

SCHOOL ADMINISTRATOR QUESTIONNAIRE

* Questions marked with an asterisk (*) were not asked of all respondents.

SECTION A: School Characteristics

First we have a few questions about [school name]'s characteristics.

Which of the following best describes [school name]?

- 1=A regular school [, not including charter schools]
- 2=A charter school (a school that has been granted a charter exempting it from selected state or local rules and regulations)
- 3=A special program school , such as a science or math school, performing arts school, talented or gifted school, or a foreign language immersion school
- 4=A career, technical or vocational school
- 5=An alternative school (a school that offers a curriculum designed to provide nontraditional education to students, for example, to students at risk of school failure or dropout in a traditional setting)

*Does this school have a magnet program?

A magnet program offers enhancements such as special curricular themes or methods of instruction to attract students from outside their normal attendance area.

- 1=Yes, a school-wide magnet program in which all students in this school participate in the program
- 2=Yes, a magnet program in which some students in this school participate in the program
- 3=No

*Is [school name]'s magnet program or special focus on...

- 1=Science, Technology, Engineering, or Math or
- 2=something else such as performing arts, education for talented or gifted students, or foreign language immersion?

*Does [school name] participate in a public school choice program? School choice programs are those aimed at giving families the opportunity to choose the school their children will attend, such as magnet schools, charter schools, and school vouchers. Do not include public school choice that is mandatory due to Adequate Yearly Progress requirements.

- 1=Yes
- 0=No

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\*In which of the following types of public school choice programs does [school name] participate?

- Students assigned to [school name] can choose to enroll in [school name] or another school within the district.
- Students can enroll in a public school in another district at no tuition cost to themselves or their families.
- Students from other districts can enroll in [school name] at no tuition cost to themselves or their families.
- Students assigned to [school name] can choose to enroll in a private school using state or district funds.

1=Yes  
0=No

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Is [school name] a year round school?

1=Yes
0=No

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What kind of academic calendar does [school name] have for grades 9 through 12?

- 1=Semester calendar
- 2=Trimester calendar
- 3=Quarter calendar
- 4=Other calendar

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On average, how many hours of instruction per day do students in grades 9 through 12 receive at [school name]? Please exclude study hall and lunch.

Report both hours and minutes, such as 6 hours and 0 minutes or 5 hours and 45 minutes.

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How are courses scheduled in [school name] for grades 9 through 12?

- 1=Traditional scheduling only (no block scheduling)
- 2=Block scheduling only (such as 4x4 or A/B)
- 3=Both traditional and block scheduling

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What percentage of your high school students attend a shared-time area or regional career and technical school?

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**SECTION B: Programs, Policies, and Statistics**

Now we would like to ask you some questions about [school name]'s programs and policies. We will also be asking you to provide us with some statistics for [school name].

Some questions may request information that is time-consuming to report with exact numbers. For those questions, informed estimates are acceptable.

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As of the first of October 2011, how many students in grades 9-12 were enrolled in this school?

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What is [school name]'s current enrollment for grades 9 through 12 expressed as a percentage of capacity, such as 90 percent filled or 105 percent filled?

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What percentage of students in grades 9 through 12 in [school name]...

(Please round to the nearest whole number, and enter '0' if none.)

- receive free or reduced-price lunch?
- are English Language Learners/have limited English proficiency?
- receive special education services for students with disabilities?

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In terms of a percentage, what was the average daily attendance (ADA) for students in the following grades in your school last year?

(Please round to the nearest whole number.)

- 9th grade
- 10th grade
- 11th grade
- 12th grade

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Which of the following can occur when high school students are absent without an excuse?

- Parents are notified.
- Students receive detentions.
- Students receive in-school suspensions.
- Students receive out-of-school suspensions.

- 1=Yes
- 0=No

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Does [school name] have a course failure policy that is tied to absenteeism?

1=Yes  
0=No

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Are high school students at [school name] required to earn a certain number or type of credits to be academically promoted to the next grade?

