

Kentucky High School Athletic Association

Memorandum

To: Superintendent, Principal, and Athletic Director

From: Brigid L. DeVries, Commissioner



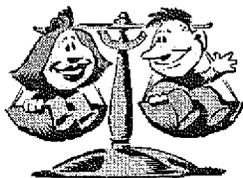
Date: July 9, 2002

Subject: 2001-2002 Annual Report Forms Submission

School: Portland Christian High School

Enclosed please find a copy of Form T-65, The 2001-2002 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 2001-2002 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.



Memo

To: KHSAA Member School Superintendents, Principals, and Athletic Directors

From: Brigid L. DeVries, Commissioner

Date: July 9, 2002

Re: 2002 Title IX Forms Submission

School	Portland Chrstian	Reviewed by	Fran Edwards
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The following is a status report regarding the required 2001 - 2002 Title IX submission of forms due in to the KHSAA office by April 15, 2002. 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:

<input checked="" type="checkbox"/>	GE 19 (Annual Verification)	<input checked="" type="checkbox"/>	T-35 (Budget Expenses)
<input checked="" type="checkbox"/>	T-1 (Summary Program Chart 1)	<input checked="" type="checkbox"/>	T-36 (Budget Expenses)
<input checked="" type="checkbox"/>	T-2 (Summary Program Chart 2)	<input checked="" type="checkbox"/>	T-41 (Checklist – Overall Interscholastic Program)
<input checked="" type="checkbox"/>	T-3 (Summary Program Chart 3)	<input checked="" type="checkbox"/>	T-60 (Corrective Action Plan)
<input checked="" type="checkbox"/>	T-4 (Summary Program Chart 4)	<input checked="" type="checkbox"/>	T-63 (Interscholastic Survey Results)

II. Status

A.	<input checked="" type="checkbox"/>	2001 – 2002 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 and corrected copies are being returned to you for placement in your Title IX file to ensure proper submission in the future.
C.		The following forms were omitted and must be submitted by school representatives.
D.		Other Recommendation and Comments:



APR 10 2002

KHSAA
Form GE19
Rev. 07/01

**2001-2002 KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION
ANNUAL VERIFICATION OF TITLE IX PROCEDURES**
(To be submitted by April 15, 2002 along with other required forms)

The Portland Christian School High School, Louisville, 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 Title 20, U.S.C. Titles 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
JR Satterfield	2500 Portland Ave. Lou., KY.	(502) 778-4117	Principal
Jennifer Haynes	2500 Portland Ave. Lou., KY.	(502) 778-4117	Counselor
Rick Folden	2500 Portland Ave. Lou., KY.	(502) 778-4117	Athletic Director

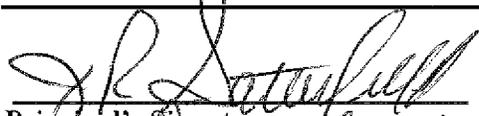
Scheduled a minimum of three meetings during the 2001-2002 school year on the following dates:
September 12, 2001
February 13, 2002
March 20, 2002

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

<u>Rick Folden</u>	<u>Athletic Director</u>	<u>2500 Portland Ave. Lou., KY.</u>	<u>(502) 778-4117</u>
Name	Title	Address	Phone

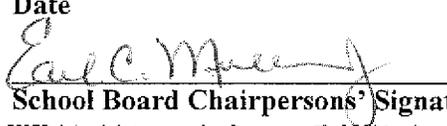
School personnel are continuing to make periodic reviews of the boys and girls athletics program reflected in the Corrective Action Plan.

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.


Principal's Signature


Superintendent Signature

3-27 2002
Date


School Board Chairpersons' Signature

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

2001-2002
ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 1

KHSAA
Form T1
Rev. 07/01

Participation Opportunities Test One

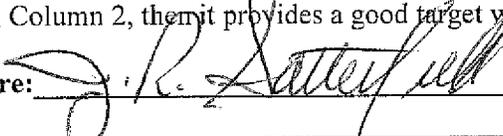
		(Column 1)	(Column 2)	(Column 3)	(Column 4)
	Program	Enrollment	Percentage of Total Enrollment	Number of Interscholastic Participants (double and triple count)	Percentage of Total Participation
Row 1	GIRLS	45	52%	82	52%
Row 2	BOYS	42	48%	77	48%
Row 3	Totals		100%		100%

