

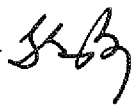


Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

MEMORANDUM

To: Superintendent, Principal, and Athletic Director
Calvary Christian High School

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

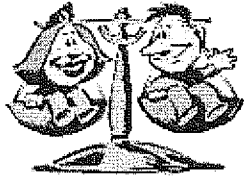
Date: May 24, 2004

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 Title IX 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: May 24, 2004

RE: 2004 Title IX Forms Submission

School	Calvary Christian High School	Reviewed by	Reba Woodall
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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.

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

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

II. Status

A.	✓	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.	✓	Other Recommendation and Comments: <ul style="list-style-type: none"> ▪ On Form GE-19, the signatures are not on the correct lines. ▪ Forms T-1, T-2, T-3, T-4, T-35, T-36, T-41, T-60, T-68 were not signed by the principal. ▪ The Corrective Action Plan, Form T-60, shows that tennis will be added, but there is no money allowed in the budget for this.



**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)

The Calvary Christian High School, Covington, Kentucky
(Name of High School) (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)

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

Name	Address	Phone	Title
Jody Hilsher	5955 Taylor Mill Road Cov KY 40115	756 9201	A.D.
Bill Dickens	"	356 9201	Principal
Jeff Sawyer	"	356 9201	Teacher/Girls Soccer Coach
Dave Steadman	"	356 9201	Teacher/athletic coach
Sandy Klassen	"	356 9201	Physical Ed Teacher
Matt Molleri	"	356 9201	Student ✓

- Scheduled a minimum of three meetings during the 2003-2004 school year on the following dates:

8/20/03
11/12/03
4/14/04

- Designated the following person(s) as the Title IX coordinator for the school:

<u>Jody Hilsher</u>	<u>A.D.</u>	<u>5955 Taylor Mill Road</u>	<u>859 356 9201</u>
Name	Title	Address	Phone
		<u>Covington KY 40115</u>	

- School personnel are continuing to make periodic reviews of the boys and girls athletics program reflected in the Corrective Action Plan.

- 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.

Jody Hilsher
Principal's Signature

3/10 20 04
Date

Donald C. Jones
Superintendent Signature

Bill Dickens
School Board Chairpersons' Signature

(Send original copy to KHSAA - Maintain duplicate in Title IX school folder)

2003-2004
ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 1

KHSAA
 Form T1
 Rev. 8/03

Participation Opportunities Test One

		(Column 1)	(Column 2)	(Column 3)	(Column 4)
	Program	Enrollment	Percentage of Total Enrollment	Number of Interscholastic Participants (double and triple count)	Percentage of Total Participation
Row 1	GIRLS	109	55%	106	50%
Row 2	BOYS	91	45%	108	50%
Row 3	Totals	200	100%	214	100%

Instructions:

*Number of 8th grade students & below used in Column 3 and Column 4 calculations if applicable: 12

- 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).
- Add the total number of girls and boys enrolled to determine total enrollment, (place in Row 3, Column 1).
- 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%.
- 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 8th 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 8th 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.
- 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: *Judy M. Nichols* Date: 3/10/04

**ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 2**

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 Participation By Sex Added in Last 5 Years
GIRLS	Row 1	varsity:	4	76	0	
	Row 2	j.v.:	3	30	1	
	Row 3	frosh:	0	0	0	
	Row 4	total:	7	106	1	14
BOYS	Row 5	varsity:	4	69	0	
	Row 6	j.v.:	2	29	0	
	Row 7	frosh:	1	10	1	
	Row 8	total:	7	108	1	10

- 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:

Judy M. Wilkey / Donald J. ... Date: 3/10/04

2003-2004
ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 3

Participation Opportunities Test Three

FOR ANY QUESTION ANSWERED "YES" IDENTIFY THE RESPECTIVE SPORT(S).

	GIRLS (Yes / No)		BOYS (Yes / No)
1. For a sport not currently played at the interscholastic level (varsity, junior varsity, or freshman) in your school, is there an intramural team offered for that sport?	No		No
2. For a sport <u>not</u> currently offered in your interscholastic athletics program, is there sufficient interest to form a viable interscholastic team based on participation on an intramural team or community recreation teams?	No		No
3. For a sport <u>not</u> currently offered, is there sufficient interest to form a viable interscholastic team based on student responses from the interscholastic survey?	No		No
4. For a sport currently offered at the varsity level only, is there sufficient interest to form a viable team for a junior varsity, or freshman team that is not currently offered?	No		No
5. For a sport currently offered at the junior varsity or freshman level is there sufficient interest to form a varsity team not currently offered?	No		No
6. If you answered YES to question (1), (2), (3), (4), or (5), are there enough high schools in your geographic area offering the sport (at the appropriate level) to allow for the development of a reasonable schedule of competition?	-		-

Principal's Signature:

Jody M. H. [Signature]

Date:

3/16/04

2003-2004
ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 4

Levels of Competition Test One

		Column 1	Column 2	Column 3
Girls	Team Levels	Number of Teams Currently Offered	Number of Participants	Percentage of Participants at Each Level
Row 1	varsity:	4	76	72%
Row 2	j.v.:	3	30	28%
Row 3	frosh:	0	0	0%
Row 4	total:		106	100%
Boys				
Row 5	varsity:	4	69	64%
Row 6	j.v.:	2	29	27%
Row 7	frosh:	1	10	9%
Row 8	total:		108	100%

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: _____

[Handwritten Signature]

Date: 3/10/04

2003-2004

BUDGETED AND ACTUAL EXPENDITURES - PROGRAM COMPARISON CHART
TO INCLUDE BOOSTER CLUB FUNDING

	equipment and supplies		travel <i>Sched. provided</i>		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 basketball (VAR JV Asst.)	400	520	0	0	220	185.00	2700	2700	0	0	0	0
B basketball (VAR JV Asst.)	400	540	0	0	220	170.00	2700	2700	0	0	0	0
G softball VAR + Asst.	650	720	0	0	200	180	1700	1700	0	0	0	0
B baseball VAR + Asst.	650	575	0	0	200	175	1700	1700	0	0	0	0
G cross country	175	245	0	0	50	48.00	400	400	0	0	0	0
B cross country	175	245	0	0	50	48.00	400	400	0	0	0	0
G golf	0	0	0	0	0	0	0	0	0	0	0	0
B golf	0	0	0	0	0	0	0	0	0	0	0	0
G soccer VAR/JV Asst.	550	847	0	0	240	202.00	2,700	2,700	0	0	0	0
B soccer VAR/JV Asst.	550	817	0	0	240	221.00	2,700	2,700	0	0	0	0
G swimming	0	0	0	0	0	0	0	0	0	0	0	0
B swimming	0	0	0	0	0	0	0	0	0	0	0	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. *Budget - 44,129*

3. Booster Club Funding/Contributions must be included in the expenditures total. *GMLE - 48,224.90*

4. Indicate percentage of total expenditures for each gender: Total Expenditures \$ *92,517.90* % for boys *48* % for girls *52*

Principal's Signature: *Jody N. Johnson* Date: *3/10/04*
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2003-2004
BUDGETED AND ACTUAL EXPENDITURES - PROGRAM COMPARISON CHART 2
TO INCLUDE BOOSTER CLUB FUNDING

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	0	0	0	0	0	0	0	0	0	0	0	0
B track	0	0	0	0	0	0	0	0	0	0	0	0
G tennis	0	0	0	0	0	0	0	0	0	0	0	0
B tennis	0	0	0	0	0	0	0	0	0	0	0	0
G volleyball	900	872. ⁹⁰	0	0	240	207	2,700	2,700	0	0	0	0
B wrestling	0	0	0	0	0	0	0	0	0	0	0	0
G (list sport)	0	0	0	0	0	0	0	0	0	0	0	0
B (football)	0	0	0	0	0	0	0	0	0	0	0	0
G (list sport)	0	0	0	0	0	0	0	0	0	0	0	0
B (list sport)	0	0	0	0	0	0	0	0	0	0	0	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. Boys E - 44,291
Girls E - 41,222.90

3. Booster Club Funding/Contributions must be included in the expenditures total.

4. Indicate percentage of total expenditures for each gender: Total Expenditures \$ 92,517.⁹⁰ % for boys 48% % for girls 52%

Principal's Signature: Spady Williams / Donald C. Jones Date: 5/10/04

2003-2004 KHSAA TITLE IX ATHLETICS AUDIT

KHSAA
Form T41
Rev. 8/03

Checklist - Overall Interscholastic Athletics Program

Areas of Compliance	ADVANTAGE TO (Respond based on Internal Evaluation by checking the appropriate column.)		
	GIRLS' PROGRAM	BOYS' PROGRAM	NEITHER PROGRAM
OPPORTUNITIES			
Accommodation of Interest and Abilities			✓
BENEFITS			
Equipment and Supplies			✓
Scheduling of Games and Practice Time			✓
Travel and Per Diem Allowances			<i>None offered</i>
Coaching			✓
Locker Rooms, Practice and Competitive Facilities			✓
Medical and Training Facilities and Services			✓
Publicity			✓
Support Services			✓
Athletic Scholarships			✓ <i>none</i>
Tutoring			✓
Housing and Dining Facilities and Services			<i>none</i> ✓
Recruitment of Student Athletes			✓ <i>none</i>

Principal's Signature: *[Signature]* Date: *3/10/01*

**2003-2004
TITLE IX**

CORRECTIVE ACTION PLAN

School Name: Calvary Christian
 School Year: 2003-2004
 Principal's Signature: Bill Dickson
 Date: 3-10-04

To complete this form, indicate the intended area which needs corrective action, the suggested change and time table for implementation. You may copy this form as needed. Please attach corrective action plans along with audit forms and submit by April 15, 2003.

