

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

Highlands High School

From:

Brigid L. DeVries, Commissioner

Larry Boucher, Assistant Commissioner

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: 2004 Title IX Forms Submission

School Highlands High School	Reviewed by Garv W. Lawson
John Highlands High John	1.toriovida by Cary IV. Edition.

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:

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

II.	Status	
Ą.	-	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: All calculations appear to be correct. According to the responses on Form T-3, the school is currently meeting the standards established in Test # 3 for Opportunities. School personnel need to make sure that future Student Survey results support the responses on Form T-3. According to the data provided, it appears that the school is spending approximately \$140.00 more per male athlete than per female athlete. This spending needs to be closely monitored both by the school administration and the Gender Equity Review Committee.



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 16	2004	(10 20 212222	,	•	r	
• •		HIGHLANDS	High School, _	FT THO	MAS	Kentucky
	0.0	HIGHLANDSName of High School)		(City)		
certifies	to the Kentuc	ky High School Athletic A	Association that the foll	owing is an a	ccurate and t	rue representation of the
facts sur	rounding com	pliance with 20 U.S.C. Se	ctions 1681-1688, et. S	eq. (also knov	wn as Title D	ζ)
I certify	y the follow	ing provisions in acco	rdance with records	s at the sch	ool contain	ed in the permanent
Title IX	X file, and t	o the best of my know	vledge have complet	ted the follo	owing tasks	. (All boxes must be
checked	d)					
	•					
\square_{X}	Establishe	d a gender equity com	mittee at the high se	chool. (list o	committee p	personnel and provide
	attachment if	necessary)				
Naı	me					
EL	GIN EMMON	IS 2400 MEMORIAL P		900 X 11121	_PRINCIPA	
JOI	HN MESSME					ASKETBALL COACH
JAI	IME RICHEY	\$\$	66			ASKETBALL COACH
RI	ΓA BYRD	25 N FT THOMAS	<u>VE 859-781-3</u>	333X_11013	ASST SUI	PERINTENDENI
BR	ENDA STAG	GS 2400 MEMORIAL P	ARKWAY 859-781-5	1900 X 11127	GUIDANC	EMDED
BR	AD FENNEL	L 58 MIAMI PARKWA'	X 859-/81-/	1012	BOARD	IEMDED
CH	LUCK THOM	PSON 68 CANNON RID	j <u>P</u> . 839-441-1	1913	BOARD W	1104XLLXLXIX
01/ 03/	/08/04 /11/04	ted the following person				
DA	LE MUELLER	ATHLETIC DIREC	TOR 2400 ME	MORIAL PAI	RKWAY	
Na	ıme	Title	•	Address		Phone
χ[ref		personnel are continuit Corrective Action Plan.	ng to make periodic r	reviews of th	ne boys and	girls athletics program
χĽ	To addi	tion to the above inforn	nation, the above refe	renced school	ol maintains	a complete permanent
	→ III auus	Title IX records including	a copies of the self-as	ssessment an	dit. all corre	ective action plans, and
	er related ma		g copies of the sen as			<u>r</u> ,
Ott	ier relateu ilia	iteriais.				
<u> </u>	Plan 5	-	4-14	20.04		
Desi	incipal's Sign	ature	Date			
1	incipal s sign	1.	~~	Λ ,	•	
	pry/1	Herson	/laney	Jakel	<u>'</u>	
Su	perintendent	Signature	School Board Chair			
	V	(Send original copy to	KHSAA - Maintain duplica	te in Title IX sch	ooi jolaer)	

SALLY WALTERS 17 CLIFTVIEW 859-4412-1269 TEACHER/CHEER COACH JOHN COFFMAN 17 RIVER ROAD 859-441-8090 **PARENT** NANCY HASSMAN 95 ORCHARD HILL 859-441-4441 **PARENT** ABI GIBSON 30 STARDUST PT 859-441-2813 STUDENT DAVID CAPAL 15 HOMESTEAD 859-441-4109 **STUDENT**

2003-2004 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	382	46.8	260	42.3
Row 2	BOYS	434	53.2	354	57.6
Row 3	Totals	816	100%	614	100%

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

- 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).
- 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 sqads**). 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 <u>not</u> 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: The Source Date: 4-14-2004

2003-2004 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:	9	131	0	0	
	Row 2	j.v.:	8	109	0	0	
	Row 3	frosh:	3	20	0	0	
	Row 4	total:	20	260	0	0	Õ
BOYS	Row 5	varsity:	9	175	0	0	
	Row 6	j.v.:	8	146	0	0	
	Row 7	frosh:	3	33	0	0	
	Row 8	total:	20	354	0	0	<u> </u>

- 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.
- 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.
- 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.
- 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. <u>CAUTION</u>: 25% is <u>not</u> a formal compliance standard.