1=Yes
0=No

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\*In the 2010-2011 school year, what percentage of [school name]'s 11th grade class did not accumulate enough credits to be promoted to 12th grade academic status for the 2011-2012 school year?

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Does your high school offer any of the following programs to assist students who are struggling academically?

- Credit recovery program targeted at standards in which students were deficient. Programs may be offered by computer software, online instruction (such as a virtual school), or teacher-guided instruction
 - Summer programs that provides supplemental instruction
 - Small learning communities for over-aged students who have not met criteria for promotion to the next grade
 - Catch-up courses
 - "Double-dosing" of classes
 - Classes in study skills
 - Specific professional development, coaches, or technical assistance for teachers working with struggling students
 - Tutoring
- 1=Yes
0=No

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\*Is the credit recovery program offered...

- on-site, such as teacher-guided instruction or program software in a classroom?
- online, such as a state virtual school?

1=Yes  
0=No

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*During the 2010-2011 school year, approximately what percentage of 11th and 12th grade students participated in these credit recovery programs?

- 1=5 percent or less
- 2=6 to 10 percent
- 3=11 to 24 percent
- 4=25 to 49 percent
- 5=50 percent or more

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What percentage of your high school's September 2010 11th-graders returned in September of 2011, regardless of grade level?

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*What percentage of students attending [school name] in the 2010-2011 school year were transferred to an alternative program or school, such as one with a program, curriculum, or teaching approach that helps students who are at risk of dropping out?

~~~~~  
Which of the following programs or courses does [school name] offer to help students at risk of dropping out of high school?

- Dropout prevention program on-site
- Dropout prevention program off-site
- Programs to develop student study skills (such as AVID or GEAR UP) on-site
- Programs to develop student study skills (such as AVID or GEAR UP) off-site
- Childcare services on-site
- Childcare services off-site

- 1=Yes
- 0=No

~~~~~  
*What percentage of [school name]'s students in grades 9 through 12 are currently enrolled in a dropout prevention program, either on-site at [school name] or off-site?

(Please round to the nearest whole number, and enter '0' if none.)

- On-site
- Off-site

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Does your school do any of the following to raise high school students' interest and achievement in math or science?

- Hold school-wide math or science fairs, workshops, or competitions
- Partner with community colleges or universities that offer math or science summer programs or camps for high school students
- Pair students with mentors in math or science
- Bring in guest speakers to talk to students about math or science
- Take students on math- or science-relevant field trips
- Tell students about math or science contests, web sites, blogs, or programs (such as the Intel Student Research Contest or Girls Incorporated Operation SMART)
- Require teacher professional development in how students learn math or science
- Require teacher professional development in increasing student interest in math or science

