

NOTICE – This report is authorized by law (20 U.S. Code 1221e). Results of this survey will appear in summary or statistical form only, so that individuals cannot be identified.

FORM **SASS-3B**
(9-29-93)

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



PRIVATE SCHOOL QUESTIONNAIRE

SCHOOLS AND STAFFING SURVEY 1993-94 SCHOOL YEAR

Conducted by:

U.S. Department of Commerce
Bureau of the Census

PLEASE COMPLETE THIS QUESTIONNAIRE WITH INFORMATION ABOUT:

THIS SURVEY HAS BEEN ENDORSED BY:

American Montessori Society
Christian Schools International
Council for American Private Education
Evangelical Lutheran Church in America
Executive Assistant to the Secretary
for Private Education
Friends Council on Education
General Conference of the Seventh-Day
Adventist Church
Lutheran Church – Missouri Synod
National Association of Episcopal Schools

National Association of Independent Schools
National Association of Private Schools for
Exceptional Children
National Catholic Educational Association
National Independent Private School
Association
Oral Roberts University Educational Fellowship
Solomon Schechter Day School Association
Torah Umesorah – National Society for
Hebrew Day Schools
United States Catholic Conference
Wisconsin Evangelical Lutheran Synod

DEAR PRINCIPAL:

WHO IS CONDUCTING THIS SURVEY?

The National Center for Education Statistics (NCES) of the U.S. Department of Education requests your participation in the Schools and Staffing Survey. The U.S. Bureau of the Census is conducting this survey by the authority of Section 406(b) of the General Education Provisions Act, as amended (20 USC 1221e).

WHY IS NCES SPONSORING THIS SURVEY?

The purpose of this survey is to obtain information about schools, such as staffing patterns, staff-pupil ratios, student characteristics, and programs offered. We will report your data only in statistical summaries so that individuals cannot be identified.

WHY SHOULD YOUR SCHOOL PARTICIPATE IN THIS SURVEY?

We are conducting this survey with only a sample of schools. Therefore, the value of your individual contribution is greatly increased because it represents many other schools. We encourage you to participate in this voluntary survey.

WHERE SHOULD YOU MAIL YOUR COMPLETED QUESTIONNAIRE?

Mail your completed questionnaire in the enclosed envelope to:

Bureau of the Census
Current Projects Branch
1201 East 10th Street
Jeffersonville, IN 47132-0001

THANK YOU FOR YOUR COOPERATION IN THIS VERY IMPORTANT EFFORT.

SINCERELY,



**EMERSON J. ELLIOTT
COMMISSIONER
NATIONAL CENTER FOR EDUCATION STATISTICS**

INFORMATION ABOUT REPORTING BURDEN

Public reporting burden for this collection of information is estimated to average two hours, including the time for reviewing instructions, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, DC 20202-4651 and to the Office of Management and Budget, Paperwork Reduction Project 1850-0598, Washington, DC 20503.

1. YOUR NAME:

TITLE:

AREA CODE:

TELEPHONE NUMBER:

<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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BEST TIME TO REACH YOU (if we have questions about any of your responses):

DAYS:

TIME:

<input type="text"/>		<input type="text"/>	a.m.
<input type="text"/>		<input type="text"/>	p.m.

2. If any of the following statements are true for the school named on the front of this questionnaire, please mark the appropriate box.

Mark (X) all that apply.

0055 1 This school teaches only prekindergarten and/or kindergarten students.

0060 2 This school teaches only postsecondary (beyond grade 12) or adult education students.

0070 3 This school is no longer in operation – Please report closing date →

0075 4 The school named on the front of this questionnaire is a public school, not a private school.
Please describe school, e.g., state school for the deaf, Dept. of Defense school, etc. ↴

0080 5 The institution or organization named on the front of this questionnaire is not a school.
Please explain ↴

3. If you marked any of the statements above, do not complete this questionnaire. Return it in the enclosed envelope to:

Bureau of the Census
Current Projects Branch
1201 East 10th Street
Jeffersonville, IN 47132-0001

If you did not mark any of the above statements, continue with item 4.

4. At the end of this questionnaire, you are asked to record the amount of time required to complete this form. Please record the current date and time: ↴

INSTRUCTIONS

We suggest using a pencil to answer this questionnaire.

If you have any questions, call the Census Bureau at 1-800-221-1204. Someone will be available to take your call Monday through Friday, between 8:30 a.m. and 5:00 p.m. (Eastern Time).

Please return this questionnaire within 2 weeks in the enclosed envelope.

5. Are this school's name and grade range the same as that shown on the front page?

NOTE – We have intentionally omitted prekindergarten (PK) and nursery school from the grade range on the front page. If PK or nursery school is the only difference between this school's actual grade range and the range shown on the front page, please mark "Yes" and continue with item 6 on page 5.

0100 1 Yes → **Continue with item 6, page 5.**

2 No → **Please call the Census Bureau at 1-800-221-1204.**

Notes

SECTION A – SCHOOL CHARACTERISTICS

NOTE – For the remainder of this questionnaire, answer only for the grade range shown on the front page EXCEPT for items 38 – 40. If this school has any programs for prekindergarten-age children, you are asked to include these children in items 38 – 40; do not include them in any other items. Do not include postsecondary (beyond grade 12) or adult education students in any items on this questionnaire.

6. How many students were enrolled in each of the grades shown on the front page, plus any ungraded levels, around the first of October?

Report only for the school named on the front page.

Do NOT include prekindergarten, postsecondary, or adult education students, and children who are enrolled only in day care at this school.

