

OMB-87-1 SASS-3A

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR
CENTER FOR EDUCATION STATISTICS
U.S. DEPARTMENT OF EDUCATION

**SCHOOLS AND STAFFING SURVEY
PUBLIC SCHOOL QUESTIONNAIRE**

1987-1988

OMB No. 1850-0621
Approval Expires December 31, 1988

This response is authorized by law (20 U.S.C. 1221e-1). Your answers will be kept strictly confidential. Results from this survey will appear in summary or statistical form only, so that neither individuals nor schools can be identified.

**RETURN
TO**

**Bureau of the Census
Current Projects Branch
1201 East Tenth Street
Jeffersonville, IN 47132**

Dear Principal:

The Center for Education Statistics (NCES) of the U.S. Department of Education requests your participation in the School Survey for the 1987-88 Schools and Staffing Survey. Your school is one of 9,300 public and 3,500 private schools across the nation selected to be in the sample.

The Schools and Staffing Survey is an integrated set of surveys consisting of the Teacher Demand and Shortage Survey, the School and School Administrator Surveys, and the Teacher Survey. These surveys are revisions of previous NCES surveys, designed to better measure critical aspects of teacher supply and demand, the composition of the administrator and teacher workforce, and the status of teaching and schooling generally. The purpose of the School Survey is to obtain information about schools such as staff-pupil ratio, student characteristics, staffing patterns, and teacher turnover.

The U.S. Bureau of the Census is conducting the surveys for the Center for Education Statistics by the authority of Section 406(b) of the General Education Provisions Act, as amended (20 USC 1221e). The data will be treated as confidential and will be reported only in statistical summaries that preclude the identification of any school participating in the surveys.

We are conducting this survey with a sample of schools. While this minimizes overall response burden, the value of each individual survey response is greatly increased because it represents many other schools. I, therefore, encourage you to participate in this voluntary survey by completing this questionnaire and returning it within 3 weeks to the Bureau of the Census. A preaddressed envelope is enclosed for your convenience.

I thank you for your cooperation in this very important effort.

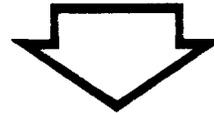
Sincerely,



Emerson J. Elliott
Director
Center for Education Statistics

Enclosure

*Please correct any error in name
and address including
ZIP Code.*



Remarks

If this school does **NOT** serve students in any of grades K – 12, please mark (X) the box. _____

School does not serve students in any of grades K – 12

If you marked the box above, do not complete this questionnaire. Please return it to the Bureau of the Census in the enclosed preaddressed envelope. Thank you for your cooperation.

INSTRUCTIONS

Unless otherwise indicated, all questions refer to the 1987-88 school year.

If you are unsure about how to answer a question, please give the best answer you can and make a comment in the "Remarks" section.

If you have any questions, please call the Bureau of the Census collect at (301)763 – 2220.

Use the enclosed postage-paid envelope to return this questionnaire to the Bureau of the Census. Please return it within the next 3 weeks.

THANK YOU FOR TAKING PART IN THIS STUDY.

SECTION 1 – SCHOOL CHARACTERISTICS

1. How many students (in head counts) were enrolled in grades K – 12 in this school –

a. On or about October 1, 1987?

011

_____ Students

b. On or about October 1, 1986?

012

_____, Students

School not operating in Fall 1986

2. What is the level of this school?

Mark (X) only one box.

013

- 1 Elementary
 2 Middle school/junior high
 3 Secondary
 4 Combined elementary and secondary
 5 Other – Specify _____

3. Which of the following best describes this school?

Mark (X) only one box.

014

- 1 Regular elementary or secondary
 2 Elementary or secondary with a special program emphasis (e.g., science/math magnet school, performing arts high school, gifted/talented school) – Specify _____
 3 Special education (serves primarily handicapped students)
 4 Alternative (Offers a curriculum designed to address the needs of students which typically cannot be met in a regular school; provides nontraditional education; may be an adjunct to a regular school. Does not specifically fall into regular, special education or vocational education school categories.) – Specify _____
 5 Vocational/technical (serves primarily students being trained for occupations)
 6 Other – Specify _____

4a. Is this school coeducational?

