I. Purpose

The purpose of the School Physical Activity & Nutrition (SPAN) Project student surveys is to collect information about dietary behaviors, knowledge and attitudes from a state representative sample of students in grades 4, 8 and 11.

II. Survey Administration

Must be done on day following a school day, i.e., Tuesday through Friday.

- Can be administered at any time during the day.

III. Staffing Needs

The classroom, health, science, P.E., other designated teacher, or SPAN measurement team will administer the survey.

IV. Materials

- SPAN student surveys
- SPAN student survey administration protocol
- Pencils (one per student plus extras)

V. Administration Protocol

- Instructions for designated teacher are in lower case plain type.
- Instructions to be read aloud to the students are in lower case bold italics type.
- Pass out the student surveys and pencils.

Good morning (afternoon). My name is (name) and we are from the University of Texas – Houston. We are traveling around the state of Texas surveying students your age. Today I would like you to complete a questionnaire. We will also be measuring your height and weight. Each class and school asked to participate was done so at random. No one was chosen because of their height or weight. We will complete the first couple of pages of the survey together. Does anyone have any questions before we begin?

- SPAN Student Survey

Please fill in your name, school and grade at the top of the first page. Allow students time to complete this section. Please, listen as I read the first page to you. You will be asked to answer questions about your food choices and physical activity (exercise). An adult will weigh you, measure your height, and write the results on the last page of your questionnaire. No one at
school or at home will see your answers, how tall you are, or what you weigh. Taking part in this project is up to you. Your choice about taking part will not affect your grades in school or your ability to take part in any school activities. After you complete the questionnaire and are measured for height and weight, the page with your name on it (Student Assent Form) will be removed. Your name will never be used after that. By signing below, you agree to take part in this project. Does anyone have any questions? Allow time for students to sign and date the student assent form. Please note, students are permitted to decline to participate even if their parents gave their consent.

Turn to the next page which says “Student Information”. Read the paragraph in the box at the top of the page. This is a questionnaire about what kids your age eat, what they know about nutrition, and their physical activity (exercise). Your answers will help us learn about students in Texas and will be used to design better health programs. Read each question carefully and pick the answer that is true for you. Mark that answer on your questionnaire as shown in the example below. This is not a test, and there are no right or wrong answers. Remember, your answers will be kept private.

Now we are going to fill in the Student Information section together. I will write this information on my form so you may refer to it. Write the name of your school in the blank.

**Question:** Bubble in your school ID#. The numbers to bubble in are in the boxes above the columns of each number. (This is already filled in for the 4th grade survey).

**Question:** Bubble in your student ID# (same process as school ID#)

**Question:** Everyone should bubble in your grade (8th, or 11th). This question is for 8th and 11th grade.

**Question:** Bubble in today’s date.

**Question:** Bubble in your age.

**Question:** Bubble in the correct circle to indicate whether you are a boy (male) or girl (female).

**Question:** Bubble in the circle next to the best description of yourself. Some people fall into more than one of these groups. We want you to pick the one that you think best describes you.

For the 8th and 11th grade survey administration include the following 2 questions:

**Question #7:** Bubble in how tall you think you are in feet and inches. For example if you think you are 5 feet 1 inch tall, bubble in the 5 feet circle and the 1 inch circle.

**Question #8:** Bubble in what you think you weigh in pounds. For example if you think you weigh 111 pounds, bubble in the “1” circle in each column.
The first series of questions of the survey deal with foods that you ate or drank yesterday. Yesterday was (name of day). Think about what you ate and what you drank yesterday. Please count only what you ate or drank yesterday, even if it was not a normal day for you.

(For 4th grade only) – Turn to page 4, number 18. Let’s look at an example to see how to answer this type of question. Yesterday, how many times did you eat vegetables? Include all cooked and uncooked vegetables, salads; and boiled, baked and mashed potatoes. Do not count French fries or chips.

Suppose you ate green beans and salad for lunch and mashed potato and broccoli for dinner, which circle would you bubble in? (Wait for responses.) You ate 2 vegetables for lunch and 2 vegetables for dinner, so you ate 4 vegetables which count for the question. You would bubble in the 3+ circle. This means you ate vegetables 3 or more times yesterday. Remember, when you answer this question on your survey, you will consider only the vegetables you ate yesterday.

Are there any questions about the instructions I’ve just explained? (If students ask questions about specific survey questions, help clarify the questions for the students, but do not provide answers.) If you have a question while you are taking the survey, please raise your hand and someone will help you. You may begin.

VI. After survey is completed

Collect the surveys and pencils. Check to make sure all answers are bubbled in completely. Be sure to reassure students that you are not checking their answers for accuracy, but making sure all of the questions were answered. Make sure school code is bubbled in correctly.

Thank you for your participation in this project!

Suggestions for Administering SPAN Questionnaire

- For the 4th graders, read the questionnaire out loud with the students. Tell those that don’t need help with reading the questionnaire they may work ahead. Reading the questionnaire to the students cuts down on chatter among the students and keeps the students who read a little slower on task.

- Explain to the 4th graders that the pictures on the questionnaire are examples only. They are not supposed to only bubble in the answers that are associated with the pictures.

- Emphasize the importance of maintaining a neutral tone and confidentiality to school and regional staff.
• Please do not allow students to fold or bend the questionnaires as they must be fed through a scanner.

• Double check that all pages and questions were completed, students are especially likely to leave the questions on the last page blank. The height or weight measurer can check this as well.

• In order to prevent students who may potentially be pregnant or who are in wheelchairs from being excluded, allow them to take the questionnaire, but make a notation in the “comments” section for the height and weight (although take height and weight if able).