1=Yes  
0=No

~~~~~  
In each of the following subjects, how many years of coursework are required to meet high school graduation requirements in [school name]?

Please answer with the graduating class of 2013 in mind.

- English
- Mathematics
- Science
- History or social studies
- Foreign language
- 1=Not required
- 2=Less than 1 year
- 3=1 to less than 2 years
- 4=2 to less than 3 years
- 5=3 to less than 4 years
- 6=4 years

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For a high school diploma, are [school name]'s requirements for graduation less than, equal to, or more than the requirements for entry into a public, 4-year college in your state?

Please answer with the graduating class of 2013 in mind.

- English
- Mathematics
- Science
- History or social studies
- Foreign language
- 1=Less than
- 2=Equal to
- 3=More than
- 4=Do not know

SCHOOL ADMINISTRATOR QUESTIONNAIRE

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What percentage of the 2010-2011 12th grade class...

(Please round your answers to whole numbers, and answer '0' if there are no students in a category.)

- entered higher education programs (such as a 4-year college, 2-year community college, or school that provides occupational training)?
- entered the labor market?
- joined the military?

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**SECTION C: Teachers**

Now we would like to ask you some questions about [school name]'s teachers for grades 9 through 12.

Some questions may request information that is time-consuming to report with exact numbers. For those questions, informed estimates are acceptable.

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As of the first of October 2011, about how many high school teachers held full-time or part-time positions or assignments at [school name]?

Include regular classroom teachers; special area or resource teachers such as teachers of special education, Title I, art, music, physical education; and long-term substitute teachers. Include as PART-TIME teachers, itinerant teachers who teach part-time at this school. Do not include student teachers, short-term substitute teachers, or teachers who teach only postsecondary or adult education.

(Please use whole numbers, and enter '0' if none.)

- full-time teachers
- part-time teachers

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Of the [A2FTPTF] full-time [and [A2FTPTP] part-time] teachers who instruct high school students at [school name], how many teach in each of the following subject areas?

Please give your best estimate. [If a teacher works full-time in your high school, but divides his or her time between subject areas, count that teacher as part-time in each subject area.]

(Please use whole numbers, and enter '0' if none.)

- Math (full-time)
- Math (part-time)
- Science (full-time)
- Science (part-time)
- All other subjects (full-time)
- All other subjects (part-time)

SCHOOL ADMINISTRATOR QUESTIONNAIRE

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How many of [school name]'s teachers are currently collecting a pension from a teacher retirement system or drawing money from a school or system sponsored 401(k) or 403(b) plan?

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How many full-time high school math teachers who taught in [school name] last year (2010-11), did not return to teach high school math at [school name] this year (2011-12)?

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How many full-time high school science teachers who taught in [school name] last year (2010-11), did not return to teach high school science students at [school name] this year (2011-12)?

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What percentage of [school name]'s high school teachers are absent on an average day?

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Which of the following kinds of support does your school provide to high school math and science teachers who are new to the profession?

- Formal new teacher induction program
 - Reduced teaching schedule or increased number of preparations
 - Common planning time with other math and science teachers
 - Release time for professional development or to observe other teachers
 - Seminars or classes for beginning teachers
 - Ongoing guidance or feedback from a master or mentor teacher in the same subject area
 - Ongoing guidance or feedback from a master or mentor teacher in a different subject area
 - Opportunities to attend subject-specific professional development
 - Opportunities to attend non-subject-specific professional development
 - Opportunities to join a teacher study group, sometimes called a professional learning community (PLC)
- 1=Yes
2=No
3=Don't know

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**SECTION D: Opinions and Background**

THIS SECTION SHOULD ONLY BE COMPLETED BY THE SCHOOL PRINCIPAL.

This section of the interview asks about your opinions and background.

SCHOOL ADMINISTRATOR QUESTIONNAIRE

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We would like to ask you a couple of questions about your school's counseling program. Which one of the following goals does your school's counseling program emphasize the most?

- 1=Helping students plan and prepare for their work roles after high school
- 2=Helping students with personal growth and development
- 3=Helping students plan and prepare for postsecondary schooling
- 4=Helping students improve their achievement in high school

~~~~~  
Of the three goals remaining, which one does your school's counseling program emphasize most?

- 1=Helping students plan and prepare for their work roles after high school
- 2=Helping students with personal growth and development
- 3=Helping students plan and prepare for postsecondary schooling
- 4=Helping students improve their achievement in high school

~~~~~  
Of the two goals remaining, which one does your school's counseling program emphasize more?

- 1=Helping students plan and prepare for their work roles after high school
- 2=Helping students with personal growth and development
- 3=Helping students plan and prepare for postsecondary schooling
- 4=Helping students improve their achievement in high school

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For the 2011-12 school year, how easy or difficult was it to fill the teaching vacancies in the high school mathematics department in [school name]?

- 1=Easy
- 2=Somewhat difficult
- 3=Very difficult
- 4=You could not fill the vacancies in the math department
- 5=There were no vacancies in the math department

~~~~~  
How easy or difficult was it to fill the high school teaching vacancies in the high school science department in [school name]?

- 1=Easy
- 2=Somewhat difficult
- 3=Very difficult
- 4=You could not fill the vacancies in the science department
- 5=There were no vacancies in the science department

SCHOOL ADMINISTRATOR QUESTIONNAIRE

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Does your school or district offer signing bonuses or incentives such as monetary bonuses, tuition aid, or tuition tax credits to attract qualified full-time high school math and science teachers?

