

PUBLIC SCHOOL MUSIC PARTICIPATION SURVEY SURVEY INSTRUCTIONS

I. GENERAL INSTRUCTIONS

1. Please complete all information as requested in the survey form.
2. Please check all information for accuracy before returning it.
3. Please **PRINT** or **TYPE** all information.
4. **Please provide copies of all budget, budget cut information and related publicity.**
5. **Please provide a separate list of all music teachers in the district.**
6. **Provide a list of all schools in the district.**

II. INSTRUCTIONS FOR PAGE 1 (To be completed by **one** individual)

1. **PART I** requests information related to the **school district as a whole**.
2. The central administration should have all necessary information.
3. Enter the district name and number.
4. Enter the number of students enrolled in each grade.
 - Do **NOT** include those students enrolled in special education, unless "mainstreamed".
 - If possible, attach a copy of the district enrollment census summary.
5. Indicate the starting grade for Middle (Junior High) School and High School.
6. Indicate the appropriate (Yes/No) response to the questions indicated.
7. The "starting grade for band and orchestra as regular classes" is the first grade in which students are not "pulled out" of another class. Generally this is the first year of Middle or Junior High School.
8. Enter the average overall class (not grade) size. Do this by curricular area if available.

III. INSTRUCTIONS FOR PAGE 2 (To be completed by **one** individual)

1. Teacher Information:
 - The information is designed to provide the definition of how the district defines a full time classroom teacher (1.0 full time equivalent teacher).

- Include any responsibility given to the teacher that is part of the (1.0 full time equivalent teacher point) teaching load. In some cases this may include study hall, supervisory duties, or other non-arts classes.
 - Do **NOT** include extra-duty assignments which are not a part of the regular (salaried) teacher load.
 - Do **NOT** include planning time assignments.
 - Indicate the average teacher salary. Do **NOT** include benefits or extra-duty stipends.
2. Socio-Economic Information. If available, please provide the median family income in the district. Enter the race/ethnic proportions as a percentage of student population.

INSTRUCTIONS FOR PAGE 3 (To be completed by **each music teacher**)

1. **PART II** requests information related to **students and teachers in music**.
2. Complete page 3 **for each person** who has a **full or part time** load in **any** of the areas of the **music**. Include: Supervisor/coordinator, department/area chairs, general music, band, choir, and orchestra.
3. Enter the name and employment status (full or part time) of each teacher. If part time, enter the percent of the part time assignment.
4. Enter the District Name and District Number **before** you duplicate the form and send it out to the teachers.
5. Teacher Load information:
 - **MAKE A SEPARATE LINE ENTRY FOR EACH CLASS (SUBJECT) AND/OR LOAD BEARING ASSIGNMENT.**
 - Enter the School Name.
 - Do **NOT** enter the School Code #, or the Load %.
 - Enter one class (course title) or load bearing responsibility per line.
 - Enter the length of the class/responsibility in minutes.
 - Enter the number of times per week that the class/responsibility meets.
6. Student Participation information:
 - For each class indicated under the teacher load indicate the number of student participants **by grade**. That is, how many students from each grade are the class(es) listed.
 - Enter the total number of students for each class.
 - **Please list student enrollment numbers for band and orchestra (strings) separately at all levels, including elementary.**

NOTE: The results of the study are dependent upon the accuracy of the information received. Please work with each of your people to ensure the most accurate and complete data possible. If you have questions at any time related to the survey, please contact me. **Upon completion of the survey document, please make copies for your records and forward to:**

Dr. John L. Benham
Email: jbenham@save-music.org
12204 Kiska Circle NE
Blaine, MN 55449
Mobile: (763) 232-6018

Public School Music Participation Survey – Part I: School District Information (Page 1)

(PLEASE PRINT OR TYPE ALL INFORMATION)

For Academic Year _____ - _____

District Name:	<input type="text"/>	District Number:	<input type="text"/>	Person Completing Survey:	<input type="text"/>
				Daytime Telephone:	(<input type="text"/>) - <input type="text"/>

District Enrollment Census (excluding Special Education)

Grade:	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Enrollment:	<input type="text"/>													

What is the starting grade for Middle/Junior High School?

What is the starting grade for High School?

Yes	No
<input type="text"/>	<input type="text"/>

Are elementary general music classes used as a means to provide planning time for classroom teachers?

Is there an elementary band or orchestra curriculum?

If yes, is it used as a means to provide planning time for classroom teachers?

What is the first grade in which band, orchestra and/or choir are regular (non-pull out) classes?

Class Size Information

	Elementary School	Middle/Junior High	Senior High
Average Class Size (by level)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Public School Music Participation Survey – Part I: School District Information (Page 2)

(PLEASE PRINT OR TYPE ALL INFORMATION)

For Academic Year _____ - _____

Teacher Information: (Please provide the information requested as it relates to a full time equivalent teacher position (1.0 FTE))

District Number:		Elementary School	Middle/Junior High School	High School
What is the number of teaching minutes (student contact time) per week? (Please do not include planning time?)		<input type="text"/>	<input type="text"/>	<input type="text"/>
What is the number of teaching periods (student contact time) per week? (Please do not include planning time)		<input type="text"/>	<input type="text"/>	<input type="text"/>
What is the average full time teacher salary (1.0 FTE, without benefits or extra-duty stipends)?	\$ <input type="text"/>			

Socio-Economic Information:

What are the racial/ethnic proportions (%) in the district?		
African American	<input type="text"/>	What is the average family income in the district?
American Indian	<input type="text"/>	\$ <input type="text"/>
Asian	<input type="text"/>	
Hispanic	<input type="text"/>	
White/Anglo	<input type="text"/>	
Other	<input type="text"/>	

