

Nutrition Assistance Program Report Series
The Office of Analysis, Nutrition, and Evaluation

Special Nutrition Programs

Report No. CN-04A2-SBP

*Evaluation of the School Breakfast Program Pilot Project:
Final Report*

Appendix I: Data Collection Instruments



United States
Department of
Agriculture

Food and
Nutrition
Service

December 2004

Appendix I

Data Collection Instruments

The following sample data collection instruments are available on the Food and Nutrition Service website at: <http://www.fns.usda.gov/oane/MENU/Published/CNP/CNP.HTM>.

Implementation Study

District Administrator Guide, SY 2002/03
Principal Guide (Treatment Schools)
Principal Guide (Control Schools)
Cafeteria Manager Guide (Treatment Schools)
Cafeteria Manager Guide (Control Schools)
School Food Service Director Guide

Impact Study

Log Sheet for Visits by Students to the School Office for Disciplinary Reasons
Log Sheet for Visits by Students to the Health Office/School Nurse

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DISTRICT ADMINISTRATOR GUIDE SY 2002/03

**ANNOTATED GUIDE FOR
SCHOOL DISTRICT ADMINISTRATOR INTERVIEW**

Date: _____

School District: _____

Respondent - Name: _____

- Position: _____

- Telephone: _____

Interviewer: _____

INVOLVEMENT IN THE SBPP

1. What has been the nature of your involvement in the SBPP?

2. Which of the following have you been involved in? (check all that apply)

- _____ preparation of district application
- _____ pilot start-up activities
- _____ receipt of status reports
- _____ reviewed First Year Evaluation Report
- _____ planning for end of pilot

IMPACT OF THE SBPP

3. Have there been any parent/community issues regarding the SBPP that have come to your attention?

_____ Yes

_____ No

If "Yes," describe the issue(s) and how resolved: _____

4. Are you aware of any impact of the SBPP on paperwork or administrative requirements at the district level?

_____ Yes
_____ No

If "Yes," describe: _____

5. Are you aware of any impact of the SBPP on the District's educational program?

_____ Yes
_____ No

If "Yes," describe: _____

6. Have issues regarding SBPP been brought to your attention among any of the following school staff?

	No	Yes	If "yes," describe:
Principals	_____	_____	_____
Teachers	_____	_____	_____
Food service	_____	_____	_____
Custodians	_____	_____	_____
Nurses	_____	_____	_____
Bus drivers	_____	_____	_____

INSTRUCTIONAL PROGRAM

7. Have there been any changes in the curriculum or in the methods of instruction over the past two years that might be reflected in changes in achievement test scores?

_____ Yes
_____ No

If "Yes," describe: (a) nature of the changes, (b) when they were implemented, and (c) whether they were implemented district-wide or in selected schools.

(a) Nature of the changes: _____

(b) When: _____

(c) Implemented:
_____ district-wide
_____ selected schools
_____ don't know

(If implemented in "selected schools," request list of schools.)

DISCIPLINARY POLICY

8. For dealing with disciplinary problems, are elementary school principals provided guidelines describing those actions that justify discipline and the nature of the disciplinary action that is to be taken?

_____ Yes
_____ No

(If "Yes," request copy of the guidelines.)

CONCLUSION

9. If the District had the decision to make over again would it choose to participate in the SBPP? Why?

_____ Yes
_____ No
_____ Maybe

Reasons: _____

10. Other than all schools returning to the traditional SBP once the pilot ends, are you aware of any changes in the District's breakfast program that might be under consideration?

_____ Yes

_____ No

If "Yes," describe: _____

Thank you for your time and for taking part in the study.

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**PRINCIPAL GUIDE
(TREATMENT SCHOOLS)
SY 2002/03**

**ANNOTATED GUIDE FOR
SCHOOL PRINCIPAL INTERVIEW
(TREATMENT SCHOOLS)**

Date: _____

School District: _____

School Name: _____

Respondent - Name: _____
- Position: _____
- Telephone: _____

Interviewer: _____

BACKGROUND

I would like to begin by asking some background questions about this school and the nature of your involvement of the School Breakfast Program.

