

Parkrose School District 3

Code: DLC-AR Annex 2 &/or IICA-AR
 Adopted: 5/29/01
 Revised: 12.8.23

Request for Extended Travel and/or Field Trips and Special Events

Expenses for travel will be reimbursed when the travel has the advance authorization of the travelers Supervisor. Out-of-state travel or travel beyond 200 miles will, additionally, require prior Board approval, unless fully funded from workshop allocations or contractual requirements. The District form "Request for Extended Travel," DLC-AR-Annex 2, will be completed prior to travel and authorized at the appropriate level. (DLC 05/06)

Field trips and other curricular/co-curricular activities involving travel (out-of-state travel or travel beyond 200 miles) may be authorized by the superintendent or designee when such trips or activities contribute to the achievement of desirable educational/social/cultural goals. (IICA 3.13.23)

In planning and authorizing such trips, primary consideration will be given to educational values derived, the safety and welfare of students involved, community standards of conduct and behavior on the part of all participants and the selection of appropriate adult supervision, either from within the school staff or from the parent and community volunteer pool. (IICA 3.13.23)

Staff/Student Name(s), school & grade levels or total # of staff by school or department:	Melanie Zecca - Shaver Principal		
Destination (city/state): Dallas, TX	Dates of travel:	Dec 11-14, 2024	
Conference name & purpose for attending: 2024-AVID National Conference			
Additional details (include support documents or conference web address):			

ESTIMATED EXPENSES:	DESCRIPTION (list a description, indicate # of people, # of dates and multiply for a total cost)	COST
TRAVEL (plane, train or automobile)	Airline	\$436.00
LODGING (hotel name, fees & number nights)	Sheraton Dallas Hotel Dec 11-Dec 14, 2024	\$507.00 without tax
PER DIEM (detail # of breakfasts, lunches & dinners)	Conference Provides Breakfast on Dec 14 Dec 11- \$74.00 Dec 12-\$74.00 Dec 13-74.00 Dec 14-\$56.00	\$278.00

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REGISTRATION FEES	Early Bird Reservation	\$785.00
OTHER (bus, uber, sub costs, etc.)	Supershuttle Round Trip	\$197.00
Name of authorized person completing this form:		TOTAL \$2,203.00

Budget Codes list all that apply, include budget code #, name of budget source and total amounts per code #

100.2240.0244.100.330.000 Admin Budget Code

Signature: 
Director of Business Services & Operations/CFO Sharie Lewis

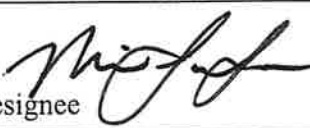
Date:

9/30/24

- ~~All volunteer chaperones must be authorized by the district in accordance with the Board's Volunteer Policy IICC & district protocols.~~
- ~~Written parental permission must be obtained for each trip. The signed form showing parental approval and acknowledgment of student conduct guidelines will be maintained on file in the school office for a period of one year (IICA 3.13.23)~~

Signature:
Principal/Supervisor

Date:

Signature: 
Superintendent or Designee

Date:

9/30/24

Board Approved
Board Denied
Board Chair Signature:

Date:



Daily Schedule

Stay tuned to this page for details and important updates to the daily schedule.

— PAGE UPDATED JULY 29, 2024 —

Conference Schedule

Professional Learning Schedule

Conference Participants

A daily view of our engaging sessions, inspiring keynote speeches, interactive workshops, and networking opportunities.

On Day 2 (Friday), we've added 25 minutes between sessions to allow for casual networking.

Thursday December 12

8:00–11:15 am
Leadership Forum

8:00–11:15 am
**AVID Elective/Excel Elective
Teacher Forum**

8:30–9:45 am
Pre-Conference Session 1

10:00–11:15 am
Pre-Conference Session 2

11:15 am – 1:00 pm
Lunch on Your Own

1:00–2:00 pm

Opening Keynote

2:15–3:30 pm

Concurrent Session 1

3:45–5:00 pm

Concurrent Session 2

5:15–6:15 pm

Reception

**Friday
December 13***

8:30–9:45 am

Concurrent Session 3

10:10–11:25 am

Concurrent Session 4

11:55 am – 1:10 pm

Concurrent Session 5

1:35–2:50 pm

Concurrent Session 6

3:15–4:30 pm

Concurrent Session 7

*Participants are encouraged to take lunch at their leisure on Day 2.

**Saturday
December 14**

8:30–9:30 am

**General Session
(Breakfast Provided)**

9:45–11:00 am

Concurrent Session 8

11:15 am – 12:30 pm
Concurrent Session 9

Path to Schoolwide Participants

A daily view of our learning modules, inspiring keynote speeches, and networking opportunities.

Please note: *Path to Schoolwide participants may attend concurrent sessions on Friday during lunch and/or Saturday morning following General Session.*

**Thursday
December 12**

8:30–11:15 am
Module 1

11:15 am – 1:00 pm
Lunch on Your Own

1:00–2:00 pm
Opening Keynote

2:15–5:00 pm
Module 2

5:15–6:15 pm
Reception

**Friday
December 13**

8:30–11:45 am
Module 3

11:45 am – 1:15 pm
Lunch on Your Own
– or –
Attend a Concurrent Session

1:15–4:30 pm

Module 4

**Saturday
December 14**

8:30–9:30 am

**General Session
(Breakfast Provided)**

9:45–11:00 am

Concurrent Session

11:15 am – 12:30 pm

Concurrent Session

[Contact](#)

[System Status](#)

[Rest Assured Policy](#)

8:00 AM - 12:00 PM
11:15 AM - 12:30 PM