



**KHSAA TITLE IX RE-VISIT
VERIFICATION OF FORMS
2005-2006 SCHOOL YEAR**

KHSAA
Form GE50
Rev. 8/05
Page 1 of 3

The

Dixie Heights High School
High School

Edgewood
City

, Kentucky

certifies to the KHSAA that the following is an accurate and true representation of the facts surrounding compliance with 20 V.S.C. Sections 1681-1688, it. Seq. (also known as Title IX).

The following persons are to be identified:

School District Title IX Coordinator:

Name	Peter LeFaivre
Professional Title	Assistant Superintendent
Phone Number	859-344-8888
Address	1055 Eaton Drive Fort Wright, KY 41011

School Title IX Coordinator:

Name	Tom Spritzky
Professional Title	Assistant Principal/Athletic Director
Phone Number	859-426-4902
Address	3010 Dixie Highway Edgewood, KY 41017

The following signatures verify the authenticity of the documents included:

	SIGNATURE	DATE
Principal		
School Title IX Coordinator	<i>Thomas G. Jody</i>	10/17/06
Superintendent	<i>[Signature]</i>	10/16/06
District Title IX Coordinator	<i>Peter F. LeFaivre</i>	10-16-06
School Board Chairperson	<i>Karen Collins</i>	10-16-06

*One
2/16/07*

Gender Equity Review Committee Members:

MEMBER NAME	TITLE	SIGNATURE	DATE	(✓)*
Kim Banta	Principal	<i>Kim Banta</i>	1/24/07	✓
Tom Spritzky	Assistant Principal	<i>Thomas E. Spritzky</i>	1/24/07	✓
Brennon Sapp	Associate Principal	<i>Brennon Sapp</i>	1/24/07	✓
Dean Fookes	Fast Pitch Softball	<i>Dean Fookes</i>	1/24/07	✓
Holly Spritzky	Girls Basketball	<i>Holly C. Spritzky</i>	1/24/07	✓
Steve Saunders	Boys Track	<i>Stephen D. Saunders</i>	1-24-07	✓
Michelle Colgate	Parent	<i>Michelle Colgate</i>	1-25-07	
Julie Colgate	Female Student Athlete ✓	<i>Julie Colgate</i>	1-25-07	
Marty Molony	Male Student Athlete ✓	<i>Marty Molony</i>	1-24-07	✓

* - Please check (✓) if Committee member has reviewed this final submission.



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, Athletic Director, District Title IX Coordinator
Dixie Heights High School

FROM: Brigid L. DeVries, KHSAA Commissioner
Larry Boucher, KHSAA Assistant Commissioner

DATE: December 8, 2006

RE: KHSAA Title IX Re-Visit Final Audit Report
2006-2007 School Year

Enclosed please find a copy of the KHSAA Title IX Re-Visit Final Audit Report, KHSAA Form T76, regarding the recent Title IX compliance re-visit to your school/school district. As you review the report, please pay particular attention to what additional information the reviewer may have requested in order to properly assess your athletic program. This information, as well as the date its return is required, can be found in Sections 7 & 8 of the enclosed report.

Should you have specific questions regarding the content of this Title IX Re-Visit Report, please contact the Kentucky High School Athletic Association at 859-299-5472.

Thank you for your continued work in this very important project.



**KHSAA TITLE IX RE-VISIT
FINAL AUDIT REPORT**

(For schools re-visited during the 2006-2007 school year)

School: **Dixie Heights**
 Prepared By: **Phyllis W. Catlett**
 Date of Re-Visit: **October 11, 2006**
 Telephone Number of Reviewer: **(859) 299-5472**
 Reviewed By: **Larry Boucher**

1. Completed Required Forms

- Verification of Forms (Form GE-50) Yes No
- Participation Opportunities Summary Chart (Form T-70) Yes No
- Benefits Summary Charts (Forms T-71 & T-72) Yes No
- Benefits Publicity (Form T-73) Yes No
- Corrective Action Plan Summary Charts (Form T-74) Yes No

2. Opportunities Component of Title IX Compliance

Area of Compliance: (Check One or More)

***NOTE:** The school used outdated forms to complete this report. The updated forms were sent to the school prior to the visit, and they can also be located on the KHSAA website.

