

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

DATE: 10/10/25 SCHOOL: Winston Middle CLASS/GROUP: Boston Trip
REQUESTED BY: Jason Dichover DATE OF TRIP: 5/4/26
DESTINATION: Boston Mass DATE OF RETURN: 5/7/26 - depends on airplane times
PURPOSE OF TRIP: Educational

- ☒ Check here if 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.

Check all that apply:

- ☐ Regular School Day Activity
☒ Outside Regular School Day Activity
☒ Overnight Activity
☐ Special Equipment (Please Specify Needs)

Number of Students: 12
Number of Staff Members: 2
Number of Chaperones/Volunteers: _____
Student/Adult Ratio: 6/1

SECTION 2 – TRANSPORTATION: TEACHER

Request is for: _____ # of Bus(s) _____ # of Suburban(s)

Leave Loading Time: _____ Location: _____
Return Loading Time: _____ Location: _____

SUBURBAN REQUEST ONLY: Driver Names: _____ **DO YOU NEED A FUEL 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.

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SECTION 3 – SUPERVISION & MEDICAL PLAN: TEACHER

Supervision Plan:

- ☒ Day Supervision Plan

Night Supervision Plan: Attach copy of supervision plan/schedule including random, period spot Checks throughout the night, accommodations that include same gender Supervised sleeping arrangements.

- ☒ Meal Plans accounted for to include special dietary needs.
☒ Out of Pocket Expenses: Arrangements made for those unable to pay.

Medical Plan:

- ☐ Medication Administration form completed – if applicable
☐ Accommodation Needs for 504 or Special Education/Health Issues (diet, allergy, bee sting, etc.)

SECTION 4 – SPECIFIC PLANNING: PRINCIPAL

Transportation:

- ☐ First Student Buses – If checked, verify minimum reservation timelines have been or will be met
(Trip must be scheduled a minimum of two weeks in advance with First Student)
- ☐ Private vehicles include verification of insurance and criminal background check.
(Must be submitted at least one week in advance to the district office)

****Staff Acknowledgement: All staff attending the event must sign (attach additional sheet if necessary)****

STAFF/CHAPERONE NAMES:	STAFF/CHAPERONES NAMES
<i>Samantha Parks</i>	
<i>Jason Dickover</i>	

SECTION 5 – TRIP AUTHORIZATION: PRINCIPAL AND OR SUPERINTENDENT

Administrator Approval:

- ☐ In-District or Out-of-District within Oregon; less than a 200 mile radius; no overnight.
I have verified that the student trip proposed above meets with all pertinent criteria and Hereby grant final approval.
- ☒ Overnight; out of state; international; or over a 200 mile radius travel.
I have verified that the student trip proposed meets all pertinent criteria and forwarding the Request with a recommendation to approve.

Initials

RMA

- Principal

Date: 10-28-25

Superintendent Signature: Kevin Wilson

Date: 11/4/2025

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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 WDSB 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.