

# 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)*

<b>Staff/Student Name(s), school &amp; grade levels or total # of staff by school or department:</b>	Antoinette Harrison		
<b>Destination (city/state):</b> Honolulu, HI	<b>Dates of travel:</b>	July 15-19 ,2024	
<b>Purpose (conference name/student activity):</b> CPI Training			
<b>Additional details (include support documents or conference web address):</b> <a href="https://platform.crisisprevention.com/Platform/Event-Registration?specialty=NCI#select-specialty">https://platform.crisisprevention.com/Platform/Event-Registration?specialty=NCI#select-specialty</a>			

<b>ESTIMATED EXPENSES:</b>	<b>DESCRIPTION (list a description, indicate # of people, # of dates and multiply for a total cost)</b>	<b>COST</b>
<b>TRAVEL</b> (plane, train or automobile)	Airline	\$600.00
<b>LODGING</b> (hotel name, fees & number nights)	Alohilani Resort Waikiki Beach - with tax	\$1,330.00
<b>PER DIEM</b> (detail # of breakfasts, lunches & dinners)	July 15-19, 2024 Breakfast,Lunch,Dinner \$74.00 x5	\$370.00

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<b>REGISTRATION FEES</b>	Registration Nonviolent Crisis Intervention includes Verbal Intervention	\$4,499.00
<b>OTHER</b> (bus, uber, sub costs, etc.)	Taxi or Uber Roundtrip	\$64.00
Name of authorized person completing this form:		<b>TOTAL</b> \$ 6,863.00

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

Administrative Budget Code: 100.2240.0244.330.000

Signature:  Date: 6/18/24  
 Director of Business Services & Operations/CFO Sharie Lewis

- 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:  Date: 6/18/24  
 Principal/Supervisor

Signature:  Date: 6/18/24  
 Superintendent or Designee

Board Approved  
 Board Denied  
 Board Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Select a Program

Compare Programs

Programs Offered

Available Dates

Summary

DISPLAY

Instructor Certification Program



## Nonviolent Crisis Intervention®

includes Verbal Intervention™

Equip your staff with problem-solving and decision-making skills to recognize the level of risk and apply the most appropriate verbal and/or physical interventions.

- Improve decision making
- Minimize physical interventions
- Gain the confidence to recognize risk behavior & respond to defensive behaviors
- Understand what's behind behavior
- Address the needs of the individual

Learn about receiving Continuing Education Units >

### Instructor Certification Program

Standard Program Only

Add Autism Spectrum Disorder ⓘ

+ \$1,750 USD

Add Mental Health ⓘ

+ \$1,750 USD

Add Trauma ⓘ

+ \$1,750 USD

**\$4,499** USD  
per attendee

Select this Program

View All Programs

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**Jul 16-18, 2024**

**Honolulu, HI**

Alohilani Resort Waikiki Beach

2490 Kalakaua Ave

Honolulu, HI 96815

English

- Jul 16, 2024 (8:30 AM - 4:30 PM)
- Jul 17, 2024 (8:30 AM - 3:30 PM)
- Jul 18, 2024 (8:30 AM - 3:30 PM)