1. How long have you been the principal of this school?

_____ years
_____ new this year

2. Were there any major events or program changes during last school year (2001/02) that might have affected school operations or academic achievement?

_____ Yes If YES, what were they (briefly describe circumstances)?
_____ No _____ prolonged school closing _____ adopted new curricula
 _____ school consolidation _____ changed start time
 _____ focus on academic achievement testing/new testing standards
 _____ other (specify)

3. Have there been any major events or program changes thus far in School Year 2002/03?

_____ Yes If YES, what were they (briefly describe circumstances)?
_____ No _____ prolonged school closing _____ adopted new curricula
 _____ school consolidation _____ changed start time
 _____ focus on academic achievement testing/new testing standards
 _____ other (specify)

4. Have there been any changes in the instructional program last school year or this school year that might have affected achievement test scores?

_____ Yes

_____ No

If "Yes," describe: _____

SCHOOL DISCIPLINE

5. How would you compare the rate of disciplinary actions occurring in this school to that of other elementary schools with which you are familiar?

_____ Much lower

_____ Lower

_____ About the same (go to question 7)

_____ Higher

_____ Much higher

_____ Don't know (go to question 7)

6. If the rate deviates (lower or higher) from other schools, to what do you attribute this difference? _____

7. In a typical week, about how many students are sent to the school office for a disciplinary reason? _____

8. In a typical week, do you see any difference in the number of disciplinary visits by time of day? Are there more in the morning or afternoon or are there about the same in each?

_____ More in morning

_____ More in afternoon

_____ About the same in morning and afternoon

_____ During recess/after-lunch recess

If "more in morning" or "more in afternoon," describe why: _____

9. In a typical school week, disciplinary visits are required for which of the following reasons? Of those checked, which are the three most common, ranked from "1" for most common to "3" for least common.

	<u>Check all that apply</u>	<u>Ranking (1 to 3)</u>
Tardiness	_____	_____
Fighting	_____	_____
Absenteeism	_____	_____
Vandalism	_____	_____
Disrespectful of teachers	_____	_____
Trespassing	_____	_____
Thefts	_____	_____
Other (specify)		
_____	_____	_____
_____	_____	_____

10. Are disciplinary incidents more likely to occur in certain settings within the school?

- Yes
 No
 Don't know

If "Yes," in which of the following locations (check all that apply):

- Classroom
 Playground
 Hallways
 Cafeteria
 School bus
 Other (specify) _____

If there are places where disciplinary problems are more likely to occur, why is this?

11. Has there been any change in the incidence of disciplinary problems or other disruptions over the past three years compared to previous years?

- Yes
 No

If "Yes," describe: _____

12. Does this school have a written policy on discipline that includes a description of behavior that warrants a student being sent to the school office?

- _____ Yes (If on-site, request copy.)
 _____ No

CHANGES IN IMPLEMENTATION OF UNIVERSAL-FREE SCHOOL BREAKFAST

13. Following start-up in SY 2000/01, what, if any, changes associated with offering free school breakfasts occurred last school year (2001/02) or this school year (2002/03) with regard to the features I am going to name? To the extent the response differs between the two years, please indicate the difference:

	<u>2001/02</u>	<u>2002/03</u>
• Time of breakfast service:		
earlier	_____	_____
later	_____	_____
no change	_____	_____
• Length of time breakfast served:		
longer	_____	_____
shorter	_____	_____
no change	_____	_____
• Breakfast service staffing:		
increase	_____	_____
decrease	_____	_____
no change	_____	_____
• Breakfast supervision:		
increase	_____	_____
decrease	_____	_____
no change	_____	_____
• Location breakfast served:		
change	_____	_____
no change	_____	_____
If "change," describe:	_____	_____
	_____	_____
	_____	_____

- Location breakfast eaten:

change	_____	_____
no change	_____	_____
If “change,” describe:	_____	_____
	_____	_____
	_____	_____

- Related expenditures:¹

increase	_____	_____
decrease	_____	_____
no change	_____	_____
If “increase” or “decrease,” describe:	_____	_____
	_____	_____
	_____	_____

IMPACT OF UNIVERSAL-FREE SCHOOL BREAKFAST

14. How would you describe the overall impact of universal-free school breakfast on this school over the past 3 years?

- _____ Very positive
- _____ Positive
- _____ No effect
- _____ Negative
- _____ Very Negative

¹ “Related expenditures” are costs directly associated with universal-free breakfast that might have changed due to changes in staffing requirements, in the composition of the menu, purchase of new equipment, purchase of additional cleaning supplies, or a change in the volume of trash removal, for example.

