

Monitoring and Evaluating the Policy

How will you know that what you set out to do is happening?

For each of these elements, identify something to measure or observe that will help you determine if your policy has been successfully implemented.

Key element of policy to monitor and evaluate	How will this be monitored?	Who is responsible?	How often will monitoring take place?	Who will you report results to?*
Nutrition quality of meals served on campus	Per Nutrikids software & Vendor specs & production sheets	Student Nutrition Dept	Weekly analysis & daily production sheets	Student Nutrition Director & Child Nutrition consultant
Nutrition quality of food sold on campus	Checking nutrition information on food	Student body coordinator	Weekly	Junior High Principal
Nutrition & physical education & promotion	Weekly nutrition education time log	Individual school campus	Daily & Monthly	Assistant Superintendent
Qualified district personnel	Making sure all Cafeteria personnel have food safety certificate	Student Nutrition Dept	Yearly	Student Nutrition Director & Child Nutrition consultant
Communication with parents	Making sure flyers and school websites are distributing parent information	Individual school campus	Monthly	School Administration
Physical activity opportunities	Through curriculum and lesson plans	School Principals	Monthly	Assistant Superintendent
Monitoring & policy review	Through health councils and administration review	Superintendent	Every three years	School Board

*Reporting: Who will you share monitoring and evaluation with?

Reporting policy compliance is important for maintaining support for policies and gathering support for new strategies as needed. Reports may be monthly, quarterly, annually, etc., and should be shared with the school administration, school board, community and key stakeholders.