	A	Substantial Proportionality
	B	History and Continuing Practice Of Programs Expansion
X	C	Full and Effective Accommodation of Interest and Abilities

- A). Was the Substantial Proportionality Test (T-1) an area in which the school met Title IX Opportunities compliance?
 Yes No

Comments:

- B). Was the History and Continuing Practice of Program Expansion Test (T-2) an area in which the school met Title IX Opportunities compliance?
 Yes No

Comments:

- C). Was the Full and Effective Accommodations of Interest and Abilities Test (T-3) an area in which the school met Title IX Opportunities compliance?
 Yes No

Comments: The school offers all the sports that are currently sanctioned by KHSAA.

3. Is the school's most recent Student Interest Survey accurate in relation to the assessment of Interests & Abilities?
 Yes No

Comments: The most recent survey indicates an interest by female students in Field Hockey and Lacrosse. Neither of these sports are played in the school's geographic area of competition, nor is it presently sanctioned by KHSAA.

4. Checklist of the Title IX Components of the Interscholastic Program

Benefit to Students	Satisfactory	Deficient	Comments
Accommodation of Interests and Abilities	X		
Equipment and Supplies	X		It appeared that all sports had adequate storage space except for volleyball which is pending renovation completion. The school has quality uniforms. <u>A written Uniform Rotation Policy is needed.</u>
Scheduling of Games and Practice Time	X		The school's 2006-2007 present girls basketball schedule meets the KHSAA criteria.

Travel and Per Diem Allowances	X		The school does not have a policy regarding monies spent for meals or travel by coaches or boosters. The school shall establish a policy regarding meals that is fair and equitable for all sports. <u>A written policy for meals and travel is required.</u>
Coaching	X		The school has a good start on a Coaches Handbook. The school was encouraged to expand the handbook to include all policies and procedures.
Locker Rooms, Practice and Competitive Facilities	X		The school has very nice, clean, bright, tasteful decorated locker rooms for all sports. Post schedule of facility use in a location that is available to all. <u>A written policy regarding the posting of banners, pictures, jersey, etc. in the gymnasium and all outside facilities is needed.</u>
Medical and Training Facilities and Services	X		Good training room located centrally.
Publicity	X		The school had a very nice calendar that included most of the sports. The school stated they had pocket schedules and media guide programs, however they were not available or reviewed by the auditors.
Support Services			The school has one large Booster Club, however each sport has support groups that generate monies. As it is presently set up there is the potential for some problems to develop regarding how some sports spend money. It was strongly suggested that the Gender Equity Committee review the present set up and very definitely develop a Booster Policy that all coaches can agree upon. Form T-71 and T-72 had some large money discrepancies that were not clearly explained. (Ex. G/B Basketball and others).
Athletic Scholarships			Not Applicable
Tutoring			Not Applicable

Housing and Dining Facilities and Services			Not Applicable
Recruitment of Student Athletes			Not Applicable

5. Brief Summary/Analysis of the Corrective Action Plan (Form T-60)

The Corrective Action Plan for the last six years has concentrated on Accommodation of Interest and Scheduling of games. The Gender Equity committee needs to evaluate all the components of Title IX and expand the Corrective Action Plan to address the writing of policies and procedures that have been pointed out in this report, the development of an Athletic Handbook and the expanding of the Coaches Handbook. Also, there is a need to Establish a Booster Policy that would set guidelines for all coaches and boosters regarding expenditures.

6. Observed Deficiencies in Overall Girls and Boys Athletics Programs

The auditors did not observe any major deficiencies in the overall girls and boys programs, however the lack of written policies has prompted the auditor to check deficiencies in certain components regarding the status of Title IX at Dixie Heights. The components will be closely monitored by the auditor.

7. KHSAA Recommended Action in relation to new deficiencies

The following shall be completed by Dixie Heights High School

- (1) Add another student to the committee; should be one female and one male. Time frame: immediately.
- (2) Please submit to the KHSAA, no later than January 1, 2007 a copy of an adopted policy regarding a uniform replacement schedule for all teams that participate in athletics at your high school. A copy of this intended replacement and review process should be provided to all head coaches and must be placed in your school's Master Title IX file.
- (3) Submit to the KHSAA, no later than January 1, 2007 a copy of an established policy with regard to determining who and when an athlete or team will be honored with banners, awards or recognition and what the school's adopted standard accomplishments must be in order to receive such recognition. A copy of this policy should be provided to all head coaches and a copy must be kept in the school's Master Title IX File.
- (4) Submit to the KHSAA, no later than January 1, 2007 a copy of a school wide policy that addresses the school's uniform policy with regard to the travel and per diem allowances for both male and female sports. A copy of this policy should be distributed to all head coaches and a copy must be maintained in your school's Master Title IX File.
- (5) Submit to the KHSAA no later than January 1, 2007 a copy of a written and mutually signed understanding and/or agreement between your high school and related booster organizations as to fact that your high school's administration will oversee all expenditures, whatever the source, which provide benefits of any nature to your school's high school male and female athletes.