- 1=Yes
- 0=No

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To what degree is each of the following a problem at [school name]?

- Student tardiness
- Student absenteeism
- Student class cutting
- Students dropping out
- Student apathy
- Lack of parental involvement
- Students coming to school unprepared to learn
- Poor student health
- Lack of resources and materials for teachers

- 1=Not a problem
- 2=Minor problem
- 3=Moderate problem
- 4=Serious problem

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To the best of your knowledge, how often do the following types of problems occur at [school name]?

- Physical conflicts among students
- Robbery or theft
- Vandalism
- Student use of illegal drugs while at school
- Student use of alcohol while at school
- The sale of drugs on the way to or from school or on school grounds

- 1=Daily
- 2=At least once a week
- 3=At least once a month
- 4=On occasion
- 5=Never happens

SCHOOL ADMINISTRATOR QUESTIONNAIRE

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To the best of your knowledge, how often do the following types of problems occur at [school name]?

- Student possession of weapons
- Physical abuse of teachers
- Student racial tensions
- Cyber-bullying
- Other types of student bullying
- Student verbal abuse of teachers
- Student in-class misbehavior
- Student acts of disrespect for teachers
- Student gang activities

- 1=Daily
- 2=At least once a week
- 3=At least once a month
- 4=On occasion
- 5=Never happens

~~~~~  
What is your sex?

- 1=Male
- 2=Female

~~~~~  
Are you of Hispanic or [Latino/Latina] origin?

- 1=Yes
- 0=No

~~~~~  
[In addition to learning about your Hispanic background, we would also like to know about your racial background.]

What is your race?

(Please check all that apply.)

- White
- Black or African American
- Asian
- Native Hawaiian or other Pacific Islander
- American Indian or Alaska Native

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What is the highest degree you have earned?

- 1=You do not have a degree
- 2=Associate's degree
- 3=Bachelor's degree
- 4=Master's degree
- 5=Educational Specialist diploma
- 6=Ph.D., Ed.D, M.D., law degree, or other high level professional degree

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\*What was your major field of study for your [highest degree]?

(Please type your major in the space below and click on 'Search for major.' Do not enter abbreviations.)

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*What was your major field of study for your Bachelor's degree?

(Please type your major in the space below and click on 'Search for Major.' Do not enter abbreviations.)

~~~~~

Before you became a principal, did you have any management experience outside of the field of education?

- 1=Yes
- 0=No

~~~~~

How much training, if any, have you received in each of the following areas? If you have received training in more than one way in a particular area, please choose the type of training that required the most hours.

- School law
- Fiscal management
- Long-range planning
- Physical plant management
- Personnel management
- Instructional leadership
- Data-driven decision making

- 1=No training
- 2=Topic of a workshop or seminar
- 3=Part of a college course
- 4=An entire college course
- 5=Two or more college courses

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Did you become a principal through an alternative principal preparation program, such as New Leaders for New Schools?

- 1=Yes
- 0=No

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Are you currently certified as a principal in your state?

- 1=Yes
- 0=No

~~~~~  
Including this school year, how many years have you served as the principal of [school name] or any other school?

~~~~~  
*Including this school year, how many years have you served as the principal of [school name]?

~~~~~  
In addition to serving as principal, are you currently teaching at [school name]?

- 1=Yes
- 0=No

~~~~~  
[Including this school year, how /How]many years of middle school and high school teaching experience do you have?

(Please use whole numbers, and enter '0' if you have no teaching experience at a level.)

- Middle school (grades 6-8)
- High school (grades 9-12)

~~~~~  
\*What is the main subject that you [teach/taught]?

- 1=English
  - 2=Math
  - 3=History or social science
  - 4=Natural or physical sciences
  - 5=Foreign languages
  - 6=Physical education
  - 7=Career, technical or vocational education
  - 8=Business
  - 9=Other subject
- Please specify