Instructions:

*Number of 8th grade students & below used in Column 4 calculations if applicable: 15

- 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 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. Using the same procedure, determine the total number of interscholastic athletic participants that are boys, (and place in Row 2, Column 3). Add Row 1, Column 3 plus Row 2, Column 3 to get total participants and place in Row 3, Column 3.
- 5) Calculate the percentage of female participation. (Row 1, Column 3 divided by Row 3, Column 3 and place in Row 1, Column 4.) Calculate the percentage of male participation. (Row 2, Column 3 divided by Row 3, Column 3 and place in Row 2, Column 4.) Note: Row 1, Column 4 plus Row 2, Column 4 should total 100%.

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

Principal's Signature:  Date: 3-27-2002

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	36	1	2	5%
	Row 2	j.v.:	4	46	2	9	19%
	Row 3	frosh:					
	Row 4	total:	8	82	3	11	13%
BOYS	Row 5	varsity:	4	38	1	5	13%
	Row 6	j.v.:	4	39	1	5	13%
	Row 7	frosh:					
	Row 8	total:	8	77	2	10	13%

- 1) List the number of interscholastic teams offered for girls and boys at each competitive level (for example, varsity, junior varsity, and freshman levels). Total each of the entries in Column 1 into Row 4, Column 1 and Row 8, Column 1.
- 2) List the number of interscholastic teams that have been added in the last five years at each competitive level. Total each of the entries in Column 3 into Row 4, Column 3 and Row 8, Column 3.
- 3) List the number of participants that are currently on each level of the teams that were added in the last five years. Total each of the entries in Column 2 into Row 4, Column 2 for girls and Row 8, Column 2 for boys. If a team was added previously but no longer exists, there are no current participants to be added for that team.
- 4) List the number of participants added in the last 5 years. Total each of the entries made in Column 4 into Row 4, Column 4 for girls and Row 8, Column 4 for boys.
- 5) Calculate the percentage of participants that have been added in the last five years (Column 4 divided by Column 2 on each line). For example, if girls' varsity soccer (22 participants), junior varsity soccer (18 participants), junior varsity golf (8 participants), and freshman softball (15 participants) have been added in the last five years, then 63 participation opportunities have been added for girls. If the total number of female participants in the program is 96 (taken from Form T-1, Row 1, Column 3), then 65.6% of the current opportunities (63 of 96) have been added in the last five years. Perform similar calculations for male participants.

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: _____

2001-2002
ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 3

KHSAA
 Form T3
 Rev. 07/01

Participation Opportunities Test Three

For any question answered "YES" identify the respective sport(s).

	GIRLS (Yes / No)		BOYS (Yes / No)
1. Is there an intramural team offered in a sport not now available in the interscholastic athletics program? (YES or NO)	No		No
2. For a sport <u>not</u> currently offered, is there sufficient interest to form a viable interscholastic team based on participation on an intramural team or community recreation teams? (YES or NO)	No		No
3. For a sport <u>not</u> currently offered, is there sufficient interest to form a viable interscholastic team with the interscholastic survey.	No		No
4. For a sport currently offered, is there interest to form a viable team for a junior varsity, freshman, or other intramural level that is not currently offered? (YES or NO)	No		No
5. If you answered YES to question (1), (2), (3) or (4), 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 or NO)	No		No

Principal's Signature: *J. R. Saterfield* Date: 3-27-02

2001-2002
ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 4

KHSAA
 Form T4
 Rev. 07/01

Levels of Competition Test One

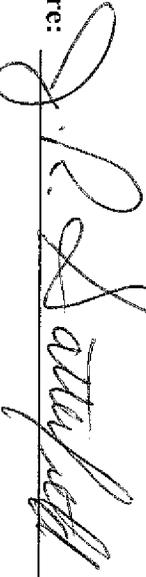
		(Column 1)	(Column 2)
	Team Levels	GIRLS	BOYS
Row 1	Total Number of Athletics Participants in All Levels	82	77
Row 2	Number of Varsity Teams Offered	4	4
Row 3	Number of Participants on all Varsity Teams	36	38
Row 4	Percentage of Total Varsity Participants By Sex	44%	49%
Row 5	Number of Junior Varsity Teams Offered	4	4
Row 6	Number of Participants on all Junior Varsity Teams	46	39
Row 7	Percentage of Total Junior Varsity Participants By Sex	56%	50%
Row 8	Number of Freshman Teams Offered		
Row 9	Numbers of Participants on all Freshman Teams		
Row 10	Percentage of Total Freshman Participants By Sex		

