

KANSAS MUSIC  
EDUCATORS ASSOCIATION

**Southeast District**

**Policies**

**Revised June 27, 2025**

## **Awards**

### **>Outstanding Music Educator (KMEA Teacher of the Year)**

>See Nomination forms on Website > Awards > Outstanding Music Educator Nominating Procedures

## **DISTRICT OUTSTANDING MUSIC EDUCATORS**

1. Southeast District will receive nominations for District Outstanding Music Educators in three categories: Elementary, Middle/Junior High School, and High School.
2. Nominations shall be submitted by 11:59 PM on August 31.
3. Qualifications for nominees are:
  - Must have been in teaching for at least ten years.
  - Must be a member of KMEA.
  - Program must have shown improvement and/or consistency over the years.
4. Teachers, administrators, parents, former students, and students may nominate a music teacher.
5. District officers will review the nominations and select one teacher in each category as District Outstanding Music Educator by September 7. If a district officer is nominated, they will recuse themselves from the selection process.
6. The District outstanding music educators will submit their packet for state recognition to the District President by September 24, including the nomination form, a resume, a letter from the nominee stating his/her philosophy of music education, and a picture (preferably black and white) of the nominated teacher.
7. The District Executive Committee will review the packets and select one teacher to forward on to the state level. If a district executive committee member is selected as a district outstanding music educator, they will recuse themselves from the State selection process.
8. Southeast District President will have the recognition materials to the KMEA Vice President by October 1.

**>Honor Administrator** – See Nomination Forms on Website > Awards > KMEA Honor Administrator

## **SE District Honor Administrator**

1. Nominations shall be submitted by 11:59 PM on August 31
2. Qualification for nominee are:
  - Exceptionally skillful with their administrative unit.
  - Showing special support for the arts as an indispensable part of the school curriculum.
3. Any SEKMEA member or group of members may nominate an administrator.
4. District officers will review the nominations and select one administrator as District Honor Administrator by September 7.
5. The District honor administrator will submit their packet for the state recognition to the District President by September 24, including the completed nomination form, nominee's biographical information, nominee's professional experience (including

years in present position), degrees earned, professional and civic organizations, and honors received, a description of the school system's music program such as resources, number of students and teachers, etc.; and a description of any unique features or characteristics of the arts/music program within the building, district, or community. The application may also include letters of endorsement and clippings of pertinent articles, photographs, or other sources which detail the nominee's distinctive contributions to the field of music education.

6. Southeast District President will have the recognition materials to the KMEA Vice President by October 1.

### **Financial**

The Southeast District Books will be reviewed annually and all information will be sent to the state auditor each year as soon as possible at the end of the fiscal year, June 30<sup>th</sup>. A report will be given to the District Board at the summer board meeting and to the whole district membership at the December Mini-Convention.

### **Whistle Blower and Conflict of Interest Policy**

State KMEA and Southeast KMEA have adopted a 'Whistle Blower' and 'Conflict of Interest' policy per requirements as a tax exempt organization. All voting members are required to sign these documents every year. The forms will then be sent to the State Executive Director.

### **Registration/Participation Process and Fees**

Southeast District teachers must submit their list of student nominations and audition registrations for all SEKMEA Honor Ensembles via the KMEA Audition Manager found on the KMEA Members site under the 'Registration' tab on the SEKMEA Website. [www.sekmea.org](http://www.sekmea.org) Only educators with an active KMEA membership may register students.

High school students may audition for more than one honor group (band, choir, or orchestra), but will only be selected for one ensemble. Students must indicate their preference of ensemble at the time they register in the event they qualify for more than one ensemble. It is the responsibility of the director to include this information on the registration form when registering their students. The Jazz Band performance is at a different time so a student may be selected for the jazz band and one of the other ensembles, (Band, Choir, or Orchestra).

Students may audition on any combination of instruments; however, an audition fee is required for each registered audition and must indicate their preference if qualified for more than one instrument. Deadlines for audition registration and/or submission of nominees for SEKMEA Honor Ensembles can be found on the website. [www.sekmea.org](http://www.sekmea.org) On-time registration - \$5; Late Deadline #1 - \$25; Late Deadline #2 - \$50; Late Deadline #3(On-site) - \$100.

