



# 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  
Jackson City High School

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

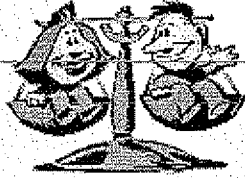
Date: May 13, 2004

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	Jackson City High School	Reviewed by	Fran Edwards
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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: <ul style="list-style-type: none"> <li>▪ Form T-68; Please submit a completed Form T-68 to the KHSAA no later than <b>June 15, 2004.</b></li> </ul>
D.		Other Recommendation and Comments:



**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 26 2004

The Jackson City High School, Jackson, 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
Kenneth Neace	Vanclue, Ky.	606-666-9146	Athletic Director
Steve Banks	Vanclue, Ky.	606-666-5823	Transportation Director
Tim Spencer	Lee City, Ky	606-666-6009	Principal
Melinda Napier	Jackson, Ky	606-666-4717	School Finance
Sandy Manns	Jackson, Ky	606-666-5615	Board Finance
Mike Ritchie	Jackson, Ky	606-666-7720	Student
Ryan Turner	Vanclue, Ky	606-666-5748	Girls Basketball Asst.

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

Sept. 4 - 03  
Dec. 4 - 03  
Mar. 11 - 04

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

Kenneth Neace A.D. Vanclue, Ky 606-666-9146  
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.

Tim Spencer  
Principal's Signature

4-22 2004  
Date

R. Taylor Collins  
Superintendent Signature

Matthew Hayes  
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	63	47	68	41%
Row 2	BOYS	71	53	98	59%
Row 3	Totals	134	100%	166	100%

Instructions:

\*Number of 8<sup>th</sup> 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).
- 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 8<sup>th</sup> 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<sup>th</sup> 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.) 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%.

*10 girls J.V. Soccer  
 11 boys J.V. Soccer  
 2 girls basketball  
 3 boys basketball  
 5 boys basketball*

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: *Tim D. Spencer* Date: 4-22-04

2003-2004  
**ACCOMMODATION OF INTERESTS AND ABILITIES**  
**SUMMARY PROGRAM CHART 2**

KHSAA  
 Form T2  
 Rev. 8/03

**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 <i>A</i>	Percent of Total Participation By Sex Added in Last 5 Years
GIRLS	Row 1	varsity:	3	40	0	4	
	Row 2	j.v.:	12	28	1	19	
	Row 3	frosh:	1	0	0	0	
	Row 4	total:	6	68	1	23	34%
BOYS	Row 5	varsity:	4	57	1	8	
	Row 6	j.v.:	3	31	1	10	
	Row 7	frosh:	1	10	0	0	
	Row 8	total:	8	98	2	18	19%

- 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: *Timothy Spencer* Date: 4-22-04

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*PS - We added 4 varsity girls on 10 j.v. girls on boys soccer team.  
 9 girls added to j.v. basketball*

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?	N		N
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?	N		N
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?	N		N
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?	N		N
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?	N		N
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: Timothy Spencer Date: 4-22-04

2003-2004

**ACCOMODATION 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	40	59%
Row 2	j.v.:	2	28	41%
Row 3	frosh:	1	0	0%
Row 4	total:		68	100%
<b>Boys</b>				
Row 5	varsity:	4	57	58.1%
Row 6	j.v.:	3	31	31.6%
Row 7	frosh:	1	10	10.2%
Row 8	total:		98	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: T. D. Spencer Date: 4-22-04

*\*Boys + girls basketball get exactly the same awards + the trophies are ordered all together on one b.i. Some training for baseball + softball + track*

*LeSaver includes both boys + girls* **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		7,000		1,300		4,425		4,200				
B basketball		12,500		1,780		4,225		4,200				
G softball		6,300						2,700				
B baseball		3,200						2,700				
G cross country												
B cross country												
G golf												
B golf												
G soccer												
B soccer		1,200		800		500		2,700				
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. Total Expenditures \$ 54,480 % for boys 3,205 % for girls 23,275
- Indicate percentage of total expenditures for each gender. Total Expenditures \$ 54,480 % for boys 57% % for girls 43%

Principal's Signature: [Signature] Date: 4-22-04  
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*Track coach is same for boys & girls / they travel together & go to same meets*

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		500						700				
B track		500						700				
G tennis												
B tennis												
G volleyball												
B volleyball												
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. *added to*
- Indicate percentage of total expenditures for each gender. Total Expenditures \$ *of this page* % for boys \_\_\_\_\_ % for girls \_\_\_\_\_

Principal's Signature: *Timothy E. Spencer* Date: 4-22-04

# 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
<b>OPPORTUNITIES</b>			
Accommodation of Interest and Abilities			✓
<b>BENEFITS</b>			
Equipment and Supplies <i>Boys uniforms 2003-04 / Girls 2004-05</i>			✓
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 <i>NA</i>			
Tutoring <i>(Extended School)</i>			✓
Housing and Dining Facilities and Services <i>NA</i>			
Recruitment of Student Athletes <i>NA</i>			

Principal's Signature: *Tiff Spencer* Date: 4-22-04

**2003-2004 INTERSCHOLASTIC ATHLETICS SURVEY**  
Summary of Student Responses

School Name	Jackson City
School Enrollment	
Date	4-6-04
Completed By	Kenneth Neale

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.

125 Number of Surveys  
102 Total Returned (*A minimum of 80% return is expected*)  
8-12 Grades Surveyed

How Was The Survey Administered? English 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)

3 Cross Country (Girls)  
3 Cross Country (Boys)  
4 Field Hockey (Girls)  
21 Football (Boys)  
2 Golf (Girls)  
8 Golf (Boys)  
7 Soccer (Girls)  
13 Soccer (Boys)  
12 Volleyball (Girls)  
8 Volleyball (Boys)

Winter Sport (List Total Number of Participation Responses)

13 Basketball (Girls)  
27 Basketball (Boys)  
7 Gymnastics (Girls)  
3 Indoor Track (Girls)  
1 Indoor Track (Boys)  
1 Swimming & Diving (Girls)  
2 Swimming & Diving (Boys)

Spring Sport (List Total Number of Participation Responses)

- 22 Baseball (Boys)
- 18 Fast Pitch Softball (Girls)
- 3 Slow Pitch Softball (Girls)
- 6 Tennis (Girls)
- 7 Tennis (Boys)
- 8 Track (Girls)
- 7 Track (Boys)

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

Name of Sport	Number of Students Interested In Participating
<u>Dance Team</u>	<u>6</u>
<u>Ice Hockey</u>	<u>4</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

<u>Sport</u>	<u>Number</u>
<u>NA</u>	<u>NA</u>
_____	_____
_____	_____
_____	_____
_____	_____

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

<u>Sport</u>	<u>Number</u>
<u>NA</u>	<u>NA</u>
_____	_____
_____	_____
_____	_____
_____	_____

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

Sport	Number
Youth Soccer	7
Youth Basketball	13
Youth Baseball	12

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

Response	Number
4 I prefer other activities such as band, chorus, etc.	
15 I don't have time	
3 The practice schedules and game times are inconvenient	
6 The sport I like isn't offered	
2 It's too expensive	
0 I prefer to participate in club or intramural sports	
10 Working	
Other	

Student Suggestions to encourage participation

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 Principal's Signature

4-22-04  
 Date

SCHOOL NAME

Jackson City

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
No girls soccer team, although they can compete on boys team.	Establish girls soccer.	2005-2006

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

Principal's Signature:

*T. H. Spencer*

Date: 4-22-04