015

- 1 Yes – Continue with **4b**
 2 No, it is an all-female school } *Skip to item 5*
 3 No, it is an all-male school }

b. What percentage of students enrolled in this school are male?

(Record percentage in whole numbers, not tenths. Do not enter a decimal point.)

016

_____ %

SECTION 1 – SCHOOL CHARACTERISTICS – Continued

5. Which of the following best describes the community in which this school is located?
 Mark (X) only one box

1	<input type="checkbox"/>	A rural or farming community
2	<input type="checkbox"/>	A small city or town of fewer than 50,000 people that is not a suburb of a larger city
3	<input type="checkbox"/>	A medium-sized city (50,000 to 100,000 people)
4	<input type="checkbox"/>	A suburb of a medium-sized city
5	<input type="checkbox"/>	A large city (100,000 to 500,000 people)
6	<input type="checkbox"/>	A suburb of a large city
7	<input type="checkbox"/>	A very large city (over 500,000 people)
8	<input type="checkbox"/>	A suburb of a very large city
9	<input type="checkbox"/>	A military base or station
10	<input type="checkbox"/>	An Indian reservation

6. How many days are in the school year for students in the HIGHEST GRADE? Days

7. How long is the school day for students in the HIGHEST GRADE?
 /Hours
 /Minutes

8. What percentage of students were not in attendance today? Include both excused and unexcused absences.
 (Record the percentage in whole numbers, not tenths. Do not enter a decimal point.)
 %

9. How many students attending this school are –
 a. American Indian or Alaskan Native? /Students
 None

b. Asian or Pacific Islander? /Students
 None

c. Hispanic, regardless of race (Mexican, Puerto Rican, Cuban, Central or South American, or other culture or origin)? /Students
 None

d. Black (not of Hispanic origin)? /Students
 None

e. White (not of Hispanic origin)? /Students
 None

10. How many teachers in this school are –
 a. American Indian or Alaskan Native? Teachers
 None

b. Asian or Pacific Islander? Teachers
 None

c. Hispanic, regardless of race (Mexican, Puerto Rican, Cuban, Central or South American, or other culture or origin)? Teachers
 None

d. Black (not of Hispanic origin)? Teachers
 None

e. White (not of Hispanic origin)? Teachers
 None

SECTION 1 – SCHOOL CHARACTERISTICS – Continued

11. For each of the following programs or services, please indicate whether it is available to students in this school, either during or outside of regular school hours, and regardless of funding source. If you mark "Yes" for a program or service, record the number of students served.

a. Bilingual education – Native language is used to varying degrees in instructing students with limited English proficiency. (Includes, for example, transitional bilingual education and structured immersion.)

062 1 Yes – How many students are served? 063
 2 No

b. English as a second language – students with limited English proficiency are provided with intensive instruction in English.

064 1 Yes – How many students are served? 065
 2 No

c. Remedial reading – organized compensatory, diagnostic, and remedial activities designed to correct and prevent difficulties in the development of reading skills.

066 1 Yes – How many students are served? 067
 2 No

d. Remedial mathematics – organized compensatory, diagnostic, and remedial activities designed to correct and prevent difficulties in the development of mathematics skills.

068 1 Yes – How many students are served? 069
 2 No

e. Programs for the handicapped – instruction for the mentally retarded, specific learning disabled, physically handicapped, and other handicapped.

070 1 Yes – How many students are served? 071
 2 No

f. Programs for the gifted and talented – activities designed to permit gifted and talented students to further develop their abilities.

072 1 Yes – How many students are served? 073
 2 No

g. Vocational or technical programs – instruction designed to provide students with occupational skills needed for work.