18. Is the availability of suitable space a constraining factor in determining where breakfast is served in this school?

Yes

No

If "Yes," describe nature of the constraint and how it is addressed: _____

19. Has participation in the SBPP had any effect on the accuracy or integrity of school breakfast record keeping?

Yes

No

If "Yes," describe: _____

20. Were any special efforts made to promote the school breakfast program last school year or thus far in the current year?

In SY 2001/02: Yes

No

If "Yes," describe nature of the promotion and frequency: _____

In SY 2002/03: Yes

No

If "Yes," describe nature of the promotion and frequency: _____

21. As the universal-free school breakfast pilot comes to an end, do you have any concerns about returning to the regular SBP next year?

Yes

No

Haven't thought about it

If "Yes," what are they? _____

Thank you for participating in this interview.

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**PRINCIPAL GUIDE
(CONTROL SCHOOLS)
SY 2002/03**

**ANNOTATED GUIDE FOR
SCHOOL PRINCIPAL INTERVIEW
(CONTROL SCHOOLS)**

Date: _____

School District: _____

School Name: _____

Respondent - Name: _____
- Position: _____
- Telephone: _____

Interviewer: _____

BACKGROUND

I would like to begin by asking some background questions about this school and the nature of your involvement of the School Breakfast Program.

1. How long have you been the principal of this school?

_____ years
_____ new this year

2. Were there any major events or program changes during last school year (2001/02) that might have affected school operations or academic achievement?

_____ Yes If YES, what were they (briefly describe circumstances)?
_____ No _____ prolonged school closing _____ adopted new curricula
 _____ school consolidation _____ changed start time
 _____ focus on academic achievement testing/new testing standards
 _____ other (specify)

3. Have there been any major events or program changes thus far in School Year 2002/03?

_____ Yes If YES, what were they (briefly describe circumstances)?
_____ No _____ prolonged school closing _____ adopted new curricula
 _____ school consolidation _____ changed start time
 _____ focus on academic achievement testing/new testing standards
 _____ other (specify)

4. Have there been any changes in the instructional program last school year or this school year that might have affected achievement test scores?

_____ Yes

_____ No

If "Yes," describe: _____

SCHOOL DISCIPLINE

5. How would you compare the rate of disciplinary actions occurring in this school to that of other elementary schools with which you are familiar?

_____ Much lower

_____ Lower

_____ About the same (go to question 7)

_____ Higher

_____ Much higher

_____ Don't know (go to question 7)

6. If the rate deviates (lower or higher) from other schools, to what do you attribute this difference? _____

7. In a typical week, about how many students are sent to the school office for a disciplinary reason? _____

8. In a typical week, do you see any difference in the number of disciplinary visits by time of day? Are there more in the morning or afternoon or are there about the same in each?

_____ More in morning

_____ More in afternoon

_____ About the same in morning and afternoon

_____ During recess/after-lunch recess

If "more in morning" or "more in afternoon," describe why: _____

9. In a typical school week, disciplinary visits are required for which of the following reasons? Of those checked, which are the three most common, ranked from "1" for most common to "3" for least common.

	<u>Check all that apply</u>	<u>Ranking (1 to 3)</u>
Tardiness	_____	_____
Fighting	_____	_____
Absenteeism	_____	_____
Vandalism	_____	_____
Disrespectful of teachers	_____	_____
Trespassing	_____	_____
Thefts	_____	_____
Other (specify)		
_____	_____	_____
_____	_____	_____

10. Are disciplinary incidents more likely to occur in certain settings within the school?

- Yes
 No
 Don't know

If "Yes," in which of the following locations (check all that apply):

- Classroom
 Playground
 Hallways
 Cafeteria
 School bus
 Other (specify) _____

If there are places where disciplinary problems are more likely to occur, why is this?

11. Has there been any change in the incidence of disciplinary problems or other disruptions over the past three years compared to previous years?

