

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of Attendees Heather Stood

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, AZ

DATE OF DEPARTURE: April 28, 2025

DATE OF RETURN: May 1, 2025

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 ☐ 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 is the most thoroughly engineered behavior management training program in existence. Offering verbal de-escalation, personal defense, passive holding (restraint) and instructor training.

Handle With Care specializes in safely managing behaviorally challenged and disruptive behavior.

Handle With Care's training model is considered the "standard of best practices" in behavior management and safe physical intervention and is taught throughout the entire spectrum of the human services environment and schools

TRAVEL APPROVED: Date 4.8.2025

Rachel Stewart
Site administrator or supervisor signature

TRAVEL APPROVED: Date 4/14/25

[Signature]
Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 4/8/25

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: IDEA Priority Improvements Projects

BUDGET# 280.642.0000.200.2213.331.10000.00.000

Registration Fees:

Attendees 1 x \$1,525 Reg. fee

Total

\$ 1,525.00

District Office	Grant	School Site	Other
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BUDGET# 280.642.0000.200.2213.581.10000.00.000

Travel By:

Southwest Air

\$

441.62

(Air, district car, private car for personal convenience, etc.)

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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BUDGET# 280.642.0000.200.2213.581.10000.00.000

Lodging:

Room rate

195

x 4

nights

\$

780.00

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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(Use GSA ratings for lodging and meals www.gsa.gov ATTENDEE WILL OWE DIFFERENCE if applicable) lodging receipts must be obtained and sent to District Office upon return.

Meals:

Breakfast

\$

x

days

\$

Lunch

\$

23

x

4

days

\$

92.00

Dinner

\$

36

x

4

days

\$

144.00

Incidental

\$

5

x

5

days

\$

25.00

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Substitutes: # of Days

x

\$

/day

\$

200.00

Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)

\$

Other Miscellaneous expenses: (attach explanation)

TOTAL EXPENSES

\$

3207.62

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

****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 28-30, 2025 9:00 to 5:00
Name of where conference/ training is being held (i.e. Hotel, School, College, Convention Center):	Hampton Inn Phoenix Biltmore

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:	4/27/2025 11:25 Flight 1903/3126
Date & Time you wish to RETURN:	5/1/25 8:40 Flight 1421
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	All travelers agree to share lodging as appropriate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Register under what name(s)?	Heather Stood
Name, Address, Phone number of lodging establishment:	Hampton Inn Phoenix Biltmore, 2310 E. Highland Ave., Phoenix, AZ 8016; 602-956-5221

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.

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. 28 – 30, 2025	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:	\$1525.00 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 / E: 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. 28 – 30, 2025 **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: \$1525.00 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	Days	# of Slots	Cost
	Day 1 – Basic Verbal Training	_____	\$500/person
	Day 2 – Basic Physical Training	_____	\$500/person
	Day 3 – Instructor / Re-Certification	_____	\$525/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



FY 2025 per diem rates for phoenix, Arizona

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Phoenix / Scottsdale	Maricopa	\$160	\$160	\$160	\$160	\$229	\$229	\$161	\$161	\$113	\$113	\$113	\$160



FY 2025 per diem rates for phoenix, Arizona

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

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

APR 27 - MAY 1

RNO → PHX

Trip & Price Details

✈

Price

Passengers

Payment

Confirmation

✈ Flight

Modify

✈	Sun 4/27	# 1903 / 3126	RNO → PHX	5 hr 30 min	1 stop ✈✈	Wanna Get Away	Base fare	\$403.12
							1 Passenger(s)	
							Discount total	-\$29.80
						Only 1 left!	Subtotal	\$373.32
✈	Thu 5/1	# 1421	PHX → RNO	1 hr 50 min	Nonstop	Wanna Get Away	Taxes and fees	\$68.30
							Flight total	\$441.62
							or from \$44/mo* with flexpay Learn more	

Helpful Information:

- All fares and fare ranges are subject to change until purchased and are per person for each way of travel.
- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- For more information regarding Cash + Points, visit [Southwest.com/rterms](#)

✈ Flight Extras

Upgrade to Wanna Get Away *plus*

Prices shown per passenger, per one-way.

- ✓ Free same-day confirmed change (taxes and fees may apply)⁶
- ✓ Transferable Flight Credit™⁵
- ✓ 6 Rapid Rewards points per dollar per qualifying flight¹¹

¹¹Please read the [fare rules](#) associated with this purchase.

☐ Upgrade departing trip for \$21

☐ Upgrade returning trip for \$20

☐ Upgrade both for \$41

Apply upgrade



Language English ▾



Find Stay



Join

Sign In

Your stay[Edit stay](#)

Hampton Inn Phoenix-Biltmore

Sun, Apr 27 – Thu, May 1, 2025 (4 nights)

1 room for 1 adult

**Hampton Inn Phoenix-Biltmore**2310 East Highland AvenuePhoenix, Arizona 85016 USA [Hotel details](#)

1 King Bed W/ Sofa Sleeper Nonsmoking

[Change Room](#)

Select a Rate

Step 2 of 3

Special Rates

**Use Points & Money**

Prices shown are average per night.

Select currency

USD - US Dollar ▾

Sign in to your Hilton Honors account to book even quicker!

Flexible Rate

Change or cancel up to 1 day before arrival.

Free breakfast.

\$195[Rate details](#)**Select****Honors Discount** ~~\$195~~**\$185**[Rate details](#)**Select****Non-refundable**

Free breakfast. No cancellations. Pay now.

Honors Discount ~~\$195~~

\$162

[Rate details](#)

Select

\$158

[Rate details](#)

Select

2X Points

Package

Change or cancel up to 1 day before arrival. Earn Double Hilton Honors Points. Hilton Honors Membership Required.

\$200

[Rate details](#)

Select

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