Winston-Dillard School District #116

Code: IICA-AR

Revised/Reviewed: 6/20/18

STUDENT FIELD/EXTRACURRICULAR TRIP – PLANNING AND APPROVAL CHECKLIST

Designed to comply with requirements specified in district policy, IICA - Student Field/Extracurricular Trips. SECTION 1 - GENERAL PLANNING: TEACHER CLASS/GROUP: _ PURPOSE OF TRIP: Check here is this is an instructional field trip. Attach separate detailed narrative description of trip activity. Instructional trips are those that directly relate to classroom instruction and are considered Part of your normal curricular activities. District administration will determine final approval for Instructional field trips. Number of Students: 12
Number of Staff Members: 2 Check all that apply: Regular School Day Activity Number of Chaperones/Volunteers: __ Outside Regular School Day Activity Overnight Activity Student/Adult Ratio: ___6 / ☐ Special Equipment (Please Specify Needs) SECTION 2 - TRANSPORTATION: TEACHER Request is for: _____ # of Bus(s) _____ # of Suburban(s) Location: Leave Loading Time: Location: Return Loading Time: DO YOU NEED A FUEL SUBURBAN REQUEST ONLY: Driver Names: CARD? (This will need to be checked out at ______ the district office prior to your scheduled departure date.)

Drivers must have driver training, current first-aid card
and ODE Approval in order to drive suburban

Required by OAR 581-053-0015 (6): Drivers shall report to their employer(s) within 15 days, any convictions For driving or criminal offenses specified in OAR 581-053-0006(8) or any involvement in an accident as defined In OAR 581-053-0006(8)(c) (G)(i).

All trips must have prior approval, with appropriate signatures from your building Administrator and/or the district office before a trip can be scheduled.

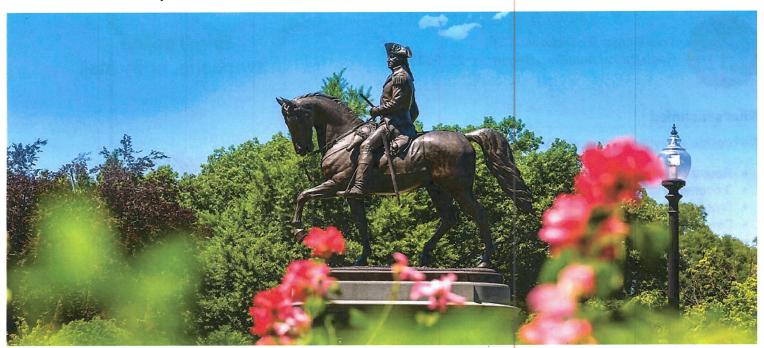
Student Field/Extracurricular Trip – Planning and Approval Checklist – IICA-AR

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SECTION 3 – SUPERVISION &	MEDICAL PLAN: TEACHER		
period spot Checks through	ach copy of supervision plan/schedule including random, out the night, accommodations that include same sing arrangements. ary needs. or those unable to pay.		
Medical Plan: Medication Administration form completed – if Accommodation Needs for 504 or Special Education	applicable ation/Health Issues (diet, allergy, bee sting, etc.)		
SECTION 4 – SPECIFIC P	PLANNING: PRINCIPAL		
Transportation: First Student Buses – If checked, verify minimum (Trip must be scheduled a minimum of two wed) Private vehicles include verification of insurance (Must be submitted at least one week in advance) **Staff Acknowledgement: All staff attending the event	e and criminal background check. Ince to the district office)		
	STAFF/CHAPERONES NAMES		
Samentha Parks Tason Didcover			
SECTION 5 – TRIP AUTHORIZATION: P	PRINCIPAL AND OR SUPERINTENDENT		
Administrator Approval: In-District or Out-of-District within Oregon; I have verified that the student trip proposed a grant final approval. Overnight: out of state; international; or over	Initials less than a 200 mile radius; no overnight. above meets with all pertinent criteria and Hereby		

And reviewed where	and chaperones that all district applicable. neet policy guidelines and are ap	proved for this even	nt. Prin	fgl- cipal
this form at least 20 school da	any overnight, out-of-state, int ys prior to the departure date for state, international or over 200	or overnight travel,	200 mile radius trav	vel. Submit prior to
Superintendent Signature:	Kevin Wilson Student Field/Extracurricu		Date: 11/4/2025 and Approval Check	





Boston: Colonial History

explorica.com/Dickover-1390 May 04 - May 07, 2026

Day 1 Hello Boston

Meet your tour director

Boston City Walk: Back Bay, Beacon Hill, Boston Public Garden Dinner

Day 2 Concord, Lexington & Salem

Breakfast

Lexington & Concord guided sightseeing tour

Salem guided sightseeing tour: Witch Trial Memorial, Old Burying

Point, Pickering Wharf

Salem Witch Museum visit

Dinner

Optional Salem ghost tour

Day 3 Plimoth

Breakfast

Freedom Trail character walking tour

Plimoth Patuxet excursion and Mayflower visit

Plimoth Plantation Thanksgiving homestyle buffet

Day 4 Goodbye Boston

Breakfast

Boston Tea Party Museum visit

USS Constitution, "Old Ironsides" visit

Travel home





2026 Boston Field Trip Plan:

Dates: May 4-7 2026

Day Supervision Plan:

Students will be supervised by licensed employees of WDSD during all daytime activities/excursions. Explorica provides a tour guide to assist with logistics as we tour Boston, Plymouth, Salem, Lexington, and Concord Massachusetts. Students will be transported on a chartered bus from destination to destination.

Night Supervision Plan:

Students will be assigned to motel rooms by gender. Female chaperones will do bed checks for female rooms, male chaperones will do bed checks for male rooms. There will be a night security guard hired by Explorica that will be stationed in the hallway outside of our student rooms, making sure no student leaves their room after curfew.

Meal Plans:

Explorica provides breakfast and dinner for all participants, for lunch we are on our own. Students will need to bring lunch money for the days we are on the field trip. Students/parents have submitted a checklist for special dietary needs. If a student runs out of lunch money on the trip there will be funds available to make sure they are fed.

Medical Plan:

Students/Parents have filled out a checklist for medications, allergies, etc.

Transportation:

Students will be transported by their parents to and from the Portland airport and the start and conclusion of our field trip. A detailed itinerary is provided to the parents so they are aware of flight numbers, arrival times, contact info in case of emergency etc.