ITEM FOR CORRECTION	SUGGESTED CHANGE	TIME TABLE FOR CORRECTIVE ACTION
Scheduling more girls and boys basketball games on prime time nights outside the conference.	incorporate non-conference prime time nights and increase the number of Friday and Saturday night games for the girls and boys basketball teams	2004-2005 schedules should reflect the increase in prime time nights reaching the required percentage
Continue to provide cheerleaders for the girls and boys basketball teams	CCS Game Squad cheerleaders will cheer for all girls and boys home games as they did this year. 1 squad equally representing both teams	2004-2005-This will continue to be the policy and the game squad cheerleaders will continue to support both teams.
Continue to have the pep band play for an equal amount of girls and boys basketball games	Pep band director will select an equal amount of games for the girls and the boys basketball games	2004-2005-This will continue to be the policy for the pep band to play for an equal amount of girls and boys basketball games.
Develop the newly built soccer field to be used equally by the girls and boys soccer programs	Provide an equal practice schedule for use of the new field as well as making plans to enhance the complex with a new scoreboard, bleachers, fencing, etc.	2004-2005-New things will be purchased to develop the new complex and girls and boys soccer teams will be given equal opportunity for their use. A practice schedule will be developed.
Many policies were requested by the Title IX audit committee. These policies have been documented to be included in the Title IX permanent file	Uniform replacement policy, Trophies & Banner Display Criteria, Retired Jersey Criteria, Cross-Country outline of practice facilities	2004-2005-These policies have been documented and made a part of the Title IX permanent file
Student interest showed an increasing amount of support for the sport of tennis	We have found a girls and a boys tennis coach to develop the sport of tennis at CCS. We are offering tennis for the spring semester	2003-2004 spring-We have scheduled matches for the girls and boys tennis teams and are currently working with those students who are interested in participating
There is a need to upgrade and update our student athletic handbook to incorporate new policies and changes over the past 2-3 years	Make the necessary updates according to the changes within the athletic department. incorporate the documentation for many of the areas as outlined by the KHSAA audit staff.	2004-2005-The athletic department will be making the necessary changes and updates and will provide the school family with the updated handbook to start the new schoolyear

■ An explanation (status report) is needed for all areas identified previously as items for correction as well as all areas currently identified as items for correction. This form shall be typed.

Principal's Signature: [Signature] Date: 3/10/04
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2003-2004 INTERSCHOLASTIC ATHLETICS SURVEY
Summary of Student Responses

School Name	Calvary Christian School
School Enrollment	200 9 th -12 th
Date	1/21/04
Completed By	Jody Wilsher AD

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.

150 Number of Surveys

128 Total Returned (*A minimum of 80% return is expected*)

9-11 Grades Surveyed

85%

How Was The Survey Administered? During an assembly - A.D. administered
(e.g. was it given in all English classes, or all home rooms, or advisee/advisor?)

Fall Sports (List Total Number of Participation Responses)

2 Cross Country (Girls)
6 Cross Country (Boys)
9 Field Hockey (Girls)
27 Football (Boys)
3 Golf (Girls)
6 Golf (Boys)
26 Soccer (Girls)
23 Soccer (Boys)
17 Volleyball (Girls)
1 Volleyball (Boys)

Winter Sport (List Total Number of Participation Responses)

22 Basketball (Girls)
18 Basketball (Boys)
23 Gymnastics (Girls)
8 Indoor Track (Girls)
8 Indoor Track (Boys)
27 Swimming & Diving (Girls)
7 Swimming & Diving (Boys)

6 Wrestling (Boys)

Spring Sport (List Total Number of Participation Responses)

<u>16</u>	Baseball (Boys)
<u>3</u>	Fast Pitch Softball (Girls)
<u>8</u>	Slow Pitch Softball (Girls)
<u>23</u>	Tennis (Girls)
<u>11</u>	Tennis (Boys)
<u>9</u>	Track (Girls)
<u>2</u>	Track (Boys)

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

Name of Sport	Number of Students Interested In Participating
<u>Hockey</u>	<u>2</u>
<u>Karate</u>	<u>4</u>
<u>Skating</u>	<u>7</u>
<u>Wrestling</u>	<u>3</u>
<u>Horseback riding</u>	<u>2</u>
<u>Powder Puff Football</u>	<u>2</u>
<u>Skateboarding</u>	<u>1</u>

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

Sport	Number
<u>No intramural sports offered @ CCS listed on sheets</u>	
<u>Bowling - 6 Boys involved</u>	
_____	_____
_____	_____
_____	_____

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

Sport	Number
<u>Tennis</u>	<u>6</u>
<u>Swimming</u>	<u>7</u>
<u>Gymnastics</u>	<u>12</u>
_____	_____
_____	_____

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

<u>Sport</u>	<u>Number</u>
Gymnastics	12
Bowling	6
Boys Indoor Soccer	14
Girls Indoor Soccer	10
Horseback riding	4

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

<u>Response</u>	<u>Number</u>
17 I prefer other activities such as band, chorus, etc.	
10 I don't have time	
5 The practice schedules and game times are inconvenient	
6 The sport I like isn't offered	
2 It's too expensive	
4 I prefer to participate in club or intramural sports	
16 Working	
11 Other	

Student Suggestions to encourage participation

- Get football
- more fundraising
- lower sports price
- more pep rallies
- Get a swimming pool

Principal's Signature

Geddy Wilshen / Ronald C. James

3/10/04
Date