## MEMORANDUM

To, $\quad$| Superintendent, Principal, and Athletic Director |
| :--- |
| Bardstown High School |

From:
Brigid L. DeVries, Commissioner Larry Boucher, Assistant Commissioner


Date: $\quad$ June 15, 2004
Subject: 2003-2004 Title IX Annual Report Forms Submission

Enclosed please find a copy of Form T-65, The 2003-2004 Title IX Annual Report Forms Checklist. In addition, you may find an attachment with corrected copies of the forms submitted by your school personnel. Please review this information so the forms can be completed accurately in the future.

Also, KHSAA Audit Staff may have requested a re-submission of some of the 2003-2004 Annual Report Forms or need additional information on your athletic programs. Please submit this information by the date requested if this is applicable. Copies and all KHSAA Title IX documents must be kept current and included in your permanent Titie $I X$ File at the school. All documents are subject to Open Records Requests.

Should you need any further information, please do not hesitate to call anytime.


## MEMORANDUM

TO. KHSAA Member School Superintendents, Principals, and Athletic Directors
FROM: Brigid L DeVries, Commissioner
Larry Boucher, Assistant Commissioner
DATE: June 15, 2004

RE: $\quad 2004$ Title IX Forms Submission

| School | Bardstown High School | Reviewed by | Allen W. Jackson |
| :--- | :--- | :--- | :--- |

The following is a status report regarding the required 2003-2004 Title IX submission of forms due in to the KHSAA office by April 15, 2004. Appropriate audit personnel have reviewed these forms and the following is a summary of this review.

1. Checklist of Forms properly submitted in a satisfactory manner:

| $\checkmark$ | GE 19 (Annual Verification) | $\checkmark$ | T-36 (Budget Expenses) |  |
| :---: | :--- | :---: | :--- | :--- |
| $\checkmark$ | T-1 (Summary Program Chart 1) | $\checkmark$ | T-41 (Checklist - Overall Interscholastic Program) |  |
| $\checkmark$ | T-2 (Summary Program Chart 2) | $\checkmark$ | T-60 (Corrective Action Plan) |  |
| $\checkmark$ | T-3 (Summary Program Chart 3) | $\checkmark$ | T-63 (Interscholastic Survey Results)) |  |
| $\checkmark$ | T-4 (Summary Program Chart 4) | $\checkmark$ | T-68 (Five Year Summary) |  |
| $\checkmark$ | T-35 (Budget Expenses) |  |  |  |

II. $\quad$ Status

| A. | $\checkmark$ | 2003-2004 Forms are satisfactory and no further information or action is necessary at this time. |
| :---: | :---: | :---: |
| B. |  | Errors have been noted with respect to the following forms: , , , |
| C |  | The following forms were omitted and must be submitted by school representatives: |
| D. | $\checkmark$ | Other Recommendation and Comments: <br> - It is recommended that students be placed on the Gender Equity Review Committee, and that they be active members of the Committee. <br> - Column 5, Row 4 on Form T-2 should be filled in with $7 \%$. <br> - Column 4, Row 8 on Form T-2 (Boys) is 14. <br> - Column 5, Row 8 on Form T-2 is $7 \%$. |



## 2003-2004 KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION ANNUAL VERIFICATION OF TITLE IX PROCEDURES

(To be submitted by April 15, 2004 along with other required forms)

## APR 192004

The $\qquad$ High School,
(Name of High School)
Bards town
$\qquad$ , Kentucky
(City) certifies to the Kentucky High School Athletic Association that the following is an accurate and true representation of the facts surrounding compliance with 20 U.S.C. Sections 1681-1688, et. Seq. (also known as Title IX)

I certify the following provisions in accordance with records at the school contained in the permanent Title IX file, and to the best of my knowledge have completed the following tasks. (All boxes must be checked)

D Established a gender equity committee at the high school. (list committee personnel and provide attachment if necessary)

$\square$ Scheduled a minimum of three meetings during the 2003-2004 school year on the following dates:
8-13-03
3-31-04
6-2-04
$\square$ Designated the following persons) as the Title IX coordinator for the school:

$\square \quad$ School personnel are continuing to make periodic reviews of the boys and girls athletics program reflected in the Corrective Action Plan.
$\square$ In addition to the above information, the above referenced school maintains a complete permanent file relative to Title IX records including copies of the self-assessment audit, all corrective action plans, and other related materials.


