TECHNICAL REPORT #03-18

Submitted to:
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Aspen Associates

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Report Prepared by:
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THE CHOICE IS YOURS EVALUATION 2003
MAIL SURVEYS:
RESULTS AND TECHNICAL REPORT

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# TABLE OF CONTENTS

Overview ........................................................................................................... 1

Goals ............................................................................................................... 2

Study Design and Management .................................................................... 2

Questionnaire Design .................................................................................. 2

Sampling Design ......................................................................................... 3

Data Collection Procedures ........................................................................ 4

Management of the Data ............................................................................ 6

Completion Status ....................................................................................... 7

Questionnaires:

  - Elementary Student Opinion Survey .................................................... 8
  - Middle and High School Student Opinion Survey .............................. 12
  - Parent Opinion Survey ........................................................................ 16
  - Teacher Opinion Survey ..................................................................... 18

APPENDICES

Appendix A: Cover Letters and Postcard Text ........................................... A-1
THE CHOICE IS YOURS EVALUATION MAIL SURVEYS

OVERVIEW

The Choice Is Yours Evaluation included mail surveys that were conducted by the Minnesota Center for Survey Research at the University of Minnesota. The project was conducted for Aspen Associates and was authorized by the West Metro Education Program and the Minnesota Department of Education. Questionnaires were sent to the parents of students who were attending school in West Metro school districts, and to teachers at those same schools.

Respondents answered questions about many issues in the school district from differing perspectives. Both elementary school students and middle/high school students were given a list of statements regarding the quality of life at the school and fair treatment between and among students of different races, and asked to indicate their agreement or disagreement with each statement. Elementary school students were then asked if other students misbehave at their school, and if they had been picked on by other students at school. Middle and high school students were asked if other students disrupt class or keep others from doing their work and if they had been harassed or picked on by other students at the school.

Parents were first given a list of statements regarding the quality of the school their child attends, in terms of achievement, fairness, staff quality, and cultural diversity, and asked to indicate the extent to which they agree or disagree with each statement. Parents were then asked if they would choose this school for their child, were they able to do it over, and why or why not. Finally, parents were asked if they would recommend the school to other people, and why or why not.

Teachers at West Metro schools were first given a list of statements regarding such things as the standards at the school, the community, the diversity at the school, and fair behavior and treatment between and among students of different races, and were asked to indicate the extent of their agreement or disagreement with each statement. They were then asked to indicate the extent to which different kinds of students influenced current classroom practices and the extent to which they felt prepared to work with different kinds of students. The final questions asked whether teachers felt the school climate had gotten better or worse, and why, and what the greatest challenges that they face as teachers were.

Mailing and data collection for the surveys were conducted from April 28 to June 20, 2003. Questionnaires were completed and returned by 396 elementary school students, 335 middle/high school students, 89 parents, and 487 teachers.
GOALS

The goal of The Choice Is Yours Evaluation was to gather information from students, parents, and teachers regarding the quality of The Choice Is Yours program and their experiences with the program. In addition, the surveys attempted to identify attitudes regarding certain issues in West Metro school districts, such as social justice and community within schools. The evaluation included both the mail surveys reported here and a telephone survey of parents (see MCSR Technical Report 03-19).

STUDY DESIGN AND MANAGEMENT

The Choice Is Yours Evaluation included mail surveys that were conducted by the Minnesota Center for Survey Research (MCSR) at the University of Minnesota. The project was conducted for Aspen Associates and was authorized by the West Metro Education Program and the Minnesota Department of Education. The highest standards of quality survey research were employed in conducting this project.

The administrative coordination of the project was provided by the MCSR Director, Rossana Armson. She was also responsible for revising the survey instruments and for data collection. The MCSR Project Manager, Marc J Wagoner, was responsible for coding and editing and for writing the methodology report.

QUESTIONNAIRE DESIGN

The draft questionnaires were provided by Dr. Elisabeth Palmer of Aspen Associates, a social policy and evaluation network. The drafts were revised by Rossana Armson and Dr. Palmer, and the final versions of each survey were approved by Dr. Palmer prior to the start of data collection.

Respondents answered questions about many issues in the school district from differing perspectives.

Both elementary school students and middle/high school students were given a list of statements regarding the quality of life at the school and fair treatment between and among students of different races, and asked to indicate their agreement or disagreement with each statement. Elementary school students were then asked if other students misbehave at their school and if they had been picked on by other students at school. Middle and high school students were asked if other students disrupt class or keep others from doing their work, and if they had been harassed or picked on by other students at the school.
Parents were first given a list of statements regarding the quality of the school their child attends, in terms of achievement, fairness, staff quality, and cultural diversity, and asked to indicate the extent to which they agree or disagree with each statement. Parents were then asked if they would choose this school for their child, were they able to do it over, and why or why not. Finally, parents were asked if they would recommend the school to other people, and why or why not.

Teachers at West Metro schools were first given a list of statements regarding such things as the standards at the school, the community, the diversity at the school, and fair behavior and treatment between and among students of different races, and were asked to indicate the extent of their agreement or disagreement with each statement. They were then asked to indicate the extent to which different kinds of students influenced current classroom practices and the extent to which they felt prepared to work with different kinds of students. The final questions asked whether teachers felt the school climate had gotten better or worse, and why, and what the greatest challenges that they face as teachers were.

