

## FIELD TRIPS (Lunch Program)

### PURPOSE

Define correct procedure for field trips associated with lunches

### DEFINITIONS

### POLICY

Teachers are responsible for getting the kitchen director signature on the form for all field trips four weeks prior to the field trip. Teachers will fill out the approved field trip form and give an estimated count of how many students will need a sack lunch only for the field trip. The sack lunch will consist of a sandwich and whatever else is required by the state to consist of a reimbursable meal. If the form is not filled out properly four weeks prior and procedures followed the field trip will not be permitted.

Teachers will give the kitchen director field trip form with students names attached one week before the field trip is to take place. For example: If the field trip is on a Wednesday the form is due the Wednesday before. If the field trip is on a Friday it is due the Friday before.

### PROCEDURES