## ACCOMMODATION OF INTERESTS AND ABILITIES SUMMARY PROGRAM CHART 1

## Participation Opportunities Test One

## SAMPLE FORM

|  |  | Column 1 | Column 2 | Column 3 | Column 4 |
| :---: | :---: | :--- | :--- | :--- | :--- |
|  | Program | Enrollment | Percentage of <br> Total <br> Enrollment | Number of <br> Interscholastic <br> Participants <br> (double and <br> triple count) | Percentage of <br> Total <br> Participation |
| Row 1 | GIRLS | 429 | $52.1 \%$ | 96 | $36.5 \%$ |
| Row 2 | BOYS | 394 | $47.9 \%$ | 167 | $63.5 \%$ |
| Row 3 | Totals | 823 | $100 \%$ | 263 | $100 \%$ |

Instructions:
*Number of $8^{\text {th }}$ grade students \& below used in Column 3 and Column 4 calculations if applicable:

1) Determine the total number of girls enrolled, (place in Row 1, Column 1).

Determine the total number of boys enrolled, (place in Row 2, Column 1).
2) Add the total numberof girls and boys enrolled tod determine-total enrol ment, place in Row 3, Column 1).
3) Calculate the percentage of totaifenrollment that is fenale. (Divide Row 1, Column 1 by row 3, Column 1 and place in Row 1, Column 2.) Calculate the percentage of total enrollment that is male. (Divide Row 2, Column 1 by Row 3, Column 1 and place in Row 2, Column 2.) Note: Row 1, Column 2 plus Row 2, Column 2 should total 100\%.
4) Ask the head coaches to review the most updated eligibility or squad lists for their teams. Ask coaches to confirm the names of those individuals who are on the team as of the first date of competition, and cross out the names of those who were cut from the team or quit the team prior to the first competitive event. Determine the total number of interscholastic athletics participants that are girls, (and place in Row 1, Column 3). In order to determine the total number of athletics participants, an individual should be counted each time he or she participates on a team. For example, if Jane Doe competes on the varsity volleyball team, the junior varsity volleyball team, the junior varsity basketball team, and the varsity softball team, she should be counted as four participants (do not include club or intramural sports participants, cheerleaders, dance teams or pom squads). Calculate the same way for boys and girls. * In addition, should $8^{\text {th }}$ grade students and below play on a Freshman, Junior Varsity, or Varsity team, they should also be counted for each team and sport on which they participate. If applicable, please asterisk the above notation as to how many $8^{\text {th }}$ grade students \& below are included. Using the same procedure, determine the total number of interscholastic athletic participants that are boys, (and place in Row 2, Column 3. Add Row 1, Column 3 plus Row 2, Column 3 to get total participants and place in Row 3, Column 3).
5) Calculate the percentage of female participation. (Row 1, Column 3 divided by Row 3, Column 3 and place in Row 1, Column 4.)
Calculate the percentage of male participation. (Row 2, Column 3 divided by Row 3, Column 3 and place in Row 2, Column 4.) Note: Row 1, Column 4 plus Row 2, Column 4 should total $100 \%$.
Note: While being within three percent is not a formal compliance standard; if the percent listed in Row 1, Column 4 is within $3 \%$ of Row 1, Column 2, then it provides a good target within which compliance is likely.