- 1) Copy the number entered on Form T1, Row 1, Column 3 and place on Row 1, column 1 of this form.
- 2) Copy the number entered on Form T1, Row 2, Column 3 and place on Row 1, column 2 of this form.
- 3) List the number of teams at the varsity, junior varsity, and freshman levels for boys and girls (Rows #2,5,8) and place in the proper boxes in columns 1 and 2.
- 4) List the number of teams at the varsity, junior varsity, and freshman levels for boys and girls (Rows #3,6,9) and place in the proper boxes in columns 1 and 2.
- 5) Calculate the percentage of female and male participants at each level. (Rows #4,7,10)
 - Divide Row 3, Column 1 by Row 1, Column 1, and place the percentage in Row 4, Column 1.
 - Divide Row 3, Column 2 by Row 1, Column 2, and place the percentage in Row 4, Column 2.
 - Divide Row 6, Column 1 by Row 1, Column 1, and place the percentage in Row 7, Column 1.
 - Divide Row 6, Column 2 by Row 1, Column 2, and place the percentage in Row 7, Column 2.
 - Divide Row 9, Column 1 by Row 1, Column 1, and place the percentage in Row 10, Column 1.
 - Divide Row 9, Column 2 by Row 1, Column 2, and place the percentage in Row 10, Column 2.

Principal's Signature:  Date: 3-27-02

	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	360.00	3058.83			30.00							
B basketball	600.00	9406.81			360.00							
G softball	840.00	566.22			60.00							
B baseball	880.00	1161.77			60.00							
G cross country	280.00	342.45			60.00							
B cross country	840.00	3345.34			60.00							
G golf	0	45.00			30.00							
B golf	0	171.00			60.00							
G soccer												
B soccer												
G swimming												
B swimming												

"B" is for budgeted dollar amounts and "E" is for actual dollar expenditures. Expenditures should include items provided by third parties such as Booster Clubs.

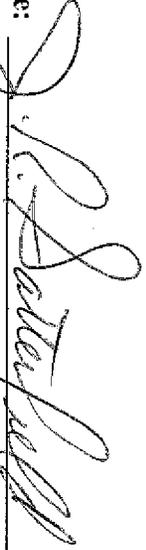
Principal's Signature:  Date: 3-27-02

2001-2002
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	880.00	1989.27			60.00							
B wrestling												
G (list sport)												
B (football)												
G (list sport)												
B (list sport)												

"B" is for budgeted dollar amounts and "E" is for actual dollar expenditures. Expenditures should include items provided by third parties such as Booster Clubs.

Principal's Signature:



Date:

3-27-02

2001-2002 KHSAA TITLE IX ATHLETICS AUDIT

KHSAA
Form T41
Rev. 07/01

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
Equipment and Supplies			X
Scheduling of Games and Practice Time			X
Travel and Per Diem Allowances			X
Coaching			X
Locker Rooms, Practice and Competitive Facilities			X
Medical and Training Facilities and Services			X
Publicity			X
Support Services			X
Athletic Scholarships			N/A
Tutoring			X
Housing and Dining Facilities and Services			N/A
Recruitment of Student Athletes			N/A

Principal's Signature: *J. R. Satterfield* Date: 3-27-02

**2001-2002
TITLE IX
CORRECTIVE ACTION PLAN**

School Name: **Portland Christian School**
 School Year: **2001-2002**
 Principal's Signature: *J. K. Satterfield*
 Date: 3-27-02

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, 2002.

ITEM FOR CORRECTION	SUGGESTED CHANGE	TIME TABLE FOR CORRECTIVE ACTION
Bring up the Varsity Girl athlete participation %	Start Varsity Girls Basketball	2002-2003 School year
Set firmer and realistic budgets	Make Athletic Director responsible to know what is spent and how	2002-2003 School year

• 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: *J. K. Satterfield* Date: 3-27-02

2001-2002 INTERSCHOLASTIC ATHLETICS SURVEY

Summary Of Student Responses

School Name: Portland Christian School

School Enrollment: 87

Date: March 19, 2002

Completed By: Rick Folden 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, 2002. 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.