- Yes
 No

If "Yes," describe: _____

12. Does this school have a written policy on discipline that includes a description of behavior that warrants a student being sent to the school office?

_____ Yes (If on-site, request copy.)
 _____ No

SCHOOL BREAKFAST OPERATIONS

13. What, if any, of the following features of the school breakfast program changed last school year (2001/02) or this school year (2002/03). To the extent differences between the two years can be identified, please indicate.

	<u>2001/02</u>	<u>2002/03</u>
• Time of breakfast service:		
earlier	_____	_____
later	_____	_____
no change	_____	_____
• Length of time breakfast served:		
longer	_____	_____
shorter	_____	_____
no change	_____	_____
• Breakfast service staffing:		
increase	_____	_____
decrease	_____	_____
no change	_____	_____
• Breakfast supervision:		
increase	_____	_____
decrease	_____	_____
no change	_____	_____
• Location breakfast served:		
change	_____	_____
no change	_____	_____
If "change," describe:	_____	_____
	_____	_____
	_____	_____

- Location breakfast eaten:

change	_____	_____
no change	_____	_____
If “change,” describe:		
- Related expenditures:¹

increase	_____	_____
decrease	_____	_____
no change	_____	_____
If “increase” or “decrease,” describe:		

14. Is the availability of suitable space a constraint in determining where breakfast is served in this school?

- _____ Yes
 _____ No

If “Yes,” describe nature of the constraint and how it is addressed: _____

If “No,” and if participation in the school breakfast program were to sharply increase, say to double or triple, would the availability of suitable space become a constraint?

- _____ Yes
 _____ No
 _____ Don’t know

15. Have any special efforts been made to promote the school breakfast program over the past two school years?

- _____ Yes
 _____ No

If “Yes,” describe nature of the promotion and frequency: _____

Thank you for participating in this interview.

¹ “Related expenditures” are costs directly associated with the SBP that might have changed due to changes in staffing, menu composition, or equipment requirements, for example.

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**CAFETERIA MANAGER GUIDE
(TREATMENT SCHOOLS)
SY 2002/03**

**ANNOTATED GUIDE FOR
SCHOOL CAFETERIA MANAGER INTERVIEW
(TREATMENT SCHOOLS)**

Date: _____

School District: _____

School Name: _____

Respondent - Name: _____

- Position: _____

- Telephone: _____

Interviewer: _____

BACKGROUND

I would like to begin by asking you a few background questions about your involvement in the School Breakfast Program.

1. How long have you been in your present position at this or another school?

_____ years

_____ new this year

2. About how many breakfasts are you currently serving on a typical day?

3. About how many breakfasts did you serve on a typical day last school year (SY 2001/02)?

4. Have there been any unusual events or circumstances that have affected the foodservice operation in your school during last school year (SY2001/02)? (e.g. renovations, use of cafeteria for instruction space, etc.) During the current school year (SY2002/03)?

BREAKFAST SERVICE

5. Where is breakfast served? Where is it eaten?

Served:

- ___ on school bus
 - ___ school lobby/holding area
 - ___ cafeteria
 - ___ multi-purpose room
 - ___ hallway
 - ___ classroom
 - ___ other (please specify)
- _____

Eaten:

- ___ on school bus
 - ___ school lobby/holding area
 - ___ cafeteria
 - ___ multi-purpose room
 - ___ hallway
 - ___ classroom
 - ___ other (please specify)
- _____

Is this the same location as two years ago (SY 2000/01)? As last school year (SY 2001/02)?

	<u>SY 2000/01</u>	<u>SY 2001/02</u>
Yes	_____	_____
No	_____	_____
Don't know	_____	_____

If "NO", where was breakfast served in SY 2000/01 / SY 2001/02 and why was there a change in location?

5a. If breakfast is eaten in the **CLASSROOM**:

What are the mechanics of delivery, serving, trash removal, and record keeping, and who is responsible for each task?

	Mechanics – How is task carried out?	Group/individual responsible
Food delivery		
Serving of food		
Trash removal		
Record keeping		

5b. Have there been any particular problems associated with breakfasts eaten in the classroom?