074 1 Yes – How many students are served? 075
 2 No

h. Diagnostic and prescriptive services – services provided by trained professionals to diagnose learning problems of students and to plan and provide therapeutic or educational programs based upon such services.

076 1 Yes – How many students are served? 077
 2 No

i. Extended day or before- or after-school day-care programs.

078 1 Yes – How many students are served? 079
 2 No

12a. Does this school provide ECIA Chapter 1 services?

081 1 Yes – Continue with 12b
 2 No – Skip to 13a

b. How many students are served?

083 Students served
 0 None

SECTION 1 – SCHOOL CHARACTERISTICS – Continued

13a. Are any of the students in this school eligible for free or reduced price lunches that are paid for with public funds, e.g., Federal government or other government?

- 084** 1 Yes – *Continue w/th 13b*
 2 No – **Skip to 14a**

b. How many students are eligible for free or reduced price lunches?

085 Students eligible

c. How many students receive free or reduced price lunches?

086 Students served

0 None

1 This school does not participate in the government lunch program

14a. Does this school charge tuition to any students?

- 088** 1 Yes – *Continue with 14b*
 2 No – **Skip to 15**

b. Does this school have any policy for modifying or discounting tuition rates (e.g., on the basis of additional students from the same family, financial need)?

- 089** 1 Yes
 2 No

c. What is the highest annual tuition charged by this school for a full-time student? Do not include boarding fees.

090 \$ **00** per year

15. Which of the following does this school use for admission?

Mark (X) all that apply

- 091** 1 Admission test
092 2 Standardized achievement test
093 3 Academic record
094 4 Special student needs
095 5 Special student aptitudes
096 6 Personal interview
097 7 Recommendations
098 8 Something else – *Specify* _____

099 9 None of these (This school has no special requirements for admission)

Remarks

SECTION 1 – SCHOOL CHARACTERISTICS – Continued

16a. For what grade levels does your school offer instruction? (Mark the box for each grade in which instruction is offered in this school, whether or not there are any pupils enrolled in that grade.)

b. How many students were enrolled in each grade on October 1, 1987 (Enter the number of students, in head counts, enrolled in this school on or about October 1, 1987, by grade.)

(If instruction for a grade level is offered but no students are enrolled in that grade, mark the grade level box in column a and enter "0" in column b).

	Instruction offered (Mark (X) all that apply) (a)	Enrollment October 1, 1987 (b)
100	<input type="checkbox"/> Prekindergarten	101
102	<input type="checkbox"/> Kindergarten	103
104	<input type="checkbox"/> 1st	105
106	<input type="checkbox"/> 2nd	107
108	<input type="checkbox"/> 3rd	109
110	<input type="checkbox"/> 4th	111
112	<input type="checkbox"/> 5th	113
114	<input type="checkbox"/> 6th	115
116	<input type="checkbox"/> 7th	117
118	<input type="checkbox"/> 8th	119
120	<input type="checkbox"/> 9th	121
122	<input type="checkbox"/> 10th	123
124	<input type="checkbox"/> 11th	125
126	<input type="checkbox"/> 12th	127
128	<input type="checkbox"/> 13th	129
130	<input type="checkbox"/> 14th	131
132	<input type="checkbox"/> Ungraded	133
TOTAL →		134

Remarks

SECTION 1 – SCHOOL CHARACTERISTICS – Continued

17. Last year, 1986–87, what percentage of students enrolled at the beginning of the school year were still enrolled at the end of the school year?

(Exclude students who transferred from other schools after the 1986–87 school year began in figuring this rate. Record the percentage in whole numbers, not tenths. Do not enter a decimal point.)

135 _____ .0 %

School not in operation last year

CHECK ITEM A

Does this school have any 12th grade students?