All auditions for SEKMEA High School Band, Choir, Jazz Band, and Orchestra Honor Ensembles will be live auditions. \*\*

EXCEPTION: The only allowable exception is for students unable to attend district auditions due to participation in NAfME All-National Ensembles. (This

will be the **ONLY** exception for recorded auditions.) The procedure for this will be as follows:

- a.** Teacher will take a video recording of the student performing the entire audition material in one take;
- b.** Submit to the district President no later than 7 days before auditions;
- c.** The district President will review the audition to ensure the correct person auditioned and done in one take;
- d.** The President will then forward an audio-only copy of the audition to the appropriate ensemble chair who will be responsible for playing the appropriate cut of the audition for judges on audition day.

**\*\*Jr. High Band** auditions will be recorded and submitted online using Festival Scores audition management system.

### **REGISTRATION/AUDITION FEES –**

**High School Band, Choir, Jazz Band and Orchestra** – Every high school student who registers for band, choir, jazz band, and orchestra auditions will be assessed a \$5 registration fee for on-time registration; \$25 for Late Deadline #1; \$50 for Late Deadline #2; \$100 for Late Deadline #3 (On-site). These fees will be assessed whether or not the student actually auditions. Every student registered will be assessed this fee.

**Jr. High Band** – Auditions for Jr. High Band will be recorded and submitted online using Festival Scores audition management system. Consequently, there will only be one deadline to have auditions uploaded to Festival Scores **and** there will only be a \$5 audition fee assessed for **completed** auditions only. (Detailed audition procedure can be found on these ensemble pages on the District website.)

### **PARTICIPATION FEES –**

There will be a \$15 participation fee for ALL students selected to perform in an elementary, middle, or high school honor group.

Balance for all events are due, to the District Executive Director, on or before the day of the event.

- a. Penalty for Outstanding Balance-** A final overdue reminder will be sent to the director by February 15. If the balance has not yet been received, the next reminder will be sent to the school board and/or administration. If payment is not received by March, there will be a \$100.00 penalty assessed against the school.
- b.** Directors will be prohibited from registering students for any SE KMEA event as long as they have any outstanding fees as of October 15.

### **Late Choir/Band Registration**

1. Effective July 2019, late choir, band, and orchestra entries will now be accepted by the Southeast District KMEA. Late registration will be accepted for High School Choir, Band, and Jazz Band and Orchestra Honor Ensembles.
2. Late Fees will be assessed using the 'Audition Registration Deadlines' below.\*
3. Corresponding late fees will be found in the 'invoice generator' when registering students.
  - \*a. Late Deadline #1: An entry fee of \$25.00 per student will be charged for SEKMEA High School Honor Ensemble audition entries. This will be 1 -2 weeks after the original deadline, depending on the ensemble.
  - b. Late Deadline #2: A late entry fee of \$50.00 will be charged for SEKMEA High School Honor Ensemble audition entries received by 11:59 p.m. the night before auditions.
  - c. Late Deadline #3: An on-site registration fee of \$100.00 per student will be charged to register students for High School Honor Ensemble auditions the day of auditions.

### **Act of God**

Southeast District KMEA will not refund registration or participation fees paid to Southeast KMEA for participation in the December or January mini-conventions due to non-attendance of a registrant caused by an Act of God. An 'Act of God' is deemed to include inclement weather, fire, emergency facility incapacity, or any other event resulting in limited or cancelled participation of the honor groups by the attendee. Exceptions to this policy, although not normally granted, may be approved by a majority vote of the District Board.

### **Convention Expenses**

1. Honorariums for Clinicians and Accompanists will be paid as follows by Southeast District.
  - a. High School Band Clinician - \$475.00
  - b. High School Choir Clinician - \$475.00
  - c. High School Jazz Band Clinician - \$475.00
  - d. High School Orchestra Clinician - \$475.00
  - e. Middle School Band Clinician - \$400.00
  - f. Middle School Choir Clinician - \$400.00
  - g. Elementary Choir Clinician - \$400. 00
  - h. High School Choir Accompanist - \$125.00
  - j. Middle School Choir Accompanist - \$100.00
  - k. Elementary School Choir Accompanist - \$100.00
2. Hotel Accommodations – Southeast District will pay for hotel accommodations for one night prior to the convention.
3. Mileage and Meals – Southeast District will reimburse \$0.50 per mile for travel, plus a \$25 allowance for meals en route and on the Clinic day. Clinicians are responsible for all incidentals placed on hotel room charges. All reimbursements must be submitted on a Southeast District Expense Voucher with documentation and receipts.

