

*School Administrator Questionnaire Wave I Code Book*  
*Questions and Variable Names*

Question

Variable Name

Month Questionnaire Completed .....	<b>AMONTH</b>
Day Questionnaire Completed .....	<b>ADAY</b>
Year Questionnaire Completed .....	<b>AYEAR</b>
1. Check each grade level included in your school.	
PK .....	<b>A1A</b>
K .....	<b>A1B</b>
1 .....	<b>A1C</b>
2 .....	<b>A1D</b>
3 .....	<b>A1E</b>
4 .....	<b>A1F</b>
5 .....	<b>A1G</b>
6 .....	<b>A1H</b>
7 .....	<b>A1I</b>
8 .....	<b>A1J</b>
9 .....	<b>A1K</b>
10 .....	<b>A1L</b>
11 .....	<b>A1M</b>
12 .....	<b>A1N</b>
13+ .....	<b>A1O</b>
2. Which of these characterize your school?	
a. Comprehensive public school (not including magnet school or school of choice) .....	<b>A2A</b>
b. Public magnet school (whole school, magnet program, school within a school) .....	<b>A2B</b>
c. Public school of choice (open enrollment/non-specialized curriculum) .....	<b>A2C</b>
d. Year-round school .....	<b>A2D</b>
e. Area vocational school .....	<b>A2E</b>
f. Other technical or vocational school .....	<b>A2F</b>
g. Catholic diocesan .....	<b>A2G</b>
h. Catholic parish .....	<b>A2H</b>
i. Catholic religious order .....	<b>A2I</b>
j. Other private, religious affiliation .....	<b>A2J</b>
k. Private school, no religious affiliation .....	<b>A2K</b>
l. Boarding school .....	<b>A2L</b>
m. Indian reservation school .....	<b>A2M</b>
n. Military academy .....	<b>A2N</b>
o. Alternative/Stay-in-School/Dropout Prevention School .....	<b>A2O</b>
3. Which of the following best describes the practices for assignment of students to your school? .....	<b>A3</b>
4. Is your school a general (comprehensive) school, or is it specialized in some way (i.e., organized for special purposes, or around a special group of students)? .....	<b>A4</b>
4a. Please indicate the type of specialization.	
a. Science/technology .....	<b>A4AA</b>
b. Arts .....	<b>A4AB</b>
c. Vocational .....	<b>A4AC</b>
d. Handicapped .....	<b>A4AD</b>
e. Gifted .....	<b>A4AE</b>
f. Foreign language or other humanities .....	<b>A4AF</b>
g. Other (SPECIFY BELOW) .....	<b>A4AG</b>
5. What is the approximate average daily attendance level in your school? .....	<b>A5</b>
6. How many people work as full-time classroom teachers in your school .....	<b>A6</b>

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- 
- (excluding teacher aides)?
7. What is the average class size in your school (not counting study hall, band, etc.)? ..... **A7**
  8. Approximately what percentage of your full-time classroom teachers are of each of the following races?
    - a. White ..... **A8A**
    - b. Black or African American ..... **A8B**
    - c. American Indian or Native American ..... **A8C**
    - d. Asian or Pacific Islander ..... **A8D**
    - e. Other ..... **A8E**
  9. Approximately what percentage of your full-time classroom teachers are of Hispanic or Spanish origin? ..... **A9**
  10. Approximately what percentage of your full-time classroom teachers are women? ..... **A10**
  11. Approximately what percentage of your full-time classroom teachers have worked at your school for five years or more? ..... **A11**
  12. Approximately what percentage of your full-time classroom teachers are new? ..... **A12**
  13. Approximately what percentage of your full-time classroom teachers hold Master's degrees or higher? ..... **A13**
  14. Does your school or school district have a policy that prohibits its teachers and other school personnel from smoking on school premises? ..... **A14**
  15. Approximately what percentage of your full-time classroom teachers smoke cigarettes at school? ..... **A15**
  16. Does your school have a parent-teacher organization or other organization of parents? ..... **A16**
  17. Considering all of the children in your school, approximately what percentage have family members in the parent-teacher organization or other organization of parents? ..... **A17**
  18. On average, what percentage of the students in each grade, who were enrolled in your school at the beginning of the school year in 1993, dropped out of school before the end of the school year?
    - a. 7th grade ..... **A18A**
    - b. 8th grade ..... **A18B**
    - c. 9th grade ..... **A18C**
    - d. 10th grade ..... **A18D**
    - e. 11th grade ..... **A18E**
    - f. 12th grade ..... **A18F**
    - g. If school is ungraded, indicate total percentage of students who dropped out. .... **A18G**
  19. On average, what percentage of the students in 1993 who were enrolled in each grade at the beginning of the school year were retained in the same grade (that is, held back) for the next school year?
    - a. 7th grade ..... **A19A**
    - b. 8th grade ..... **A19B**
    - c. 9th grade ..... **A19C**
    - d. 10th grade ..... **A19D**
    - e. 11th grade ..... **A19E**
    - f. 12th grade ..... **A19F**
    - g. If school is ungraded, indicate total percentage of students who were retained at the same level. .... **A19G**
  20. According to standardized achievement tests, approximately what percentage of all students at this school are testing:

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a. at grade level . . . . .	A20A
b. one or more grade levels below . . . . .	A20B
c. one or more grade levels above . . . . .	A20C
21. If your school contains a 12th grade, what percentage of 12th graders currently enrolled will attend a two- or four-year college next year? . . . . .	A21
22. Approximately what percentage of your 12th-grade students are in each of the following instructional programs?	
a. academic or college preparatory . . . . .	A22A
b. vocational or occupational preparation . . . . .	A22B
c. general program/no program divisions . . . . .	A22C
d. other . . . . .	A22D
23. For English or language arts, does your school group classes according to ability or achievement?	
a. 7th grade . . . . .	A23A
b. 8th grade . . . . .	A23B
c. 9th grade . . . . .	A23C
d. 10th grade . . . . .	A23D
e. 11th grade . . . . .	A23E
f. 12th grade . . . . .	A23F
g. If school is ungraded, respond for total student body . . . . .	A23G
24. Does your school offer sex education, or family life education, or education about human sexuality and/or AIDS or other sexually transmitted diseases? . . . . .	A24
25. In which grades is such instruction offered?	
7th . . . . .	A25A
8th . . . . .	A25B
9th . . . . .	A25C
10th . . . . .	A25D
11th . . . . .	A25E
12th . . . . .	A25F
26. Do you have a written curriculum guide for teaching sex education or family life education at your school? . . . . .	A26
27. In the past five years, have parents ever been formally involved in planning the sex education or family life education curriculum at your school? . . . . .	A27
28. For each of the following health-related services, please indicate whether it is provided at your school, is provided by your school district but not at your school, referred to other providers, or neither provided nor referred.	
a. athletic physical . . . . .	A28A
b. non-athletic physical . . . . .	A28B
c. treatment for minor illnesses and injuries . . . . .	A28C
d. diagnostic screenings (e.g., sickle cell anemia, sexually transmitted diseases) . . . . .	A28D
e. treatment for sexually transmitted diseases . . . . .	A28E
f. immunizations . . . . .	A28F
g. family planning counseling . . . . .	A28G
h. family planning services . . . . .	A28H
i. prenatal/postpartum health care . . . . .	A28I
j. drug awareness and resistance education program . . . . .	A28J
k. drug abuse program . . . . .	A28K
l. alcohol abuse program . . . . .	A28L
m. nutrition/weight loss program . . . . .	A28M