Yes – Continue with item 18

No – Skip to item 22

18. What percentage of this school's 12th grade students are enrolled in academic or college preparatory programs? *(Record the percentage in whole numbers, not tenths. Do not enter a decimal point.)*

138 _____ .0 %

None

19. How many students were enrolled in 12th grade on or about October 1, 1986 (last year)?

_____ Students – Continue with 20

No 12th graders in 1986-87 – Skip to item 22

20. How many students were graduated from the 12th grade last year? *(Include 1987 summer graduates.)*

_____ Students

21. What is the estimated percentage of last year's graduates that applied to a two- or four-year college? *(Record percentage in whole numbers, not tenths. Do not enter a decimal point.)*

_____ .0 %

None

Remarks

SECTION 2 – STAFFING PATTERNS

22. Which of the following describes the organization of this school's teaching staff at the elementary and/or the secondary level? (Please respond for the appropriate level(s) for this school.)

Mark (X) all that apply.

- ELEMENTARY LEVEL**
- 142 1 Self-contained class – one teacher teaches multiple subjects to the same students all or most of the day
- 143 2 Team teaching – two or more teachers teach multiple subjects to the same group of students for all or most of the day
- 144 3 Departmentalized situation – one teacher teaches the same subject to several classes of different students
- SECONDARY LEVEL**
- 145 4 Self-contained class – one teacher teaches multiple subjects to the same students all or most of the day
- 146 5 Team teaching – two or more teachers teach multiple subjects to the same group of students for all or most of the day
- 147 6 Departmentalized situation – one teacher teaches the same subject to several classes of different students

23. The following questions refer to TEACHERS regularly employed in this school on or about October 1, 1987. Do not include school employees with no teaching duties or student teachers in your answers.

a. How many teachers whose PRIMARY assignment is teaching at assigned a full-time position at this school?

148 _____ Teachers
 None

(Count only teachers who are assigned a full-time position at this school and whose PRIMARY ASSIGNMENT is teaching any of grades K – 12, i.e., they teach half time or more on a regular basis. Use head counts, not FTE's.)

b. How many other full- or part-time personnel are there at this school whose duties include some teaching? Include itinerant teachers.

149 _____ Teachers
 None

c. Total number of teachers regularly employed in this school (Sum of a and b above.)

150 _____ Total

24. What percentage of the teachers reported in question 23a above have taught for each of the following periods of time? Include the current year. (Record percents in whole numbers, not tenths.)

a. Less than 3 years

151 _____ 0 %
 None

b. 3–9 years

152 _____ 0 %
 None

c. 10–20 years

153 _____ 0 %
 None

d. More than 20 years

(NOTE: Total for 24a – d should equal 100%)

154 _____ 0 %
 None

25. How many of the teachers reported in item 23a have a degree beyond the bachelor's degree?

155 _____ Teachers
 None

SECTION 2 – STAFFING PATTERNS – Continued

26. For each of the following categories, how many employees regularly worked in this school on or about October 1, 1987? (Report totals in full-time equivalents (FTE's) to the nearest tenth.)

NOTE — One full-time equivalent is equal to the amount of time a person would normally spend serving full-time on an assignment; i.e., a full-time teacher would add 1.0 to the TEACHERS category; a person working two periods as a teacher and three periods as a guidance counselor would add 0.4 to the TEACHERS category and 0.6 to the GUIDANCE COUNSELORS category; and a two-thirds time librarian would add 0.7 to the LIBRARIANS AND OTHER PROFESSIONAL MEDIA STAFF category.

NUMBER OF EMPLOYEES
(FTE to the nearest tenth)

a. Principals and assistant principals

156

None

b. Teachers

(Do not include substitute teachers or student teachers.)

157

c. Guidance counselors

160

None

d. Librarians and other professional media staff

161

None

e. Other professional staff such as curriculum specialists, administrative and business staff, and social workers

162

None

f. Teacher aides (paraprofessionals who assist teachers)

165

None

g. Other noninstructional staff

166

None

27a. Do any UNPAID VOLUNTEERS provide services for this school? Do not include students from this school as unpaid volunteers.