Principal's Signature:
Date:

ACCOMMODATION OF INTERESTS AND ABILITIES

Participation Opportunities Test One

|  |  | (Column 1) | (Column 2) | (Column 3) | (Column 4) |
| :---: | :---: | :---: | :---: | :--- | :---: |
|  | Program | Enrollment | Percentage of <br> Total <br> Errollment | Number of <br> Interscholastic <br> Participants <br> (double and <br> triple count) | Percentage of <br> TTotal <br> Participation |
| Row 1 | GIRLS | 224 | $46.4 \%$ | 176 | $45 \%$ |
| Row 2 | BOXS | 259 | $53.6 \%$ | 215 | $55 \%$ |
| Row 3 | Totals | 483 | $100 \%$ | 391 | $100 \%$ |

Instructions:
*Number of $8^{\text {th }}$ grade students \& below used in Column 3 and Column 4 calculations if applicable: $\qquad$

1) Determine the total number of girls enrolled, (place in Row 1, Column 1).

Determine the total number of boys enrolled, (place in Row 2, Column 1).
2) Add the total number of girls and boys enrolled to determine total enrollment, (place in Row 3, Column 1).
3) Calculate the percentage of total enrollment that is female. (Divide Row 1, Column 1 by row 3, Column 1 and place in Row 1, Column 2.) Calculate the percentage of total enrollment that is male. (Divide Row 2, Column 1 by Row 3, Column 1 and place in Row 2, Column 2.) Note: Row 1, Column 2 plus Row 2, Column 2 should total 100\%.
4) Ask the head coaches to review the most updated eligibility or squad lists for their teams. Ask coaches to confirm the names of those individuals who are on the team as of the first date of competition, and cross out the names of those who were cut from the team or quit the team prior to the first competitive event. Determine the total number of interscholastic athletics participants that are girls, (and place in Row 1, Column 3). In order to determine the total number of athletics participants, an individual should be counted each time he or she participates on a team. For example, if Jane Doe competes on the varsity volleyball team, the junior varsity volleyball team, the junior varsity basketball team, and the varsity softball tean, she should be counted as four participants (do not include club or intramural sports participants, cheerleaders, dance teams, or pom sqads). Calculate the same way for boys and girls. * In addition, should $8^{\text {th }}$ grade students and below play on a Freshman, Junior Varsity, or Varsity team, they should also be counted for each team and sport on which they participate. If applicable, please asterisk the above notation as to how many 8 grade students $\&$ below are included in the totals. Using the same procedure, determine the total number of interscholastic athletic participants that are boys, (and place in Row 2, Column 3). Add Row 1, Column 3 plus Row 2, Column 3 to get total participants and place in Row 3, Column 3.
5) Calculate the percentage of female participation. (Row 1, Column 3 divided by Row 3, Column 3 and place in Row 1, Column 4.)
Calculate the percentage of male participation. (Row 2, Column 3 divided by Row 3, Column 3 and place in Row 2, Column 4.) Note: Row 1, Column 4 plus Row 2, Column 4 should total $100 \%$.

Note: While being within three percent is not a formal compliance standard; if the percent listed in Row 1, Column 4 is within $3 \%$ of Row 1, Column 2, then it provides a good target within which compliance is likely.


## Participation Opportunities Test Two

|  |  |  | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Program |  |  | Number of Teams Currently Offered | Number of Participants | Number of Teams Added in Last Five Years | Number of Participants Added in Last Five Years | Percent of Total <br> Participation <br> By Sex Added <br> in Last 5 <br> Years |
| GIRLS | Row 1 | varsity: | 8 | 111 | 2 | 2 |  |
|  | Row 2 <br> Row 3 | j.v.: | 4 | 42 | 2 | 0 |  |
|  |  | frosh: | 2 | 22 | 1 | 10 |  |
|  | Row 4 | total: | 14 | 176 | 5 | 12 | $7 \%^{\text {an }}$ |
| BOYS | Row 5 <br> Row 6 <br> Row 7 <br> Row 8 | varsity: | 8 | 157 | $\bigcirc$ | 9 |  |
|  |  | j.v.: | 4 | 26 | 0 | - | YW |
|  |  | frosh: | 2 | 32 | 0 | 5 | - |
|  |  | total: | 14 | 215 | 0 | 14 | $7 \%^{\circ}$ |