- ___ Yes
- ___ No

If YES, what are they?

lack of help distributing food to rooms

hard to keep food warm

trash removal

cleaning up spillage

teacher resistance

poor record-keeping

other (specify) _____

6. How much time is allotted for breakfast?

_____ minutes or from ____:____ to ____:____

Is the time allotted for breakfast part of the instructional school day?

Yes

No

If "NO," how much initiative is required by students to eat a school breakfast (i.e. do they have to arrive at school much earlier, take an earlier bus, wait outside for the doors to be opened, etc.)?

Significant initiative

Moderate initiative

Little initiative

No initiative

Do not know/No opinion

MEALS OFFERED

7. Is an identical breakfast served to all participants (with the exception of children with special dietary requirements)?

Yes

No

Generally, but with exceptions

If "No," why are there differences?

Use of offer vs. serve

Cafeteria vs. classroom service

Supply limitations

Other (describe)

Is offer vs. serve available?

Yes

No

Is a la carte offered to participating children?

Yes

If "Yes," (check all that apply)

Before breakfast

During breakfast

After breakfast

What foods are offered?

milk

juice

any entrée item

other (specify) _____

No

8. Are foods available from other on-campus sources (e.g. vending machines, school stores, etc.) during period of breakfast service?

Yes

No

If "Yes," what foods are available (check all that apply)?

Milk

Soda

Juice

Other snacks

Candy

Other (specify) _____

Cookies/chips _____

9. Have there been any changes in the composition of the breakfasts served last school year (SY 2001/02) or this school year (SY 2002/03)?

Yes

No

Don't know

If "Yes," describe the changes made, when they were made, and the reasons for making them:

Change

When

Reason

If "Yes," has this resulted in (check all that apply):

	Increase	Decrease
Use of already prepared foods	_____	_____
Preparation time	_____	_____
Variety of foods over course of week	_____	_____

CAFETERIA OPERATION

10. Regarding breakfast service only, has there been any change in the workload of the cafeteria staff last school year (SY 2001/02) or this school year (SY 2002/03)?

	<u>SY 2001/02</u>	<u>SY 2002/03</u>
Yes	_____	_____
No	_____	_____
Don't know	_____	_____

If "Yes," indicate the number of hours/day before and after the change:

	<u>SY 2001/02</u>	<u>SY 2002/03</u>
Before:	_____ hours/day	_____ hours/day
After:	_____ hours/day	_____ hours/day

If "Yes," describe reasons for the change: _____

11. Have there been any changes in paperwork or administrative reporting requirements related to school breakfast over the past two school years?

- _____ Yes
- _____ No
- _____ Don't know

If "Yes," describe when the changes occurred and the nature of the change and its effect on staffing requirements:

12. Have you noticed any changes in student attitude over the past 3 years toward the breakfast program as a result of the universal-free school breakfast?

Student attitude has become:

- Substantially more positive
- More positive
- No change in attitude
- More negative
- Substantially more negative
- Don't know

Have you detected any difference in the amount of individual plate waste at breakfast (i.e. in the amount of plate waste for a typical participant in the breakfast program) over the past 3 years?

Amount of individual plate waste has:

- Increased
- Decreased
- Not changed
- Don't know

If "increased" or "decreased," to what do you attribute the change?

13. What is the attitude of the cafeteria staff toward the SBP?

- Very Positive
- Positive
- Neutral
- Negative
- Very negative

Has this attitude changed in any way with implementation of universal-free school breakfast over the past 3 years? If "Yes," what is the attitude now?

Yes, the attitude of the cafeteria staff is now:

- Much more positive
- More positive
- Neutral
- More negative
- Much more negative

- No
- Don't know

14. As the universal-free school breakfast pilot comes to an end, do you have any concerns about returning to the regular SBP next year?

____ Yes

____ No

____ Haven't thought about it

If "Yes," what are they? _____

Thank you for participating in this interview.

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CAFETERIA MANAGER GUIDE (CONTROL SCHOOLS)

SY 2002/03

**ANNOTATED GUIDE FOR
SCHOOL CAFETERIA MANAGER INTERVIEW
(CONTROL SCHOOLS)**

Date: _____

School District: _____

School Name: _____

Respondent - Name: _____
- Position: _____
- Telephone: _____

Interviewer: _____

BACKGROUND

I would like to begin by asking you a few background questions about your involvement in the School Breakfast Program.