**SAMPLING DESIGN**

Questionnaires were sent to the parents of students who attended West Metro area schools, and to teachers who were employed at those same schools. Mailing lists for each sample (elementary students, middle/high school students, parents, and teachers) were provided by Dr. Elisabeth Palmer. Student surveys were mailed to a total of 998 parents of elementary students and 826 parents of middle and high school students (see Table 1). MCSR staff were never provided with a list of student names, but referred to students only by their ID number.

**TABLE 1**

<table>
<thead>
<tr>
<th>THE CHOICE IS YOURS EVALUATION (STUDENTS)</th>
<th>ID NUMBERS BY SAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Color</td>
<td>ID#s</td>
</tr>
<tr>
<td>Yellow</td>
<td>1001-1131</td>
</tr>
<tr>
<td>Yellow</td>
<td>3001-3131</td>
</tr>
<tr>
<td>Yellow</td>
<td>5001-5318</td>
</tr>
<tr>
<td>Yellow</td>
<td>5319-5368</td>
</tr>
<tr>
<td>Yellow</td>
<td>7001-7318</td>
</tr>
<tr>
<td>Yellow</td>
<td>7319-7368</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>998</strong></td>
</tr>
<tr>
<td>Salmon</td>
<td>2001-2332</td>
</tr>
<tr>
<td>Salmon</td>
<td>4001-4332</td>
</tr>
<tr>
<td>Salmon</td>
<td>6001-6081</td>
</tr>
<tr>
<td>Salmon</td>
<td>8001-8081</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>826</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1824</strong></td>
</tr>
</tbody>
</table>
The mail survey was sent out to 250 suburban parents. The teacher survey was sent to 600 teachers in eight suburban school districts and to 175 teachers from Minneapolis magnet schools (see Table 2).

**TABLE 2**

**TEACHERS IN SCHOOL DISTRICTS**

<table>
<thead>
<tr>
<th>School Districts</th>
<th>Population</th>
<th>Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbia Heights</td>
<td>150</td>
<td>34</td>
</tr>
<tr>
<td>Edina</td>
<td>358</td>
<td>80</td>
</tr>
<tr>
<td>Hopkins</td>
<td>385</td>
<td>86</td>
</tr>
<tr>
<td>Richfield</td>
<td>197</td>
<td>44</td>
</tr>
<tr>
<td>St. Louis Park</td>
<td>258</td>
<td>58</td>
</tr>
<tr>
<td>Wayzata</td>
<td>503</td>
<td>113</td>
</tr>
<tr>
<td>St. Anthony</td>
<td>99</td>
<td>22</td>
</tr>
<tr>
<td>Robbinsdale</td>
<td>730</td>
<td>163</td>
</tr>
</tbody>
</table>

Subtotals

<table>
<thead>
<tr>
<th></th>
<th>2,680</th>
<th>600</th>
</tr>
</thead>
</table>

Minneapolis

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>302</td>
<td>175</td>
</tr>
</tbody>
</table>

**TOTALS**

<table>
<thead>
<tr>
<th></th>
<th>2,982</th>
<th>775</th>
</tr>
</thead>
</table>

**DATA COLLECTION PROCEDURES**

The procedures used by MCSR for this mail survey were based on *Mail and Telephone Surveys*, by Don A. Dillman. Mailing and data collection for The Choice Is Yours mail surveys were conducted from April 28 to July 15, 2003.

**Mailing Procedures**

Student surveys were mailed on May 2 to their parents, with a request that they give the information to the student. Envelopes were labeled with the following: “Survey about your child’s school! Parent: Please have your child complete this survey” and an ID number. The survey packets were delivered to Dr. Palmer to have the mailing label with the matching ID number affixed to the envelope. The first of the three student mailings included the following: (1) a cover letter from Dr. Palmer inviting participation in the survey, (2) a survey instrument, and (3) a self-addressed, stamped return envelope. One week later, each student was sent a reminder postcard. The postcard thanked students if they had already filled out the questionnaire, and asked them to take time to complete the survey if they had not already done so. The third mailing for students was sent on May 23 to the parents of all individuals who had not yet returned their survey. This mailing was identical procedurally to the first mailing and included a copy of the questionnaire, a reminder cover letter, and a self-addressed, stamped return envelope.
The first mailing for the parent survey was sent on May 19 and included the following: (1) a cover letter from Rossana Armson inviting participation in the survey, (2) a survey instrument, and (3) a self-addressed, stamped return envelope. One week later, each parent was sent a reminder postcard. The postcards thanked parents if they had already filled out the questionnaire, and asked them to take time to complete the survey if they had not already done so. The third mailing for parents was sent on June 9 to all individuals who had not yet returned their survey. This mailing was identical procedurally to the first mailing and included a copy of the questionnaire, a reminder cover letter, and a self-addressed, stamped return envelope.

Surveys for teachers were sent by courier to school principals in each of the nine participating school districts and included a cover letter to the principal, an information sheet about the West Metro Study, and the teacher packets to be distributed at their school (see Table 3 for mailing dates). Teacher packets included the following: (1) a cover letter from Dr. Palmer inviting participation in the study, (2) a survey instrument, (3) an entry card for a gift certificate drawing, and (4) a self-addressed, stamped return envelope. One week later, each principal was sent a reminder postcard to be distributed to each participating teacher. The postcard thanked individuals if they had already filled out the questionnaire, and asked them to take time to complete the survey if they had not already done so.