All policies shall be submitted to the KHSAA by January 1, 2007.

8. KHSAA Recommended Action in relation to reoccurring deficiencies

After careful review of the schools' initial audit which occurred in the school year of 2003-2004, it was determined that there were two deficiencies which have presently been corrected. However, after further review the school did not develop the written policies that they were urged to do during the 2003-2004 audit. The school shall address the policies that have been listed in this report on a timely basis.

Michelle Cole
Julie Colgate
Marilyn Maloney

9. PERSONNEL IN ATTENDANCE AT AUDIT MEETING

High School Title IX Coordinator: Tom Spritzky; Kenton County – 859-341-7650

District Level Title IX Coordinator: Peter Lafaire; Kenton County – 859-322-6125

Name	Title	Telephone
Phyllis Catlett	KHSAA Auditor	859-299-5472
Fran Edwards	KHSAA Auditor	859-299-5472
Holly Spritzky	Girls Basketball Coach	859-341-7650
Michele Colgate	Parent	859-620-5840
Brennon Sapp	Asst. Principal/Ath. Director	859-341-7650
Dean Fookes	Fastpitch Softball Coach	859-341-7650
Stephen Saunders	Boy's Track Coach	859-341-7650

10. Comments

There were five members of the committee present. The Principal, Athletic Director and the only student representative did not attend. There was no public meeting. The audit team departed the campus at 5:05 p.m.

The school is in the final phase of a total renovation of the athletic facilities. They have a beautiful gymnasium and outdoor facilities that Dixie Heights High School should be very proud of their accomplishments.

Dixie Heights High School Coaches Handbook

Implemented 2003

PRE-SEASON

Paper Work- Coaches should distribute and collect from each player the following forms: Physical, Waiver, Drug and Alcohol Pledges, and \$30.00 participation fee. Physicals must be submitted before a player may tryout. All other forms and participation fee may be collected after final cuts.

Hiring of Coaches- It is the responsibility of the Head Coach to interview and hire assistant coaches. Paraprofessional coaches must complete a Paraprofessional/Volunteer Coach Application, Copy of Driver's License, Social Security Card, Finger Print, and College Transcripts. No pay will be issued until all paper work is completed and approved. These forms can be obtained and submitted to the Athletic Director.

Informational Meeting- Each coach is responsible for advertising and announcing at Dixie Heights High School and the junior high, if applicable, concerning when tryouts will take place and distribute the appropriate paper work.

Tryouts- It is mandatory that each player be permitted 5 full practices before he/she can be cut from the team.

Policy on Cuts- Each player must be evaluated over a 5-day period. If the Head Coach elects to cut a player, the Head Coach must meet with each athlete and explain why he/she was cut. Under no circumstances should a list of cuts be posted within the school.

Schedule/Roster- It is the responsibility of the Head Coach to submit to the Athletic Director a copy of their schedule and roster.

Purchase Requests- It is the responsibility of the Head Coach to submit to the Athletic Director any and all equipment and supply needs. The Athletic Department will provide the necessities for each coach. The luxury items for each team must be financed through individual fundraising. Luxury items would include travel to tournaments (exception being regional or state competition), team sweats, team shoes, coaches apparel, banquet dinners, etc. The athletic department will pay for nothing ordered by the Head Coach without completing a purchase order request before the order is submitted.

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Medical Symposium/Rules Clinics- It is mandatory by the KHSAA to attend annual and/or biannual rules clinics. Failure to attend these meetings will jeopardize your ability to coach in the post-season.

Media- It is the responsibility of the Head Coach to accommodate the media with statistical and score information. Our goal is to promote our student athletes and our school.