Grade Levels	Grades offered around October 1, 1993		Enrollment around October 1, 1993
a. Ungraded (including ungraded special education students)	0115	1 <input type="checkbox"/>	0120
b. Kindergarten	0125	1 <input type="checkbox"/>	0130
c. 1st	0135	1 <input type="checkbox"/>	0140
d. 2nd	0145	1 <input type="checkbox"/>	0150
e. 3rd	0155	1 <input type="checkbox"/>	0160
f. 4th	0165	1 <input type="checkbox"/>	0170
g. 5th	0175	1 <input type="checkbox"/>	0180
h. 6th	0185	1 <input type="checkbox"/>	0190
i. 7th	0195	1 <input type="checkbox"/>	0200
j. 8th	0205	1 <input type="checkbox"/>	0210
k. 9th	0215	1 <input type="checkbox"/>	0220
l. 10th	0225	1 <input type="checkbox"/>	0230
m. 11th	0235	1 <input type="checkbox"/>	0240
n. 12th	0245	1 <input type="checkbox"/>	0250

7. What was the total number of students enrolled in this school around the first of October?

Please sum lines 6(a) through 6(n).

0255

Students

SECTION A – SCHOOL CHARACTERISTICS – CONTINUED

8. Around the first of October, how many students were:

Do not include prekindergarten, postsecondary, or adult education students, and children who are enrolled only in day care at this school.

a. American Indian or Alaska Native (Aleut, Alaska Indian, Yupik, Inupiat)?

0405 0 None or Students

b. Asian or Pacific Islander (Japanese, Chinese, Filipino, Korean, Asian Indian, Vietnamese, Hawaiian, Guamanian, Samoan, other Asian)?

0410 0 None or Students

c. Hispanic, regardless of race (Mexican, Puerto Rican, Cuban, Central or South American, or other Hispanic culture or origin)?

0415 0 None or Students

d. Black, not of Hispanic origin?

0420 0 None or Students

e. White, not of Hispanic origin?

0425 0 None or Students

Notes

SECTION A – SCHOOL CHARACTERISTICS – CONTINUED

9a. Is this school coeducational?

0450

- 1 Yes
- 2 No, it is an all-female school
- 3 No, it is an all-male school

} **GO to item 10.**

b. How many MALE students attended this school around the first of October?

0455

0 None or Male students

10. How many students were ABSENT on the most recent school day?

0460

0 None or Students

11. How many days are in the school year for students in this school?

0465

Days per year

12. How long is the school day for students in this school?

Report BOTH hours and minutes, e.g., "6" hours and "0" minutes, "5" hours and "45" minutes, etc. If the length of day varies by grade level, record the longest day.

0470

Hours

AND

0475

Minutes

Notes

SECTION A – SCHOOL CHARACTERISTICS – CONTINUED

13a. Does this school have a religious orientation, purpose, or affiliation?

- 0485 1 Yes
2 No

GO to item 14, page 9.

b. Is this school formally affiliated with a national religious denomination?

- 0490 1 Yes
2 No

c. What is this school's religious orientation or affiliation?

Mark (X) only one box.

- 0495 1 Roman Catholic
2 Amish
3 Assembly of God
4 Baptist
5 Calvinist
6 Christian (no specific denomination)
7 Church of Christ
8 Church of God
9 Disciples of Christ
10 Episcopal
11 Friends
12 Greek Orthodox
13 Islamic
14 Jewish
15 Latter Day Saints
16 Lutheran Church -- Missouri Synod
17 Evangelical Lutheran Church in America
(formerly AELC, ALC, or LCA)
18 Wisconsin Evangelical Lutheran Synod
19 Other Lutheran
20 Mennonite
21 Methodist
22 Pentecostal
23 Presbyterian
24 Seventh-Day Adventist
25 Other –Specify ↗

GO to item 14, page 9.

d. Which of the following categories best describes this school?

Answer this question only if you marked "Roman Catholic" for question c above.

Mark (X) only one box.

- 0500 1 Parochial (or inter-parochial)
2 Diocesan
3 Private

SECTION A – SCHOOL CHARACTERISTICS – CONTINUED

14. To which of the following associations or organizations does this school belong?

Mark (X) all that apply.

- 0505 1 Accelerated Christian Education
- 0510 2 Alternative School Network
- 0515 3 National Coalition of Alternative Community Schools
- 0520 4 American Association of Christian Schools
- 0525 5 American Montessori Society
- 0530 6 Other Montessori association(s)
- 0535 7 Association of Christian Schools International
- 0540 8 Association of Military Colleges and Schools
- 0545 9 Bilingual School Association
- 0550 10 Council of Bilingual Education
- 0555 11 Other association(s) for bilingual education
- 0560 12 Christian Schools International
- 0565 13 Council for Exceptional Children
- 0570 14 National Association of Private Schools for Exceptional Children
- 0575 15 Other association(s) for exceptional children
- 0580 16 Council of Islamic Schools in North America
- 0585 17 Early Childhood Education Association
- 0590 18 Other early childhood education association(s)
- 0595 19 European Council for International Schools
- 0600 20 Other association(s) for international schools
- 0605 21 Friends Council on Education
- 0610 22 General Conference of the Seventh-Day Adventist Church
- 0615 23 National Association of Episcopal Schools
- 0620 24 National Association of Independent Schools
- 0625 25 National Independent Private School Association
- 0630 26 Other independent school association(s)
- 0635 27 National Association of Laboratory Schools
- 0640 28 National Catholic Educational Association
- 0645 29 Jesuit Secondary Education Association
- 0650 30 National Center for Neighborhood Enterprise
- 0655 31 National Federation of Church Schools
- 0660 32 National Society of Hebrew Day Schools
- 0665 33 Solomon Schechter Day Schools
- 0670 34 Other Jewish school association(s)
- 0675 35 Oral Roberts Educational Fellowship
- 0680 36 Other Christian school association(s)
- 0685 37 Other religious school association(s)
- 0690 38 Other nonreligious school association(s)
- 0695 0 NONE OF THE ABOVE

SECTION A – SCHOOL CHARACTERISTICS – CONTINUED

15a. Does this school have any special requirements for admission other than proof of immunization, age, or residence?