1. How long have you been in your present position at this or another school?
_____ years
_____ new this year

2. About how many breakfasts are you currently serving on a typical day?

3. About how many breakfasts did you serve on a typical day last school year (SY 2001/02)?

4. Have there been any unusual events or circumstances that have affected the foodservice operation in your school during last school year (SY 2001/02)? (e.g. renovations, use of cafeteria for instruction space, etc.) During the current school year (SY2002/03)?

BREAKFAST SERVICE

5. Where is breakfast served? Where is it eaten?

Served:

- on school bus
 - school lobby/holding area
 - cafeteria
 - multi-purpose room
 - hallway
 - classroom
 - other (please specify)
-

Eaten:

- on school bus
 - school lobby/holding area
 - cafeteria
 - multi-purpose room
 - hallway
 - classroom
 - other (please specify)
-

Is this the same location as two years ago (SY 2000/01)? As last school year (SY 2001/02)?

	<u>SY 2000/01</u>	<u>SY 2001/02</u>
Yes	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>
Don't know	<input type="checkbox"/>	<input type="checkbox"/>

If "NO", where was breakfast served in SY 2000/01 / SY 2001/02 and why was there a change in location?

6. How much time is allotted for breakfast?

_____ minutes or from ___:___ to ___:___

Is the time allotted for breakfast part of the instructional school day?

- Yes
- No

If "NO," how much initiative is required by students to eat a school breakfast (i.e. do they have to arrive at school much earlier, take an earlier bus, wait outside for the doors to open, etc.)?

- Significant initiative
- Moderate initiative
- Little initiative
- No initiative
- Do not know/No opinion

MEALS OFFERED

7. Is an identical breakfast served to all participants (with the exception of children with special dietary requirements)?

- Yes
- No
- Generally, but with exceptions

If "No," why are there differences?

- Use of offer vs. serve
- Cafeteria vs. classroom service
- Supply limitations
- Other (describe)

Is offer vs. serve available?

- Yes
- No

Is a la carte offered to participating children?

- Yes

If "Yes," (check all that apply)

- Before breakfast
- During breakfast
- After breakfast

What foods are offered?

- milk
 - juice
 - any entrée item
 - other (specify) _____
- No

8. Are foods available from other on-campus sources (e.g. vending machines, school stores, etc.) during period of breakfast service?

- Yes
- No

If "Yes," what foods are available (check all that apply)?

- | | |
|----------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Milk | <input type="checkbox"/> Soda |
| <input type="checkbox"/> Juice | <input type="checkbox"/> Other snacks |
| <input type="checkbox"/> Candy | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Cookies/chips | _____ |

9. Have there been any changes in the composition of the breakfasts served last school year (SY 2001/02) or this school year (SY 2002/03)?

- _____ Yes
- _____ No
- _____ Don't know

If "Yes," describe the changes made, when they were made, and the reasons for making them:

<u>Change</u>	<u>When</u>	<u>Reason</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If "Yes," has this resulted in (check all that apply):

	Increase	Decrease
Use of already prepared foods	_____	_____
Preparation time	_____	_____
Variety of foods over course of week	_____	_____

CAFETERIA OPERATION

10. Regarding breakfast service only, has there been any change in the workload of the cafeteria staff last year (SY 2001/02) or this school year (SY 2002/03)?

	<u>SY 2001/02</u>	<u>SY 2002/03</u>
Yes	_____	_____
No	_____	_____
Don't know	_____	_____

If "Yes," indicate the number of hours/day before and after the change:

	<u>SY 2001/02</u>	<u>SY 2002/03</u>
Before:	_____ hours/day	_____ hours/day
After:	_____ hours/day	_____ hours/day

If "Yes," describe reasons for the change: _____

11. Have there been any changes in paperwork or administrative reporting requirements related to school breakfast over the past two school years?

- Yes
- No
- Don't know

If "Yes," describe when the changes occurred and the nature of the change and its effect on staffing requirements:

12. Have you noticed any changes in student attitude toward the breakfast program over the past two or three school years?