**TABLE 3**

**MAILING DATES FOR TEACHER SURVEYS**

<table>
<thead>
<tr>
<th>Survey</th>
<th>First Mailing Date</th>
<th>Postcard Date</th>
<th>Third Mailing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher Surveys (except</td>
<td>April 28</td>
<td>May 5</td>
<td></td>
</tr>
<tr>
<td>Minneapolis and Robbinsdale)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher Surveys (Minneapolis)</td>
<td>May 2</td>
<td>May 9</td>
<td></td>
</tr>
<tr>
<td>Teacher Surveys (Robbinsdale)</td>
<td>May 12</td>
<td>May 19</td>
<td></td>
</tr>
<tr>
<td>Student Surveys</td>
<td>May 2</td>
<td>May 9</td>
<td>May 23</td>
</tr>
</tbody>
</table>

Copies of all cover letters and postcards are presented in Appendix A.

**Supervision and Quality Control of the Mailings**

All mailings were completed with the supervision of Rossana Armson and Pam Jones. Quality checks were made prior to sealing the envelopes to ensure that the survey packets were complete and that the address labels and survey identification numbers matched.
Survey Returns

Returned surveys were counted to track sample status and response rate. Peak survey returns occurred within a few days after each mailing and illustrate the importance of multiple mailings to ensure a high response rate (see Figure 1 as an example).

FIGURE 1

2003 PARENT SURVEY
NUMBER OF COMPLETED SURVEYS BY DATE

MANAGEMENT OF THE DATA

Editing and Coding

Editing and coding included the completion of three major tasks. First, all surveys were checked for response clarity to eliminate dual responses when single-answer responses were sought, or to create a separate category for dual responses. Second, the coder/editor recorded responses to "other-specify" questions. Third, responses to open-ended questions were reviewed, response categories created, and value labels assigned.

Editing and coding for each survey were done by separate coders/editors who attended training sessions to familiarize themselves with the survey instruments. Unclear or ambiguous responses were directed to the Project Manager for resolution. In addition, the Project Manager conducted quality control and reviewed coded/edited surveys throughout this phase.
Data Entry and Cleaning

After coding was completed, each questionnaire was key entered onto a data diskette by a commercial data entry firm. These diskettes were then provided to Dr. Palmer so that SPSS data files could be prepared.

COMPLETION STATUS

Questionnaires were completed and returned by 396 elementary school students, 335 middle/high school students, 89 parents, and 487 teachers.
West Metro School
Student Opinion Survey

This survey asks what you think about your school. There are no “right” or “wrong” answers. No one from your school will see what you wrote. We really want your honest opinions.

We hope you will answer every question, but you may skip any question you do not wish to answer. If any of the questions are confusing or really hard to answer, please write that on this survey form.

About You

Circle one answer for each question.

Q1. Are you a girl or a boy?
   1. Girl
   2. Boy

Q2. What grade are you in? ______

Q3. How many years have you been at your school? (Circle one answer.)
   1. One year
   2. Two years
   3. Three years
   4. Four years or longer

Q4. Which of these best describes you? (Circle one answer.)
   1. American Indian or Alaskan Native
   2. Asian or Pacific Islander
   3. Hispanic
   4. Black
   5. White
   6. Other, please describe → __________________________

Q5. What kind of grades do you get in school? (Circle one answer.)
   1. Very good grades
   2. Okay grades
   3. Not good grades
About Your School

Q6. Please tell us whether you agree or disagree with each of these sentences about the school that you go to now. (Circle one answer for each sentence.)

<table>
<thead>
<tr>
<th></th>
<th>Agree</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>I feel as though I “belong” at my school.</td>
<td>1 2</td>
</tr>
<tr>
<td>b.</td>
<td>I feel comfortable asking for help at school.</td>
<td>1 2</td>
</tr>
<tr>
<td>c.</td>
<td>I know and understand the school rules.</td>
<td>1 2</td>
</tr>
<tr>
<td>d.</td>
<td>I feel safe at my school.</td>
<td>1 2</td>
</tr>
<tr>
<td>e.</td>
<td>I feel safe riding the bus to school and home again.</td>
<td>1 2</td>
</tr>
<tr>
<td>f.</td>
<td>Most of the teachers in my school treat me with respect.</td>
<td>1 2</td>
</tr>
<tr>
<td>g.</td>
<td>The principal at my school treats students with respect.</td>
<td>1 2</td>
</tr>
<tr>
<td>h.</td>
<td>Students in my school show respect for teachers.</td>
<td>1 2</td>
</tr>
<tr>
<td>i.</td>
<td>My teachers care about me as a person.</td>
<td>1 2</td>
</tr>
<tr>
<td>j.</td>
<td>At least one adult in my school cares about me.</td>
<td>1 2</td>
</tr>
<tr>
<td>k.</td>
<td>My teachers expect me to do well in school.</td>
<td>1 2</td>
</tr>
<tr>
<td>l.</td>
<td>I have time to be with my friends during the school day.</td>
<td>1 2</td>
</tr>
</tbody>
</table>

Q7. Do students who misbehave at your school keep you from doing your work?

1. Yes
2. No

Q8. Have you been picked on by other students at your school?

1. Yes
2. No
Q9. Please tell us whether you agree or disagree with each of these sentences about the school that you go to now. (Circle one answer for each sentence.)