- 0700 1 Yes
 2 No

GO to item 16a.

b. Which of these does this school use for admission?

Mark (X) all that apply.

- 0705 1 Admission test
0710 2 Standardized achievement test
0715 3 Academic record
0720 4 Special student needs
0725 5 Special student aptitudes
0730 6 Personal interview
0735 7 Recommendations
0740 8 Religious affiliation
0750 0 None of the above → **GO to Item 16a.**

c. Of the categories you marked for question 15b above, which is the most important consideration for admission?

Enter the appropriate category number (1 – 8).

0755 Most important

16a. What type of school is this?

Mark (X) only one box.

- 0760 1 REGULAR elementary or secondary
 2 MONTESSORI
 3 Elementary or secondary with a SPECIAL PROGRAM EMPHASIS -- e.g., science/math school, performing arts high school, talented/gifted school, foreign language immersion school, etc.
 4 SPECIAL EDUCATION -- primarily serves students with disabilities
 5 VOCATIONAL/TECHNICAL - primarily serves students being trained for occupations
 6 ALTERNATIVE - offers a curriculum designed to provide alternative or nontraditional education; does not specifically fall into the categories of regular, special education, or vocational school.

GO to Item 17, page 11.

b. Is a major role of this school to support home schooling?

- 0765 1 Yes
 2 No

SECTION A – SCHOOL CHARACTERISTICS – CONTINUED

17. Is this school located in a private home that is used primarily as a family residence?

- 0775 1 Yes
 2 No

18a. Do any students board at this school?

- 0780 1 Yes
 2 No

GO to item 19a.

b. How many?

- 0785 1 All
 OR

0790 Students

19a. Does this school charge tuition for any students?

- 0795 1 Yes
 2 No

GO to item 20.

b. Does this school have any policy for modifying or discounting tuition rates, such as, on the basis of additional students from the same family, financial need, or church membership?

- 0800 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.

0805 \$.00 per year

20. In what year was this school founded?

0810
 Year

Notes

SECTION B – STAFFING PATTERNS

PART-TIME POSITIONS

21. How many staff held PART-TIME positions in this school in each of the following categories around the first of October?

Report only for the grade range shown on the front page.

Please read through all of the categories listed below before starting to answer.

INCLUDE AS PART TIME:

- Employees who work part time.
- Employees you share with other schools.
- Employees who perform more than one function at this school; for example, a teaching principal would be counted as a part-time principal in this item.

DO NOT INCLUDE TEACHERS IN THIS ITEM unless they also have some other position (administrator, counselor, etc.) at this school. You will report teachers in later items.

Part-time

a. Principals/school heads

0815 0 None or

b. Vice principals and assistant principals

0820 0 None or

c. Other managers, such as a business manager

0825 0 None or

d. Instructional coordinators and supervisors, such as curriculum specialists

0830 0 None or

e. School counselors

0835 0 None or

f. Library media specialists/librarians

0840 0 None or

g. Student support services professional staff, such as school psychologists, social workers, occupational therapists, speech therapists, and nurses

0845 0 None or

h. Library media center aides

0855 0 None or

i. Teacher aides

0860 0 None or

j. Secretaries and other clerical support staff

0865 0 None or

k. Other employees (e.g., cafeteria workers, maintenance staff, etc.)

0870 0 None or

SECTION B – STAFFING PATTERNS – CONTINUED

FULL-TIME POSITIONS

22. How many staff held FULL-TIME positions in this school in each of the following categories around the first of October?

Report only for the grade range shown on the front page.

Please read through all of the categories listed below before starting to answer.

DO NOT REPORT TEACHERS IN THIS ITEM. You will report them in later items.

Full-time

a. Principals/school heads

0875 0 None or

b. Vice principals and assistant principals

0880 0 None or

c. Other managers, such as a business manager

0885 0 None or

d. Instructional coordinators and supervisors, such as curriculum specialists

0890 0 None or

e. School counselors

0895 0 None or

f. Library media specialists/librarians

0900 0 None or

g. Student support services professional staff, such as school psychologists, social workers, occupational therapists, speech therapists, and nurses

0905 0 None or

h. Library media center aides

0915 0 None or

i. Teacher aides

0920 0 None or

j. Secretaries and other clerical support staff

0925 0 None or

k. Other employees (e.g., cafeteria workers, maintenance staff, etc.)

0930 0 None or

SECTION B – STAFFING PATTERNS – CONTINUED

INSTRUCTIONS FOR ITEM 23

Report this school's TEACHERS according to the time spent teaching at this school.

In addition to regular classroom teachers, be sure to include those who teach subjects such as art, music, physical education, and special education.

Do NOT include:

- Prekindergarten, postsecondary, or adult education;
- Student teachers, teacher aides, day care aides, and short-term substitute teachers;
- Counselors, library media specialists/librarians, speech therapists, social workers, and administrators UNLESS they also teach a regularly scheduled class at this school.

If this school has a teaching principal, be sure to include him/her in the appropriate time category.