**Admission Fees for Honor Concerts** – Admission will be charged at all Southeast District honor concerts at the following rates: Adults - \$5.00; Students, K-12 - \$1.00

## **District Honor Group Responsibilities**

### **Southeast District:**

1. Will determine its policy on auditions for district level performances. (For specific audition and nomination procedures, see the information for respective honor groups on the District Website.) <http://sekmea.org>
2. Will host and supervise district festival group rehearsals and the performances at the district mini-conventions. Each school will be responsible for the supervision, conduct, and behavior of its students during the district mini-conventions.
3. Will be responsible for providing to the teachers in the district information, rules, regulations, and guidelines concerning District and KMEA All-State groups. (This information will be posted on the District Website.)

## **School Responsibilities**

### **Each School:**

1. Will be a member of the KSHSAA or a KSHSAA Approved School and be in good standing with the organization.
2. Will be eligible to enter students as determined in the rules and guidelines established by Southeast District KMEA.
3. Will Provide Supervision – If the director is unable to attend, a staff member from their respective school must accompany the student/students for the duration of each event for which a student is participating in.

## **Director Responsibilities:**

All students who are auditioning MUST be accompanied by their instructor and the instructor will be required to participate in judging/audition activities. In the event of an emergency, the director must send a qualified substitute to judge or help with auditions. Instrumental directors must return the 'Band Judging Preference Form' so they may be assigned to their preferred area of judging.

## **Student Responsibilities**

### **Each Student:**

1. Will be in good standing and eligible according to the rules and guidelines for participation established by the KSHSAA and the resident school;

2. Will audition for the Southeast District and All-State groups according to the rules and guidelines established by the Southeast District and State KMEA Boards. (This information can be found on the District website under the respective honor group.) <http://sekmea.org>
3. Will participate in all rehearsals and the entire duration of the concert(s) for the district mini-conventions. Failure to attend will result in disqualification in participation in all-state groups.
4. Must be a freshman, sophomore, junior, or senior in high school, enrolled in a choral or instrumental performance class at their respective school in the KMEA Southeast District, to be a member of a high school district honor group and a sophomore, junior, or senior to be a member of an all-state ensemble.
5. Must be a 7<sup>th</sup> or 8<sup>th</sup> grader to be in the district middle school honor choir and band.
6. Must be in 5<sup>th</sup> or 6<sup>th</sup> grade to be in the district elementary honor choir.

### Homeschooled Student Responsibilities

1. Parents must fill out the KSHSAA Form to be verified to be able to participate in an ensemble. Students will have to participate in the school district they live in.
2. Students must be enrolled in the ensemble in order to participate.
3. Virtual school students must meet KSHSAA eligibility guidelines for participation in a KMEA Southeast District event; this includes attendance requirements at a KSHSAA approved school.
4. Home-Schooled students must meet KSHSAA eligibility guidelines for participation in a KMEA Southeast District event; this includes attendance requirements at a KSHSAA approved school.

### Website

The official address for the KMEA Website is <http://ksmea.org> and the Southeast District Website is <http://sekmea.org>

## **Audition and Nominating Procedures**

### **High School Honor Band –**

1. Band student's grades 9 through 12 are eligible to audition for this group.
2. Every school with students auditioning for band/choir will be guaranteed at least one student placed in either the band or choir.
3. Excerpts will be taken from the state audition list which may be found on the state website ([www.ksmea.org/hsband](http://www.ksmea.org/hsband)). Scales and sight-reading will also be part of the

audition.