Principal's Signature: Sun Sunow Date: 4-14-2004

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

Participation Opportunities Test Three

FOR ANY QUESTION ANSWERED " \emph{YES} " IDENTIFY THE RESPECTIVE SPORT(S).

	GIRLS		BOYS
	(Yes / No)		(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?	NO	Property of the control of the contr	NO

Principal's Signature:	Tlans	Survou	Date:	4-14-2004

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

Levels of Competition Test One

		Column 1	Column 2	Column 3
C' I	Team	Number of Teams	Number of Participants	Percentage of Participants at Each
Girls	Levels	Currently Offered	rarucipants	Level
Row 1	varsity:	9	131	50.4
Row 2	j.v.:	8	109	41.9
Row 3	frosh:	3	20	7.7
Row 4	total:		260	100%
Boys				
Row 5	varsity:	9	175	49.4
Row 6	j.v.:	8	146	41.2
Row 7	frosh:	3	33	9.3
Row 8	total:		354	100%.

- Column 1, list the number of interscholastic teams offered for girls and boys at each c3ompetitive 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:	Ugin	Sumon	_Date:_	4-14-3	200 x
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2003-2004

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BUDGETED AND ACTUAL EXPENDITURES - PROGRAM COMPARISON CHART

TO INCLUDE BOOSTER CLUB FUNDING

	•	1			0.335	, and a		+	facilities	tios	fi) sublications (if	i) ouoi
	equipment and supplies	lies lies	ıravei	5	awafus	ą.	coaches' salaries (to include supplemental and extended employment)	salaries clude intal and ided ment)	improvements	ements	sport-specific)	oecific)
	В	H	В	E	В	3	В	H	В	E	В	闰
G basketball	\$2000	\$1254	\$5000	\$2719	\$500	\$197	\$17,000	\$16,543	0	0	0	0
B basketball	\$2000	\$1335	\$5000	\$4587	\$500	\$350	\$17,000	\$16,800	0	0	0	0
G softball	\$5000	\$4546	\$4000	\$1308	\$500	\$75	\$6000	\$5384	0	0	0	0
B baseball	\$5000	\$2424	\$4000	\$3372	\$500	\$185	\$7000	\$6851	0	0	0	0
G cross country	\$500	\$0	\$2000	\$1957	\$500	\$476	\$2000	\$1813	0	0	0	0
B cross country	\$500	\$0	\$2000	\$1957	\$500	\$476	\$2000	\$1813	0	0	0	0
G golf	\$1000	\$540	\$100	\$40	\$200	\$58	\$2000	\$1854	0	0	0	0
B golf	\$1000	\$540	\$100	\$40	\$200	\$58	\$2000	\$1906	0	0	0	0
G soccer	\$1000	\$835	\$3000	\$2938	\$500	\$153	\$6000	\$5873	0	0	0	0
B soccer	\$1000	\$835	\$3000	\$2938	\$500	\$153	\$6000	\$5409	0	0	0	0
G swimming	\$500	\$0	\$2000	\$1149	\$500	\$275	43300	\$3193	0	0	0	0
B swimming	\$500	\$0	\$2000	\$1149	\$500	\$275	\$3300	\$3163	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.

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

4. Indicate percentage of total expenditures for each gender: Total Expenditures \$256,265

Principal's Signature:

Date: 4-14-3

% for girls

% for boys 67

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KHSAA Fonn T36 REV, 8/03

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

Teams	equipment and supplies	ipment and supplies	travel	vel	awards	rds	coaches (to in supplem exte exte	coaches' salaries (to include supplemental and extended employment)	facilities improvements	ities ements	publications (if sport-specific)	ions (if
	æ	[m]	В	A	В	H		E	В	Ð	В	=
G track	\$4000	\$3754	\$4000	\$3354	\$1000	692\$	\$7200	\$6850	0	0	0	0
B track	\$4000	\$3754	\$4000	\$3354	\$1000	8769	\$7200	\$7108	0	0	0	0
G tennis	\$500	\$449	\$200	\$78	\$200	\$68	\$2100	\$2008	0	0	0	0
B tennis	\$500	\$449	\$200	\$78	\$200	\$68	\$2100	\$2059	0	0	0	0
G volleyball	\$500	\$238	\$4000	\$3420	\$500	\$202	\$9500	\$9219	0	0	0	0
B wrestling	*	I		ı			ı	ı	*	1	1	1
G (list sport)	-	I	1	ı	1	ı		l	ı	1	ŧ	ı
B (football)	\$30,000	\$28,587	\$9000	\$8557	\$1000	608\$	\$37,000	\$36,018	\$11,500	\$11,500	0	0
G (list sport)		, I		ı	1	ı	1	1	1	ı	E	-
B (list sport)	•	l	ı	ı		ı	1	ı	ŧ	-	I	1

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.

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)	get
	" is for bud
	"B" is 1
	<u>Б</u>

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

4. Indicate percentage of total expenditures for each gender. Total Expenditures \$_256,265

101	1	>
Principal's Signature:	The same of the sa	

Date: 4-14-300

% for girls_

% for boys _67

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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			X	
BENEFITS			Transfer Transfer Control	
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			X	
Tutoring			X	
Housing and Dining Facilities and Services			X	
Recruitment of Student Athletes			X	

	≤ 0				
Principal's Signature:_	Mans	more	Date:	4-14-	2004
	/)				7

KHSAA Form T60 Rev. 8/03

SCHOOL NAME

HIGHLANDS HIGH SCHOOL

2003-2004 TITLEIX

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.

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Principal's Signature:_



2003-2004 INTERSCHOLASTIC ATHLETICS SURVEY

Summary of Student Responses

School Name	HIGHLANDS HIGH SCHOOL	
School Enrollment	814	
Date	4/12/04	
Completed By	DALE MUELLER	

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.

Forms should be maintained in your files in the event they are requested
792 Number of Surveys
653 Total Returned (A minimum of 80% return is expected)
9-12 Grades Surveyed
How Was The Survey Administered? ENGLISH DEPARTMENT
(e.g. was it given in all English classes, or all home rooms, or advisee/advisor?)
Fall Sports (List Total Number of Participation Responses)
28 Cross Country (Girls)
36 Cross Country (Boys)
34 Field Hockey (Girls)
148 Football (Boys)
75 Golf (Girls)
74 Golf (Boys)
76 Soccer (Girls)
92Soccer (Boys)
78 Volleyball (Girls)
24 Volleyball (Boys)
Winter Sport (List Total Number of Participation Responses)
58 Basketball (Girls)
98 Basketball (Boys)
44 Gymnastics (Girls)

Indoor Track (Girls)

54 Swimming & Diving (Girls)

Indoor Track (Boys)

31

39

41 Swimming & Diving (Boys) 10 Wrestling (Boys)	
Spring Sport (List Total Number of Participation R97 Baseball (Boys)40 Fast Pitch Softball (Girls)46 Slow Pitch Softball (Girls)42 Tennis (Girls)38 Tennis (Boys)58 Track (Girls)78 Track (Boys)	
Other Sports (From Student Survey T-61 Question	10)
Name of Sport	Number of Students Interested In Participating
CHEERLEADING	53
GYMNASTICS/DANCE	52
WRESTLING	36
SLOW PITCH SB	32
FRISBY GOLF	31
BOXING	42
KICKBALL/DODGEBALL	52
Number of Students who participate in Intramural (From Student Survey T-61 Question 5) Sport BASKETBALL 84	Number
List Intramural Sports students are interested in add (From Student Survey T-61 Question 6)	ding:
Sport	<u>Number</u>
SWIM22	
DANCE 32	
FENCING 24	
CHEERLEADING 32	
	AND

Summary Page No. 2

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

Sport	<u>Number</u>
B SOCCER	39
G SOCCER	29
G BASKETBALL	28
B BASKETBALL	42

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

Response	Number	
35 I prefer other 79 I don't have 35 The practice 49 The sport I li 22 It's too expe	schedules and game times are inconvenient ke isn't offered	
Student Suggestions to encourage par /NO TRYOUTS/LESS STRESSF	ticipation JL/NO CUTS/PAY ATHLETES/LESS PRACTICE	
		_
Den Survou	4-14-7009 Date	
Principal's Signature	Date	