Appendix G
Proposed Main Study
Counselor Questionnaire

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Section A Staffing, Practices, and Offerings
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BCAINTRO
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First we have some questions about staffing, common practices, and offerings in the counseling department of your school.

Routing logic: Go to BCNUMCSL.

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BCNUMCSL
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Indicate the number of full-time and part-time counselors assigned to high school students (in grades 9 through 12) at your school.

    BCNUMCSF
    Full-time counselors

    BCNUMCSP
    Part-time counselors

Routing logic: Go to BCNUMCER.

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BCNUMCER
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Of those assigned to high school students, indicate the number of counselors that are certified as high school counselors (grades 9 through 12).

    BCNUMCEF
    Full-time counselors

    BCNUMCEP
    Part-time counselors

Routing logic: Go to BCPERCSL.

BCPERCSL

On average, what is the caseload for a counselor in this school?

    BCPERCSL
    students per counselor

Routing logic: Go to BCASSIGN.

BCASSIGN

Which of the following best describes how counselors are assigned to students at this school?

Counselors are assigned to…
        1=A specific grade level (e.g., a 9th grade counselor).
        New option = All students at this school.
        2=An incoming class of 9th graders and remain with them throughout their high school
            years (e.g., a counselor for the class of 2012).
        3=A group of students whose last names fall within a slice of the alphabet (e.g., all
            students with last names from "A to D").
        New option = Small learning communities (e.g., schools-within-a-school; pods; houses).
        4=Other way

Routing logic: Go to BCMEET.

BCMEET

Based on the last school year, about what percentage of time did all your school's counseling staff spend delivering services to high school students (9-12) in the areas listed below? [5% or less, 6-10%, 11-20%, 21-50%, more than 50%]

    o   Choice and scheduling of high school courses
    o   Postsecondary education admissions and selections
    o   Occupational choice and career planning
    o   Personal/social, academic and career development
    o   Job placement and employability skill development
    o   Students' attendance, discipline, and other school and personal problems
    o   Academic testing
    o   Other counseling activities
    o   Non-counseling activities (hall/lunch duty, substitute teaching, bus duty, etc.)

Routing logic: Go to BCRANK1.

BCRANK1

Which one of the following goals does your school's counseling program emphasize the most?

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

Routing logic: If BCRANK1 is non-missing, go to BCRANK2.
Else go to BCDISC.

BCRANK2

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

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

Routing logic: If BCRANK2 is nonmissing, go to BCRANK3.
Else go to BCDISC.

BCRANK3

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

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

Routing logic: Go to BCDISC.

BCDISC

Besides the teacher, who in the school has primary responsibility for dealing with
students posing serious discipline problems?
>   1=Counseling staff
>   2=School principal
>   3=Assistant principal
>   New option=Dean of Students
>   4=Other

Routing logic: Go to BCGR8TO9

BCGR8TO9

Does your school's professional counseling staff assist with transitioning 8th grade
students into high school?
>   1=Yes
>   0=No

Routing logic: If BCGR8TO9=1, Go to BC89TRNS. Otherwise, go to BCHSPLAN.

BC89TRNS

How does your school assist students in the transition from middle school to high school?

BATRNOTR
No transition, high school grades continue in K–12, 7–12, or other program

BATRHSPI
High school students present information at the middle schools

BATRMSIN
Middle grade students invited to social event at high school before school year
starts

BATRMSAT
Middle grade students attend regular classes at high school

BATRHSCO

High school counselors meet with individual 8th grade students and assist them with selecting 9th grade courses while they are still in the middle grades

BCHSINFO
High school counselors present information to middle grade students about high school courses and registration

New
High school counselors present information to middle grade students' parents or guardians about high school courses and registration

BATRSUMM
Summer meetings at the high school

BATRBUDY
Buddy or big brother/sister programs that pair new student with older ones at entry

BATRNGSL
Ninth-graders are placed in small learning communities or 9th Grade Academies

