

Appendix E
School Administrator Questionnaire

PART I. SCHOOL CHARACTERISTICS, STRUCTURE AND POLICIES**1. (3) Mark each grade level included in your school.**

- Kindergarten
- 1st grade
- 2nd grade
- 3rd grade
- 4th grade
- 5th grade
- 6th grade
- 7th grade
- 8th grade
- 9th grade
- 10th grade
- 11th grade
- 12th grade
- 12+

2. (4) Is your school a public charter school?

- Yes
- No

3. (5) What type of school is this? (Mark all that apply)

- Comprehensive public school (not including magnet school or school of choice)
- Public magnet school (e.g., whole school, magnet program, school within a school)
- Public magnet school with a specialized academic, career or technical theme (e.g., a high school for agricultural sciences, International Baccalaureate program)
- Public school of choice (open enrollment/nonspecialized curriculum)
- Year-round school
- High school served by an area or regional vocational school/center (part-time or part-day)
- Full-time technical or vocational school
- Other technical or vocational school
- Catholic school
- Other private school, religious affiliation
- Private school, no religious affiliation
- Boarding school
- Indian reservation school
- Military academy

- Alternative/stay-in-school/dropout prevention school/continuation school
- Single sex school – all female
- Single sex school – all male
- Early college high school
- Autonomous small school sharing a principal
- Autonomous small school with own principal
- School-within-a-school (SWS) sharing a principal with other SWSs or academic programs in same building, but not a career academy

4. (6) Does your school have one or more career academies (defined as a school-within-a-school that focuses on career preparation)?

- Yes
- No

5. (8) What kind of academic calendar does your high school (9-12) have?

- Semester system
- Trimester system
- Quarter system
- Other

6. (X1) How are courses scheduled in your school?

- Traditional schedule (non-block) only → Go to Q7
- Block schedule only (such as 4x4 or A/B) → Skip to Q8
- Both traditional and block scheduling → Go to Q7

7. (10) If your school uses a traditional (nonblock) schedule or also offers courses on a traditional schedule in addition to a block schedule, how many minutes long are courses on the traditional schedule?

Minutes per class

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8. (9) Are any of the following types of courses offered through block scheduling?

- | | | |
|---|---|--|
| a. Academic courses offered through block scheduling? | b. Vocational/technical courses offered through block scheduling? | c. Other courses offered through block scheduling? |
| <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No |
| ↓
minutes per block | ↓
minutes per block | ↓
minutes per block |

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9. (11) On average, how many hours of instruction per day do students receive at your school?

Total hours per day:

Hours

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10. (18) What was the average daily percentage attendance for students in your school last year?

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 %

11. (49) When students are absent without an excuse, are parents notified?

- Yes
- No

12. (19) What percentage of students attending your school last year (2008-09) were transferred out to an alternative program or school?

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13. (41) Does your school have a formal dropout prevention program?

- Yes → Skip to question 14
- No → Skip to question 15

14. (42) On what basis are students recommended for your dropout prevention program?

(Mark all that apply)

- Absentee record
- Academic performance
- Teacher's referral
- Counselor's referral
- Parental request
- Student request
- Disciplinary problems

15. (43) Are any of the following programs offered at your school to assist students who are struggling with mathematics? (Mark all that apply)

- a. Evening high school credit recovery

- program
- b. Homework assistance program
- c. School-run tutoring program
- d. Peer tutoring
- e. Other tutoring program
- f. Extra subject period
- g. Off-track credit recovery program
- h. Summer school credit recovery program
- i. Supplementary instruction after regular school hours or on Saturdays
- j. Other, please specify: verbatim

16. (44) Are any of the following programs offered at your school to assist students who are struggling with science? (Mark all that apply)

- a. Evening high school credit recovery program
- b. Homework assistance program
- c. School-run tutoring program
- d. Peer tutoring
- e. Other tutoring program
- f. Extra subject period
- g. Off-track credit recovery program
- h. Summer school credit recovery program
- i. Supplementary instruction after regular school hours or on Saturdays
- j. Other, please specify: verbatim

17. (45) How does your school assist students in the transition from middle school to high school? (Mark all that apply)

- No transition, high school grades continue in K–12, 7–12, or other program
- No special activities until students arrive at high school in the fall
- High school students present information at the middle schools
- Middle grade students invited to social event at high school before school year starts
- Middle grade students attend regular classes at high school
- Buddy or big brother/sister programs that pair new student with older ones at entry
- Parents visit high school for orientation in the fall after children have entered
- Summer meetings at the high school
- High school counselors meet with students while they are still in the middle grades
- Middle grade and high school teachers meet together on courses and requirements
- Middle grade and high school administrators meet together on articulation and programs
- Middle grade counselors meet with high school counselors or staff
- Ninth-graders are placed in small learning communities or 9th Grade Academies
- Other (specify) _____