167

- 1 Yes — Continue with 27b
2 No — Skip to 28

b. How many unpaid volunteers do you expect will perform services at this school on a CONTINUING OR SCHEDULED BASIS during the 1987–88 school year?

168

Unpaid volunteers

None

Remarks

SECTION 2 – STAFFING PATTERNS – Continued

INSTRUCTIONS FOR QUESTIONS 28–32

The next few questions pertain to those employees assigned a full-time position in this school whose PRIMARY ASSIGNMENT is teaching in any of grades K – 12, i.e., who teach half time or more on a regular basis. Record number of teachers in head counts, not FTE's

169

_____ Teachers

28a. How many teachers held a full-time position at this school on or about October 1, 1986, i.e., not this fall, but a year ago?

170

- None
 School not in operation last year

b. SEPARATIONS – How many of the teachers who held a full-time position at this school on October 1, 1986, were no longer teachers in this school on October 1, 1987?

171

- _____ Teachers
 No teachers have left

172

- School not in operation last year

c. ADDITIONS – How many of the teachers who held a full-time position at this school on October 1, 1987 were not teachers in this school on October 1, 1986 (last year)?

173

(For schools in their first year of operation, count all teachers who are assigned a full-time position at this school and whose primary assignment is teaching)

- _____ Teachers
 No teachers added

d. How many teachers held a full-time position at this school on October 1, 1987?

174

_____ Teachers

NOTE – Your responses to items 28a–d should satisfy the equation $28a - 28b + 28c = 28d$. Also, your entry for item 28d should equal your entry in item 23a

CHECK ITEM B

Did you mark the box labeled "No teachers added" in item 28c above?

175

- Yes – Skip to Check Item C on page 13
 No – Continue with item 29

Remarks

SECTION 2 - STAFFING PATTERNS - *Continued*

29. For items 29a - c, count teachers added to your staff in the category that **BEST** describes their primary activity during the year before they were hired at this school. Use head counts, not FTE's. Count each teacher only once. If there were no teachers in a category, please mark the "None" box

NUMBER OF TEACHERS

Of those new teachers (additions) reported in question 28c, how many are -

a. FIRST TIME TEACHERS, i.e., those who have never had a regular teaching position before?

None

b. EXPERIENCED TEACHERS who, in Fall 1986, were -

177

(1) Teaching in another school?

None

(2) Attending a college or university?

178

None

(3) Working in a nonteaching occupation?

179

None

(4) Homemaking and/or child rearing?

180

None

(5) Unemployed and seeking work?

181

None

(6) Retired?

182

None

(7) On leave of absence?

183

None

(8) In another known status? - *Specify* -

184

None

(9) In unknown status?

185

None

c. OTHER TEACHERS whose teaching experience is unknown?

186

None

d. TOTAL additions
Sum of 29a-c above. Entry should equal entry in item 28c.

187

SECTION 2 – STAFFING PATTERNS – Continued

CHECK ITEM C

Refer to item 28b on page 11.

Did you mark the box labeled "No teachers have left" or the box labeled "School not in operation last year"? 188

1 Yes – Skip to item 32 on page 15

2 No – Continue with item 30

30. The following question refers to teachers reported in item **28b**, that is, those who have left your school since October 1, **1986**.

(Use head counts, not FTE's. Please count each teacher only once in the category that best describes his/her primary activity. If there were no teachers in a category, please mark the "None" box)

NUMBER OF TEACHERS

In the Fall of **1987**, how many of these teachers were – 190

a. Teaching in another school?

None

b. Attending a college or university?

190

c. Working in a nonteaching occupation?

191

None

d. Homemaking and/or child rearing?

192

None

e. Unemployed and seeking work?

193

None

f. Retired?

194

None

g. Deceased?

195

None

h. Disabled?

196

None

i. On leave of absence?

197

None

j. In another known status? – Specify

198

None

k. In unknown status?

None

l. TOTAL separations

Sum of 30a – k above. Entry should equal entry in item 28b.