<table>
<thead>
<tr>
<th></th>
<th>Agree</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. I learn about different cultures and races in my classes at school.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>b. My teachers feel comfortable talking about why it is not okay to treat people differently because of their race.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>c. I feel comfortable being around students at my school who are a different race than me.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>d. Students of different races get along well at my school.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>e. I am afraid of students at my school who are a different race than me.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>f. Students of all races are treated fairly at my school.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>g. At my school all students get the same punishment for breaking the same rule.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>h. Students at my school make friends with students of different races.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>i. During lunch and recess, students at my school like to hang out with students who are the same race.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>j. My teachers do everything they can to help me do well in school.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>k. At my school, I am learning to appreciate differences in other people.</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>
About Your Friends

Q10. Do you have friends at school?
1. Yes  ➔ How many days a week (including Saturday and Sunday) do you spend time outside of school . . . Write a number from 0 to 7 in each blank
   • getting together with friends from your school? ___ days a week
   • talking on the phone with friends from your school? ___ days a week

2. No

Q11. How many days a week (including Saturday and Sunday) do you spend time outside of school . . . Write a number from 0 to 7 in each blank
   • getting together with friends who are NOT from your school? ___ days a week
   • talking on the phone with friends who are NOT from your school? ___ days a week

Q12. When things get tough, do you feel you have a friend you can really talk to?

1. Yes  ➔  
   a. Is this friend about your age?  YES NO
      1  2

2. No
   b. Is this friend the same sex as you?  1  2
   c. Is this friend the same race as you?  1  2
   d. Is this friend from your school?  1  2

Thank you for your time and your opinions.

Please return this survey in the enclosed stamped envelope to:

Minnesota Center for Survey Research
University of Minnesota
2331 University Avenue SE, Suite 141
Minneapolis, MN 55414
West Metro Middle and High School
Student Opinion Survey

This survey asks about your experiences at school. There are no "right" or "wrong" answers. No one from your school will see what you wrote. We really want your honest opinions.

We hope you will answer every question, but you may skip any question you do not wish to answer. If any of the questions are confusing or really hard to answer, please write that on this survey form.

About You

Q1. Are you female or male?
   1. Female
   2. Male

Q2. What grade are you in? ____________

Q3. How many years have you been at your current school? (Circle one answer.)
   1. One year
   2. Two years
   3. Three years
   4. Four years or longer

Q4. Which of these best describes you? (Circle one answer.)
   1. American Indian or Alaskan Native
   2. Asian or Pacific Islander
   3. Hispanic
   4. Black
   5. White
   6. Other, please describe → ___________________________

Q5. What kind of grades do you usually get in school? (Circle one answer.)
   1. Mostly A's
   2. Mostly A's and B's
   3. Mostly B's and C's
   4. Mostly C's and D's
   5. Mostly D's and F's
### About Your School

**Q6.** How much do you agree or disagree with each of the following statements about your current school? (Circle one answer for each statement.)

<table>
<thead>
<tr>
<th></th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. I feel as though I &quot;belong&quot; at my school.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>b. I feel comfortable asking for help at school.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>c. I know and understand the school rules.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>d. I feel safe at my school.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>e. I feel safe riding the bus to school and home again.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>f. Most of the teachers in my school treat me with respect.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>g. The principals at my school treat students with respect.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>h. Students in my school show respect for teachers.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>i. My teachers care about me as a person.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>j. At least one adult in this school cares about me.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>k. My teachers expect me to do well in school.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>l. I have time to be with my friends during the school day.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

**Q7.** Do disruptions by other students at your school keep you from doing your work?

1. Yes
2. No

**Q8.** Have you been harassed or picked on by other students at your school?

1. Yes
2. No
Q9. How much do you agree or disagree with each of the following statements about your current school? (Circle one answer for each statement.)

<table>
<thead>
<tr>
<th></th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
</table>
a. I am taught about different cultures and races in my classes at school. |      |   |   |   |
b. My teachers are comfortable talking about the effects of racism and prejudice. |      |   |   |   |
c. I feel comfortable being around students at my school who are a different race than me. |      |   |   |   |
d. Students of different races get along well at my school. |      |   |   |   |
e. I am afraid of students at my school who are a different race than me. |      |   |   |   |
f. Students of all races are treated fairly at my school. |      |   |   |   |
g. At my school all students get the same punishment for breaking the same rule. |      |   |   |   |
h. Students at my school make friends with students of different races. |      |   |   |   |
i. When given the opportunity, students at my school tend to hang out with students of the same race. |      |   |   |   |
j. My teachers do everything they can to help me do well in school. |      |   |   |   |
k. At my school, I am learning to appreciate differences in other people. |      |   |   |   |
l. At my school, I am learning how to be successful in a diverse society. |      |   |   |   |
About Your Friends

Q10. Do you have friends at school?
1. Yes  ➔ How many days a week (including Saturday and Sunday) do you spend time outside of school . . . Write a number from 0 to 7 in each blank
2. No

- getting together with friends from your school? ___ days a week
- talking on the phone with friends from your school? ___ days a week

Q11. How many days a week (including Saturday and Sunday) do you spend time outside of school . . . Write a number from 0 to 7 in each blank

- getting together with friends who are NOT from your school? ___ days a week
- talking on the phone with friends who are NOT from your school? ___ days a week

Q12. When things get tough, do you feel you have a friend you can really talk to?

1. Yes  ➔ a. Is this friend about your age? YES NO
2. No       b. Is this friend the same sex as you? 1 2
             c. Is this friend the same race as you? 1 2
             d. Is this friend from your school? 1 2

Q13. This year, were you involved in any after-school activities such as sports, clubs, music, drama, or other events? (Circle one answer.)
1. Yes, I attended after-school activities
2. Yes, I participated in after-school activities
3. Yes, I attended and participated in after-school activities
4. No, I did not attend or participate in any after-school activities

Thank you for your time and your opinions.

