

**Appendix A**  
**Survey Instrument**

# **Nutrition in Saskatchewan Schools: Policy, Practices and Needs**

## **Questionnaire**

### **Preamble**

The attached letter describes this study. Please detach the letter only when you have completed the survey. Keep the letter for your records.

Please note that participation is completely voluntary. We will not know which school has participated nor the identity of the person completing the survey. Should you wish, you may return the questionnaire without filling it in.

### **Section 1: Existence of Guidelines**

In the pages that follow, we ask you a number of questions about foods served in your school and the development of any food and/or nutrition guidelines. You will find a simple table to complete for each of the following areas:

- vending machines
- canteen
- cafeteria
- school events where food is available
- fundraising events

If you have a service as listed above, but have no food guidelines for the service, please complete the table regardless. Only skip completing the table if your school does not provide a service (i.e., your school does not have a cafeteria).

Guidelines related to food and nutrition in your school may be formal (written) or informal (unwritten but accepted as the “way it is done”). We want to get a sense of both types of guidelines within your school.

# VENDING MACHINES

- Available in school
- ➔ Where in your school are vending machines located? \_\_\_\_\_
- \_\_\_\_\_
- ➔ Who has access to the vending machines (check all that apply):
- all students
- some students (Which ones?): \_\_\_\_\_
- staff
- other (please state): \_\_\_\_\_

**(PLEASE COMPLETE TABLE BELOW)**

- Not available in school
- ➔ For what reason(s) are vending machines not in your school? (check all that apply)
- school policy
- vending machine operators have not approached our school
- funds not available to support
- other (please state) \_\_\_\_\_

**(PLEASE PROCEED TO NEXT PAGE, I.E., CANTEEN)**

Existence and Content of Formal/Informal Guidelines	Reason for Development of Formal Guidelines	Foods Served/Sold
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<p><b>1. Existence of guidelines:</b></p> <p><input type="checkbox"/> no guidelines, formal or informal, exists (go to Q#2)</p> <p><input type="checkbox"/> formal (written) guidelines exists (go to Q#3)</p> <p><input type="checkbox"/> informal (unwritten) guidelines exists (go to Q#5)</p> <p><b>2. Reason(s) for no guidelines:</b></p> <p><input type="checkbox"/> lack of support</p> <p><input type="checkbox"/> people never thought of it</p> <p><input type="checkbox"/> other: _____</p> <p>(please go to Q#8)</p> <p><b>3. Written Guidelines states:</b></p> <p><input type="checkbox"/> what foods to be served</p> <p><input type="checkbox"/> other: _____</p> <p>_____</p> <p>_____</p> <p>(please complete next question)</p> <p><b>4. What does your written guidelines say in terms of foods to be sold?</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(please go to Q#6)</p> <p><b>5. Unwritten Guidelines (Please describe):</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(please go to Q#8)</p>	<p><b>6. Who initiated the development of formal guidelines?</b></p> <p><input type="checkbox"/> student(s)</p> <p><input type="checkbox"/> parent(s)</p> <p><input type="checkbox"/> teacher(s)/principal</p> <p><input type="checkbox"/> school board</p> <p><input type="checkbox"/> do not know</p> <p><input type="checkbox"/> other (please state): _____</p> <p>_____</p> <p><b>7. How difficult was it to develop formal guidelines for vending machines in your school?</b></p> <p><input type="checkbox"/> very difficult</p> <p><input type="checkbox"/> somewhat difficult</p> <p><input type="checkbox"/> not at all difficult</p> <p><input type="checkbox"/> do not know</p> <p>If it was difficult, why was it difficult?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(please go to Q#8)</p>	<p><b>8. What foods are sold in the vending machines?</b></p> <p><input type="checkbox"/> chips/chocolate bars/candy</p> <p><input type="checkbox"/> pop</p> <p><input type="checkbox"/> juice</p> <p><input type="checkbox"/> milk</p> <p><input type="checkbox"/> fresh fruit/vegetables</p> <p><input type="checkbox"/> sandwiches</p> <p><input type="checkbox"/> baked goods</p> <p><input type="checkbox"/> ice cream type items</p> <p><input type="checkbox"/> other (please state)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>9. Other comments you would like to make about vending machines in your school:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(please proceed to Canteen page)</p>
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## CAFETERIA

Available in school

→ When is the cafeteria open? (check all that apply):

- breakfast
- between breakfast and lunch
- lunch
- between lunch and when school ends
- after school

→ Who operates the cafeteria?