EXAMPLE

The following is an example to illustrate how you should report teachers in item 23.

If this school has 11 full-time teachers for grades 1-12, 2 half-time teachers for grades 9-12, one teacher who teaches kindergarten ½ time and prekindergarten ½ time, a music teacher who teaches two days each week, and a teaching principal who teaches one 45-minute class each day, you would fill item 23 like this:

- None or 11 Full-time teachers
- None or Teach at least ¾ time but less than full time
- None or 3 Teach at least ½ time but less than ¾ time
- None or 1 Teach at least ¼ time but less than ½ time
- None or 1 Teach less than ¼ time
- 16 **TOTAL TEACHERS**

Notice that the teacher who teaches kindergarten half time and prekindergarten half time is counted as a half-time teacher; the time he/she spends teaching prekindergarten is not counted in item 23.

The teaching principal is reported in "Teach less than ¼ time"; the time he/she spends working as a principal is not included in item 23.

23. How many persons holding teaching positions at this school were teaching in the grades shown on the front page of this questionnaire and the COMPARABLE ungraded levels around October 1, 1993?

Do not include short-term substitute teachers, student teachers, teacher aides, or day care aides. Include only filled positions; do not count vacant positions. Consider only the amount of time an individual works as a teacher during a typical week at this school.

- 0935 None or Full-time teachers
- 0940 None or Teach at least ¾ time but less than full time
- 0945 None or Teach at least ½ time but less than ¾ time
- 0950 None or Teach at least ¼ time but less than ½ time
- 0955 None or Teach less than ¼ time
- 0960 **TOTAL TEACHERS**

SECTION B – STAFFING PATTERNS – CONTINUED

24. Around the first of October, how many part-time and full-time TEACHERS in this school were:

Do not include teachers who teach ONLY prekindergarten, postsecondary, or adult education.

NOTE – The sum of your entries in items 24a – e should equal the total number of teachers you reported in item 23 on page 14.

a. American Indian or Alaska Native (Aleut, Alaska Indian, Yupik, Inupiat)?

0965 0 None or Teachers

b. Asian or Pacific Islander (Japanese, Chinese, Filipino, Korean, Asian Indian, Vietnamese, Hawaiian, Guamanian, Samoan, other Asian)?

0970 0 None or Teachers

c. Hispanic, regardless of race (Mexican, Puerto Rican, Cuban, Central or South American, or other Hispanic culture or origin)?

0975 0 None or Teachers

d. Black, not of Hispanic origin?

0980 0 None or Teachers

e. White, not of Hispanic origin?

0985 0 None or Teachers

25. How many part-time and full-time TEACHERS were absent on the most recent school day?

0990 0 None or Teachers

Notes

SECTION B – STAFFING PATTERNS – CONTINUED

INSTRUCTIONS FOR ITEMS 26 – 30

Please read these instructions before answering items 26 – 30.

Answer items 26 – 30 in FTE (full-time equivalent) teacher counts. Record all FTE counts to the nearest tenth, e.g., 15.0, 230.5, 78.6, etc. If your answer is a whole number, please enter a zero to the right of the decimal point (1.0, 25.0, 100.0).

FULL-TIME EQUIVALENT (FTE) describes the number of teaching positions in terms of an average full-time position. The FTE for an individual teacher is derived by dividing the amount of time he/she works as a teacher each week by the amount of time normally required for a full week. For example, if a full-time teacher in this school is required to work 35 hours per week, count:

- a teacher working 35 hours as 1.0;
- a teacher working 21 hours as 0.6;
- a teacher working 15 hours as a kindergarten teacher and 9 hours as a prekindergarten teacher as 0.4 for kindergarten; do not include the time spent teaching prekindergarten in items 26 – 30.
- a person who spends 28 hours as a high school English teacher and 7 hours as a guidance counselor as 0.8; do not include the time he/she spends as a guidance counselor.
- a principal who spends 5 hours teaching and 30 hours on his/her duties as principal as 0.1.

Staff to be INCLUDED:

- In addition to regular classroom teachers, be sure to include FTEs for other types of teachers, such as special education, Chapter 1, physical education, and music.

Staff to be EXCLUDED:

Exclude FTEs for –

- Prekindergarten (and lower levels)
- Postsecondary (beyond grade 12)
- Adult education
- Counselors
- Library media specialists/librarians
- Speech therapists
- Administrators and other nonteaching personnel
- Teacher aides
- Day care aides
- Short-term substitute teachers
- Student teachers

26. How many FTE teachers were employed by this school for each of these levels around October 1 of this school year?

a. Ungraded (including ungraded special education)

0995 0 None or . FTE teachers

b. Kindergarten

1000 0 None or . FTE teachers

c. Grades 1-12

1005 0 None or . FTE teachers

d. Total FTE Teachers (for levels listed above)

Please sum items 26a through 26c.

1010 . Total FTE teachers

SECTION B – STAFFING PATTERNS – CONTINUED

27a. Of the total FTE teachers reported in item 26d, how many held regular or standard STATE certification in their fields of assignment around October 1?

Count a teacher as certified if he/she has met this state's regular or standard certification requirements in his/her assigned field. Include those who have completed all necessary course work and practice teaching, and are eligible for full certification upon completion of a probationary period.

Do NOT count teachers who have only emergency or other nonstandard certification.

1015 0 None or

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 State-certified FTE teachers

b. Of the total FTE teachers reported in item 26d, how many have been certified by a private school organization or association?

1020 0 None or

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 FTE teachers

28a. Around October 1 of this school year, how many FTE teaching positions were vacant or temporarily filled by a substitute teacher because suitable candidates could not be found?