BCPLCPOL
High school counselors place 8th grade students into 9th grade courses based on school or district placement policies

BATRPARV
Parents visit high school for orientation in the fall after children have entered

BATRADME
Middle grade and high school administrators meet together on articulation and programs

BATRMHTE
Middle grade and high school teachers meet together on courses and requirements

BATRMGCO
Middle grade counselors meet with high school counselors or staff

BATRNON
No assistance offered to students transitioning from middle school to high school

Routing logic: Go to BCHSPLAN

BCHSPLAN

Are grades 9-12 students in your school required to have an education and career plan?
    1=Yes
    0=No

Routing logic: If yes, go to BCADD_1. Otherwise, go to BCG9MTSC.

BCADD_1. Are students' education and career plans shared with their parents or guardians? [Yes/No]

    If Yes, go to BCADD_2   Otherwise, go to BCG9MTSC.

BCADD_2. Are parents or guardians required to sign off on students' education and career plans? [Yes/No]

Routing logic: Go to BCG9MTSC.

BCG9MTSC

How important is each of the following for placing a typical student into 9th grade mathematics [science]? [Not at all, a little, somewhat, very]

[Note. Mathematics and science are asked separately.]

    BCMSCSLM
    middle school counselor recommendation

    BCMSCSLS
    middle school counselor recommendation

    BCHSCSLM
    high school counselor recommendation

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BCHSCSLS
high school counselor recommendation

BCMSTCHM
middle school teacher recommendation

BCMSTCHS
middle school teacher recommendation

BCMSACHM
courses taken in middle school

New Science
courses taken in middle school

New Math
achievement in middle school courses

New Science
achievement in middle school courses

BCEOYEXM
results of district/state end-of-year or end-of-course exams

BCEOYEXS
results of district/state end-of-year or end-of-course exams

BCTESTSM
results of placement tests

BCTESTSS
results of placement tests

New Math

results of standardized tests

New Science
results of standardized tests

New Math
student education and career plan

New Science
student education and career plan

BCSTPARM
student and/or parent or guardian selection

BCSTPARS
student and/or parent or guardian selection

New Math
All 9th grade students take the same course

New Science
All 9th grade students take the same course

Routing logic: Go to BCUPRMS.

BCUPRMS

How important is each of the following for the typical student entering 10th, 11th, and 12th grade in counselor recommendations for mathematics [science] courses ? [Not at all, a little, somewhat, very]

[Note. Mathematics and science are asked separately.]

BCPRVGRM
Prior grades including grades from a prerequisite class

BCPRVGRS
Prior grades including grades from a prerequisite class

BCPLTSTM
Placement tests

BCPLTSTS
Placement tests

BCTCHRCM
previous year's teacher recommendation

BCTCHRCS
previous year's teacher recommendation

BCFAMLYM
Student and/or parent/guardian preference or interest

BCFAMLYS
Student and/or parent/guardian preference or interest

New Math
Student education and career plan

New Science
Student education and career plan

BCSCHDLM
Master schedule considerations

BCSCHDLS
Master schedule considerations

Routing logic: Go to BCPROGS

BCPROGS

Does your school have any formal programs to…

   BCPRSUMS
   encourage underrepresented students to pursue mathematics or science?
      1=Yes
      0=No

   BCINFORM
   inform parents/guardians about mathematics/science higher education and/or career
   opportunities?
      1=Yes
      0=No

   BCTHNKPS
   encourage students who might not be considering college to do so?
      1=Yes
      0=No

Routing logic: Go to BCGATE.

BCGATE

Which of the following are available in this school to support and encourage grades 9-12
students?

   BCTECH
   Technology and software to support curriculum

   BCSPCLST
   School staff work with classroom teachers to provide enrichment to students

   BCPLLOUT
   Students receive pull-out instruction during the regular school day

   BCENRCH
   Enrichment experiences such as Odyssey of the Mind, Science Olympiad, Academic
   Decathlon, math/science club, math/science teams

New
Advanced Placement/college/university courses

BCSCHSHP
Scholarships for students to attend special events or classes

BCSUMPRG
Summer activities or programs

BCGNONE
There are no options to support and encourage students in this school

Routing logic: Go to BCENRICH.

