



# Sanborn Regional School District

## Memo from the Office of the Superintendent

**To:** Chaperones  
**From:** Dr. Brian J. Blake  
**Re:** School Board Policies – Field Trip

As part of its duties, the School Board’s Policy Committee completes an extensive review and revision of all the District’s policies and places these policies on the District’s web site for all in the community to access.

While you should be familiar with all the policies, rules, and regulations that govern our schools, the Board felt that the listed policies in regard to your upcoming field trip are of particular importance to staff and chaperones.

- IJOA Field Trips and Excursions
- GBE Expectations of Staff Members
- GBEC Drug Free Workplace

In order to be sure that everyone is aware of these important issues, please review the attached field trip policies.

I have reviewed the school board field trip policies. Please sign where indicated below and return to your building principal. This form will be kept in your personnel file at the SAU Office.

NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_  
 Please Print

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_