200

SECTION 2 - STAFFING PATTERNS - Continued

**CHECK
ITEM D**

Did you mark the "None" box in item 30c?

201

- 1 Yes - Skip to *item 32*
 2 No - Continue with *item 31*

31. Of the number of teachers reported in question 30c as working in nonteaching occupations in Fall 1987, how many were employed in the field of education as -

202

a. Principals and assistant principals?

o None

b. Guidance counselors?

203

o None

c. Librarians and other media staff?

204

o None

d. Other professional staff such as curriculum specialists, administrative and business staff, and social workers?

205

o None

e. Other school personnel?

206

o None

Remarks

SECTION 2 – STAFFING PATTERNS – Continued

32. In column (b), please record the number of teachers (in head counts) in this school on October 1, 1986 (last year) by their PRIMARY field of assignment at that time. In column (c), record the number of those teachers in column (b) who have left your school and are no longer teachers. In column (d), record the total number of teachers in this school on October 1, 1987, by PRIMARY field of assignment. Do not report the same teacher for more than one line of the same column. If your school was not in operation on October 1, 1986, leave columns (b) and (c) blank. (Enter "0" for any assignment areas for which there were no teachers.)

Primary field of assignment (a)	Number of teachers		
	Total teachers October 1, 1986 (b)	Not teaching on October 1, 1987 (c)	Total teachers October 1, 1987 (d)
1. KINDERGARTEN	207	208	209
2. GENERAL ELEMENTARY	210	211	212
SPECIAL AREAS			
3. Art	213	214	215
4. Basic skills and remedial education	216	217	218
5. Bilingual education	219	220	221
6. Business education	222	223	224
7. Computer science	225	226	227
8. English as a second language (ESL)	228	229	230
9. English/language arts	231	232	233
10. Foreign language	234	235	236
11. Gifted	237	238	239
12. Health, physical education	240	241	242
13. Home economics	243	244	245
14. Industrial arts	246	247	248
15. Mathematics	249	250	251
16. Music	252	253	254
17. Reading	255	256	257
18. Religion/philosophy	258	259	260
19. Social studies/social science	261	262	263
SCIENCE			
20. Biology	264	265	266
21. Chemistry	267	268	269
22. Earth science	270	271	272
23. Physics	273	274	275
24. General and all other science	276	277	278
25. SPECIAL EDUCATION	279	280	281
26. VOCATIONAL EDUCATION	282	283	284
27. ALL OTHERS	285	286	287
28. TOTAL TEACHERS →	288	289	290

SECTION 3 – RESPONDENT INFORMATION

**CHECK
ITEM E**

Does your school provide instructions for any of grades 7 through 12?

- 291 1 Yes – Continue with Check Item F
2 No – Skip to Item 33

**CHECK
ITEM F**

On page 15, teaching field number 19 is "Social studies/social science." Would you be able to easily provide separate counts for each specific field such as history, geography, government/civics, psychology, economics, sociology, etc.?

- 292 1 Yes
2 No

(Do not provide the counts; just indicate whether the data are available)

33. What is the title of the person or persons who filled out this questionnaire?

- 293 1 Principal
294 2 Vice Principal Assistant Principal
295 3 Counselor
296 4 Curriculum Coordinator, Department Head
297 5 Teacher
298 6 Secretary
299 7 Other – Specify _____

Mark (X) all that apply

34. Please enter a telephone number and time when you can be reached in case we have to clarify any of your answers.

Name (Please print) _____

Telephone number (Area code and number) _____

Day(s) and time(s) it would be convenient to contact you, if necessary _____

35. Please enter the date you finish this survey. _____

Month Day Year

88

Please take a minute and check to be certain you have not overlooked a question.

**THIS COMPLETES THE QUESTIONNAIRE.
THANK YOU FOR ASSISTING US IN THIS IMPORTANT RESEARCH.
YOUR TIME AND EFFORT ARE APPRECIATED.**