BCENRICH

Does your school offer summer school enrichment courses that allow students to get ahead in
any academic subject (for example, a geometry class that would allow a student taking algebra in
9th grade to take calculus in the 12th grade)?
>   1=Yes
>   0=No

If Yes, go to BCADD_3; otherwise go to BCASSIST

BCADD_3: To whom does your school offer summer school enrichment courses that allow
students to get ahead in any academic subject? (Check all that apply.)
a) to all students
b) to struggling students
c) to high achieving students

Routing logic: Go to BCASSIST.

BCASSIST

Which of the following steps does this school take for grades 9-12 students who need extra
assistance?

BCTUTORM

Tutoring during the regular school day

BCAIDCLM
School staff work with classroom teachers to provide extra assistance

BCAIDPLM
Pull-out instruction during the regular school day

BAMASTEH
Off-track, day/evening, or summer high school credit recovery program

BAMASTHA
Homework assistance program

BCOUTSDM
Additional support outside the regular school day
(e.g., before- or after-school tutoring or special programs, weekend or summer school programs)

New
Our school does not have any programs for students who need extra assistance.

Routing logic: Go to BCOUTSCH.

BCOUTSCH

Which of the following options are available for students to take courses for credit that are not offered by your school?

BCINDSTD
Independent study

BCONLINE
On-line/distance learning courses

BCOTHHS
Courses at another traditional high school in the district

BCTECHSC
Courses at a local career or technical school

BCCOMCOL
Courses at a local community college

BC4YRCOL
Courses at a nearby 4-year college or university

New
Our school does not have any options for students to take courses for credit that are not offered at this school

Routing logic: Go to BCADD_4

BCADD_4: Does your school require students to take a mathematics competency test (e.g., end-of-course exam, end-of-year high school proficiency exam, or exit exam)? [Yes/No]

Routing logic: If yes, Go to BCFTEST. If no, go to BADRPPRE

BCFTEST

If a student fails a mathematics competency test in grades 9-12 which of the following options are available to the student at the school and which are required of the student?

    BCRETEST
    Retaking the test
        1=Required
        2=Available, but not required
        3=Not available

    BCREMEDL
    Taking remedial classes
        1=Required
        2=Available, but not required
        3=Not available

    BCREPEAT

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Repeating classes
   1=Required
   2=Available, but not required
   3=Not available

BCTSTPRP
Taking a test preparation class
   1=Required
   2=Available, but not required
   3=Not available

BCTUTOR
Tutoring
   1=Required
   2=Available, but not required
   3=Not available

BCINDPRG
Individualized academic program
   1=Required
   2=Available, but not required
   3=Not available

BCSMRSCH
Summer school
   1=Required
   2=Available, but not required
   3=Not available

BCALTEDU
Referral to an alternative or continuing education school
   1=Required
   2=Available, but not required
   3=Not available

Routing logic: Go to BADRPPRE

BADRPPRE

Does your school have a formal dropout prevention program (either a whole-school restructuring program or a targeted program that operates on a smaller-scale within the school or community organization(s) and enrolls students identified as at risk of dropping out)?

    1=Yes
    0=No

Routing logic: If BADRPPRE = 1, go to BADOPRV
If BADRPPRE =0, go to BCADD_5
If BADRPPRE = missing, go to BCADD_5

BADOPRV

On what basis are grades 9-12 students recommended for your dropout prevention program?

BADOAB
Absentee record

BADOPERF
Poor or failing grades

New
Behind on credits

BADOTREF
Teacher's referral

BADOCREF
Counselor's referral

BADOPREQ
Parental request

BADOSREQ
Student request

BADODP
Disciplinary problems

BADOOTH
Other

Routing logic: go to BCADD_5

BCADD_5: Does your school have a formal program onsite that prepares students for the General Education Development (GED) Test?

