

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

NOTE: See LCSD Board Policy GBCF: Work-Related Travel for all requirements.

Name(s) of Attendees Marricella Adams, Christina Reid, Dyana Juaraz

SCHOOL District Office

NAME OF CONFERENCE: Handle with Care Instructor Program
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Phoenix, Arizona

DATE OF DEPARTURE: April 26, 2026

DATE OF RETURN: April 29, 2026

Training/Travel/Conference is (check all that apply):
Mandated by the state Mandated by the district
Needed for certification/licensing Related to the District Performance Plan Related to our School Performance Plan
Performance Plan Related to a specific program/course Other

Provide a detailed description below of the focus of the conference, and how attending will have a positive impact on climate, culture, and student learning.

Handle With Care's program teaches staff to develop and use their management and relationship skills to reduce tension, create and maintain a calm and safe environment for all. Our verbal training prepares you to use the power of the relationship to de-escalate the tension level of someone in crisis and avoid physical intervention whenever possible. Handle With Care's physical training enables you to manage critical events when the only appropriate response is the prompt skillful use of physical restraint.

TRAVEL APPROVED: Date 2-20-26

TRAVEL APPROVED: Date 2/20/26



Site administrator or supervisor signature



Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 2/20/26

Board Approved: Yes () No ()

Date: _____

Please ensure that you read and comply with Lyon County School District Policy GBCF: Work-Related Travel when completing this form and submitting for reimbursable items. Properly mark the funding source of the travel.

ESTIMATED EXPENSES

If funded by a grant or other, specify grant/other name here: Special Education Part B Grant

	<u>Total</u>	<i>District Office</i>	<i>Grant</i>	<i>School Site</i>	<i>Other</i>
BUDGET# 280.639.0000.200.2213.331.10000.00.000 Registration Fees: Attendees <u>3</u> x 1825.000 Reg. fee	\$ 5475.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 280.639.0000.200.2213.580.10000.00.000 Travel By: <u>American Airlines</u> (Air, district car, <u>private car for personal convenience</u> , etc.)	\$ 1134.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUDGET# 280.639.0000.200.2213.580.10000.00.000 Lodging: Room rate \$ <u>195.02</u> x <u>3(2)</u> nights	\$ 1170.12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Use GSA ratings for lodging and meals www.gsa.gov ATTENDEE WILL OWE DIFFERENCE if applicable) <u>lodging receipts must be obtained and sent to District Office upon return.</u>					
Meals: Breakfast \$ <u>22.00</u> x <u>3(3)</u> days	\$ 198.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch \$ <u>23.00</u> x <u>4(3)</u> days	\$ 276.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dinner \$ <u>36.00</u> x <u>4(3)</u> days	\$ 432.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incidental \$ <u>5.00</u> x <u>4(3)</u> days	\$ 60.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substitutes: # of Days <u> </u> X \$ <u> </u> /day		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)	\$ 100.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Miscellaneous expenses: (attach explanation)	\$ 8845.12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL EXPENSES	\$ 8845.12				

****FAILURE TO COMPLETE ANY PART OF THIS FORM WILL RESULT IN THE FORM BEING RETURNED AND/OR TRAVEL DENIED.**

Conference Information

Conference Dates & Times:	April 27-29, 2026 9:00 AM - 5:00 PM
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center):	Hampton Inn Phoenix Biltmore, Phoenix, AZ

Airline Information

Note: Conference registration and travel arrangements will only be made after school board approval. Only airfare, lodging, and conference registration are eligible for payment prior to traveling. All other expenses will be reimbursed after travel per LCSD Policy GBCF: Work-Related Travel.

Attach your preferred and most economical flight schedule (i.e. Southwest, Delta, United, etc.)

Date & Time you wish to DEPART:	April 26, 2026 12:00 PM
Date & Time you wish to RETURN:	April 29, 2026 7:00 PM
List any special notes here:	

Are you renting a car? Yes No How many days?

Note: Car insurance should be declined as the district insurance provides adequate coverage.

Lodging Information

Note: Lodging must be made by Attendee or Site for purchase order payments only. No district office credit card charges.

Lodging GSA (Per Diem Rate) : \$161.00	All travelers agree to share lodging as appropriate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Register under what name(s)?	Christina Reid, Dyana Juarez
Name, Address, Phone number of lodging establishment:	Hampton Inn Phoenix-Biltmore, 2310 East Highland Avenue, Phoenix, AZ 85016

DEADLINE DATE: _____ Code Information: _____

NOTE: Please furnish a copy of any information you have on the conference, workshop, training, etc. Please email travel request with SIGNATURES to Superintendent's office for approval.



Language: English

Your Stays

Hi, Rachel

Your stay Hampton Inn Phoenix-Biltmore

Sun, Apr 26 – Wed, Apr 29, 2026 (3 nights)

2 rooms for 3 adults

[Edit stay](#)

Payment and Guest Details

Use Points & Money
You have 49,831 available

Total for stay

Total room charge

\$1,170.14

\$1,034.88

Total taxes

\$135.26

Price in USD

[Show price details](#)



Hampton Inn Phoenix-Biltmore

2310 East Highland Avenue
Phoenix, Arizona 85016 USA

[Hotel details](#)

Earn a \$100 statement credit plus 65,000 Points

Learn how you will get a decision with no impact to your credit score



One-time statement credit will be applied approximately 8-12 weeks after first eligible purchase on the Card. Terms and Conditions Apply.

