



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
Heritage Academy

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

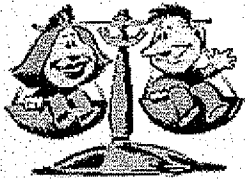
Date: May 13, 2004

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, Executive Assistant Commissioner

DATE: May 13, 2004

RE: 2004 Title IX Forms Submission

School	Heritage Academy	Reviewed by	Gordon Bocock
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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.	✓	<p>Errors have been noted with respect to the following forms:</p> <ul style="list-style-type: none"> ▪ Forms T-35 & T-36; The figures on these forms have either been rounded or they were estimated. Expenses need to reflect actual dollars/cents expenditures of the school and/or boosters for athletic purposes. It is very difficult to understand how travel is "free". Please explain. Please resubmit these forms to the KHSAA no later than June 15, 2004.
C.	✓	<p>The following forms were omitted and must be submitted by school representatives:</p> <ul style="list-style-type: none"> ▪ Form T-68 <p>Submit a completed Form T-68 to the KHSAA no later than June 15, 2004.</p>
D.	✓	<p>Other Recommendation and Comments:</p> <ul style="list-style-type: none"> ▪ It is recommended that your Gender Equity Review Committee meet at least once during the fall sports season, once during the winter sports season and once during the spring sports season. ▪ You state on Form T-41 that the boys' program has an advantage in locker rooms, practice and competitive facilities. This indicates you have found an area in which you need to improve, yet your Corrective Action Plan does not reflect any plan and/or action along these lines. Please submit a new Corrective Action Plan to the KHSAA no later than June 15, 2004. ▪ On Form T-3, you reflect the interest in starting a football program. When I look at your Forms T-63, I also see a student interest in indoor/outdoor track, cross country and tennis. A Corrective Action Plan should reflect the steps that have been taken to see if this interest is real and genuine. No later than June 15, 2004, submit to the KHSAA documentation that shows what steps have been taken in regard to the Student Interest Survey.



**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 19 2004 The HERITAGE High School, FLORENCE, 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
Howard Davis		525-0213	PRINCIPAL
Bert Capel		"	H.S. BASEBALL
Steve O'Connell		"	ASST. PRINCIPAL BOYS PRINCIPAL
Lisa Beck		"	GIRLS BASKETBALL, SOFTBALL
Alan Davis		"	WINDY GARDEN, GIRLS VOLLEYBALL
Jackson Capel		"	STUDENT
Bernie Beck		"	STUDENT

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

OCT 1, 2003
OCT 15, 2003
JAN 7, 2004

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

Bert A. Capel A.D. 66 DEPT DR. ELLINGER #11018
Name Title Address Phone 342-9371

- 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.

Howard Davis Jr. APR 15 20 04
Principal's Signature Date

Howard Davis Jr. _____
Superintendent Signature School Board Chairpersons' Signature
(Send original copy to KHSAA - Maintain duplicate in Title IX school folder)

ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 1

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	47	46.9% ✓	42	51.9% ✓
Row 2	BOYS	56	54.0% ✓	40	49.0% ✓
Row 3	Totals	103 ✓	100%	82	100%

Instructions:

*Number of 8th grade students & below used in Column 3 and Column 4 calculations if applicable: 11

- 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: _____

Date: _____

Howard Dancie Jr. APRIL 15, 2004

**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:	3	30	1	15	
	Row 2	j.v.:	2	12			
	Row 3	frosh:					
	Row 4	total:	5	42	1	15	35%
BOYS	Row 5	varsity:	3	35	1	7	
	Row 6	j.v.:	1	5			
	Row 7	frosh:					
	Row 8	total:	4	40	1	7	17%

- 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.

Howard Davis Jr.

Principal's Signature: _____

Date: _____

APRIL 15, 2004

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		YES FOOTBALL
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		YES FOOTBALL
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?			YES

Principal's Signature: _____

Howard Daniels Jr.

Date: _____

APRIL 15 2004

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:	3	30	71%
Row 2	j.v.:	2	12	29%
Row 3	frosh:			
Row 4	total:		42	100%
Boys				
Row 5	varsity:	3	35	87%
Row 6	j.v.:	1	5	13%
Row 7	frosh:			
Row 8	total:		40	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: Howard Davis Jr. Date: April 15, 2004

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			
Coaching			✓
Locker Rooms, Practice and Competitive Facilities		✓	
Medical and Training Facilities and Services			✓
Publicity			✓
Support Services			✓
Athletic Scholarships			
Tutoring			✓
Housing and Dining Facilities and Services			
Recruitment of Student Athletes			

Principal's Signature: Howard Darrin Jr. Date: April 15, 2004

2003-2004 INTERSCHOLASTIC ATHLETICS SURVEY
Summary of Student Responses

School Name	<u>HERITAGE ACADEMY</u>
School Enrollment	<u>103</u>
Date	<u>4/15/04</u>
Completed By	<u>BEAT CAMPBELL</u>

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.