1) For Column 1, list the number of interscholastic teams offered for girls and boys at each competitive level (varsity, junior varsity, and freshman). For girls, total each of the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5,6 , and 7 into Row 8.
2) For Column 2, list the number of participants at each level. For girls, total each of the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8. Note: The totals in Row 4 for girls and in Row 8 for boys must be the same as the totals in Form T-1, Column 3, Rows 1 and 2 respectively.
3) For Column 3, list the number of interscholastic teams that have been added in the last five years at each competitive level. Count each team added during the 5 year period only one time. e.g. Girl's junior varsity soccer was added 3 years ago, count the team only once, not 3 times. For girls, total the entries in Rows 1, 2, and 3 into Row 4 . For boys, total Rows 5, 6, and 7 into Row 8.
4) For Column 4, list the number of participants that are currently on each level of the teams that were added in the last five years. If a team was added previously but no longer exists, there are no current participants to be added for that team. For girls, total the entries in Rows 1,2, and 3 into Row 4. For boys, total Rows 5, 6 , and 7 into Row 8 .
5) For Column 5, calculate the percentage of participants that have been added in the last five years. For girls, take the number in Column 4, Row 4 and divide by the number in Column 2, Row 4. For boys, take the number in Column 4, Row 8 and divide it by the number in Column 2, Row 8.

Note: If the percentage of current participants added in the last five years is $25 \%$ or greater, compliance with test two may be possible. If less than $25 \%$, then compliance with test three should be analyzed. CAUTION: $25 \%$ is not a formal compliance standard.

Principal's Signature:


Date:


## Participation Opportunities Test Three

FOR ANY QUESTION ANSWERED "YES" DENTIFY THE RESPECTIVE SPORTS).


Principal's Signature:


Date:


## Levels of Competition Test One

| Girls | Team <br> Levels | Column 1 <br> Number of Teams <br> Currently Offered | Column 2 <br> Number of <br> Participants | Column 3 <br> Participants of Each <br> Level |
| :--- | :--- | :---: | :---: | :---: |
| Row 1 | varsity: | 8 | 111 | $63.1 \%$ |
| Row 2 | j.v.: | 4 | 42 | $23.9 \%$ |
| Row 3 | frosh: | 2 | 22 | $13 \%$ |
| Row 4 | total: |  | 176 | $1010 \%$ <br> Boys <br> Row 5 <br> varsity:$\quad 8$ |
| Row 6 | j.v.: | 4 | 157 | $73 \%$ |
| Row 7 | frosh: | 2 | 26 | $12.1 \%$ |
| Row 8 | total: |  | 32 | $14.9 \%$ |

1) Column 1 , list the number of interscholastic teams offered for girls and boys at each competitive level; varsity, junior varsity, and freshman. (Refer to Form T-2, Accommodation of Interests and Abilities, Summary Program Chart 2, Column 1.)
2) For Column 2, list the number of participants at each level. For girls, total the entries in Rows 1,2, and 3 into Row 4. For boys, total the entries in Rows 5, 6, and 7 into Row 8. (Refer to Form T-2, Accommodation of Interests and Abilities, Summary Program Chart 2, Column 2.)
3) For Column 3, calculate the percentage of female and male participants at each level.

For girls' varsity, junior varsity, and frosh, respectively:

- Divide Column 2, Row 1 by Column 2, Row 4, and place the percentage in Column 3, Row 1.
- Divide Column 2, Row 2 by Column 2, Row 4, and place the percentage in Column 3, Row 2.
- Divide Column 2, Row 3 by Column 2, Row 4, and place the percentage in Column 3, Row 3.
- 

For boys' varsity, junior varsity, and frosh, respectively:

- Divide Column 2, Row 5 by Column 2, Row 8, and place the percentage in Column 3, Row 5.
- Divide Column 2, Row 6 by Column 2, Row 8, and place the percentage in Column 3, Row 6.
- Divide Column 2, Row 7 by Column 2, Row 8, and place the percentage in Column 3, Row 7.