Please return this survey in the enclosed stamped envelope to:

University of Minnesota Center for Survey Research
2331 University Avenue SE, Suite 141
Minneapolis, MN 55414
# Parent Opinion Survey for West Metro Schools

Please circle the number that corresponds to the answer closest to your opinion. All individual responses will be kept confidential.

**Q1.** How much do you agree or disagree with each of the following statements about your child's current school? (Circle one answer for each statement.)

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. The school sets high standards for achievement.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>b. The school has a strong sense of community and pride.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>c. The rules and expectations for student behavior are CLEAR.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>d. The rules and expectations for student behavior are ENFORCED.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>e. The rules and expectations for student behavior are administered FAIRLY.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>f. The school provides a physically safe learning environment.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>g. The school welcomes cultural diversity.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>h. Teachers at the school hold high expectations for my child.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>i. Teachers at the school are comfortable talking about racism and prejudice.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>j. Staff members at the school seem to genuinely care about my child's well-being.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>k. I feel welcome at my child's school.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>l. As a parent, I am treated with respect and courtesy by school staff.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>m. The school is preparing my child to succeed academically.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>n. The school is teaching my child to appreciate differences in others.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

TURN THIS PAGE OVER FOR MORE QUESTIONS
Q2. How many years has your child been enrolled in his or her current school? (Circle one.)
1. One year or less
2. Two years
3. Three years
4. Four years or more
5. Don't know

Q3. If you had to do it over, would you choose this school again for this child? (Circle one.)
1. Yes
2. No
3. Not sure

Why or why not?

Q4. Would you recommend this school to other people? (Circle one.)
1. Yes, I would
2. Yes, I already have
3. No, I wouldn't
4. Not sure

Why or why not?

Q5. What is your relationship to this child? (Circle one.)
1. Mother or female guardian (stepmother or foster mother)
2. Father or male guardian (stepfather or foster father)
3. Grandparent
4. Other relative
5. Other non-relative

Q6. What race do you consider yourself? (Circle one.)
1. American Indian or Alaskan Native
2. Asian or Pacific Islander
3. Hispanic
4. Black (non-Hispanic)
5. White (non-Hispanic)
6. Other (please specify)

Thank you for your time and your opinions.

Please return this survey in the enclosed stamped envelope to:
Minnesota Center for Survey Research
University of Minnesota
2331 University Avenue SE, Suite 141
Minneapolis, MN 55414
Teacher Opinion Survey for West Metro Schools

Please circle the number that corresponds to the answer closest to your opinion. All individual responses will be kept confidential.

Q1. How much do you agree or disagree with each of the following statements? (Circle one answer for each statement.)

<table>
<thead>
<tr>
<th></th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. The goals and priorities for my school are clear.</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. The goals and priorities for my school are shared by most of my colleagues.</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. My school sets high standards for achievement.</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. My school has a strong sense of community and pride.</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. The rules and expectations for student behavior are clear.</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. The rules and expectations for student behavior are enforced.</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. The rules and expectations for student behavior are administered fairly.</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. My school provides a physically safe learning environment.</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. My school welcomes cultural diversity.</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j. My school encourages parent participation.</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>k. Teachers at my school hold high expectations for ALL students.</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>l. There is a great deal of cooperative effort among members of the teaching staff.</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>m. The diversity of the teaching staff reflects the diversity of the student population.</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>n. The diversity of the people in leadership roles reflects the diversity of the student population.</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Q2. How much do you agree or disagree with each of the following statements? (Circle one answer for each statement.)

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Students at my school show respect for teachers.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>b. Students of different races work well together at my school.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>c. Students are taught about different cultures and races at my school.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>d. During unstructured time, such as lunch, students tend to group themselves with students of the same race.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>e. Students make friends with students of different racial groups.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>f. Teachers at my school are comfortable talking about the negative impact of racism and prejudice.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>g. My school is prepared to meet the needs of racially diverse students.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>h. My school is prepared to meet the needs of economically diverse students.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>i. My school is prepared to meet the needs of linguistically diverse students.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>j. My school is preparing all students to succeed academically.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>k. My school is preparing all students to appreciate differences in others.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>
Q3. To what extent do the following INFLUENCE your current classroom practices? (Circle one answer for each item.)

<table>
<thead>
<tr>
<th></th>
<th>Not at all</th>
<th>A little</th>
<th>Somewhat</th>
<th>A great deal</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Students with differing academic abilities</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>b. Students who come from a wide range of backgrounds (such as varied racial/ethnic, economic, or language groups)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>c. Students with special needs</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>d. Uninterested students</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>e. Disruptive students</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>f. High student/teacher ratio</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

Q4. How PREPARED do you feel when it comes to working with . . .

<table>
<thead>
<tr>
<th></th>
<th>Not at all</th>
<th>A little</th>
<th>Somewhat</th>
<th>A great deal</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Students with differing academic abilities</td>
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</tr>
<tr>
<td>b. Students who come from a wide range of backgrounds (such as varied racial/ethnic, economic, or language groups)</td>
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<td>e. Disruptive students</td>
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<td>3</td>
<td>4</td>
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<td>f. High student/teacher ratio</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

Q5. In the last two years, do you feel your school climate has gotten better or worse, or has it stayed about the same? (Circle one response.)