1=Yes
0=No

Routing logic: Go to BCPRMARY

BCPRMARY

Does your school have one or more counselors whose primary responsibility is ...

BCCLPREP
assisting students with college readiness, selection, and applications?
1=Yes
0=No

BCJBPREP
assisting students with preparation for and placement into the workforce?
1=Yes
0=No

Routing logic: Go to BCHSTOPS.

BCHSTOPS

Which of the following does the school engage in to assist students with the transition from high school to college?

BCPSFAIR
Holding or participating in college fairs

BCPSREQS
Consulting with postsecondary school representatives about requirements and qualifications sought

BCVISITS
Organizing student visits to colleges

BCSPCPRG
Enrolling students in special programs that help them plan or prepare for college, such as Upward Bound, GEAR UP, AVID, or MESA

New
Holding information sessions for students and parents/guardians

New
Assisting students with finding financial aid for college

New
Providing opportunities to participate in concurrent or dual enrollment

New
Offering a counseling curriculum that leads to positive academic behaviors

New
Developing a education and career plan

Routing logic: Go to BCVOCTCH.

BCVOCTCH

Is career technical education offered in your district on-site or off-site (for example, at an area vocational-technical school)?
    1=Yes
    0=No

Routing logic: If yes, go to BCADD_6. Otherwise, go to BCHSTOJB.

BCADD_6: Are Career Clusters/Pathways/Programs of Study (POS) offered to students in grades 9-12?

Routing logic: If yes, go to BCADD_7. Otherwise, go to BCHSTOJB.

BCADD_7

BCADD_7: Can grades 9-12 students who are not enrolled in Career
Clusters/Pathways/Programs of Study (POS) take individual courses in these programs?

Routing logic: Go to BCHSTOJB

BCHSTOJB

Which of the following does the school offer to assist students with the transition from high
school to work?

   BCINTRN
   Internships with local employers

   BCJBFAIR
   Job fairs

   New
   Career guides/skills assessments (e.g., KUDER, HIRE, What Color is Your Parachute)

   BCEMPPRS
   School or classroom presentations by local employers

   BCAWARE
   Career awareness activities

   BCCOURSE
   School courses in career decision making

   BCOCINFO
   Career information units in subject-matter courses

BCWORK
Exploratory work experience programs (e.g., co-op, workstudy, EBCE)

BCCAREER
Career days or nights

BCVOCSPK
Vocational oriented assemblies and speakers in classes

New
Vocational-technical courses that are not part of a formal program

BCJOBTRP
Job site visits (field trips)

BCSHADOW
Job shadowing (extended observations of a worker)

BCSIMUL
Simulations (e.g., Singer, SRA Job experience kits)

BCVOCTST
Tests for career planning purposes (e.g., interest
inventories, vocational aptitude tests)

BCJBSEEK
Training in job seeking skills

BCCMPRES
Use of computerized career information resources

BCOTHRES
Use of non-computerized career information resources

BCNONE2
There are no options offered to assist students with the transition from high school to
 work

Routing logic: Go to BCCINTRO.

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Section C Opinions and Background
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BCCINTRO

Now we have some questions about your opinions regarding the counseling program in your
school as well as some questions about your background in the counseling profession.

Routing logic: Go to BCOPNTCH.

BCOPNTCH

Indicate the extent to which you agree or disagree with each of the following statements
about the **teachers** in your school. **Teachers** in this school…

   BCTCHSTD
   set high standards for teaching.
      1=Strongly agree
      2=Agree
      3=Disagree
      4=Strongly disagree

   BCTSTSTD
   set high standards for students' learning.
      1=Strongly agree
      2=Agree
      3=Disagree
      4=Strongly disagree

   BCTBELV
   believe all students can do well.
      1=Strongly agree
      2=Agree
      3=Disagree

4=Strongly disagree

BCTGIVUP
have given up on some students.
    1=Strongly agree
    2=Agree
    3=Disagree
    4=Strongly disagree

BCTSMART
care only about smart students.
    1=Strongly agree
    2=Agree
    3=Disagree
    4=Strongly disagree

BCTEXPCT
expect very little from students.
    1=Strongly agree
    2=Agree
    3=Disagree
    4=Strongly disagree

BCTWKHRD
work hard to make sure all students are learning.
    1=Strongly agree
    2=Agree
    3=Disagree
    4=Strongly disagree

Routing logic: Go to BCOPNCSL.