- student council or group
- parent group
- school administration
- private company
- other (please state) \_\_\_\_\_

**(PLEASE COMPLETE TABLE BELOW)**

Not available in school

→ For what reason(s) is a cafeteria not in your school? (check all that apply)

- school policy
- funds not available to support
- other (please state) \_\_\_\_\_

**(PLEASE PROCEED TO NEXT PAGE, I.E., SCHOOL EVENTS)**

Existence and Content of Formal/Informal Guidelines	Reason for Development of Formal Guidelines	Foods Served/Sold
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<p><b>1. Existing guidelines:</b></p> <p><input type="checkbox"/> no guidelines, formal or informal, exists (go to Q#2)</p> <p><input type="checkbox"/> formal (written) guidelines exists (go to Q#3)</p> <p><input type="checkbox"/> informal (unwritten) guidelines exists (go to Q#5)</p> <p><b>2. Reason(s) for no guidelines:</b></p> <p><input type="checkbox"/> lack of support</p> <p><input type="checkbox"/> people never thought of it</p> <p><input type="checkbox"/> other: _____</p> <p>(please go to Q#8)</p> <p><b>3. Written Guidelines states:</b></p> <p><input type="checkbox"/> what foods to be served</p> <p><input type="checkbox"/> other: _____</p> <p>_____</p> <p>_____</p> <p>(please complete next question)</p> <p><b>4. What does your written guidelines say in terms of foods to be sold?</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(please go to Q#6)</p> <p><b>5. Unwritten Guidelines (Please describe):</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(please go to Q#8)</p>	<p><b>6. Who initiated the development of a formal guidelines?</b></p> <p><input type="checkbox"/> student(s)</p> <p><input type="checkbox"/> parent(s)</p> <p><input type="checkbox"/> teacher(s)/principal</p> <p><input type="checkbox"/> school board</p> <p><input type="checkbox"/> do not know</p> <p><input type="checkbox"/> other (please state): _____</p> <p><b>7. How difficult was it to develop formal guidelines for your cafeteria?</b></p> <p><input type="checkbox"/> very difficult</p> <p><input type="checkbox"/> somewhat difficult</p> <p><input type="checkbox"/> not at all difficult</p> <p><input type="checkbox"/> do not know</p> <p>If it was difficult, why was it difficult?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(please go to Q#8)</p>	<p><b>8. What foods are sold in the cafeteria?</b></p> <p><input type="checkbox"/> chips/chocolate bars/candy</p> <p><input type="checkbox"/> pop</p> <p><input type="checkbox"/> juice</p> <p><input type="checkbox"/> milk</p> <p><input type="checkbox"/> fresh fruit/vegetables</p> <p><input type="checkbox"/> sandwiches</p> <p><input type="checkbox"/> hamburgers/hotdogs</p> <p><input type="checkbox"/> french fries</p> <p><input type="checkbox"/> baked goods</p> <p><input type="checkbox"/> ice cream type items</p> <p><input type="checkbox"/> other (please state)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>9. Other comments you would like to make about the cafeteria in your school:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(please proceed to School Events page)</p>
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## Section 2: Guidelines Development

- In your view, what are or have been the barriers to setting nutrition and food guidelines in your school? (Check all that apply)

  - lack of support for guidelines by students
  - lack of support for guidelines by teachers
  - lack of support for guidelines by parents
  - lack of support for guidelines by principal
  - lack of support for guidelines by school board
  - involvement of food corporations in the school
  - people never thought of it
  - other (please state): \_\_\_\_\_
  
- In your view, what helped or would help in setting nutrition and food guidelines in your school? (Check all that apply)