Current Total: \$1,170.14

Statement Credit: - \$100.00

Total after credit: \$1,070.14

[Learn More](#)



Guarantee and cancellation policy

[Pay when you stay](#)

There is a Credit Card required for this reservation. **Free cancellation before 11:59 PM local hotel time on 25 Apr 2026.**

All fields are required unless marked optional.



Payment

Card number

Month

Year



Guest information

Rachel Stewart
a****o@lyoncsd.org

[Edit info](#)

[+ Add guest names](#)



Your Stays Hi, Rachel

[Edit stay](#)

Your stay

Hampton Inn Phoenix-Biltmore

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2 rooms for 3 adults

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Use Points & Money ⓘ
You have 49,831 available

Total for stay

\$1,170.14

Total room charge

\$1,034.88

Total taxes

\$135.26

Price in \$USD

[Hide price details](#) ^

Room 1

2 Queen Beds Nonsmoking, Honors Discount

26 Apr 2026

\$165.62

27 Apr 2026

\$173.46

28 Apr 2026

\$178.36

[Change room](#)

Room 2

1 Queen Bed Nonsmoking, Honors Discount

26 Apr 2026

\$165.62

27 Apr 2026

\$173.46

28 Apr 2026

\$178.36

[Change room](#)

Total room charges

\$1,034.88

5.80 % per room, per night

5.50 % per room, per night

1.77 % per room, per night

Total taxes

\$135.26

Total for stay: \$1,170.14

RNO → PHX



You chose a Basic fare

Basic fares are non-refundable except as allowed by our 24-hour cancellation policy. Flight changes are allowed but require a fare upgrade. Customers may be eligible for a flight credit if canceled at least 10 minutes prior to the flight's original departure time. Checked bag fees may apply.

Trip & Price Details

Price Passengers Seats Payment Confirmation

Flight Modify

Sun 4/26 #4021 RNO → PHX 1 hr 50 min Nonstop Basic
10:30 AM 12:20 PM

Base fare 3 Passenger(s) \$826.02

Taxes and fees \$154.35

3 Passengers | Seat assigned at check-in

Flight total \$980.37

or from \$96/mo* with **flex** Learn more

Wed 4/29 #3860 PHX → RNO 1 hr 45 min Nonstop Basic
8:45 PM 10:30 PM

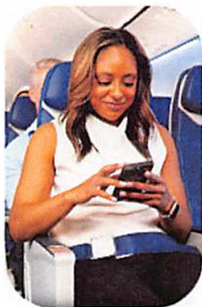
3 Passengers | Seat assigned at check-in

Helpful Information:

- All fares and fare ranges are subject to change until purchased and are per person for each way of travel.
- For more information regarding Cash + Points, visit [Southwest.com/rterms](https://southwest.com/rterms)

Upgrade Flight

Upgrade to Choice



- ✓ **NEW** Choose a Standard seat at booking¹⁵
- ✓ **NEW** General boarding¹⁶
- ✓ No cancel fee (12-month Transferable Flight Credit™ from original ticketing date)⁶
- ✓ Flight changes allowed, fare difference applies⁸
- ✓ 6x Rapid Rewards® points per dollar³
- ✓ Free same-day change/standby (taxes and fees may apply)⁹
- ⓘ Checked bag fees may apply²

*Please read the [fare rules](#) associated with this purchase.

Prices shown per passenger, per one-way.

Upgrade departing trip for \$36

Upgrade returning trip for \$35

Upgrade both for \$71

Apply upgrade

SUBTOTAL \$826.02
 TAXES & FEES \$154.35
 TRIP TOTAL \$980.37

Show price breakdown

Your flights > Seats > Checkout

Review your trip

Reno to Phoenix

1:01pm - 2:46pm (1h 45m, nonstop)

 American Airlines • Sun, Apr 26

[Flight details](#)

[Change flight](#)

Phoenix to Reno






8:58pm - 10:51pm (1h 53m, nonstop)

 American Airlines • Wed, Apr 29

[Flight details](#)

[Change flight](#)

Your fare: Main Cabin

-  Seat choice included
-  Carry-on bag included
-  1st checked bag for a fee: \$80
-  Non-refundable
-  Changes included, only pay fare difference

Get more with Main Cabin Flexible

-  Refundable

[See all fares](#)

[Upgrade now](#)

+\$139

Roundtrip per traveler

Bags

[Skip to Checkout](#)

Trip total

\$1,104

[Price details](#)

Next: Seats

Your flights > Seats > Checkout

Review your trip

Reno to Phoenix

1:01pm - 2:46pm (1h 45m, nonstop)

 American Airlines • Sun, Apr 26

[Flight details](#)