1030 0 None or

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 FTE positions

b. How many FTE teaching positions were abolished or withdrawn between the start of the hiring season and October 1 of this school year because suitable candidates could not be found?

1035 0 None or

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 FTE positions

Notes

SECTION B – STAFFING PATTERNS – CONTINUED

29a. As of October 1 of this school year, how many FTE teachers were NEWLY HIRED by this school for this school year?

Newly hired refers to teachers employed by this school for this school year, but not last school year. Include teachers returning from unpaid leave of absence of one school year or more. Do not include substitute teachers.

1045 None → **GO to item 30.**

OR

1050 . FTE teachers

b. How many of these NEWLY HIRED FTE teachers hold regular or standard STATE certification in their fields of assignment?

Count a teacher as certified if he/she has met this state's regular or standard certification requirements in his/her assigned field. Include those who have completed all necessary course work and practice teaching, and are eligible for full certification upon completion of a probationary period.

Do NOT count teachers who have only emergency or other nonstandard certification.

1055 None or . FTE teachers

c. How many of these NEWLY HIRED FTE teachers have been certified by a private school organization or association?

1060 None or . FTE teachers

30. At the end of LAST SCHOOL YEAR, how many FTE teachers were laid off?

Count teachers whose contracts were not renewed at the end of the 1992-93 school year because of budget limitations, declining enrollment, or elimination of courses. DO NOT include teachers who were fired or whose contracts were not renewed because of performance reasons.

1070 None or . FTE teachers

Notes

SECTION B – STAFFING PATTERNS – CONTINUED

31a. Were there teaching vacancies in this school for this school year, i.e., teaching positions for which teachers were recruited and interviewed?

- 1100 1 Yes
 2 No

GO to item 32, page 20.

b. Which of these methods did this school use to cover the vacancies?

Mark (X) all that apply.

- 1105 1 Hired a fully qualified teacher
 1110 2 Hired a less than fully qualified teacher
 1115 3 Cancelled planned course offerings
 1120 4 Expanded some class sizes
 1125 5 Added sections to other teachers' normal teaching loads
 1130 6 Assigned a teacher of another subject or grade level to teach those classes
 1135 7 Assigned an administrator or counselor to teach the class
 1140 8 Used long-term or short-term substitutes
 1145 9 Other

c. How difficult or easy was it to fill the vacancies for this school year in each of the following fields?

Mark (X) one box on each line.

		Not applicable in this school	No vacancy in that field	Easy	Somewhat difficult	Very difficult	Could not fill the vacancy
(1) General elementary	1150	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(2) Special education	1155	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(3) English	1160	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(4) Mathematics	1165	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(5) Physical sciences	1170	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(6) Biology or life sciences	1175	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(7) English as a Second Language (ESL), English for Speakers of Other Languages (ESOL), or bilingual education	1180	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(8) Foreign languages	1185	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(9) Music	1190	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(10) Business or marketing	1195	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(11) Industrial arts	1200	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(12) Home economics	1205	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(13) Trade and industry	1210	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
(14) Agriculture	1215	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>

SECTION B – STAFFING PATTERNS – CONTINUED

32. Which of the following criteria are used in considering applicants for teaching positions in this school?

a. Full standard certification by a private school organization or association

- 1220 1 Not used
2 Used but not required
3 Required

b. Full standard STATE certification for field to be taught

- 1225 1 Not used
2 Used but not required
3 Required

c. At least emergency or temporary state certification or endorsement for field to be taught

- 1230 1 Not used
2 Used but not required
3 Required

d. Graduation from a state-approved teacher education program

- 1235 1 Not used
2 Used but not required
3 Required

e. College major or minor in field to be taught

- 1240 1 Not used
2 Used but not required
3 Required

f. Passage of a STATE test of basic skills

- 1245 1 Not used
2 Used but not required
3 Required

g. Passage of a STATE test of subject knowledge

- 1250 1 Not used
2 Used but not required
3 Required

h. Passage of a SCHOOL test of basic skills or subject knowledge

- 1255 1 Not used
2 Used but not required
3 Required

i. Passage of the National Teachers Examination – Core battery

- 1260 1 Not used
2 Used but not required
3 Required

j. Passage of the National Teachers Examination – Professional Specialty Area

- 1265 1 Not used
2 Used but not required
3 Required

SECTION C – PROGRAMS AND SERVICES

33a. Around the first of October, were any of the students in this school identified as limited English proficient (LEP)?

Limited English proficient refers to students whose native or dominant language is other than English and who have sufficient difficulty speaking, reading, writing, or understanding the English language as to deny them the opportunity to learn successfully in an English-speaking-only classroom.

Do not include prekindergarten, postsecondary, or adult education students.

- 1290 1 Yes
2 No

GO to item 34, page 22.

b. Around the first of October, how many students were identified as limited English proficient?

1295 Students

c. Which of the following methods are used by this school to determine whether a student is limited English proficient?

Mark (X) all that apply.

- 1300 1 Recommendation by parent
1305 2 Teacher observation or referral
1310 3 Home language survey or assessment
1315 4 Written language exam
1320 5 Oral interview in native language
1325 6 Previous student record
1330 7 Achievement test results

d. Around the first of October, how many limited English proficient students received the following kinds of instruction at this school?

Students may be counted in more than one category. Please read through all of the categories before starting to answer.

Do not include prekindergarten, postsecondary, or adult education students.

