Guidelines for Field Trip Requests – 2015-16

- First semester trip proposals are due Friday, Sept. 18, 2015, and the second semester proposals are due on Friday, Jan. 15, 2016.

- Email your field trip proposal to Maura Sullivan and cc: Judith Merritt. The proposals should include: purpose, list of students, location, day, time, and cost.

- You will receive notification one way or another once the field trip proposals have been approved. Please do not purchase tickets or make definite plans until you receive approval.

- Students should be reminded to ask their teachers for permission to miss class in order to participate in your field trip. Students are responsible for all work missed (i.e., homework assignments, notes, quizzes, etc..) when they go on a field trip.

- No student may miss more than one class per week for field trips and/or athletic early dismissal. Similarly, if a student has been absent for class for other reasons (illness, doctor’s appointment, etc.,) then they may be asked to stay back from the field trip as well.

- A class may not take more than one field trip per year.

- A teacher or an advisor may refuse permission to a student to participate in a field trip if that student is having academic difficulty or if missing a class would create an undue hardship for the student.

- If a student from your class is not allowed to go on your field trip for whatever reason, they may not be held responsible for the content of the trip.

- If you wish to order a bus or reserve a school vehicle, contact Barbara Murphy/Ginger Walter in Buildings and Grounds Office.

- If you want to make changes to your trip once it has been approved you must email Maura Sullivan and cc: Judith Merritt.

Field trip “blackout days”:
The first two weeks and the final two weeks of each semester
- Grandparents Day (Friday, Sept. 25)
- The two days before Thanksgiving break (Nov. 23 & 24)
- The week before Spring Break (March 7-11)
- Admission visit days (March 31, April 4, 7)
- The two weeks of AP tests (May 2-13)

PLEASE NOTE: In the first semester, several weeks are already shortened due to holidays, grandparents day, etc. Field trips are less likely to be approved during those weeks.