



## NUTRITION SERVICES

### FIELD TRIPS

#### Staff Instructions for Field Trip Procedure

Schools are required to offer students the opportunity to accept or deny a bag lunch for a field trip. Teachers are not allowed to instruct students to bring a lunch from home.  
[(7CFR) Part 210] State Mandate Ed Code 49550

1. Three weeks prior to the field trip, the Student Field Trip Bag Lunch Request Form (NS 100) must be sent home. This should be sent with / be attached to the Field Trip Permission Slip.
2. Upon receipt of completed Student Field Trip Bag Lunch Request Forms, the teacher completes Section A of NS Request for Field Trip Bag Lunch Request Form (NS 101) and returns it to the Kitchen Manager in your cafeteria.
3. Order only number of lunches requested by parents via the Student Request Form.
4. **On the day of the field trip, each student will go the cafeteria to receive their bag lunch and punch their PIN number or scan their finger.**
5. Student Field Trip Bag Lunch Request Form may be ordered from the Print Shop (NS 100). It is also available to print from the Nutrition Services webpage.
  - a. To be sent home to parents and returned to the teacher.
6. Field Trip Bag Lunch Request Forms may be ordered from the Print Shop (NS 101). It is also available to download from the Nutrition Services webpage.
  - a. Teacher completes class count and returns to the Kitchen Manager.

Bag lunch cost depends on individual student eligibility. Grade level prices are below:

- Elementary Lunch: \$1.50
- Intermediate Lunch: \$1.75
- High School Lunch: \$2.25
- Adult Lunch: \$3.75