1. Better →
2. Worse →
3. Stayed about the same

To what do you attribute this change in school climate?
Q6. What are the greatest challenges you face as a teacher?

Q7. Do you teach in a suburban school or in a Minneapolis public school?
   1. Suburban school
   2. Minneapolis school

Q8. What grades do you teach? (Circle all that apply.)
   a. Elementary (K-6)
   b. Middle (6-8) or Junior High (7-9)
   c. High School (9-12)

Q9. How many years have you been teaching in K-12? ____ total years
Q10. How many years have you been teaching at this school? ____ years at this school

Q11. What is your primary teaching role? (Circle one.)
   1. Classroom teacher → What is your FTE at this school?
   2. Specialist
   3. Educational assistant
   4. Other (please specify) ______________

Q12. Are you female or male?
   1. Female
   2. Male

Q13. Which of the following best describes you? (Circle one.)
   1. American Indian or Alaskan Native
   2. Asian or Pacific Islander
   3. Hispanic
   4. Black (non-Hispanic)
   5. White (non-Hispanic)
   6. Other (please specify) ____________________________________________

Thank you for your time and your opinions.

Please return this survey in the enclosed postage-paid envelope to:

Minnesota Center for Survey Research
University of Minnesota
2331 University Avenue SE, Suite 141, Minneapolis, MN 55414
## APPENDIX A

**COVER LETTERS AND POSTCARD TEXT**

<table>
<thead>
<tr>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STUDENT SURVEY</strong></td>
<td></td>
</tr>
<tr>
<td>Cover Letter - May 2, 2003</td>
<td>A-2</td>
</tr>
<tr>
<td>Follow-up Postcard - May 9, 2003</td>
<td>A-3</td>
</tr>
<tr>
<td>Follow-up Letter - May 23, 2003</td>
<td>A-4</td>
</tr>
<tr>
<td><strong>PARENT SURVEY</strong></td>
<td></td>
</tr>
<tr>
<td>Cover Letter - May 19, 2003</td>
<td>A-5</td>
</tr>
<tr>
<td>Follow-up Postcard - May 26, 2003</td>
<td>A-6</td>
</tr>
<tr>
<td>Follow-up Letter - June 9, 2003</td>
<td>A-7</td>
</tr>
<tr>
<td><strong>TEACHER SURVEY</strong></td>
<td></td>
</tr>
<tr>
<td>Principal Cover Letter for Suburban Schools – April 28, 2003</td>
<td>A-8</td>
</tr>
<tr>
<td>Principal Cover Letter Information Sheet (all districts except Minneapolis)</td>
<td>A-9</td>
</tr>
<tr>
<td>Principal Cover Letter for Minneapolis Magnet Schools – May 2, 2003</td>
<td>A-10</td>
</tr>
<tr>
<td>Principal Cover Letter Information Sheet (Minneapolis)</td>
<td>A-11</td>
</tr>
<tr>
<td>Principal Cover Letter for Robbinsdale Schools – May 7, 2003</td>
<td>A-12</td>
</tr>
<tr>
<td>Entry Card for Gift Certificate Drawing</td>
<td>A-13</td>
</tr>
<tr>
<td>Follow-up Postcard: Teacher Surveys - May 5, 2003</td>
<td>A-14</td>
</tr>
</tbody>
</table>
May 2, 2003

Dear Parent and Student,

Your school district is participating in a study to find out what students think about important issues in their schools. (To be sure that parents are aware of their child’s participation in this study, we are sending this letter to parents and asking them to give this letter and everything in it to their child.)

You were randomly selected, along with other students from your school district, to complete a short survey. In order for the results to truly represent the opinions of students in your district, it is important that each survey be completed and returned.

The survey should take only 10 to 15 minutes to complete. However, your participation is completely voluntary and you may skip any question you do not care to answer. If you do not wish to complete this survey, simply write “NOT INTERESTED” on the front of your survey form and return the survey to us. Please do not pass it along to anyone else to complete for you.

You are assured of complete confidentiality. Your name will never be placed on the survey – so no one will know how you answered the questions. We are only interested in what groups of students think. The survey has an identification number for mailing purposes only. This is so we can check your name off our mailing list when your survey is returned. Whether you decide to participate in the study will in no way affect your grades, or your relationships with your school, school district, or the Minnesota Department of Education.

The results of this study will be used to help the participating schools provide opportunities for all students to succeed academically. To do so, we need your honest reflections.

I would be happy to answer any questions you might have. Feel free to write, to call me at (612) 825-7447 ext. 3, or to send me an e-mail at WestMetroStudy@aspenassociates.org.

Thank you!

Sincerely,

Elisabeth Palmer, Ph. D.
Director of Research and Development

P. S. The surveys are being returned to the University of Minnesota Center for Survey Research because they are compiling the responses.
Last week I sent you a survey asking for your opinions about your school.

If you have already returned your completed survey, please accept my sincere thanks. If not, please take the time to answer the questions and return it today. The survey was distributed to a random sample of students in West Metro school districts. It is extremely important that your opinions be included in this study if the results are to accurately represent the views of West Metro students.

If you did not receive the questionnaire, or it has been misplaced, please call me at (612) 627-4282 between 9:00 a.m. and 4:00 p.m. I will send you another one right away.

Sincerely,

Elizabeth Palmer, Director
ASPEN Associates
5536 Garfield Avenue South
Minneapolis, MN 55419
May 23, 2003

Dear Student:

About three weeks ago I wrote to you seeking your opinions about your school. As of today we have not yet received your completed survey.

