




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
Washington County High School

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

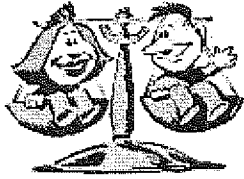
Date: June 15, 2004

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 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 15, 2004

RE: 2004 Title IX Forms Submission

School	Washington County High School	Reviewed by	Gary W. Lawson
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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.	✓	<p>Other Recommendation and Comments:</p> <ul style="list-style-type: none"> ▪ All calculations appear to be correct. ▪ According to the data provided, the school is currently meeting the standards established in Test # 1 and Test # 2 for Athletic Opportunities and will meet the standards of Test # 3 with the addition of girls' soccer in 2004-2005. ▪ It is recommended that students be placed on the Gender Equity Review Committee, and that they be active members of the Committee. ▪ An area of concern on your report is the athletic spending as shown on Forms T-35 & T-36. According to data submitted, the school is currently spending approximately \$129 more per male athlete than per female athlete. This situation should be monitored both by school administration and the Gender Equity Review Committee. ▪ Your Corrective Action Plan should describe more specific changes to work toward. Your statement that you will "discover a way to increase female participation" is not specific enough under "suggested change". Basically, what you are doing is saying the same thing under "items for correction" and under "suggested change".



**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 14 2004

The Washington County High School, Springfield, 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
Paul Terrell	9523 Bloomfield Rd. Springfield Ky 40069	859-336-5475	Athletic Director
Tom Monroe	55 Rosewood Dr. Springfield, Ky 40069	859-336-5475	Asst. Principal
Paula Edelen	42 Kelly Corner Ln. Springfield, Ky 40069	859-336-5199	Parent
Chester Baker	5629 Walnut Park Rd. Springfield, Ky 40069	859-336-5198	Varsity Softball Coach
J.T. Butler	Simtown Rd. Springfield, Ky 40069	859-336-0900	Varsity Girls Basketball Coach
Kathy O. Fields	192 Mockville Hill Springfield, Ky 40069	859-336-5470	Title IX Coordinator

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

9/16/03 12/16/03 2/17/04

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

Kathy O. Fields	School + District Title IX Coordinator	192 Mockville Hill Springfield, Ky 40069	859-336-5470
Name	Title	Address	Phone

- 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.

[Signature]
Principal's Signature

April 12 20 04
Date

[Signature]
Superintendent Signature

[Signature]
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	275	48.9	149	48.2
Row 2	BOYS	288	51.1	160	51.8
Row 3	Totals	563	100%	309	100%

Instructions:

*Number of 8th grade students & below used in Column 3 and Column 4 calculations if applicable: 9

- 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: *John Brown* Date: 4-12-04

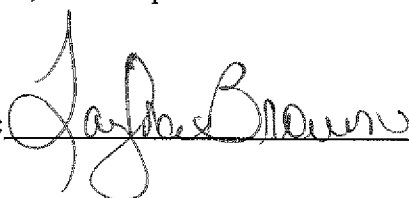
ACCOMMODATION OF INTERESTS AND ABILITIES**SUMMARY PROGRAM CHART 2****Participation Opportunities Test Two**

		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:	6	71	1	16	
	Row 2	j.v.:	4	48	1	14	
	Row 3	frosh:	3	30	1	18	
	Row 4	total:	13	149	3	48	32
BOYS	Row 5	varsity:	6	95			
	Row 6	j.v.:	4	37			
	Row 7	frosh:	3	28			
	Row 8	total:	13	160			

- 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: _____

4/12/04

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: Jayme Brown Date: 4/12/04

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:	6	71	47.6
Row 2	j.v.:	4	48	32.2
Row 3	frosh:	3	30	20.1
Row 4	total:		149	100%
Boys				
Row 5	varsity:	6	95	59.3
Row 6	j.v.:	4	37	23.1
Row 7	frosh:	3	28	17.6
Row 8	total:		160	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: Jaycie Brown Date: 4/12/04

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

2003-2004

	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	5000	3593	1400	1395	500	488	11407	11407			300	275
B basketball	5000	2690	1400	875	500	397	11407	11407			300	275
G softball	1500	1035	500	438	500	365	6731	6731				
B baseball	1500	1459	500	390	500	340	6731	6731				
G cross country												
B cross country												
G golf												
B golf	500	280	500	385	300	165	1394	1394				
G soccer												
B soccer												
G swimming												
B swimming												

