

Lancaster Community School District

Personnel

**GUIDELINES FOR TRAVEL  
TO MIDWEST MUSIC CONVENTION**

1. The band and orchestra instructor(s) shall follow a rotation schedule for attendance at the Midwest Music Convention until such time as these guidelines are revoked or amended (e.g. due to lack of available substitutes, budget limitations, and/or increased demands for inservice travel).
2. The orchestra instructor may attend in even-numbered years; the band instructors may attend in odd-numbered years. The rotation pattern allows the orchestra teacher to attend the first portion of the conference and on alternate years the band instructors may attend the band instrumental portion of the program. Accordingly, the school shall provide a substitute for two to three days as needed.
  - A. The District shall pay the following expenses for teacher(s) authorized to attend under the rotation schedule:
    - (1) Registration
    - (2) Lodging
    - (3) Meals
    - (4) Parking expenses
    - (5) Substitute
    - (6) School transportation will be provided
3. During alternate years, the District shall pay for a substitute if a teacher elects to go in alternate years and is permitted time to attend the conference.
4. Any teacher requesting permission to attend the Midwest Convention in Chicago, Minneapolis or Des Moines shall obtain the principal's approval and submit the request to the District office 30 days in advance.

APPROVED: