

## Field Trip Approval Checklist

Day In State	Day Out-of-State	Late Night (midnight – 6:00 AM)	Overnight (MHS only) <sup>1</sup>	International (MHS only)
<sup>2</sup> Dept Chair	<sup>2</sup> Dept Chair	<sup>2</sup> Dept Chair	<sup>2</sup> Dept Chair	<sup>2</sup> Dept Chair
Principal	Principal	Principal	Principal - initial	Principal - initial
	School Nurse	School Nurse	School Nurse	School Nurse
	Superintendent	Superintendent	Superintendent	Superintendent
	School Committee	School Committee	School Committee	School Committee
Health Services <sup>3</sup> (at a detail student level)	School Nurse (at a detail student level)	School Nurse (at a detail student level)	School Nurse (at a detail student level)	School Nurse (at a detail student level)
			Principal - final	Principal - final
			Post Trip follow-up	Post Trip follow-up

Overnight is for MHS only. However, exceptions will be made on a case by case basis for QMS students who participate in MHS events.

- <sup>1</sup> Department Chair approval required at QMS and MHS only.
- <sup>2</sup> School Nurse: For Rhode Island field trips, nurses who attend must obtain temporary licensing for the State of RI. Please consult with your school nurse on the timing needed.

### New District Liability Form

All students must submit a signed copy of the District Liability Release form in order to participate in the field trip. Schools must maintain a copy of this liability form for **one calendar year**.

Mansfield Public Schools Field Trip Policies can be found on the website under School Committee Policies. These policies provide guidance on planning your field trips.

IJOA Field Trips:

[http://www.mansfieldschools.com/UserFiles/Servers/Server\\_1015762/File/Policy%20Index/Section%20I/IJOA%20Revised%20Oct%206%202015.pdf](http://www.mansfieldschools.com/UserFiles/Servers/Server_1015762/File/Policy%20Index/Section%20I/IJOA%20Revised%20Oct%206%202015.pdf)

JJH Overnight Travel:

[http://www.mansfieldschools.com/UserFiles/Servers/Server\\_1015762/File/Policy%20Index/Section%20J/JJH%20New%20Oct%206%202015.pdf](http://www.mansfieldschools.com/UserFiles/Servers/Server_1015762/File/Policy%20Index/Section%20J/JJH%20New%20Oct%206%202015.pdf)

JJH-R Late Night and Overnight Travel:

[http://mansfieldschools.com/UserFiles/Servers/Server\\_1015762/File/Policy%20Index/Section%20J/JJH-R%20New%20Oct%206%202015.pdf](http://mansfieldschools.com/UserFiles/Servers/Server_1015762/File/Policy%20Index/Section%20J/JJH-R%20New%20Oct%206%202015.pdf)

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