos, etc.)..... | _____ |
| c. Student discipline/attendance | _____ |
| d. Monitoring hallways, playground, lunchroom | _____ |
| e. Teaching | _____ |
| f. Talking and meeting with parents..... | _____ |
| g. Meeting with students | _____ |
| h. Paperwork required by local, state, or federal authorities | _____ |

79. What is your best estimate of the number of children you know by name? CIRCLE ONLY ONE.

- Nearly every child 01
- 76% or more 02
- 51% to 75% 03
- 26% to 50% 04
- 25% or less 05

Date Questionnaire Completed:

____/____/____
Month Day Year

Questionnaire completed by:

(Last Name)

(First Name)

(MI)

THANK YOU FOR YOUR COOPERATION