95 Number of Surveys

56 Total Returned

8-11 Grades Surveyed

How Was The Survey Administered? Given to students as in School memo.

Fall Sports (List Total Number of Participation Responses)

06 Cross Country (Girls)

06 Cross Country (Boys)

03 Field Hockey (Girls)

13 Football (Boys)

 Golf (Girls)

03 Golf (Boys)

04 Soccer (Girls)

03 Soccer (Boys)

13 Volleyball (Girls)

08 Volleyball (Boys)

Winter Sport (List Total Number of Participation Responses)

15 Basketball (Girls)

08 Basketball (Boys)

02 Gymnastics (Girls)

05 Indoor Track (Girls)

06 Indoor Track (Boys)

07 Swimming & Diving (Girls)

05 Swimming & Diving (Boys)

05 Wrestling (Boys)

Spring Sport (List Total Number of Participation Responses)

<u>10</u>	Baseball (Boys)
<u>13</u>	Fast Pitch Softball (Girls)
<u>02</u>	Slow Pitch Softball (Girls)
<u>02</u>	Tennis (Girls)
<u>06</u>	Tennis (Boys)
<u>08</u>	Track (Girls)
<u>06</u>	Track (Boys)

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

Name of Sport	Number of Students Interested In Participating
<u>Field Hockey</u>	<u>1</u>
<u>Frisbee</u>	<u>1</u>
<u>Fall Baseball</u>	<u>1</u>
<u>Rugby</u>	<u>1</u>
<u>Fishing</u>	<u>1</u>
<u>Wiffle ball</u>	<u>2</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

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

<u>Sport</u>	<u>Number</u>
<u>Volleyball</u>	<u>2</u>
<u>Softball</u>	<u>2</u>
<u>Basketball</u>	<u>2</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

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

<u>Sport</u>	<u>Number</u>
<u>Frisbee</u>	<u>1</u>
<u>Wiffle Ball</u>	<u>2</u>
<u>BMX</u>	<u>1</u>
<u>Boxing</u>	<u>2</u>
<u>Skateboard</u>	<u>1</u>
<u>Basketball</u>	<u>3</u>
<u>Wrestling</u>	<u>2</u>
<u>Tennis</u>	<u>2</u>
<u>Powder Puff</u>	<u>2</u>
<u>Track (girls)</u>	<u>1</u>
<u>Soccer (girls)</u>	<u>1</u>
<u>Football</u>	<u>3</u>

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

<u>Sport</u>	<u>Number</u>
<u>Frisbee</u>	<u>1</u>
<u>Tennis</u>	<u>1</u>
<u>Skateboard</u>	<u>1</u>
<u>BMX</u>	<u>2</u>
<u>Baseball</u>	<u>4</u>
<u>Basketball</u>	<u>7</u>
<u>Swimming</u>	<u>1</u>
<u>Football</u>	<u>1</u>
<u>Slow pitch Softball</u>	<u>2</u>

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

<u>Response</u>	<u>Number</u>
<u>06</u> I prefer other activities such as band, chorus, etc.	
<u>08</u> I don't have time	
<u>01</u> The practice schedules and game times are inconvenient	
<u>03</u> The sport I like isn't offered	
<u> </u> It's too expensive	
<u> </u> I prefer to participate in club or intramural sports	
<u>01</u> Working	
<u>03</u> Other	
<u> </u> <u>BMX, I do not want to, Cheerleading</u>	

Student Suggestions to encourage participation

We should not be so competitive. If you think you are not good enough come out and you might
Surprise yourself. Do not be intimidated by the older students. Require the players and coaches
To adhere to the golden rule, this will spawn the mutual respect of players and coaches and the
Enjoyment of the game. Have a Rep. Of each sport tell the Student body about each sport and
How we want all to participate. Have fun don't worry if you are good or not. Try it you might
Like it. Play Football. With some of the people here I would not encourage it.


Principal's Signature

3-27-02
Date