- 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.
- "B" is for budgeted dollar amounts and "E" is for actual dollar expenditures.
- Booster Club Funding/Contributions must be included in the expenditures total.
- Indicate percentage of total expenditures for each gender: Total Expenditures \$ 52515 % for boys 51 % for girls 49

Principal's Signature: [Signature] Date: April 12, 2004

2003-2004
BUDGETED AND ACTUAL EXPENDITURES - PROGRAM COMPARISON CHART 2
TO INCLUDE BOOSTER CLUB FUNDING

KHSAA
 Form T36
 REV. 8/03

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	1500	1197	500	395	200	145	1394	1394				
B track	1000	475	500	395	200	120	1394	1394				
G tennis	500	470	500	135	200	95	1394	1394				
B tennis	500	395	500	135	200	75	1394	1394				
G volleyball	500	398	500	415	200	170	3342	3342				
B wrestling												
G (list sport)												
B (football)	8000	7907	2000	1952	500	460	16795	16795			800	735
G (list sport)												
B (list sport)												

- 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.
- "B" is for budgeted dollar amounts and "E" is for actual dollar expenditures.
- Booster Club Funding/Contributions must be included in the expenditures total.
- Indicate percentage of total expenditures for each gender: Total Expenditures \$ 41,016 % for boys 77 % for girls 23

Principal's Signature: _____

[Handwritten Signature]

Date: _____

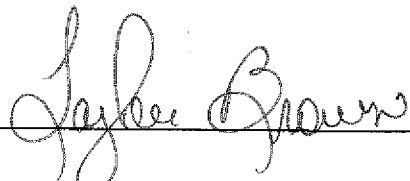
April 12, 2004

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:  Date: 4/12/04

SCHOOL NAME

Washington Co. High School

2003-2004

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
<i>Increase Female Participation</i>	<i>Discover way to increase participation</i>	<i>2004-06</i>
<i>Increase Number of Female Coaches</i>	<i>Recruitment of Female Coaches</i>	<i>2004-06</i>

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

Principal's Signature:

John Brown

Date:

April 12, 2004

2003-2004 INTERSCHOLASTIC ATHLETICS SURVEY
Summary of Student Responses

School Name	Washington County High School
School Enrollment	563
Date	4/2/04
Completed By	Paul Terrell, Athletic Director

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
384 Total Returned (*A minimum of 80% return is expected*)
8-11 Grades Surveyed

How Was The Survey Administered? Teachers gave out in Social Studies Classroom
 (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)
3 Cross Country (Boys)
10 Field Hockey (Girls)
70 Football (Boys)
2 Golf (Girls)
7 Golf (Boys)
27 Soccer (Girls) ✓
24 Soccer (Boys)
73 Volleyball (Girls)
8 Volleyball (Boys)

Winter Sport (List Total Number of Participation Responses)

46 Basketball (Girls)
29 Basketball (Boys)
52 Gymnastics (Girls)
7 Indoor Track (Girls)
7 Indoor Track (Boys)
28 Swimming & Diving (Girls)
3 Swimming & Diving (Boys)

16 Wrestling (Boys)

Spring Sport (List Total Number of Participation Responses)

32 Baseball (Boys)
38 Fast Pitch Softball (Girls)
14 Slow Pitch Softball (Girls)
24 Tennis (Girls)
7 Tennis (Boys)
24 Track (Girls)
10 Track (Boys)

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

Name of Sport	Number of Students Interested In Participating
<u>Archery</u>	<u>10</u>
<u>Rowing</u>	<u>6</u>
<u>Billiards</u>	<u>1</u>
<u>Dodgeball</u>	<u>1</u>
_____	_____
_____	_____
_____	_____
_____	_____

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

<u>Sport</u>	<u>Number</u>
<u>Do not have intramural sports.</u>	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

<u>Sport</u>	<u>Number</u>
<u>Basketball</u>	_____
<u>Volleyball</u>	_____
<u>Flag Football</u>	_____
_____	_____
_____	_____
_____	_____

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

Sport	Number
Basketball	32
Bowling	6
Deer Hunting	38
Fishing	35

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

Response	Number
38 I prefer other activities such as band, chorus, etc.	38
83 I don't have time	83
15 The practice schedules and game times are inconvenient	15
14 The sport I like isn't offered	14
11 It's too expensive	11
13 I prefer to participate in club or intramural sports	13
40 Working	40
30 Other	30

Student Suggestions to encourage participation

- transportation for practices
 - easier practice times (not after school)

Luella Brown
 Principal's Signature

April 12, 2004
 Date