  - support for guidelines by students/teachers/parents/principal/school board
  - support for guidelines by food corporations
  - support for guidelines by vending machine contractors
  - nutrition and food guidelines that are not too restrictive
  - other (please state): \_\_\_\_\_
  
- In your view, in what ways might support for nutrition/food policies from the various people involved be generated? (Check all that apply)

  - pamphlets/handouts/material on the reasons for having guidelines
  - research articles on nutritional status of children/adolescents
  - examples of successful nutrition guidelines from other schools
  - evidence for the effect of nutrition guidelines on budget, health status and other aspects of school life
  - discussions/presentations by nutritionists and/or other health professionals to students, teachers, principals and or others
  - other (please state): \_\_\_\_\_

## Section 3: Nutrition Education Activities

- Please check off below those nutrition education activities offered to students in your school:

<input type="checkbox"/> none - please go to Section 4	<input type="checkbox"/> videos/slides/films
<input type="checkbox"/> do not know	<input type="checkbox"/> computer activities
<input type="checkbox"/> guest speakers	<input type="checkbox"/> paper and pencil activities
<input type="checkbox"/> lessons conducted by teachers	<input type="checkbox"/> special events
<input type="checkbox"/> field trips	<input type="checkbox"/> snack/meal program
<input type="checkbox"/> resource material	<input type="checkbox"/> other (please state)
<input type="checkbox"/> games/activities	_____
  
- Who conducts nutrition education for your students in your school? (Check all that apply)

<input type="checkbox"/> do not know	<input type="checkbox"/> dietitians/nutritionists
<input type="checkbox"/> teachers	<input type="checkbox"/> dental educators
<input type="checkbox"/> nurses	<input type="checkbox"/> other health professionals
<input type="checkbox"/> parents	<input type="checkbox"/> other (please state):
	_____
  
- How are nutrition activities incorporated in and outside the classroom? (Check all that apply)

  - do not know
  - cover a unit on a specific topic in a short period of time (e.g. a bit everyday for a week)
  - cover a specific topic over a long period of time (e.g. an hour a week over several weeks/month)
  - through snack times/party days
  - incidental teaching anytime of year
  - informally at lunch
  - special events
  - other (please state): \_\_\_\_\_

4. In your view, what barriers exist to offering nutrition education for students in your school?

- students not interested
- teachers not interested in covering nutrition
- teachers do not have enough time to cover nutrition
- teachers do not have the background training or resources to cover nutrition
- nutrition not a priority topic to cover
- other (please state): \_\_\_\_\_

5. In your view, what would encourage nutrition education for students in your school?

- nutrition mandated
- more time
- more resources
- more access to health professionals
- students asking for more nutrition information
- other (please state): \_\_\_\_\_

#### **Section 4: Information on You and Your School**

1. What is your position in the school?

- principal/vice principal
- teacher
- counselor
- student
- other (please state): \_\_\_\_\_

2. In which area is your school located?

- large city (i.e., Regina, Saskatoon)
- small city (i.e., North Battleford, Prince Albert, Swift Current, Moose Jaw, Yorkton, Melfort)
- rural area (i.e., small towns)

3. Please indicate how you would describe your school.

- elementary school (i.e., K-Grade 6 or 8)
- junior high school (i.e., Grades 7-9)
- high school (i.e., Grades 9-12)
- all grades school

4. Is your school designated as a community school?

- yes
- no
- do not know

5. What is the size of your school in terms of student population?

- greater than 1000 students
- 500 - 1000 students
- 250 - 499 students
- 100- 249 students
- less than 100 students

#### **Written School Food Policies**

We would appreciate receiving any written nutrition/food policies that exist in your school. If you would like to share a copy of your policy with us, please return along with your questionnaire or under separate cover. Policies are confidential and will only be referred to by the primary researcher (Dr. Berenbaum).

**Thank you.** Please return this questionnaire and, if possible, copies of your school's nutrition/food policies by December 10, 2001 in the self-addressed, postage paid envelope that is included in this mailing.

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