4. If a student is auditioning for both the band and choir, please indicate this on the Student Registration Form and also indicate the student's "first choice" if he/she is selected for both groups. No changes in preference (band or choir) may be made after the registration deadline by a student or instructor.
5. All students who are auditioning MUST be accompanied by their instructor and the instructor will be required to participate in judging/audition activities. In the event of an emergency, the director must send a qualified substitute to judge or help with auditions. Please return the Band Judging Preference Form so we may assign you to your preferred area of judging.
6. Results of the band auditions will be posted on the district website as soon as they are available.
7. Auditions for SEKMEA High School Honor Ensembles will be live auditions with the following exception: The only allowable exception is for students unable to attend district auditions due participation in NAFME All-National Ensembles. The procedure for a recorded audition will be as follows:
  - a. Teacher will take a video recording of the student performing the entire audition material in one take.
  - b. Submit to the District President no later than 7 days before auditions.
  - c. The District President will review the audition to ensure the correct person auditioned and was done in one take.
  - d. The President will then forward an audio-only copy to the appropriate ensemble chair who will be responsible for playing the appropriate cut of the audition for judges on audition day.

### **High School Honor Choir –**

1. Students will audition on the required state literature.
2. Students meet in the auditorium/gym for instructions. They will go through the audition passages for each voice part.
3. Students names and numbers are posted at their respective audition rooms.
4. Auditions are to be blind with the student behind a screen.
5. The door monitor will announce the student's number to the judges.
6. There will be a person designated to start the CD. The student performs their audition without director and without stopping or re-starting the CD.
7. There will be 3 judges per room who will score the student's audition on a rubric using [festivalscores.com](http://festivalscores.com). Final tabulation will be completed by the chairperson and chair-elect.
8. Results will be posted on the district website as soon as they are available.
9. Every school with students auditioning for band, choir, or orchestra will be guaranteed at least one student will be placed in one of the ensembles.
10. Auditions for SEKMEA High School Honor Ensembles will be live auditions with the following exception: The only allowable exception is for students unable to attend district auditions due participation in NAFME All-National Ensembles. The procedure for a recorded audition will be as follows:
  - a. Teacher will take a video recording of the student performing the entire



audition material in one take.

- b. Submit to the District President no later than 7 days before auditions.
- c. The District President will review the audition to ensure the correct person auditioned and was done in one take.
- d. The President will then forward an audio-only copy to the appropriate ensemble chair who will be responsible for playing the appropriate cut of the audition for judges on audition day.

### **High School Jazz Band –**

- 1. Student's name, audition number, and audition time are posted outside the audition room.
- 2. Door/room monitor announces the number of the student auditioning to the judges.
- 3. Auditions are to be blind with the student behind a screen.
- 4. Auditions for SEKMEA High School Honor Ensembles will be live auditions with the following exception: The only allowable exception is for students unable to attend district auditions due participation in NAFME All-National Ensembles. The procedure for a recorded audition will be as follows:
  - a. Teacher will take a video recording of the student performing the entire audition material in one take.
  - b. Submit to the District President no later than 7 days before auditions.
  - c. The District President will review the audition to ensure the correct person auditioned and was done in one take.
  - d. The President will then forward an audio-only copy to the appropriate ensemble chair who will be responsible for playing the appropriate cut of the audition for judges on audition day.

### **High School Orchestra –**

Beginning with the 2024-2025 school year, orchestra auditions will return to live auditions. Detailed audition procedure can be found on the Orchestra page on the District website.

### **Middle School Band –**

- 1. Auditions for SEKMEA Middle School Band are submitted by directors via the Festival Scores audition management system.
- 2. Each audition will consist of audio files saved in mp3 format. For an audition to be completed you must have all excerpt audio files for each student uploaded and submitted by the upload deadline. If you only have a portion of the uploading done by the deadline for an individual student, that submission will not be accepted by the system.
- 3. Two (2) 7<sup>th</sup> or 8<sup>th</sup> grade wind instrument students per school will be guaranteed a spot in the band.

### **Middle School Choir –**

Any student in grades 7-8 from the Southeast District that is enrolled in a choir class is eligible. Teachers are allowed to nominate 6 choral students from their school: 2 Soprano, 2 Alto and 2 Baritone. You may also nominate alternates for any voice part. There is no guarantee the alternates will have a place in the choir. All nominations must be completed online by the posted deadline.

**Elementary Choir –**

Teachers may select eight students to participate in the choir. If your district has more than one elementary school, please limit your number to 6 per school.

Because this is an Honor Choir, selected students are to know the music before the event. The goal is to provide a quality experience for advanced students. As in the past, the elementary choir will perform their music by memory.

Please submit student names using the online registration by the posted deadline.

**ALL rosters for District Honor Ensembles will be posted on the District Website as soon as the chairperson has completed the selection.**