## MEMORANDUM



Date: June 9, 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: June 8,2004

RE: $\quad 2004$ Title IX Forms Submission

\section*{| School | Hickman County High School | Reviewed by | Gary W. Lawson |
| :--- | :--- | :--- | :--- |}

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) | $\ddots$ |  |


| 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> - All calculations appear to be correct. <br> $=$ According to the data provided, it appears that the school is currently not meeting the standards established in any of the three tests for Opportunities for female athletes (Forms T-1, T-2 \& T-3). At this point, it would appear there is a definite need to seriously evaluate your offerings and/or level of participation. This evaluation should be pursued both by the school administration and the Gender Equity Review Committee. Future Corrective Action Plans should reflect this as a number one priority. |

## 2003-2004 KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION ANNUAL VERIFICATION OF TITLE IX PROCEDURES <br> (To be submitted by April 15, 2004 along with other required forms)

APR
$142005^{2}$ The Hick $\operatorname{dian} \mathrm{O}_{0}$.
(Name of High School)
High School, $\frac{\text { CLiNToN }}{\text { (City) }}$, Kentucky
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)
[7. Established a gender equity committee at the high school. (list committee personnel and provide attachment if necessary)
 JOAN.LACEWELL 6087 STET 9445 WiNgs Ky $270-653.4581$ finance officer SEAN BPAzzeLL S3S ECLAYST CLNTONL LY 270.653 .4796 STUDENT H:LANT EdwANAS 703E STRT264 CLiNTON, KY 270-653.4772 STUDENT
4. Scheduled a minimum of three meetings during the 2003-2004 school year on the following dates:

$\square$ Designated the following persons) as the Title IX coordinator for the school:


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.


Participation Opportunities Test One
$\left.\begin{array}{|c|l|c|c|c|c||}\hline \hline & \text { Program } & \text { Enrollment } & \text { (Column 1) } & \text { (Column 2) } & \text { (Column 3) } \\ \text { Percentage of } \\ \text { Total } \\ \text { Enrollment }\end{array} \begin{array}{l}\text { (Column 4) } \\ \hline \hline \text { Interscholastic } \\ \text { Participants } \\ \text { (double and } \\ \text { triple count) }\end{array} \quad \begin{array}{l}\text { Percentage of } \\ \text { Total } \\ \text { Participation }\end{array}\right]$

Instructions:
*Number of $8^{\text {in }}$ 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 team, 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 $8^{\text {th }}$ 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.)
Caiculate 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.


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## Participation Opportunities Test Two



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. egg. 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:


## SUMMARY PROGRAM CHART 3

## Participation Opportunities Test Three

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


Principal's Signature:
 Date:


## 2003-2004 <br> ACCOMODATION OF INTERESTS AND ABILITIES SUMMARY PROGRAM CHART 4

## Levels of Competition Test One



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: $4 / 1 / 04$

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 ＂ B ＂is for budgeted dollar amounts and＂ E ＂is for actual dollar expenditures．
Booster Club Funding／Contributions must be included in the expenditures to 2002－2003 ending June 30， 2003.


| M | 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 baskethall | 5.000 .02 | 3,125 | 170.00 | 5730 | 1.000 .0 | 60.25 .0 | 7，600．00 | 2600.08 | $N / A$ | $N / 4$ | 2000．00 | 25．03 |
| B basketball | 5.000 .00 | $3.753^{0}$ | 70000 | 540.00 | 1000.00 | 6.25 .00 | 2，540．00 | 9．540．00 | $\mathcal{L} / A$ | $\cdots / A$ | 200.00 | 25.00 |
| G softball | 700.02 | $6025^{02}$ | 500.00 | 382.00 | 60．00 | 55,00 | 835.00 | $835.00$ | $1 / / / A$ | $3,193,98$ | aidet | $N / A$ |
| B baseball | 1.200 .00 | $1050{ }^{\circ}$ | 500.0 | 375.0 | 70.10 | 61.00 | 1.27100 | 1200 | $\int_{N / A}$ | 842.06 |  | $n / A$ |
| G cross counitry | $V$ |  |  | 1 | $1 /$ | $V$ | $y$ |  | $\gamma$ | － | ， | 1 |
| B cross country | $\lambda$ | X | $\lambda$ | X | $\wedge$ | A | $\lambda$ | $\chi$ | 入 | X | $\lambda$ | Y |
| G golf | 100.00 | 85．00 | 400.0 | 355 | 60.00 | 60.08 | 635.00 | 635.00 | $N / G$ | $N / A$ | $\pi / 4$ | $N / A$ |
| B golf | 100.00 | 85.00 | 400.00 | 93.00 | 60.00 | 160.00 | 635.00 | 635.9 | $N / A$ | $\cdots / Q$ | $N / A$ | $\sim / A$ |
| G soccer | 100.00 | 6400 | 500.00 | 4450 | 30.00 | 30.02 | 1.162 .02 | $1162,08$ | Wla | $N / A$ | $N / A$ | $N / N$ |
| B soccer | 100.00 | $6 \% 00$ | 500.00 | 445.00 | 30.02 | 30.0 | 726.00 | 2260 | $1 \times 14$ | $\mathscr{A} / 4$ | arla | $\mathscr{N} / A$ |
| Grwimming | 1 | 1 | $V$ | $1 / 1$ | 1 | $1 /$ | ．$V$ |  | 1 | 1 | $V$ | V |
| B swimming | $x$ | $\Lambda$ | A | $A$ | X | $4$ | $9$ | 入 | $X$ | $\lambda$ | 入 | N |