Principal's Signature:
 Date:

publications (if
sport-specific)
facilities
improvements

|  | equipment and supplies |  | travel |  | awards |  | coaches' salaries ( to include supplemental and extended employment) |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | B | E | B | E | B | E | B | E |
| G basketball | 12,000 | 12,5650 | 1600 | 1521.88 | 48 | 48 | 7524 | 7534 |
| B basketball | 1208 | 14,0824 | 1600 | 1368.33 | 48 | 48 | 7524 | 7524 |
| G softball | 4,000 | 3545.68 | 1300 | 1265.44 | 30 | 30 | . 3000 | 3000 |
| B baseball | 4,000 |  | 1300 | 1187.39 | 30 | 30 | . 3000 | 3000 |
| G cross country | 1,000 | 8928 | 250 | 185.80 | 18 | 18 | 500 | 500 |
| $B$ cross country | 1,000 | 892.03 | 250 | 185.80 | 18 | 18 | 500 | 500 |
| G golf | $N A$ | $N /$ | $N A$ | $N A$ | NA | $N A$ | $N / A$ | $N A$ |
| B golf |  |  | 250 | 193 | 18 | 18 | 1000 | 1000 |
| G soccer | 2000 |  | 700 | 603.58 | 48 | 48 | 4618 | 4618 |
| B soccer | 2000 | 1930.11 | 700 | 695.81 | 48 | 48 | 4666 | 4666 |
| Gr swimming | $N A$ | $N A$ | NA | $N A$ | NP | $N A$ | $N A$ | NA |
| B swimming | $N A$ | $N A$ | NA | NH | $N A$ | NA | NA | $N A$ |

[^0]| Teams | equipment and supplies |  | travel |  | awards |  | ```coaches' salaries (to include supplemental and extended employment)``` |  | facilities improvements |  | publications (if sport-specific) |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | B | E | B | E | B | E | B | E | B | E | B | E |
| G track | 1200 | 1250 | 800 | 753.25 | 24 | 24 | 1500 | 1500 | 4000 | 4000 | $\cdots$ | - |
| B track | 1200 | 1250 | 800 | 753.25 | 24 | 24 | 1500 | 1500 | 4000 | 4000 | - | - |
| $G$ tennis | 5005 | 183 | 300 | 286.90 | 18 | 18 | 1000 | 1000 | - | - | - | - |
| B tennis | 506 | 183 | 300 | 286.90 | 18 | 18 | 1000 | 1000 | - | - | - | - |
| G volleyball | 40025 | 3711.27 | 1200 | 1551.60 | 18 | 18 | 3000 | 3710 | - | - | - | - |
| B wrestling | NA | NA | NA | NA | NA | NA | NA | NA | NTot | NA | NA | $N A$ |
| G (list sport) | $\cdots A$ | $N A$ | $N A$ | $N / A$ | NA | NA | NA | NA | NA | NA | NA | $N A$ |
| B (football) | 18,000 | 17250 | 2500 | 2724.31 | 54 | 54 | 10,917 | 10,917 | - | - | - | - |
| G (list sport) | NA | NA | MAT | NA | $N A$ | NA | NA | NA | NA | NA | $N / A$ | NA |
| B (list sport) | $N A$ | NA | NA | NA | NA | NA | $N A$ | NA | $N H$ | NA | $N A$ | NA |

1. Budget and expenditures on this 2003-2004 year report due by April 15, 2004, should reflect the total monies budgeted and spent for the entire year of 2002-2003 ending June 30, 2003.
2. "B" is for budgeted dollar amounts and "E" is for actual dollar expenditures.
3. Booster Club Funding/Contributions must be included in the expenditures total. 4. Indicate percentage of total expenditures for each gender: Total Expenditures $\$$ 2. " B " is for budgeted dollar amounts and " $E$ " is for actual dollar expenditures
$\%$ for boys $\quad \%$ for girls