We are conducting this study because the school districts in your area want to know how students feel about these important issues.

I am writing to you again because each survey is very important to this study. In order for the results to truly represent the opinions of all students, it is necessary that each person return their survey. To help schools better meet the needs of all students, we need your honest answers.

In case your survey was misplaced, I have enclosed another one. Please take a few minutes to complete it today.

Thank you!

Sincerely,

Elisabeth A. Palmer, Ph.D.
Director of Research and Development
May 19, 2003

Dear Parent or Guardian:

Since April, your child’s school district has been participating in an educational study authorized by the West Metro Education Program and the Minnesota Department of Education.

You were randomly selected, along with other parents from your child’s school district, to complete a short survey. In order for the results to truly represent the opinions of parents in your district, it is important that each survey be completed and returned.

The survey should only take you about ten minutes to complete. However, your participation is completely voluntary and you may skip any question you do not care to answer. If you do not wish to complete this survey, simply write “NOT INTERESTED” on the front of your survey form and mail it back to me.

You are assured of complete confidentiality. The survey has an identification number for mailing purposes only. This is so we can check your name off our mailing list when your survey is returned. Your name will never be placed on the survey. Whether you decide to participate will not affect your relationships with your child’s school, school district, or the Minnesota Department of Education.

The results of this study will be used to help the participating schools provide opportunities for all students to succeed academically. To do so, we need your honest reflections.

I would be happy to answer any questions you might have. Feel free to write or call me at (612) 627-4282.

Thank you for your assistance.

Sincerely,

Rossana Armson  
Director
Last week I sent you a survey asking for your opinions about your child's current school.

If you have already returned your completed survey, please accept my sincere thanks. If not, please take the time to answer the questions and return it today. The survey was distributed to a random sample of parents who have children attending West Metro schools. It is extremely important that your opinions be included in this study if the results are to accurately represent the views of parents in your school district.

If you did not receive the questionnaire, or it has been misplaced, please call me at (612) 627-4282 between 9:00 a.m. and 4:00 p.m. I will send you another one right away.

Sincerely,

Rossana Armson, Director
MN Center for Survey Research
2331 University Avenue SE, Suite 141
Minneapolis, MN 55414
June 9, 2003

Dear Parent or Guardian:

About three weeks ago, I wrote to you to get your opinions about your child’s current school. As of today, I have not yet received your completed questionnaire.

We are doing this study to help the participating schools provide opportunities for all students to succeed academically. The information that you provide will not be used for any other purposes, and the results will be reported in grouped form so that you cannot be identified in any way.

I am writing to you again because of the significance each questionnaire has to the usefulness of this study. Your name was drawn through a scientific sampling process in which every parent who has children attending a West Metro school had a chance of being selected. In order for the results of this study to be truly representative of the experiences of all parents, it is essential that each parent return their questionnaire.

In case your questionnaire was misplaced, a replacement is enclosed.

Your cooperation is greatly appreciated.

Sincerely,

Rossana Armson
Director
April 28, 2003

Dear [DistrictName] Principal:

Your school district is participating in an educational evaluation authorized by the West Metro Education Program (WMEP) and the Minnesota Department of Education. Enclosed is a more detailed description of this evaluation and what you can expect at your school. You should have received a similar letter a few weeks ago from your WMEP Steering Committee representative.

As part of this evaluation, some of the teachers from your school have been randomly selected to receive an opinion survey. Please immediately distribute the enclosed envelopes to the teachers who have been selected at your school. Each envelope is addressed to a teacher at your school and contains a survey and cover letter explaining the importance of each survey being completed by the teacher to whom it is addressed. This letter also notes the confidential and voluntary nature of the study. Finally, we have enclosed a postage-paid envelope for teachers to mail their surveys back to our collection center.

I appreciate your assistance with this aspect of the study. Next week, we will send you a set of reminder postcards to distribute to these same teachers. No other materials will need to be distributed.

I will be happy to answer any questions you might have about this survey or the evaluation. Please feel free to contact me at 612.825.7447 or by email at epalmer@aspenassociates.org.

Thank you again!

Sincerely,

Elisabeth A. Palmer, Ph.D.
Director of Research and Evaluation
ASPEN Associates

Encls.
West Metro Study

Your school district is participating in an educational evaluation authorized by the West Metro Education Program (WMEP) and the Minnesota Department of Education. Since last fall, the evaluation team at ASPEN Associates has been working closely with representatives from the West Metro school districts on the design and implementation of this evaluation.

In April and May, we are collecting data from teachers, students, and parents at selected magnet schools in the Minneapolis district and at suburban schools participating in The Choice Is Yours program.

You can expect that...

- Some of your teachers will receive an opinion survey in their school mailbox, May 8-9. (As noted on the previous page, we will be sending each school a packet of surveys to distribute.)
- Some of your students will receive an opinion survey in the mail at home, May 5 – May 24.
- Some of your parents will be called at home for an interview, May 6 – May 30.

All data collection protocols were designed by the evaluation team at ASPEN Associates and reviewed by WMEP representatives, the state, and other representatives from your district. The Minnesota Center for Survey Research at the University of Minnesota is assisting with this data collection.

In accordance with state laws regarding data privacy, all data will be kept confidential and the sampling information destroyed at the conclusion of the survey process. A final report from this evaluation will be submitted to WMEP and the state in August 2003.