18. (46) Does your school offer any of the following programs to assist ninth graders who are struggling academically? (Mark all that apply)

- Summer program prior to entry into high school that provides supplemental instruction in reading and math
- Small learning communities or Achievement Academies for over-aged students who have not met high school entry criteria
- Double-blocked class schedules
- Catch-up courses
- After-school tutoring
- Weekend tutoring

19. (47) On what basis are ninth graders who are struggling academically recommended to receive assistance? (Mark all that apply)

- Absentee record
- Academic performance
- Teacher's referral
- Counselor's referral
- Parental request
- Student request
- Disciplinary problems

20. (1) As of October 1, 2009 (or the most recent date for which data are available), what was the total student enrollment in your school?

, students

21. (7) What is your school's current student capacity expressed as a percent, for example, 120 percent filled, 46 percent filled?

%

22. (14) What percentage of the total student body in your school (Write in percent; Check box, if school does not offer):

receive free or reduced-price lunch

%

are English language learners (ELL)

%

receive Special Education services for students with disabilities

%

are enrolled in an alternative program

%

are enrolled in a dropout prevention program

%

are enrolled in College Board Advanced Placement (AP) courses

%

are enrolled in an International Baccalaureate program (IB)

%

23. (15) What percentage of the total student body in your school is of Hispanic or Latino origin?

%

24. (16) What percentage of the total student body in your school are members of the following groups?

White
 %

Black or African American
 %

Asian
 %

Native Hawaiian or Pacific Islander
 %

American Indian or Alaska Native
 %

25. (2) As of October 1, 2008 (or the most recent date for which data are available), what was the total 9th-grade student enrollment in your school?

, 9th grade students

26. (13) What percentage of the 2008–09 ninth-grade class is repeating ninth grade?

27. (12) What percentage of 9th-grade students who were enrolled in your school in September of 2008 returned to your school in September of 2009?

28. (17) What percentage of last year's 12th-grade class:

were accepted by 4-year degree-granting institutions
 %

were accepted by 2-year institutions
 %

were accepted by technical/trade schools

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 %

entered the workforce

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 %

joined the military

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 %

29. (20) For each of the areas listed below, please indicate the number of full-time teachers or part-time teachers. Please give your best estimate. (If a teacher works full-time in your school, but divides his/her time between two or more subject areas, consider that teacher as part-time in each subject or area.)

Math

full-time teachers
part-time teachers

Science

full-time teachers
part-time teachers

Art

full-time teachers
part-time teachers

Music

full-time teachers
part-time teachers

English

full-time teachers
part-time teachers

Foreign Language

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full-time teachers

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part-time teachers

- o Social science/social studies

full-time teachers
part-time teachers

- o History

full-time teachers
part-time teachers

- o Vocational/technical education

full-time teachers
part-time teachers

- o Physical education

full-time teachers
part-time teachers

- o Special education

full-time teachers
part-time teachers

- o All other subject areas in your school

full-time teachers
part-time teachers

30. (21) For last school year (2007–08), were there teaching vacancies in either your math or your science departments for which teachers were recruited and interviewed?

- o Yes → Go to question 31
- o No → Skip to question 32

31. (22) How easy or difficult was it to fill the teaching vacancies in the mathematics or the science departments in your school?

	Math Dept	Science Dept
a. No vacancies in this department	<input type="radio"/>	<input type="radio"/>
b. Easy	<input type="radio"/>	<input type="radio"/>
c. Somewhat difficult	<input type="radio"/>	<input type="radio"/>
d. Very difficult	<input type="radio"/>	<input type="radio"/>
e. Could not fill the vacancy	<input type="radio"/>	<input type="radio"/>

32. (23) Does your school/district offer signing bonuses or incentives to attract qualified full-time math teachers (e.g., monetary bonuses, tuition aid, or tuition tax credits)?

Offers signing bonuses → Yes No

Offers incentives → Yes No

33. (24) Does your school/district offer signing bonuses or incentives to attract qualified full-time science teachers (e.g., monetary bonuses, tuition aid, or tuition tax credits)?

