


Enclosed please find a copy of Form T-65, The 2002-2003 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 2002-2003 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: DeVries, Commissioner
Lari Boucher, Executive Assistant Commissioner


DATE: May 20,2003

RE: 2003 Title IX Forms Submission
School | West Carter High School... | Reviewed by I Gary Lawson

The following is a status report regarding the required 2002 - 2003 Title IX submission of forms due in to the KHSAA office by April 15, 2003. 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:

2. Status


MEMORANDUM
To: KHSAA Member School Superintendents, Principals, and Athletic Directors
From: Brigid L. DeVries, Commissioner
Larry Boucher, Assistant Commissioner
Date: My 13,20e3
Re: 2003 Title IX Forms Submission

The following is a status report regarding the required 2002-2003 Title IX submission of forms which were due in to the KHSAA office by April 15, 2003. 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:

| $\checkmark$ | GE 19 (Annual Verification) | $\swarrow^{\prime}$ | T-35 (Budget Expenses) |
| :---: | :--- | :---: | :--- |
| $\checkmark$ | T-1 (Summary Program Chart 1) | $\swarrow$ | T-36 (Budget Expenses) |
| $\checkmark$ | T-2 (Summary Program Chart 2) | $\swarrow$ | T-41 (Checklist - Overall Interscholastic Program) |
| $\checkmark$ | T-3 (Summary Program Chart 3) | $\swarrow$ | T-60 (Corrective Action Plan) |
| $V$ | T-4 (Summary Program Chart 4) | $\nearrow$ | T-63 (Interscholastic Survey Results) |

II. Status



## MEMORANDUM

To: KHSAA Member School Superintendents, Principals, and Athletic Directors
From: Brigid L. DeVries, Commissioner Larry Boucher, Assistant Commissioner

## Date: May 13,2003

## Re: 2003 Title IX Forms Submission

$\because$
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| $\checkmark$ | T-2 (Summary Program Chart 2) | $\checkmark$ | T-41 (Checklist - Overall Interscholastic Program) |
| $\checkmark$ | T-3 (Summary Program Chart 3) | $\checkmark$ | T-60 (Corrective Action Plan) |
| $V$ | T-4 (Summary Program Chart 4) | $\checkmark$ | T-63 (Interscholastic Survey Results) |

II. Status


## 2002-2003 KENTUCKY HIGH SCHOOL ATHLETIC ASSOCLATION ANNUAL VERIFICATION OF TITLE IX PROCEDURES

(To be submitted by April 15, 2003 along with other required forms)

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)


目 Scheduled a minimum of three meetings during the 2002-2003 school year on the following dates:
march 3, 2003
march 25,2003
ApriL 9,2003

W Designated the following persons) as the Title IX coordinator for the school/district:


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


School Board Chairpersons' Signature
(Send original copy to KHS/A - Maintain duplicate in Title IX school folder)

## SUMMARY PROGRAM CHART 1

## Participation Opportunities Test One

## SAMPLE FORM

|  | Program | Enrollment | Percentage of <br> Total <br> EnrolIment | Number of <br> Interscholastic <br> Participants <br> (double and <br> triple count) | Percentage of <br> Total <br> Participation |
| :---: | :---: | :---: | :--- | :--- | :--- |
| Row 1 | GIRLS | 429 | $52.1 \%$ | 96 | $36.5 \%$ |
| Row 2 | BOYS | 394 | $47.9 \%$ | 167 | $63.5 \%$ |
| Row 3 | Totals | 823 | $100 \%$ | 263 | $100 \%$ |

Instructions:
*Number of $8^{\text {th }}$ grade students $\&$ below used in 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 humber ef girls and boys enrolled tod detmine total enrol ment, (placerin Row 3, Column 1).
3) Calculate the percentage of totalenrollment that is female. (Divide Row 1, Chlumn 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 I 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 $8^{\text {th }}$ 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. 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:

$\qquad$ Date:

## Participation Opportunities Test One

|  |  | (Column 1) | (Column 2) | (Column 3) | (Column 4) |
| :---: | :--- | :--- | :---: | :---: | :---: |
|  | Program | Enrollment | Percentage of <br> Total <br> Enrollment | Number of <br> Interscholastic <br> Participants <br> (double and <br> triple count) | Percentage of <br> Total <br> Participation |
| Row 1 | GIRLS | 312 | 54.8 | 154 | $53.7 \%$ |
| Row 2 | BOvS | 257 | 45.2 | 133 | $46.3 \%$ |
| Row 3 | Totals | 569 | $100 \%$ | 287 | $100 \%$ |

*Number of $8^{\text {it }}$ grade students $\&$ below used in Column 4 calculations if applicable: 32

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 I 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 tearn, the junior varsity volleyball teatn, 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.)

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.


[^0]
## 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 jato 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:
$4-8-2003$

## Participation Opportunities Test Three

For any question answered "YES" identify the respective sports).


Principal's Signature:
 Date:


## ACCOMODATION OF INTERESTS AND ABILITIES+

## SUMMARY PROGRAM CHART 4

## Levels of Competition Test One

|  |  | Column 1 | Column 2 | Column 3 |
| :--- | :--- | :---: | :---: | :---: |
| Girls | Team <br> Levels | Number of Teams <br> Currently Offered | Number of <br> Participants | Percentage of <br> Participants at Each <br> Level |
| Row 1 | varsity: | 6 | 84 | 54.54 |$\%$

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 Luterests and Abilities, Summary Program Chart 2, Column 2.)
3) For Column 3, calculate the percentage of fernale 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 Columon 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.


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1. Budget and expenditures on this 2002-2003 year report due by April 15, 2003, should reflect the total monies budgeted and spent for the entire year of 2001-2002 ending June 30, 2002.
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.
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Principal's Signature:

| 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 | 750 | 1523 | 400 | 582 | - | - | 2,284 |  | - | - | - | - |
| B track | 750 | 1,523 | 400 | 582 | - | - | 2,042 |  | - | - | - | - |
| G tennis | - | - | - | - | - | - | - |  | - | - | - | - |
| B temis | - | - | - | - | - | - | - |  | - | - | - | - |
| G volleyball | 800 | 199 | 700 | 245 | 200 | 175 | 2,794 |  | - | - | - | - |
| B wrestling | - | - | - | - | - | - | - |  | - | - | - | - |
| G (list sport) |  |  |  |  |  |  |  |  |  |  |  |  |
| B (football) | 8,500 | 8.908 | 2000. | 937 | 800. | 950. | 13,860. |  |  |  |  |  |
| G (list sport) |  |  |  |  |  |  |  |  |  |  |  |  |
| B (list sport) |  |  |  |  |  |  |  |  |  |  |  |  |

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## Checklist - Overall Interscholastic Athletics Program


Principal's Signature:

Date:
$4-8-2003$

## 2002-2003 INTERSCHOLASTIC ATHLETICS SURVEY

Summary of Student Responses
School Name: West Carter High Schoul
School Enrollment: 569
Date: $\qquad$
Completed By: Tim LJeBB
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, 2003. 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.

376 Number of Surveys
316 Total Returned
9,10,11 Grades Surveyed
How Was The Survey Administered? AOvisor/ADVisee.
(e.g. was it given in all English classes, or all home rooms, or advisee/advisor?)

Fall Sports (List Total Number of Participation Responses)

| $\frac{3}{4}$ | Cross Country (Girls) |
| :---: | :--- |
| 4 | Cross Country (Boys) |
| $\frac{5}{44}$ | Field Hockey (Girls) |
| $\frac{\text { Football (Boys) }}{1}$ | Golf (Girls) |
| 10 | Golf (Boys) |
| $\frac{22}{9}$ | Soccer (Girls) |
| $\frac{23}{2}$ | Soccer (Boys) |
| $\frac{2}{2}$ | Volleyball (Girls) |

Winter Sport (List Total Number of Participation Responses)
18 Basketball (Girls)
26 Basketball (Boys)
29 Gymnastics (Girls)
Indoor Track (Girls)
Indoor Track (Boys)
48 Swimming \& Diving (Girls)
1 Swimming \& Diving (Boys)
22 Wrestling (Boys)

Spring Sport (List Total Number of Participation Responses)

| $\frac{20}{19}$ | Baseball (Boys) |
| :--- | :--- |
| 6 Fast Pitch Softball (Girls) <br> $\frac{26}{4}$ Tennis (Girls) <br> $\frac{4}{72}$ Tennis (Boys) <br> $\frac{\text { Track (Girls) }}{14}$ Track (Boys) |  |

Other Sports (From Student Survey T-61 Question 10)
Name of Sport Number of Students Interested In


Givis Football


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
12 I prefer other activities such as band, chorus, etc.
47 I don't have time
9 The practice schedules and game times are inconvenient
20 The sport I like isn't offered
$1 /$ It's too expensive
6 I prefer to participate in club or intramural sports
27 Working
9 Other
taking college classes

Student Suggestions to encourage participation
more school support
more pep rallies
make it more FUN
Not make It so serious
Different Coaches



365 West Canter Drive
Posit Office Box 1479
Olive Hill, Kentucky 41164
(606) 206 -2481

FAX (606)286-8026

WEST CARTER HIGH SCHOOL
TITLE IX
CORRECTIVE ACTION PLAN
2003-2004

## ITEM FOR CORRECTION-----------------------SCHEDULNG OF GAMES

West Carter High School has made a concentrated effort to schedule prime time girls basketball games. Next season we have scheduled six games on Friday or Saturday night. During the season just concluded, we played seven prime time games.

The problem we continually encounter concerns other schools and their reluctance to move boys games from Tuesday and Friday nights. In order to fill out a completed schedule we must play these teams due to contractual obligations or conference rules. A schedule is enclosed for prime time games for next season. We hope to add others before completing our schedule for 2003-2004.


# West Carter Lady Comet Prime Time Games <br> 2003-04 

Dec. 14 - Saturday Bryan Station
Dec. 20 - Friday Cov. Holmes Lex. Catholic
Dec. 21 - Saturday $\quad$ Rockcastle Co. Lex. Catholic
Feb. 1 - Saturday East Carter
Feb. 21 - Friday $\quad$ Boyd Co.
Mar. 1-Saturday Bath Co.


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