



**ADMINISTRATOR AND TEACHER SURVEY**

**Community Service Questionnaire**

We appreciate your participation in the Administrator and Teacher Survey, a nationwide study of approximately 17,000 administrators and teachers. By completing this questionnaire you will provide valuable information about the effect of the school environment on the educational process.

In recent years, many high schools have implemented programs of community service as a course, club activity, or graduation requirement in which students volunteer to work at community service agencies or on their own service projects, either during or after school hours. This survey attempts to document the extent of such programs in the United States and to describe the students they serve and other program characteristics. The results will add information to a similar survey taken by the National Center for Service Learning in 1979 and two national studies of selected programs conducted since then.

You have been identified as a staff member responsible for such a program in a specific high school. Please answer the questions in relation to this high school. You may feel that you cannot answer a question because it does not apply to your type of school. Please indicate this by entering an N/A (not applicable) response. Also please consider the term "staff" as referring to both the administrative personnel and the teachers combined.

Your answers will be kept strictly confidential. Results from this survey will appear in summary or statistical form only, so that individuals cannot be identified. We hope you will answer every question, but you may skip any question you do not wish to answer.

Thank you for your time and cooperation.

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All identifying information will be removed from this questionnaire prior to delivery to members of the Consortium. NORC will maintain the confidentiality and anonymity of schools and individual respondents, as it has for approximately 1,000 schools and 58,000 respondents in the High School and Beyond study since 1980, through strict adherence to the principles of the Federal Privacy Act of 1974.

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**The Consortium for the Study of Effective Schools**

**The National Center for Research in Vocational Education  
The Ohio State University**

**The Wisconsin Center for Education Research  
School of Education  
The University of Wisconsin - Madison**

**The Institute for Research in Educational Finance and Governance  
Stanford University**

**The Center for Educational Policy and Management  
The University of Oregon - College of Education**

**The Center for the Social Organization of Schools  
Johns Hopkins University**

GENERAL INSTRUCTIONS

There are several different types of questions in this questionnaire. To record your answers, please follow the instructions as shown in these examples. Please note: Numbers associated with the questions e.g. 8/ or 21-23/ are for computer operator use only.

(CIRCLE ONE)

What is your favorite sport? (CIRCLE ONE)

- Tennis.....1
- Football.....2
- Basketball.....3
- Baseball.....4
- Other (SPECIFY) Handball (5)

If your favorite sport is handball, you would circle the number to the right of "Other" and write "Handball" on the line as shown.

(CIRCLE ALL THAT APPLY)

Which of the following magazines have you read in the last week? (CIRCLE ALL THAT APPLY)

- Newsweek.....(1)
- Time.....(2)
- U.S. News & World Report.....3
- None of these.....4

If you read Newsweek and Time magazines in the last week, you would circle the numbers as shown.

(CIRCLE ONE FOR EACH ITEM)

Have you done any of the following during the past school year? (CIRCLE ONE FOR EACH ITEM)

- |                                       | <u>Yes</u> | <u>No</u> |
|---------------------------------------|------------|-----------|
| Attended a school sporting event..... | (1)        | 2         |
| Attended a school assembly.....       | (1)        | 2         |
| Chaperoned a school dance.....        | 1          | (2)       |
| Chaperoned a class field trip.....    | 1          | (2)       |

If you attended a school sporting event and a school assembly, but did not chaperone a school dance or class field trip, you would circle the numbers as shown.

Several questions ask you to enter numbers (or estimates of numbers) in the boxes provided e.g., number of students, number of hours. Others ask for percentages or estimates of percentages. Please round to the nearest whole number and "zero fill" as shown, where appropriate.

(WRITE IN)

What percentage of the students in your school are in the: (WRITE IN PERCENT)

9-10th grades: 0 4 3 %

11-12th grades: 0 5 7 %

If 40% of the students in your high school are in grades 9 and 10, and 60% are in grades 11 and 12, you would fill in the boxes as shown.