Offers signing bonuses → Yes No

Offers incentives → Yes No

34. (25) Of the full-time teachers who instruct math in your school, how many are certified by your state to teach math at the secondary school (9-12) level?

certified math teachers

35. (26) Of the full-time teachers who instruct science in your school, how many are certified in the state to teach science at the secondary school (9-12) level?

certified science teachers

36. (27) How many full-time math teachers who taught in your school last year (2008-2009), did not return to teach at your school this year (2009-2010)?

full-time math teachers

37. (28) How many full-time science teachers who taught in your school last year (2008-2009), did not return to teach at your school this year (2009-2010)?

full-time science teachers

38. (29) Of your school's full-time math teachers, about how many are absent on an average day?

			full-time math teachers
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39. (30) Of your school's full-time science teachers, about how many are absent on an average day?

			full-time science teachers
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40. (32) Which of the following math courses does your school offer? Which of the following are open to 9th graders?

	Offered	Offered to 9th graders
Algebra I	O	O
Algebra IA	O	O
Algebra IB	O	O
Algebra II	O	O
Calculus	O	O
Calculus Prep	O	O
Calculus AP (AB)	O	O
Calculus AP (BC)	O	O
Discrete Math	O	O
Geometry	O	O
Integrated Math I	O	O
Integrated Math II	O	O
Integrated Math III	O	O
Integrated Math IV	O	O
Probability/Statistics	O	O
Probability/Statistics AP	O	O
Computer Science AP	O	O
Review/Remedial Math	O	O
Other Math Courses: (specify)_____		

41. (31) Which of the following science courses does your school offer? Which of the following are open to 9th graders?

	Offered	Offered to 9th graders
Anatomy/Physiology	O	O
Biology I	O	O
Biology II	O	O
Biology AP	O	O
Chemistry I	O	O
Chemistry II	O	O
Chemistry AP	O	O
Earth Science	O	O
Environmental Science	O	O

- | | | |
|------------------------------|-----------------------|-----------------------|
| Environmental Science AP | <input type="radio"/> | <input type="radio"/> |
| Integrated Science I | <input type="radio"/> | <input type="radio"/> |
| Integrated Science II | <input type="radio"/> | <input type="radio"/> |
| Integrated Science III | <input type="radio"/> | <input type="radio"/> |
| Integrated Science IV | <input type="radio"/> | <input type="radio"/> |
| Physical Science | <input type="radio"/> | <input type="radio"/> |
| Physics I | <input type="radio"/> | <input type="radio"/> |
| Physics II | <input type="radio"/> | <input type="radio"/> |
| Other Science Courses: _____ | <input type="radio"/> | <input type="radio"/> |

42. (33) Does your school offer an International Baccalaureate (IB) program?

- Yes
- No

43. (34) Which of the following mathematics courses are required for graduation?

(Mark all that apply)

- Algebra I
- Geometry
- Algebra II
- Probability/Statistics
- Data Analysis
- Other Math Courses: _____
- No specific courses required

44. (35) How does your school assign teachers to math classes? (Mark all that apply)

- Requests are granted based on teacher seniority
- Class assignments are made based on teacher performance
- Class assignments are rotated
- Class assignments are made based on balancing teaching loads
- Class assignments are made based on experience
- The principal/school administrator/department head decides which teacher fits best with a particular class or group of students

45. (X2) How does your school assign teachers to science classes? (Mark all that apply)

- Requests are granted based on teacher seniority
- Class assignments are made based on teacher performance
- Class assignments are rotated
- Class assignments are made based on balancing teaching loads
- Class assignments are made based on experience
- The principal/school administrator/department head decides which teacher fits best with a particular class or group of students

46. (36) Which of the following best describes your school's approach to providing instruction in math to students who come to you with different abilities, learning rates, interests or motivations in math (do not include Special Education students when considering your answer)?

- We offer differentiated courses in math but students have open access to any course provided they have taken the required prerequisite(s)
- We offer differentiated courses and do differentiated grouping in math
- We offer a variety of undifferentiated courses in math, and students have open access to any course provided they have taken the required prerequisite(s)
- Other (specify) _____

47. (37) Which of the following statements best describes your school's approach to providing instruction in science to students who come to you with different abilities, learning rates, interests, or motivations in science (do not include Special Education students when considering your answer)?

- We offer differentiated courses in science but students have open access to any course provided they have taken the required prerequisite(s)
- We offer differentiated courses and do differentiated grouping in science
- We offer a variety of undifferentiated courses in science, and students have open access to any course provided they have taken the required prerequisite(s)
- Other (specify) _____

48. (38) Does your school offer different levels of Algebra I for students who vary in ability or in academic background (e.g., prior 8th-grade coursework in math)?

- Yes
- No

49. (39) Are students assigned to math courses, or sections of math courses, by ability?

- Yes
- No

50. (40) Are students assigned to science courses, or sections of science courses, by ability?