## Checklist - Overall Interscholastic Athletics Program


SChool NAME
CORRECTIVEACTION PLAN
To complete this form, indicate the intended area which needs corrective action, the suggested change and time table for implementation. Xou may copy this form as needed. Please attach corrective action plans along with audit forms and submit by April 15, 2004.

| ITEM FOR CORRECTION | SUGGESTED CHANGE | TIME TABLE FOR CORRECTIVE ACTION |
| :---: | :---: | :---: |
| Gender Equitable weignteoan | 1. Purchase Natilist machines <br> 2. Low weiort Dumb-bells | 1. ongowg Cammitment. Pucraneses are based upara fundiny. |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  | THIS FORM SHALL BE TYPED.


2003-2004

## 2003-2004 INTERSCHOLASTIC ATHLETICS SURVEY <br> Summary of Student Responses

| School Name | BARDSTown High School |
| :---: | :---: |
| School Enrollment | 483 |
| Date | $4 / 1 / 04$ |
| Completed By | $D_{\text {AUID }}$ ClaRK |

Instructions:

1. Summarize the Student Athletics Interest Surveys Form T-61 by listing the total number of responses on the line next to each sport.
2. Under the Other Category please provide a listing of the sports as well as the number of students who are interested in participating.
3. Please sign and date the Summary Form (T-63) and mail the Summary Form only to the KHSAA by April 15, 2004. Do not mail the student surveys (Form T-61). However, these Forms should be maintained in your files in the event they are requested subsequently.

450 Number of Surveys
375 Total Returned (A minimum of $80 \%$ return is expected)
8-11 Grades Surveyed
How Was The Survey Administered? ENGIISH DepAeTmert
(e.g. was it given in all English classes, or all home rooms, or advisee/advisor?)

Fall Sports (List Total Number of Participation Responses)

| $\frac{25}{}$ | Cross Country (Girls) |
| :--- | :--- |
| 15 | Cross Country (Boys) |
| 18 | Field Hockey (Girls) |
| $\frac{145}{12}$ | Football (Boys) |
| $\frac{\text { Golf (Girls) }}{20}$ | Golf (Boys) |
| $\frac{52}{26}$ | Soccer (Girls) |
| $\frac{26}{63}$ | Voccer (Boys) |
| $\frac{5}{5}$ | Volleyball (Girls) |

Winter Sport (List Total Number of Participation Responses)
82 Basketball (Girls)
78 Basketball (Boys)
25 Gymnastics (Girls)
32 Indoor Track (Girls)
44 Indoor Track (Boys)
38 Swimming \& Diving (Girls)
24 Swimming \& Diving (Boys)

Spring Sport (List Total Number of Participation Responses)

| as Baseball (Boys) |  |
| :---: | :---: |
|  | 40 Fast Pitch Softball (Girls) |
|  | 27 Slow Pitch Softball (Girls) |
|  | 40 Tennis (Girls) |
|  | 24 Tennis (Boys) |
|  | 60 Track (Girls) |
|  | 55 Track (Boys) |

Other Sports (From Student Survey T-61 Question 10)


Number of Students who participate in Intramural Sports. (From Student Survey T-61 Question 5)


List Intramural Sports students are interested in adding:
(From Student Survey T-61 Question 6)


Participation in Non-School Sports Activities (From Student Survey T-61 Question 7)
Sport

Reasons for not participating in interscholastic athletics.
(From Survey Question 8)



[^0]:    1. Budget and expenditures on this $2003-2004$ year report due by April 15,2004 , should reflect the total monies budgeted and spent for the entire year of 2002-2003 ending June 30, 2003.
    2. " B " is for budgeted dollar amounts and " E " is for actual dollar expenditures.
    3. Booster Club Funding/Contributions must be included in the expenditures total.
    4. Indicate percentage of total expenditures for each gender: Total Expenditures $\$$ Principal's Signature:

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