BCOPNCSL

Indicate the extent to which you agree or disagree with each of the following statements about the **counselors** in your school. **Counselors** in this school…

    BCCSTSTD
    set high standards for students' learning.
        1=Strongly agree
        2=Agree
        3=Disagree
        4=Strongly disagree

    BCCBELV
    believe all students can do well.
        1=Strongly agree
        2=Agree
        3=Disagree
        4=Strongly disagree

    BCCGIVUP
    have given up on some students.
        1=Strongly agree
        2=Agree
        3=Disagree
        4=Strongly disagree

    BCCSMART
    care only about smart students.
        1=Strongly agree
        2=Agree
        3=Disagree
        4=Strongly disagree

    BCCEXPCT
    expect very little from students.
        1=Strongly agree
        2=Agree
        3=Disagree
        4=Strongly disagree

BCCWKHRD
work hard to make sure all students are learning.
    1=Strongly agree
    2=Agree
    3=Disagree
    4=Strongly disagree

Routing logic: Go to BCOPNPRN.

BCOPNPRN

Indicate the extent to which you agree or disagree with each of the following statements about your school's **principal**. The **principal** in this school…

BCPSTSTD
sets high standards for students' learning.
    1=Strongly agree
    2=Agree
    3=Disagree
    4=Strongly disagree

BCPBELV
believes all students can do well.
    1=Strongly agree
    2=Agree
    3=Disagree
    4=Strongly disagree

BCPGIVUP
has given up on some students.
    1=Strongly agree
    2=Agree
    3=Disagree
    4=Strongly disagree

BCPSMART
cares only about smart students.
   1=Strongly agree
   2=Agree
   3=Disagree
   4=Strongly disagree

BCPEXPCT
expects very little from students.
   1=Strongly agree
   2=Agree
   3=Disagree
   4=Strongly disagree

BCPWKHRD
works hard to make sure all students are learning.
   1=Strongly agree
   2=Agree
   3=Disagree
   4=Strongly disagree

Routing logic: Go to BCYEARS.

BCYEARS

Counting this school year, how many years have you been a school counselor…

BCYRSK12
for any grades K through 12 regardless of grade level.

BCYRS912
for any high school grades 9 through 12.

Routing logic: Go to BCDEGREE.

BCDEGREE

BCHIDEG

What is the highest degree you have earned?

      1=Do not have a degree
      2=High School or equivalent
      2=Associate's degree
      3=Bachelor's degree
      4=Master's degree
      5=Educational specialist or professional diploma
      6=Doctorate or first professional degree

BCMAJR (NEW)

[Note. Will introduce a skip pattern here asking about major for bachelor's degree and if applicable, graduate degree, using the model used in the teacher survey with a look-up computer assisted coder for majors]

Routing logic: Go to BCENTRY.

BCENTRY

Which of the following best describes your entry into the school counseling profession?

 1= I became a school counselor immediately after earning my bachelor's degree
 New option=I entered graduate school directly after earning my bachelor's degree and then became a school counselor immediately after
2=I was first a teacher, prior to becoming a school counselor
3=I was in another education-related profession prior to becoming a school counselor
4=I was another type of counselor
5=I was in a noneducation-related profession, prior to becoming a school counselor
6=Other

   BCENTRY_OTHER
   Please specify:

Routing logic: Go to END.

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Congratulations, you have completed the HSLS questionnaire!

On behalf of the U.S. Department of Education, thank you for your time and cooperation. We greatly appreciate your participation in this study.