

# FAMU DRS FIELD TRIPS PROTOCOL

## MANDATORY PROCEDURE FOR ALL FIELD TRIPS

### SY 2017-2018

1. ALL FIELD TRIPS MUST BE REPORTED TO THE CAFETERIA WITHIN 5 DAYS . RATHER REQUIRING LUNCH OR NOT.
2. THE FIELD TRIP FORM MUST BE SUBMITTED TO THE FOOD SERVICE MANAGER WITHIN 5 WORKING DAYS.
3. IF YOUR CLASS HAS SPECIAL NEEDS THAT WE ARE NOT AWARE OF, THE CAFETERIA MUST BE INFORMED WITHIN 5 WORKING DAYS OF FIELD TRIP.
4. ALL FOOD ITEMS LEAVING THE CAFETERIA MUST FOLLOW ALL NATIONAL SCHOOL LUNCH PROGRAM GUIDELINES (ALL COLD FOOD ITEM MUST MAINTAIN A TEMPERTAURE BELOW 40 DEGREE AND HOT FOODS MUST MAINTAIN A TEMPERTURE ABOVE 140 DEGREES. WE MUST FOLLOW THESE GUIDELINES FOR THE SAFETY OF OUR STUDENTS.
5. ALL STUDENTS WILL PICK UP LUNCH BAG WITH NAME ON IT AND PROCEED TO LINE ENTERING THEIR PIN AT POS (CASHIER). AT THAT TIME THE BAG AND MILK WILL BE PACKED UP IN COOLERS. EVERYTHING WILL BE READY ON TIME AND PROPERLY PACKED.
6. IF OUR POS SYSTEM IS NOT WORKING THAN, EACH TEACHER AT MEALTIME WILL PLACE A ONE HALF X (/) ON meal count roster and turn into FSM at the end of day .

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