 $\overline{\dagger 00 Z-500 Z}$

## Date 4／1104 <br> 



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 2002-2003 ending June 30, 2003.

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

| Teams | equipment and supplies |  | travel |  | awards |  | coaches' salaries (to include supplemental and extended employment) |  | facilities improvements |  | publications (if sport-specific) |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | B | E | B | $\mathbb{E}$ | B | E | B | E | B | E | B | E |
| G track | N/A | $N / A$ | $N \mid A$ | $N / A$ | $N / A$ | $N / A$ | $N / A$ | $N / A$ | N/A | $N / A$ | $N / A$ | $N / A$ |
| B track | $N \mid A$ | $N / A$ | $N / A$ | $N \mid A$ | $N / A$ | $N / A$ | $N / A$ | $N / A$ | N/A | $N / A$ | $N / A$ | $N / A$ |
| G tennis | $N \mid A$ | $N / A$ | $N / A$ | N/A | N/A | $N \mid A$ | $N / A$ | $N / A$ | $N / A$ | $N / A$ | $N / A$ | $N / A$ |
| B tennis | $N \mid A$ | N/A | $N / A$ | $N / A$ | $N / A$ | $N \mid A$ | $N / A$ | $N / A$ | N/A | $N / A$ | $N / A$ | $N / A$ |
| G volleyball | $N \mid A$ | $N / A$ | N\|A | $N / A$ | $N / A$ | $N / A$ | $N / A$ | $N / A$ | $N / A$ | $N / A$ | $N / A$ | $N / A$ |
| B wrestling | $N \mid A$ | $N / A$ | $N \mid A$ | $N / A$ | N/A | $N / A$ | N/A | $W / A$ | $N / A$ | $N / A$ | $N / A$ | $w / A$ |
| G (list sport) | 1 |  |  |  |  |  |  |  |  |  | 1 |  |
| B (football) | 1 |  |  |  |  |  |  |  |  |  |  |  |
| G (list sport) |  |  |  |  |  |  |  |  |  |  |  | , |
| B (list sport) | 1 | 1 |  |  |  | 1 |  |  |  | 1 | 1 | 1 |

## Checklist - Overall Interscholastic Athletics Program



Principal's Signature: fremd Tonal
Date: $\qquad$



## －GRDAL TG TTVHS NXOA SIHL <br> 

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1. Is the School District offering the interscholastic sport(s) you want to play?

87 Yes
$\frac{70}{43}$ No, I want to play For interested in athletics Tennos UoLle, ball
2. During the fall season, which interscholastic sport would you like to play?

| 78 Football |
| :---: |
| 48 Girls' Volleyball |
| 12 Boys' Volleyball |
| 6 Boys' Cross-Country |
| 4 Girls' Cross-Country |
| 1 Girls' Field |
| 7 Boys' Golf |
| 8 Girls' Golf |
| 20 Boys' Soccer |
| 19 Girls' Soccer |
| 49 I would not partic |

3. During the winter season, which interscholastic sport would you like to play?

| 42 Boys' Basketball |
| :---: |
| 42 26 Boys' Basketball |
| 6 Boys' Swimming \& Diving |
| 27 Girls' Swimming \& Diving |
| 15 Boys' Wrestling |
| 29 Girls' Gymnastics |
| 10 Boys' and Girls' Indoor |
|  |

4. During the spring season, which interscholastic sport would you like to play?
6 Boys' Track
$\frac{3}{3}$ Girls' Track
$\frac{29}{16}$ Girls' Tennis
$\frac{23}{2}$ Girls' Tennis Slow Pitch Softball
$\frac{36}{41}$ Girls' Fast Pitch Softball
$\frac{49}{69}$ I would not participate
5. Do you participate in intramural sports? If you do, which sports(s)?

6. Which intramural sports, if any, would you like to see added?

Football, volleyball, Tennis
7. Do you participate in non-school sport activities? If you do, which sports)?
$\frac{54}{143}$ No indoor soccer, motocross, football
8. Are you currently participating in interscholastic athletics during any season?
$\frac{81}{113} \mathrm{Yes}$

113 No Why don't you participate in interscholastic athletics?

9. Do you have any suggestions to encourage participation?

get more scholarships
healThy
10. Please list OTHER SPORTS you are interested in participating in and the sports season.