(1) Instruction aimed at teaching English to non-English-speaking students (such as English as a Second Language or English for Speakers of Other Languages)

1335 0 None or Students

(2) Instruction aimed at maintaining or improving the student's fluency in his/her home language (such as Spanish language lessons for Spanish speakers)

1340 0 None or Students

(3) Instruction aimed at teaching subject matter in the student's home language (such as teaching math in Spanish)

1345 0 None or Students

(4) Instruction for limited English proficient students whose educational attainment is below the level appropriate for children of their age (such as Compensatory Education)

1350 0 None or Students

e. Around the first of October, how many limited English proficient students were enrolled in special education programs, including instruction for the learning disabled?

1355 0 None or Students

SECTION C – PROGRAMS AND SERVICES – CONTINUED

34. Please indicate whether each of the following programs or services is currently available at this school either during or outside of regular school hours and regardless of funding source.

*Do not include programs available **only** to prekindergarten students.*

*Include only those who are enrolled in **this** school. Do not include prekindergarten, postsecondary, or adult education students, and children who are enrolled only in day care at this school.*

a. Remedial reading – Organized compensatory, diagnostic, and remedial activities designed to correct and prevent difficulties in the development of reading skills. *Includes remedial reading instruction that is part of special education and Chapter 1 programs, as well as other remedial reading programs.*

1360

1 Yes
2 No

GO to b.

How many students participate in this program?

1365

0 None or Students

b. Remedial mathematics – Organized compensatory, diagnostic, and remedial activities designed to correct and prevent difficulties in the development of mathematics skills. *Includes remedial math instruction that is part of special education and Chapter 1 programs, as well as other remedial math programs.*

1370

1 Yes
2 No

GO to c.

How many students participate in this program?

1375

0 None or Students

c. Programs for students with disabilities – Instruction for the mentally retarded, specific learning disabled, physically disabled, and other students with disabilities.

1380

1 Yes
2 No

GO to d.

How many students participate in this program?

1385

0 None or Students

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

1390

1 Yes
2 No

GO to e.

How many students participate in this program?

1395

0 None or Students

SECTION C – PROGRAMS AND SERVICES – CONTINUED

34. Continued

Please indicate whether each of the following programs or services is currently available at this school either during or outside of regular school hours and regardless of funding source.

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

1400 1 Yes

2 No

GO to f.

How many students participate in this program?

1405 0 None or Students

f. English as a Second Language – Students with limited English proficiency are provided with intensive instruction in English.

1410 1 Yes

2 No

GO to g.

How many students participate in this program?

1415 0 None or Students

g. Bilingual education – Native language is used to varying degrees in instructing students with limited English proficiency. For example, transitional bilingual education and structured immersion. Do not include foreign language classes or foreign language immersion programs.

1420 1 Yes

2 No

GO to h.

How many students participate in this program?

1425 0 None or Students

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.

1430 1 Yes

2 No

i. Medical health care services – Services provided by trained professionals (e.g., physician, physician assistant, nurse, or nurse practitioner) to diagnose and treat health problems of students.

1435 1 Yes

2 No

SECTION C – PROGRAMS AND SERVICES – CONTINUED

35. Does this school have a library media center/library?

- 1440 1 Yes
 2 No

36. Which of the following types of American Indian or Alaska Native courses does this school offer?

Mark (X) all that apply.

- 1445 1 American Indian or Alaska Native history
1450 2 American Indian or Alaska Native language
1455 3 American Indian or Alaska Native culture
1460 4 American Indian or Alaska Native arts and crafts
1465 5 American Indian tribal government or Alaska Native village government
1470 6 Multicultural education with an American Indian or Alaska Native emphasis
1475 7 Social studies with an American Indian or Alaska Native emphasis
1480 8 Two or more of the above topics are integrated into the entire curriculum
1485 0 NONE OF THE ABOVE

37a. Around the first of October, did this school offer a KINDERGARTEN program?

- 1490 1 Yes
 2 No

GO to item 38, page 25.

b. How long is the school day for a kindergarten student?

Mark (X) only one box.

- 1495 1 Half day
 2 Full day
 3 Both offered

c. How many times per week does a kindergarten student attend?

If the number of days per week varies (e.g., some students attend 3 days per week and some attend 5 days per week), record the most days that a student would attend in a week.

1500 Times per week

Notes

SECTION C – PROGRAMS AND SERVICES – CONTINUED

38. Many schools offer programs during the regular school day for children in the years before kindergarten. These programs include prekindergarten programs, nursery programs, preschool programs, day care programs, Head Start programs, and other programs operating during the regular school day for prekindergarten-age children.

a. Around the first of October, which of the following types of programs were available at this school during the regular school day?

These are meant to be independent types of programs. For any particular program, mark the label that best applies. If more than one program is available at this school during the regular school day, mark all that apply.

- 1505 1 No programs for prekindergarten-age children → **GO to item 39a, page 26.**
- 1510 2 Head Start administered by this school
- 1515 3 Head Start administered by an outside agency
- 1520 4 Day care program administered by this school
- 1525 5 Day care program administered by an outside agency
- 1530 6 Chapter 1 prekindergarten
- 1535 7 Prekindergarten special education administered by this school
- 1540 8 Prekindergarten special education administered by an outside agency
- 1545 9 General prekindergarten program administered by this school
(not predominantly Head Start, day care, Chapter 1, or special education)
- 1550 10 General prekindergarten program administered by an outside agency
(not predominantly Head Start, day care, Chapter 1, or special education)

b. How many prekindergarten-age children were enrolled in one or more of these programs around the first of October?

Children enrolled in more than one program should be counted only once.