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n. emotional counseling .....	A28N
o. rape counseling program .....	A28O
p. physical violence program (e.g., family violence, partner abuse) .....	A28P
q. day care for children of currently enrolled students .....	A28Q
r. physical fitness/recreation center .....	A28R
29. In your school, if a student becomes pregnant is she:	
a. allowed to continue in her regular classes? .....	A29A
b. taught in separate classes? .....	A29B
c. enrolled in a separate school (include home tutoring)? .....	A29C
d. offered for-credit courses in parenting? .....	A29D
e. offered counseling? .....	A29E
30. To the best of your knowledge, how many students at your school became pregnant during the past school year? .....	A30
31. In your school, what happens to a student who is caught:	
a. Cheating, first occurrence .....	A31A
b. Cheating, second occurrence .....	A31B
c. Fighting with another student, first occurrence .....	A31C
d. Fighting with another student, second occurrence .....	A31D
e. Injuring another student, first occurrence .....	A31E
f. Injuring another student, second occurrence .....	A31F
g. Possessing alcohol, first occurrence .....	A31G
h. Possessing alcohol, second occurrence .....	A31H
i. Possessing an illegal drug, first occurrence .....	A31I
j. Possessing an illegal drug, second occurrence .....	A31J
k. Possessing a weapon, first occurrence .....	A31K
l. Possessing a weapon, second occurrence .....	A31L
m. Drinking alcohol at school, first occurrence .....	A31M
n. Drinking alcohol at school, second occurrence .....	A31N
o. Using an illegal drug at school, first occurrence .....	A31O
p. Using an illegal drug at school, second occurrence .....	A31P
q. Smoking at school, first occurrence .....	A31Q
r. Smoking at school, second occurrence .....	A31R
s. Verbally abusing a teacher, first occurrence .....	A31S
t. Verbally abusing a teacher, second occurrence .....	A31T
u. Physically injuring a teacher, first occurrence .....	A31U
v. Physically injuring a teacher, second occurrence .....	A31V
w. Stealing school property, first occurrence .....	A31W
x. Stealing school property, second occurrence .....	A31X
32. Listed below are rules that some schools have. Please indicate the grades for which these rules apply at your school.	
a. Hall passes are required—7th grade. ....	A32A7
a. Hall passes are required—8th grade. ....	A32A8
a. Hall passes are required—9th grade. ....	A32A9
a. Hall passes are required—10th grade. ....	A32A10
a. Hall passes are required—11th grade. ....	A32A11
a. Hall passes are required—12th grade. ....	A32A12
b. Visitors must sign in at the main office—7th grade. ....	A32B7
b. Visitors must sign in at the main office—8th grade. ....	A32B8
b. Visitors must sign in at the main office—9th grade. ....	A32B9

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b. Visitors must sign in at the main office—10th grade. . . . .	<b>A32B10</b>
b. Visitors must sign in at the main office—11th grade. . . . .	<b>A32B11</b>
b. Visitors must sign in at the main office—12th grade. . . . .	<b>A32B12</b>
c. Students may not leave the school grounds—7th grade. . . . .	<b>A32C7</b>
c. Students may not leave the school grounds—8th grade. . . . .	<b>A32C8</b>
c. Students may not leave the school grounds—9th grade. . . . .	<b>A32C9</b>
c. Students may not leave the school grounds—10th grade. . . . .	<b>A32C10</b>
c. Students may not leave the school grounds—11th grade. . . . .	<b>A32C11</b>
c. Students may not leave the school grounds—12th grade. . . . .	<b>A32C12</b>
d. Students may not smoke at school—7th grade. . . . .	<b>A32D7</b>
d. Students may not smoke at school—8th grade. . . . .	<b>A32D8</b>
d. Students may not smoke at school—9th grade. . . . .	<b>A32D9</b>
d. Students may not smoke at school—10th grade. . . . .	<b>A32D10</b>
d. Students may not smoke at school—11th grade. . . . .	<b>A32D11</b>
d. Students may not smoke at school—12th grade. . . . .	<b>A32D12</b>
e. Students must obey a dress code—7th grade. . . . .	<b>A32E7</b>
e. Students must obey a dress code—8th grade. . . . .	<b>A32E8</b>
e. Students must obey a dress code—9th grade. . . . .	<b>A32E9</b>
e. Students must obey a dress code—10th grade. . . . .	<b>A32E10</b>
e. Students must obey a dress code—11th grade. . . . .	<b>A32E11</b>
e. Students must obey a dress code—12th grade. . . . .	<b>A32E12</b>
f. Students may not park their cars on school grounds—7th grade. . . . .	<b>A32F7</b>
f. Students may not park their cars on school grounds—8th grade. . . . .	<b>A32F8</b>
f. Students may not park their cars on school grounds—9th grade. . . . .	<b>A32F9</b>
f. Students may not park their cars on school grounds—10th grade. . . . .	<b>A32F10</b>
f. Students may not park their cars on school grounds— 11th grade. . . . .	<b>A32F11</b>
f. Students may not park their cars on school grounds— 12th grade. . . . .	<b>A32F12</b>
33. Finally, we would appreciate receiving any brochures or annual reports that describe your school. If available, please send them along with the completed questionnaire. Also, if your school has a yearbook, we would like to purchase a copy. In the space provided below, please indicate the cost.	<b>A33</b>
School code . . . . .	<b>ASCHLCDE</b>
Created variable indicating that the school is graded. . . . .	<b>AGRADED</b>
Created variable indicating that school only completed a School Administrator Questionnaire and did not participate in any other data collection effort.	<b>APART</b>
Urbanicity . . . . .	<b>AURBAN</b>
Region <b>AREGION</b>	
Type of school . . . . .	<b>ATYPE</b>
Size of school . . . . .	<b>ASIZE</b>