[Change flight](#)

Phoenix to Reno






7:21am - 9:20am (1h 59m, nonstop)

 American Airlines • Thu, Apr 30

[Flight details](#)

[Change flight](#)

Your fare: Main Cabin

-  Seat choice included
-  Carry-on bag included
-  1st checked bag for a fee: \$80
-  Non-refundable
-  Changes included, only pay fare difference

Get more with Main Cabin Flexible

-  Refundable

[See all fares](#)

[Upgrade now](#)

+\$139

Roundtrip per traveler

Bags

[Skip to Checkout](#)

Trip total

\$1,134

[Price details](#)

Next: Seats

HANDLE WITH CARE

"INSTRUCTOR &/ RE-CERTIFICATION PROGRAM"

PHOENIX, AZ

Helping to create and maintain safer, more caring environments by teaching preventative actions that result in decreased need for physical restraint.

When:	APR. 27 – 29, 2026	9:00 AM – 5:00 PM
Training & Lodging:	Hampton Inn Phoenix Biltmore 2310 E. Highland Avenue Phoenix, AZ 85016 TEL: (602) 956-5221	
	NO ROOM BLOCK RESERVED	
Cost:	\$1825.00 per participant	

This seminar will cover:

- **Comprehensive Verbal Skills Workshop:** Handle With Care's Verbal De-escalation Training focuses on understanding the cycle of tension/relaxation and calibrating the intervention based on the student's needs and where the student is on the cycle. HWC also teaches a self-awareness model where staff is taught to monitor and control their reactions to provide better care and develop the ability to defuse situations through their own behavior and responses. The program then puts theory into practice in the form of role- plays. Physical Skills Training: Personal defense, use of personal space and blocking techniques.
- **Personal Defense:** Includes the use of personal space, escapes, blocking techniques and 3rd person save methods. HWC is the only technology in the industry that teaches you how to protect both yourself and another person/student from harm.
- **Primary Restraint Technique®.** The PRT® is versatile, effective, painless, safe and easy to apply. Staff is positioned in the safest place possible, behind the student. The PRT conveys an immediate reassuring sense of limits and is very effective with autistic students.
- **Early Childhood:** Pre-School & Early Elementary School Program. Go to our website for more information on our pre-school, kindergarten & early elementary school program including our proprietary child holding method.

This is an Instructor &/ Re-Certification Program.

Participants who successfully complete this course will be certified to teach the Basic Handle With Care Program when they return to the facility. Slots will fill fast.

To enroll or request additional information call:

Seminar Administrator: (845) 255-4031 / Email: Registrations@handlewithcare.com

Go To: www.HandleWithCare.com

**HANDLE WITH CARE – “INSTRUCTOR &/ RE-CERTIFICATION PROGRAM”
PHOENIX, AZ - REGISTRATION PAGE**

Please Email completed Form to: Registrations@handlewithcare.com

When: APR. 27 – 29, 2026 **9:00 AM – 5:00 PM**
Training & Lodging: Hampton Inn Phoenix Biltmore
 2310 E. Highland Avenue
 Phoenix, AZ 85016
 TEL: (602) 956-5221
NO ROOM BLOCK RESERVED
Cost: \$1825.00 per participant

Company Name: _____

Address: _____

City _____ State _____ Zip _____

Telephone: _____ Fax: _____

Send the invoice to _____
 Name, Title & Email Address

Participant Name	Email	Tel
_____	_____	_____
_____	_____	_____
_____	_____	_____

Wish to reserve the following slots:

Name of Agency	<u>Days</u>	<u># of Slots</u>	<u>Cost</u>
_____	Day 1 – Basic Verbal Training	_____	\$600/person
_____	Day 2 – Basic Physical Training	_____	\$600/person
_____	Day 3 – Instructor / Re-Certification	_____	\$625/person

Payment should be made payable to: **Handle With Care Behavior Management System EIN 14-1803426 at 184 McKinstry Road, Gardiner, NY 12525**, Tel: 845-255-4031. I hereby represent that I am authorized to submit this Registration form on behalf of my agency. By registering, my agency is obligating payment for the above-registered people. Contractual terms associated with this training are incorporated herein and can be viewed on our web site: www.handlewithcare.com. To receive a refund, you must cancel 30 days before the scheduled training. If registered people are unable to attend due to sickness, weather or any other emergency or act of god a credit will be given for that person to attend another Handle With Care Seminar.

 Signature of authorized agency agent

 Date

 Print Name, Title



Freedom 250 Countdown to America's 250th Anniversary: **142 days**



An official website of the United States government



U.S. General Services Administration

FY 2026 per diem rates for phoenix, Arizona

Change fiscal year: or

Daily lodging rates (excluding taxes) | October 2025 - September 2026

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Primary destination	County	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Phoenix / Scottsdale	Maricopa	\$160	\$160	\$160	\$160	\$229	\$229	\$161	\$161	\$113	\$113	\$113	\$160

Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Phoenix / Scottsdale	Maricopa	\$86	\$22	\$23	\$36	\$5	\$64.50