1555 0 None or Prekindergarten-age children

c. How many persons holding teaching positions were teaching in these prekindergarten programs at this school around October 1, 1993?

Do not include short-term substitute teachers, student teachers, teacher aides, or day care aides. Include only filled positions; do not count vacant positions. Consider only the amount of time an individual works as a prekindergarten teacher during a typical week at this school.

- 1565 0 None or Full-time teachers
- 1570 0 None or Teach at least ¾ time but less than full time
- 1575 0 None or Teach at least ½ time but less than ¾ time
- 1580 0 None or Teach at least ¼ time but less than ½ time
- 1585 0 None or Teach less than ¼ time
- 1590 0 None or **TOTAL PREKINDERGARTEN TEACHERS**

SECTION C – PROGRAMS AND SERVICES – CONTINUED

39a. Around the first of October, did any students enrolled in this school receive Chapter 1 services at this school, or any other location?

Chapter 1 is a federally-funded program which provides educational services, such as remedial reading or remedial math, to children who live in areas with high concentrations of low-income families.

- 1600 1 Yes
 2 No

GO to item 40a

b. Around the first of October, how many students enrolled in this school received Chapter 1 services at this school, or any other location?

Report a separate count for prekindergarten-age children.

1605 0 None or _____ Prekindergarten students

1610 0 None or _____ Other students (Kindergarten level or higher)

c. In head counts, how many Chapter 1 teachers and teacher aides were teaching AT THIS SCHOOL around the first of October?

1625 0 None or _____ Teachers

1630 0 None or _____ Teacher aides

40a. Does this school participate in the National School Lunch Program?

- 1645 1 Yes
 2 No

b. Regardless of whether this school participates in the National School Lunch Program, around the first of October, were any students in this school ELIGIBLE for the program?

- 1650 1 Yes
 2 No
 3 Don't know

GO to item 41a, page 27.

c. Around the first of October, how many applicants at this school were approved for the National School Lunch Program?

Report a separate count for prekindergarten-age children.

1655 0 None or _____ Prekindergarten applicants approved

1660 0 None or _____ Other applicants approved (Kindergarten level or higher)

d. Around the first of October, how many students at this school received free or reduced-price lunches through the National School Lunch Program?

This number may differ from the number of applicants approved, depending upon how the program is implemented.

Report a separate count for prekindergarten-age children.

1675 0 None or _____ Prekindergarten students

1680 0 None or _____ Other students (Kindergarten level or higher)

SECTION D – HIGH SCHOOL GRADUATION

41a. Does this school provide instruction to students in grade 12?

- 1745 1 Yes
 2 No

GO to item 44a, page 28.

b. Does this school offer job placement services for graduating seniors?

- 1750 1 Yes
 2 No

c. Does this school have a "Tech-Prep" program, i.e., vocational-technical instruction in the last two years of high school designed to prepare students for two years of vocational instruction at the postsecondary level?

- 1755 1 Yes
 2 No

42a. Does this school grant regular high school diplomas?

Do not include vocational certificates, certificates of attendance, or certificates of completion.

- 1760 1 Yes
 2 No

GO to item 44a, page 28.

b. For high school graduation for students in the class of 1994, how many years of instruction are required in each of the following areas?

Record the number to the nearest TENTH, e.g., 3.0, 2.5, etc.

(1) English/Language arts

- 1765 0 None or .

(2) Mathematics

- 1770 0 None or .

(3) Computer science

- 1775 0 None or .

(4) Social sciences, social studies (e.g., history, geography, economics)

- 1780 0 None or .

(5) Physical and biological sciences

- 1785 0 None or .

(6) Foreign language

- 1790 0 None or .

SECTION E – SCHOOL POLICIES

•School Safety, Discipline, and Drug Prevention

45. Does this school have a written policy regarding --

a. General student discipline?

- 1845 1 Yes
2 No

b. Student alcohol use/abuse?

- 1850 1 Yes
2 No

c. Student drug use/abuse?

- 1855 1 Yes
2 No

d. Student tobacco use/abuse?

- 1860 1 Yes
2 No

46a. Does this school have a drug, alcohol, and/or tobacco use prevention program?

- 1865 1 Yes
2 No

GO to item 47, page 30.

b. Which of the following types of activities are included as part of this school's drug, alcohol, and/or tobacco use prevention program?

Mark (X) all that apply.

Teaching students about causes and effects of:

- 1870 1 Alcohol use
1875 2 Drug use
1880 3 Smoking or chewing tobacco

Teaching students about laws regarding:

- 1885 1 Alcohol possession, purchase, and use
1890 2 Drug possession, sales, distribution, and use
1895 3 Tobacco possession, purchase, and use

School policy and enforcement for:

- 1900 1 Alcohol possession, use
1905 2 Drug possession, sales, use
1910 3 Tobacco possession, use
1915 1 **Teaching students the skills to resist peer pressure**
1920 1 **Peer counseling**
1925 1 **School services for high-risk students**
1930 1 **Student assistance programs**
1935 1 **Referrals to counseling and treatment**
1940 1 **Student drug-testing programs**

SECTION E – SCHOOL POLICIES – CONTINUED

•School Safety, Discipline, and Drug Prevention – Continued

46c. In which of the following ways does this school provide its drug, alcohol, and/or tobacco use prevention program?

Mark (X) all that apply.

- 1945 1 In health curriculum
- 1950 2 In science curriculum
- 1955 3 Separate course
- 1960 4 Throughout curriculum
- 1965 5 Special assemblies
- 1970 6 Other

47. Does this school have an alcohol or drug abuse counseling program?

- 1975 1 Yes
- 2 No

Notes

SECTION E – SCHOOL POLICIES – CONTINUED

•Staff Compensation and Training

48. How many months is the normal contract year for a TEACHER in this school?

Mark (X) only one box.