103 Number of Surveys

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

7-12 Grades Surveyed

825

How Was The Survey Administered? HOME ROOM
(e.g. was it given in all English classes, or all home rooms, or advisee/advisor?)

Fall Sports (List Total Number of Participation Responses)

- 8 Cross Country (Girls)
- 1 Cross Country (Boys)
- 4 Field Hockey (Girls)
- 23 Football (Boys)
- 2 Golf (Girls)
- 8 Golf (Boys)
- 6 Soccer (Girls)
- 7 Soccer (Boys)
- 26 Volleyball (Girls)
- 1 Volleyball (Boys)

Winter Sport (List Total Number of Participation Responses)

- 16 Basketball (Girls)
- 25 Basketball (Boys)
- 8 Gymnastics (Girls)
- 13 Indoor Track (Girls)
- 13 Indoor Track (Boys)
- 12 Swimming & Diving (Girls)
- Swimming & Diving (Boys)

3 Wrestling (Boys)

Spring Sport (List Total Number of Participation Responses)

- 17 Baseball (Boys)
- 3 Fast Pitch Softball (Girls)
- 15 Slow Pitch Softball (Girls)
- 15 Tennis (Girls)
- 5 Tennis (Boys)
- 12 Track (Girls)
- 6 Track (Boys)

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

Name of Sport	Number of Students Interested In Participating

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

Sport	Number

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

Sport	Number
<u>SOCCER</u>	<u>3</u>
<u>TRACK</u>	<u>4</u>
<u>SWIMMING</u>	<u>4</u>
<u>VOLLEYBALL</u>	<u>3</u>
<u>BASKETBALL</u>	<u>3</u>
<u>LACROSE</u>	<u>1</u>

BOULDER 1
INTRAMURAL SPORTS 1
PLUG FOOTBALL 1
TENNIS 4
HORSESHOE 2
CROSS COUNTRY 2
BASEBALL 1
HOCKEY 1

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

Sport	Number
BASKETBALL	8
BASEBALL	6
SOCCER	3
SWIMMING	3
VOLLEYBALL	2
HOCKEY	1
GOLF	2
SOFTBALL	1
RACING	1
SKATEBOARDING	1

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

Response	Number
<input checked="" type="checkbox"/> I prefer other activities such as band, chorus, etc.	
<input checked="" type="checkbox"/> I don't have time	
<input type="checkbox"/> The practice schedules and game times are inconvenient	
<input checked="" type="checkbox"/> The sport I like isn't offered	
<input type="checkbox"/> It's too expensive	
<input type="checkbox"/> I prefer to participate in club or intramural sports	
<input checked="" type="checkbox"/> Working	
<input type="checkbox"/> Other	

Student Suggestions to encourage participation

Principal's Signature

Date

April 15, 2004

2003-2004

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

	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 basketball ✓		400				150		1500		700		150
B basketball ✓		400				150		1500		700		150
G softball		50				150		1500				
B baseball		50				150		1500				
G cross country												
B cross country												
G golf												
B golf												
G soccer												
B soccer												
G swimming												
B swimming												

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 \$ 12675 % for boys 6/75 % for girls 5120 6500

Principal's Signature: Howard Ramsey Jr. Date: April 15, 2004

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												
B track												
G tennis												
B tennis												
G volleyball ✓		250			150		1500					
B wrestling												
G (list sport)												
B (football)												
G (list sport)												
B (list sport) <i>GOLF</i>					75		1500					

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 \$ _____ % for boys _____ % for girls _____

Principal's Signature: *Howard Daniels Jr.* Date: *April 15, 2004*

SCHOOL NAME

2003-2004

Handwritten signature

TITLE IX

CORRECTIVE ACTION PLAN

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, 2004.

ITEM FOR CORRECTION	SUGGESTED CHANGE	TIME TABLE FOR CORRECTIVE ACTION
SOFTBALL FIELD	WORK ON PRESENT FIELD TO BE BUILT ABOUT 1990 ON CAMPUS OR NEARBY	2 YEARS

For all areas currently identified as items for correction, an intended corrective action explanation is needed.
THIS FORM SHALL BE TYPED.

Principal's Signature: *Howard Daniels Jr.*

Date: *APRIL 15, 2004*