- Yes
- No
-

51. (50) How much emphasis do you place on the following goals and objectives for your teachers?

No or minor Moderate Major

	emphasis	emphasis	emphasis
a. Assisting all students to achieve high standards	O	O	O
b. Using curricula aligned with high standards	O	O	O
c. Maintaining a quiet and orderly classroom environment	O	O	O
d. Providing challenging material, activities, and assignments for higher achieving students	O	O	O
e. Using instructional strategies aligned with high standards (e.g., differentiated instruction)	O	O	O
f. Communicating well with parents	O	O	O
g. Working well with other staff	O	O	O
h. Openness to new ideas and methods	O	O	O
i. Participating in professional development activities	O	O	O

52. (48) To the best of your knowledge how often do the following types of problems occur at your school?

	Happens daily	Happens at least once a week	Happens at least once a month	Happens on occasion	Never happens
a. Tardiness	O	O	O	O	O
b. Absenteeism	O	O	O	O	O
c. Class cutting	O	O	O	O	O
d. Physical conflicts among students	O	O	O	O	O
e. Robbery or theft	O	O	O	O	O
f. Vandalism	O	O	O	O	O
g. Use of alcohol	O	O	O	O	O
h. Use of illegal drugs	O	O	O	O	O
i. Students under the influence of drugs/alcohol while at school	O	O	O	O	O
j. The sale of drugs on the way to or from school and/or on school grounds	O	O	O	O	O
k. Possession of weapons	O	O	O	O	O
l. Physical abuse of teachers	O	O	O	O	O
m. Student racial tensions	O	O	O	O	O
n. Student bullying	O	O	O	O	O
o. Student verbal abuse of teachers	O	O	O	O	O
p. In-class misbehavior	O	O	O	O	O
q. Student acts of disrespect	O	O	O	O	O

- | | | | | | |
|--------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| for teachers | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| r. Gang activities | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

53. What is the highest degree you have earned?

- Do not have a degree
- Associate’s degree
- Bachelor’s degree
- Master’s degree
- Educational specialist or professional diploma
- Doctorate or first professional degree

54. What were your major and minor (or 2nd major) fields of study for your undergraduate degree? MARK ONE RESPONSE IN EACH COLUMN

	Major	Minor	2nd/Major
a. Education administration/instructional leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. English	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Mathematics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. History/social studies/social science	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Natural/physical sciences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Foreign languages	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Physical education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Vocational education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Business	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Other (Please Specify)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l. Does not apply	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

55. What were your major and minor (or 2nd major) fields of study for your graduate degree? MARK ONE RESPONSE IN EACH COLUMN

	Major	Minor	2nd/Major
a. Education administration/instructional leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. English	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Mathematics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. History/social studies/social science	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Natural/physical sciences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Foreign languages	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Physical education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Vocational education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Business	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Other (Please Specify)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

l. Does not apply

56. Before you became a principal, how many years of elementary, middle, or secondary teaching experience did you have?

a. Elementary (K-5)

Years

b. Middle (6-8)

Years

c. Secondary (9-12)

Years

57. What was the main subject that you taught?

58. (63) Before you became a principal, did you have any management experience outside of the field of education?

- Yes
 No

59. (61) Did you become a principal through alternative prep programs (e.g., New Leaders for New Schools)?

- Yes
 No

60. (58) Since becoming a principal, how many years of elementary, middle, or secondary teaching experience have you had?

a. Elementary (K-5)

Years

b. Middle (6-8)

Years

c. Secondary (9-12)

Years

61. (54) Prior to this school year, how many years did you serve as the principal of this or any other school?

Years

62. (55) Prior to this school year, how many years did you serve as the principal of this school?

Years

63. (59) In addition to serving as principal, are you currently teaching in this school?

- Yes
- No

64. (60) Are you certified as a principal in your state?

- Yes
- No

65. (62) Please estimate the percentage of time you spend in an average week on the following activities:

a. Working with teachers on instructional issues				%
b. Internal school management (e.g., weekly calendars, vendors, office, memos, etc.)				%
c. External school management (e.g., district/superintendent meetings, financial operations, public relations, communicating with decision-makers outside the school community, etc.)				%
d. Student discipline/attendance				%
e. Monitoring hallways, campus, lunchroom				%
f. Teaching				%
g. Talking and meeting with parents				%
h. Meeting with students				%
i. Paperwork required by local, state, or federal authorities				%

66. (63) What is your sex?

- Female
- Male

67. Are you of Hispanic or Latino Origin?

- Yes
- No

68. Which best describe your race? (Mark all that apply)

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