Please enter month and day   -   8-9/  
 Month Day 10-11/

1. Which of the following statements describe the type of community service program your school has: (CIRCLE ALL THAT APPLY)

- A. An elective course.....1 12/
  - B. A graduation requirement.....2 13/
  - C. A voluntary club activity.....3 GO TO 14/
  - D. Other (Describe the program structure if the above categories are insufficient.).....4 INSTRUCTION BOX BELOW 15/
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- E. NONE OF THE ABOVE.....5 16/

• Did you circle "5" (NONE OF THE ABOVE)?

Yes.....1 (STOP HERE AND RETURN THE QUESTIONNAIRE. THANK YOU FOR YOUR ASSISTANCE.) 17/

No.....2 CONTINUE BELOW

• Did you circle "1" (elective course) among the responses in Question 1?

Yes.....1 GO TO Q.2 AND ANSWER ALL REMAINING QUESTIONS IN TERMS OF THE ELECTIVE COURSE ONLY 18/

No.....2 CONTINUE BELOW

• With respect to responses "2" (graduation requirement), "3" (voluntary club) and "4" (other), did you circle only one or more than one of these responses?

Only one.....1 GO TO Q.2 AND ANSWER ALL REMAINING QUESTIONS IN TERMS OF THAT ONE PROGRAM 19/

More than one.....2 CONTINUE BELOW

• Please indicate which community service program has the largest student enrollment. (CIRCLE ONE)

- A. A graduation requirement....1 GO TO Q.2 AND ANSWER ALL 20/
- B. A voluntary club activity...2 REMAINING QUESTIONS IN
- C. OTHER.....3 TERMS OF THE PROGRAM CIRCLED

2. Approximately how many students are currently enrolled in the community service program? (WRITE IN. IF NONE, ENTER "0000". IF UNSURE, GIVE BEST ESTIMATE.)

TOTAL ENROLLED:     21-24/

**IMPORTANT: TOTALS FOR Qs.2A, 2B, 2C, AND 2D SHOULD EACH EQUAL TOTAL IN Q.2.**

A. Of the number enrolled how many are in the following grades? (WRITE IN. IF NONE, ENTER "0000". IF UNSURE, GIVE BEST ESTIMATE.)

9th grade     25-28/

10th grade     29-32/

11th grade     33-36/

12th grade     37-40/

B. Ethnicity of students in the community service program: (WRITE IN THE NUMBER. IF UNSURE, GIVE YOUR BEST ESTIMATE)

NON-HISPANIC     41-44/

HISPANIC OR SPANISH

Mexican, Mexican-American, Chicano     45-48/

Cuban, Cubano     49-52/

Puerto Rican, Puertorriqueno or Boricua     53-56/

Other Latin American, Latino, Hispanic, or Spanish descent

(WRITE IN) \_\_\_\_\_     57-60/

2. (Continued)

C. Race of students in the community service program: (WRITE IN THE NUMBER. IF NONE, ENTER "0000". IF UNSURE, GIVE BEST ESTIMATE.)

White	<input type="text"/>	61-64/
Black	<input type="text"/>	65-68/
American Indian or Alaskan Native	<input type="text"/>	69-72/
Asian or Pacific Islander	<input type="text"/>	73-76/
		79-80/01
		BEGIN DECK 02
Other (SPECIFY) _____	<input type="text"/>	08-11/

D. Number of: (WRITE IN. IF NONE, ENTER "0000")

Males	<input type="text"/>	12-15/
Females	<input type="text"/>	16-19/

3. What percentage of community service program students are pursuing a course of study regarded as: (IF NONE, ENTER "000". IF UNSURE, GIVE BEST ESTIMATE. TOTAL SHOULD EQUAL 100%)

College preparatory (academic)	<input type="text"/>	%	20-22
Vocational	<input type="text"/>	%	23-25/
General	<input type="text"/>	%	26-28/
Other (SPECIFY) _____	<input type="text"/>	%	29-31/
TOTAL		100%	

4. How long is the program? (CIRCLE ONE)

One semester.....1	32/
One school year.....2	
Other..(ANSWER A).....3	

IF NEITHER ONE SEMESTER NOR ONE SCHOOL YEAR:

A. Please indicate the number of weeks:  33-34/

5. In what year did the program begin? (WRITE IN YEAR)

1 | 9 | | | 35-36/

6. Is academic credit given for participation in the program?  
(CIRCLE ONE)

Yes...(ANSWER A).....1 37/

No....(GO TO Q.7).....2

IF YES:

A. In what subject(s)? (WRITE IN)

_____	38-39/	_____	46-47/
_____	40-41/	_____	48-49/
_____	42-43/	_____	50-51/
_____	44-45/	_____	52-53/

7. From the limited set of program goals below, which student outcomes are most important to you? Place a "1" in the blank beside the most important goal, a "2" beside the next most important goal, and so on through "4" for the least important goal. (WRITE IN RANK. DO NOT DUPLICATE RANKINGS)

- \_\_\_\_\_ a. Vocational awareness and skills 54/
- \_\_\_\_\_ b. Personal growth and development 55/
- \_\_\_\_\_ c. Community awareness and participation 56/
- \_\_\_\_\_ d. Academic competence, including basic literacy skills 57/

B. During the 1983-1984 academic year, how many students will have served in each of the following: (WRITE IN. IF UNSURE, GIVE BEST ESTIMATE. IF NONE, ENTER "0000")

- a. Hospitals 58-61/
- b. Nursing homes 62-65/
- c. Schools 66-69/
- d. Daycare or preschool centers 70-73/
- e. Other agencies for handicapped or disabled persons 74-77/

79-80/02

Other public or private agencies dealing with . . .

BEGIN DECK 03

- f. Health 8-11/
- g. Ecology 12-15/
- h. Recreation 16-19/
- i. Consumer Issues 20-23/
- j. Cultural awareness, theatre, music 24-27/
- k. Crime, corrections, law enforcement, legal aid 28-31/
- l. Business (retail, finance, manufacturing, repair) 32-35/
- m. Welfare services 36-39/
- n. Other (DESCRIBE) \_\_\_\_\_ 40-43/

9. What is the average number of hours per week that a student spends volunteering on site in the community service program? (WRITE IN HOURS. IF UNSURE, GIVE BEST ESTIMATE.)

HOURS PER WEEK: 44-45/

10. Does the program have a regularly scheduled period in which teachers help students learn from their community service experiences (e.g., in special seminars, teacher conferences, or discussion of their community work in regular classes)? (CIRCLE ONE)

Yes...(ANSWER A & B)....1 46/

No....(SKIP TO Q.11)....2

A. How many hours per week does this regularly scheduled period meet? (WRITE IN)

HOURS PER WEEK:   47-48/

B. On the average, what percentage of time in this regularly scheduled period is devoted to discussion of students' field experiences? (WRITE IN PERCENT. IF UNSURE, GIVE BEST ESTIMATE)

% 49-51/

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11. How many school staff members in each of the following categories have responsibility for coordinating or teaching in the program? (IF NONE, ENTER "00")

a. Teachers   52-53/

b. Guidance counselors   54-55/

c. School administrators   56-57/

d. Other staff   58-59/

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12. Approximately, what is the total number of hours per week that school staff are paid for duties connected with the community service program? (WRITE IN. GIVE BEST ESTIMATE OF THE TOTAL PAID HOURS FOR ALL STAFF)

TOTAL PAID STAFF  
HOURS PER WEEK:     60-63/

13. To what extent do each of the following present problems for the community service program? (CIRCLE ONE NUMBER FOR EACH ITEM)

	Major Problem	Minor Problem	No Problem	
a. Parent opposition or lack of interest.....	1	2	3	64/
b. School budget.....	1	2	3	65/
c. Staff reductions or changes...	1	2	3	66/
d. Lack of student interest.....	1	2	3	67/
e. Difficulty in finding field placements.....	1	2	3	68/
f. Logistical problems (e.g., scheduling transportation)....	1	2	3	69/
g. Lack of support from school administration.....	1	2	3	70/
h. Teacher opposition or lack of interest.....	1	2	3	71/

79-80/03

We would appreciate it if you would take just a minute to check and be certain that you have not inadvertently missed a question.

Thank you for assisting us in this important research. Your time and effort are much appreciated.