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

| School Name | HiclRman Co. |
| :---: | :---: |
| School Enrollment | 212 |
| Date | $4 / 12 / 04$ |
| Completed By | Theng Colwaeds |

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.

## 212 Number of Surveys

20 2 Total Returned (A minimum of $80 \%$ return is expected)
9-12 Grades Surveyed
How Was The Survey Administered? Eng hish classes
(e.g. was it given in all English classes, or all home rooms, or advisee/advisor?)

Fall Sports (List Total Number of Participation Responses)
4 Cross Country (Girls)
6 Cross Country (Boys)
Field Hockey (Girls)
78 Football (Boys)
Golf (Girls)
7 Golf (Boys)
19 Soccer (Girls)
20 Soccer (Boys)
48 Volleyball (Girls)
12 Volleyball (Boys)
Winter Sport (List Total Number of Participation Responses)
$\frac{26}{42}$ Basketball (Girls)
$\frac{\text { Basketball (Boys) }}{29}$ Gymnastics (Girls)
$\frac{5}{5}$ Indoor Track (Girls)
$\frac{\text { Indoor Track (Boys) }}{27}$ Swimming \& Diving (Girls)
$\frac{6}{6}$ Swimming \& Diving (Boys)

Spring Sport (List Total Number of Participation Responses)
4 ( Baseball (Boys)
36 Fast Pitch Softball (Girls)
23 Slow Pitch Softball (Girls)
29 Tennis (Girls)
16 Tennis (Boys)
3 Track (Girls)
6 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)


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

8 I prefer other activities such as band, chorus, etc.
31 I don't have time
7 The practice schedules and game times are inconvenient
30 The sport I like isn't offered
13 It's too expensive
3 I prefer to participate in club or intramural sports
20 Working
22 Other
weight, Trans Hortation

Student Suggestions to encourage participation
Give more scholarships
$\frac{\text { Lessen cosT }}{\text { Social skills development }}$
$\frac{\text { healthy }}{\text { Treat gin ls equal }}$


## HICKMAN COUNTY HIGH SCHOOL GENDER EQUITY COMMITTEE SEPTEMBER 10, 2003

Hickman County High School's Gender Equity Committee met on September 10, 2003 and was called to order by Henry Edwards.

Members present were: Amy Boaz, Barry Adams, Frank Brazzell, Perry Collins, Joan Lacewell, and Henry Edwards.

Mr. Edwards recommended that two students, one male and one female, be added to the committee. Hilary Edwards and Sean Brazzell were approved. Mr. Edwards reported that the varsity soccer season was underway along with the golf season. It was reported that the soccer field has been re-sown with grass seed along with the baseball and softball fields. The Title IX audit was discussed. Various recommendations have been put into place. For example: a new policy on placing banners in the gymnasium and trophies in the trophy case; basketball uniform rotation policy; scheduling of girls' games in the primetime; keeping a record of complaints; the need for more female participation in sports; cheerleader assignments; weight room schedule; printing of seasonal schedules; lights and scoreboard for soccer field; and to update the locker rooms.

The audit proved that our figures were in line but we needed to offer another female sport. It was also reported our sports spend more money on females than on males. It was reported by Mr. Edwards that all recommendations have been reviewed and are being looked into for further action.

Perry Collins made the motion to adjourn and was seconded by Frank Brazzell. The next meeting is scheduled for January.

# HICKMAN COUNTY HIGH SCHOOL GENDER EQUITY COMMITTEE <br> JANUARY 14, 2004 

Hickman County's Gender Equity Committee held its first meeting of the new year. All members were present and minutes from the last meeting were read.

Student surveys have been issued and returned to Mr. Edwards. All surveys have been counted and are ready for the final report. It was reported that all home district basketball games featured girls in the primetime. More games will be featured next year.

The next meeting was scheduled for maich 2g,2004. The meeting was adjourned.

## HICKMAN COUNTY HIGH SCHOOL GENDER EQUITY COMMITTEE Afarch 29, 2004

Hickman County's Gender Equity Committee held its second meeting of the new year on MARCh 2,9,2004. This is the third meeting of the school year. Student members were not present due to a previous commitment.

Mr. Edwards reported the volleyball meeting was held and he will be pursuing a volleyball team. He reported volleyball equipment has been purchased for the physical education department and he will look into other equipment.

At the present time boys and girls soccer coaches are needed. These positions are being advertised and we are waiting for responses.

New softball dugouts are being built and baseball dugouts will be replaced next year. A new backstop has been put into place on the baseball field.

Soccer and golf schedules have been made out and turned in.
Central heat and air are to be placed in the high school gym over the summer.

Mr. Edwards reported softball and baseball season are both underway.
Motion to adjourn.
Mr. Edwards thanked everyone for serving on the committee this year.
The final report is in the mail.


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