

Beehive Science and Technology Academy Lunch Procedures for FIELD TRIPS

PURPOSE

Define correct procedures for SCHOOL LUNCHESES for FIELD TRIPS.

POLICY

Teachers are responsible for communicating with kitchen staff to coordinate dates and student lunch counts for all field trips **4 weeks** prior to the field trip. Teachers will fill out the approved field trip form and give an estimated student lunch count for the date of the field trip only. Field Trip “sack” lunches will consist of all elements required by the state to be compliant with a reimbursable meal plan.

Teachers will give the kitchen manager the field trip lunch count form with all required information **2 weeks** prior to the date the field trip is scheduled to take place.

This institution is an equal opportunity provider Updated May 2021