Student attitude has become:

- Substantially more positive
- More positive
- No change in attitude
- More negative
- Substantially more negative
- Don't know

Have you detected any difference in the amount of individual plate waste at breakfast (i.e. the amount of plate waste for a typical participant in the breakfast program) over the past two or three school years?

Amount of individual plate waste has:

- Increased
- Decreased
- Not changed
- Don't know

If "increased" or "decreased," to what do you attribute the change?

13. What is the attitude of the cafeteria staff toward the SBP?

- Very Positive
- Positive
- Neutral
- Negative
- Very negative

Has this attitude changed in any way over the past two or three years?

Yes, the attitude of the cafeteria staff is now:

Much more positive

More positive

Neutral

More negative

Much more negative

No

Don't know

Thank you for participating in this interview.

**Log Sheets for Principal Office
And School Nurse Visits**

LOG SHEET FOR VISITS BY STUDENTS TO THE SCHOOL OFFICE FOR DISCIPLINARY REASONS



School District _____ School Name _____ Date: _____

INSTRUCTIONS: Today is the designated day to monitor and record visits to the school office for disciplinary reasons. Please make a check mark [✓] across from the place where disciplinary problems occurred for every student that visits the principal’s office today. Do not record student's names or IDs, only the occurrence of each visit. Record morning and afternoon visits in separate columns, as indicated. Visits should be recorded as soon as possible after each student’s visit rather than relying on recall at the end of the day.

Disciplinary problems may include, but are not limited to: inattention, causing harm to self, disrespect, defiance, forgetting something, excessive silliness, causing harm to another student, foul language, striking a teacher, throwing objects, stealing, rough play, not listening when called, verbal or physical aggression towards things, running in hallways, loud voice in hallways, or disobeying known bus rules.

DO NOT RECORD STUDENTS’ NAMES OR IDs ON THIS LOG SHEET.

PLACE WHERE DISCIPLINARY PROBLEM OCCURRED	A.M.	P.M.
Classroom (including library and specialists’ classrooms)		
Playground		
Hallway/Cafeteria		
School Bus		
Other (Please specify place, and check each time the infraction occurs)		

Visits recorded by _____ Position _____ E-mail address _____

To staff member completing this form: Please return to _____ [School Liaison] at the end of each day this log is recorded.

To School Liaison: Please fax to Nancy Brown/Clair Mason at (301) 656-4012. You do not need to use a fax cover sheet.

Thank you.

LOG SHEET FOR VISITS BY STUDENTS TO THE HEALTH OFFICE/SCHOOL NURSE



School District _____ School Name _____ Date: _____

INSTRUCTIONS: Today is the designated day to monitor and record visits to the health office/school nurse. Beginning with the first time that a student visits the health services office today, make a check mark [✓] in the box across from the corresponding reason for the visit. Record morning and afternoon visits in separate columns, as indicated. Do not check off more than one reason per student. If the same student makes more than one visit on the above date, record only the first visit by the student. Visits should be recorded as soon as possible after each student’s visit rather than relying on recall at the end of the day. **PLEASE NOTE that you do NOT need to record visits for medication administration.**

DO NOT RECORD STUDENTS’ NAMES OR IDs ON THIS LOG SHEET.

REASON FOR VISIT	A.M.	P.M.
<u>Contagious</u> Chicken pox, head lice, impetigo, pink eye, etc.		
<u>Injuries</u> Abrasions, cuts, skeletal injuries, bloody nose, head injuries, etc.		
<u>Minor Illness</u> Stomach aches, headaches, reporting “not feeling good.”		
<u>Acute Illness</u> Asthma attack, vomiting; complaints of earaches, cough, sore throat, elevated temperature, etc.		
<u>Other</u> Medication administration, hearing and vision screening, evaluating for possible child abuse, menstrual issues, regular care for a special education student, non-health related issues, etc.	<u>Do not record these visits.</u>	

Visits recorded by _____ Position _____ E-mail address _____

To staff member completing this form: Please return to _____ [School Liaison] at the end of each day this log is recorded.

To School Liaison: Please fax to Nancy Brown/Clair Mason at (301) 656-4012. You do not need to use a fax cover sheet.

Thank you.