If you have any questions about this evaluation, please feel free to contact me at 612.825.7447 or at epalmer@aspenassociates.org.

Elisabeth A. Palmer, Ph.D.
Director of Research and Evaluation
ASPEN Associates
May 2, 2003

Dear Minneapolis Magnet School Principal:

Your school district is participating in an educational evaluation authorized by the West Metro Education Program (WMEP) and the Minnesota Department of Education. Enclosed is a more detailed description of this evaluation and what you can expect.

As part of this evaluation, some of the teachers from your school have been randomly selected to receive a school opinion survey. Please immediately distribute the enclosed envelopes to the teachers who have been selected at your school. Each envelope is addressed to a teacher at your school and contains a survey and cover letter explaining the importance of each survey being completed by the teacher to whom it is addressed. This letter also notes the confidential and voluntary nature of the study. Finally, we have enclosed a postage-paid envelope for teachers to mail their surveys back to our collection center.

I appreciate your assistance with this aspect of the study. Next week, we will send you a set of reminder postcards to distribute to these same teachers. No other materials will need to be distributed and no other data collection will take place in the schools.

I will be happy to answer any questions you might have about this survey or the evaluation. Please feel free to contact me at 612.825.7447 or by email at epalmer@aspenassociates.org.

Thank you again!

Sincerely,

[Signature]

Elisabeth A. Palmer, Ph.D.
Director of Research and Evaluation
ASPEN Associates

Encls.
West Metro Study
Minneapolis Choice Magnet Schools

Your school district is participating in an educational evaluation authorized by the West Metro Education Program (WMEP) and the Minnesota Department of Education. Since last fall, the evaluation team at ASPEN Associates has been working closely with representatives from the West Metro school districts on the design and implementation of this evaluation.

The following magnet schools are included in this evaluation:

<table>
<thead>
<tr>
<th>Armitage Montessori</th>
<th>Barton</th>
<th>Dowling</th>
<th>Downtown Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emerson</td>
<td>Marcy</td>
<td>Northrop</td>
<td>Pillsbury</td>
</tr>
<tr>
<td>Ramsey</td>
<td>Seward</td>
<td>Windom</td>
<td></td>
</tr>
</tbody>
</table>

In April and May, we are collecting data from teachers, students, and parents at selected magnet schools in the Minneapolis district and at suburban schools participating in The Choice Is Yours program.

You can expect that...

- Some of your teachers will receive an opinion survey in their school mailbox, May 5 – May 9.
  (As noted on the previous page, we will be sending each school a packet of surveys to distribute.)
- Some of your students will receive an opinion survey in the mail at home, May 5 – May 24.
- Some of your parents will be called at home for an interview, May 6 – May 30.

All data collection protocols were designed by the evaluation team at ASPEN Associates and reviewed by WMEP representatives, the state, and other representatives from your district. The Minnesota Center for Survey Research at the University of Minnesota is assisting with this data collection.

In accordance with state laws regarding data privacy, all data will be kept confidential and the sampling information destroyed at the conclusion of the survey process. A final report from this evaluation will be submitted to WMEP and the state in August 2003.

If you have any questions about this evaluation, please feel free to contact me at 612.825.7447 or at epalmer@aspenassociates.org.

Elisabeth A. Palmer, Ph.D.
Director of Research and Evaluation
ASPEN Associates
May 7, 2003

Dear Robbinsdale Principal:

Your school district is participating in an educational evaluation authorized by the West Metro Education Program (WMEP) and the Minnesota Department of Education. Enclosed is a more detailed description of this evaluation and what you can expect at your school. (You should have received a similar letter a few weeks ago from Stephanie Crosby, your WMEP Steering Committee representative.)

As part of this evaluation, some of the teachers from your school have been randomly selected to receive an opinion survey. Please immediately distribute the enclosed envelopes to the teachers who have been selected at your school. Each envelope is addressed to a teacher at your school and contains a survey and cover letter explaining the importance of each survey being completed by the teacher to whom it is addressed. This letter also notes the confidential and voluntary nature of the study. Finally, we have enclosed a postage-paid envelope for teachers to mail their surveys back to our collection center.

I appreciate your assistance with this aspect of the study. Next week, we will send you a set of reminder postcards to distribute to these same teachers. No other materials will need to be distributed.

I will be happy to answer any questions you might have about this survey or the evaluation. Please feel free to contact me at 612.823.7447 or by email at epalmer@aspenassociates.org.

Thank you again!

Sincerely,

Elisabeth A. Palmer, Ph.D.
Director of Research and Evaluation
ASPEN Associates

Encls.
If you return this card along with your survey, you will be entered into a drawing for one of four $25 gift certificates from Barnes & Noble. This card will be separated from the survey as soon as we open the envelope at the University of Minnesota.

Please print your name and school name:

NAME: ________________________________

SCHOOL NAME: ________________________________
Last week I sent you a survey asking for your opinions about your school.

If you have already returned your completed survey, please accept my sincere thanks. If not, please take the time to answer the questions and return it today. The survey was distributed to a random sample of teachers in West Metro school districts. It is extremely important that your opinions be included in this study if the results are to accurately represent the views of West Metro teachers.

If you did not receive the questionnaire, or it has been misplaced, please call me at (612) 627-4282 between 9:00 a.m. and 4:00 p.m. I will send you another one right away.

Sincerely,

Rossana Armson, Director
MN Center for Survey Research
2331 University Avenue SE, Suite 141
Minneapolis, MN 55414-3067