- 2080 1 9 months
- 2 9½ months
- 3 10 months
- 4 11 months
- 5 12 months

49. Is there a salary schedule for teachers in this school?

- 2095 1 Yes
- 2 No

GO to item 51.

50. According to the salary schedule, what is the normal yearly base salary for --

Report salaries in whole dollars.

a. A teacher with a bachelor's degree and no teaching experience?

2100 \$.00 per year

b. A teacher with a master's degree (or its equivalent in credit hours beyond a bachelor's) and no teaching experience?

2105 \$.00 per year

c. A teacher with a master's degree plus 30 credits, and no teaching experience?

2110 \$.00 per year

d. A teacher with a master's degree (or its equivalent in credit hours) and 20 years of teaching experience?

2115 \$.00 per year

e. A teacher at the highest possible step on the salary schedule?

2120 \$.00 per year

NOTE – If you completed item 50, GO to item 52a, page 32.

51. Excluding teachers who work on a contributed service basis, what is the range of teachers' yearly base salaries in this school?

Report salaries in whole dollars.

2125 \$.00 per year (Lowest)

TO

2130 \$.00 per year (Highest)

- 2135 1 All teaching positions are unpaid
- 2 All teachers work on a contributed service basis

SECTION E - SCHOOL POLICIES - CONTINUED

•Staff Compensation and Training - Continued

52a. Are teachers at this school covered by a retirement plan?

- 2140 1 Yes
 2 No

GO to item 53a, page 33.

b. Can teachers who move to a job in this school from another school receive FULL OR PARTIAL credit in the retirement system for their years of teaching experience?

- 2165 { 1 Yes, FULL CREDIT
 2 Yes, PARTIAL CREDIT
 3 No

GO to item 53a, page 33.

c. Under what circumstances can teachers receive this retirement credit?

Mark (X) all that apply.

- 2170 1 By transferring from another school within the SAME organization or body (e.g., from a school of the same church affiliation)
- 2175 1 From a rollover of the previous retirement plan into this school's retirement plan
- 2180 1 By purchasing credit in this school's retirement plan
- 2185 1 Other - *Specify* ↗

Notes

SECTION E – SCHOOL POLICIES – CONTINUED

•Staff Compensation and Training – Continued

DEFINITIONS FOR ITEMS 53 and 54:

Cash bonus – A supplement to regular compensation over the year, but no permanent increase in salary.

Different step on the salary schedule – Placement of a teacher on a higher step of the salary schedule.

Other salary increase – Increase in base salary or other raise in salary through reclassification (other than a step increase on the salary schedule).

53a. Does this school (or an organization with which it is affiliated) currently use any of the pay incentives listed above to recruit or retain teachers to teach in fields of shortage?

- 2210 1 Yes
2 No

GO to item 54a.

b. Which of these pay incentives are used for this purpose?

Mark (X) all that apply.

- 2215 1 Cash bonus
2220 1 Different step on the salary schedule
2225 1 Other salary increase

c. In which fields are incentives offered?

Mark (X) all that apply.

- 2230 1 Special education
2235 2 Mathematics
2240 3 Computer science
2245 4 Physical sciences
2250 5 Biology/Life sciences
2255 6 English as a Second Language (ESL), English for Speakers of Other Languages (ESOL), Bilingual education
2260 7 Foreign languages
2265 8 Vocational-technical education
2270 0 None of the above

54a. Does this school currently use any of the pay incentives listed above item 53 for teachers' completion of in-service training or college credits?

- 2275 1 Yes
2 No

GO to item 55, page 34.

b. Which of these pay incentives are used for this purpose?

Mark (X) all that apply.

- 2280 1 Cash bonus
2285 1 Different step on the salary schedule
2290 1 Other salary increase

SECTION E - SCHOOL POLICIES - CONTINUED

•Staff Compensation and Training - Continued

55. Does this school currently use pay incentives for other purposes (e.g., retaining good teachers, rewarding excellence)?

- 2295 1 Yes
 2 No

56a. Is free training available in this school, regardless of funding source, to prepare staff members to teach in fields with current or anticipated shortages?

- 2300 1 Yes
 2 No

GO to item 57.

b. What are the fields for which this free training is provided?

Mark (X) all that apply.

- 2305 1 Special education
2310 2 Mathematics
2315 3 Computer science
2320 4 Physical sciences
2325 5 Biology/Life sciences
2330 6 English as a Second Language (ESL), English for Speakers of Other Languages (ESOL), Bilingual education
2335 7 Foreign languages
2340 8 Vocational-technical education
2345 0 None of the above

57. Does this school (or an organization with which it is affiliated) have a training or development program for ASPIRING school administrators?

- 2350 1 Yes
 2 No

58. Not counting interruptions, how long did it take to complete this questionnaire?

Please report both hours and minutes, e.g., 1 hour and 25 minutes.

2355 Hours

AND

2360 Minutes

59. Please record the date you completed this form.

2365 **1** **9**
 Month Day Year

**THANK YOU FOR ASSISTING US IN THIS IMPORTANT SURVEY.
YOUR TIME AND EFFORT ARE APPRECIATED.**

PLEASE RETURN THE QUESTIONNAIRE IN THE ENCLOSED ENVELOPE TO:

**Bureau of the Census
Current Projects Branch
1201 East 10th Street
Jeffersonville, IN 47132-0001**

(Please correct any error in name, address, and ZIP Code.)