Transfer Students- It is the responsibility of the Head Coach to inform the Athletic Director of any transfer students who will be trying out for your team. Any player who did not attend Dixie Heights High School the previous school year (exception middle school students) is considered a transfer student (KHSAA Bylaw 6; Transfer Rule; Page 8).

Clinics- It is recommend that the Head Coach and assistants attend instructional clinics in the off-season to learn more about their sport and improve as a coach.

IN-SEASON

Academic Progress/Eligibility- It is recommend that the Head Coach track each of his/her athletic in regards to grades. The Athletic Director will do a weekly grade check of any athlete during their season. *The KHSAA and Dixie Heights High School mandate that each student/athlete must be passing 75% of their current class load to be eligible on a weekly basis. Students who choose to be an aide must be passing all classes on a weekly basis to be eligible.* If you have an athlete that is ineligible for one week, he/she is not permitted to play and/or practice (KHSAA Bylaw 5; Section 3; Page 8).

Over Night Sporting Events- All overnight athletic events (exception being regional or state competition) must be approved by the site-based council and the Kenton County Board of Education. All player rooms must have an approved adult in the room. No exception (including region and state competition)! The proper forms must be submitted to the Principal.

Game Set-Up- Each coach should have his/her team help the Athletic Director and custodial staff with set-up and clean up of your facility for games.

Bus Requests- All transportation requests (bus reservations) must be submitted to the Athletic Director prior to the start of your season. If you need to cancel a bus, either inform the Athletic Director or contact Sherry Eagler at the bus garage. Phone numbers to the bus garage are 356-5151 or 356-5164.

Transporting Students- It is recommended that no coach transport any student/athlete for any reason. If you transport an athlete you are assuming all responsibility.

OK
CME
2-5-07

Inclement Weather- It is mandatory by the Kenton County Board of Education that all outdoor athletic teams must stop practice or playing when thunder or lightning is noticed.

Snow Days- Practice on snow days when school has been cancelled cannot begin before 2:30 p.m. Game decisions will be made by the Principal, Athletic Director, and Head Coach.

Holidays- There will be no practice or games scheduled on the following holidays unless approved by either the Kenton County Board of Education, Principal, or Athletic Director. New Year's Day, Martin Luther King Day, Thanksgiving, and Christmas.

Locker Room- It is the responsibility of the Head Coach to make sure that they help our custodial staff with keeping your locker room clean.

Supervision of Athletes- It is the responsibility of the Head Coach and assistants to supervise their athletes before, during, and after practice. *This would include practice, weight training, locker room, athletes waiting for rides home, etc.*

Hygiene- It is the responsibility of the Head Coach to discuss with their team the importance of personal hygiene.

Profanity- Under no circumstances is any coach or assistant to use profanity. This is a directive from the Kenton County Board of Education. The Superintendent has informed the athletic department that use of profanity could be grounds for termination.

POST-SEASON

Inventory- It is the responsibility of each Head Coach to submit to the Athletic Director an inventory of equipment, supplies, and uniforms.

Collection of Uniforms- It is the responsibility of the Head Coach to collect all issued equipment and uniforms from each player.

Banquet/Awards Program- Each athletic team must have an awards program for his/her team. The athletic department will contribute \$100.00 for award expenditures. The athletic department will also provide certificates of participation, bars, and letters for each deserving player. Individual teams must provide their own food for award banquets through fundraising.

OK
CME
2/5/07

Summer Dead Period- Students may not receive coaching or training from school personnel (either salaried or non-salaried) and school facilities, uniforms, nicknames, transportation or equipment shall not be used each year in any KHSAA sanctioned sport or cheerleading squad during the period beginning with June 25, and going through July 9. School funds may not be extended in sport of interscholastic athletics in any KHSAA sanctioned sport during this period (KHSAA Bylaw 26; Section 2; Page 15)

AWARDS

Prior to the beginning of the season, coaches will submit in writing to the Athletic Director requirements for earning varsity letter/certificate. Athletes and parents will be made aware of these requirements at the preseason parent/coaches meeting.

In each varsity sport, the head coach will select awards to be presented at a banquet at the end of the season. Award categories are subject to Athletic Director approval.

UNIFORM REPLACEMENT POLICY

- Uniforms will be reviewed for safety and condition on an annual basis by the coaches and athletic director.
- Varsity uniforms will be purchased on a need basis; usually every 5-6 years. Due to the nature of certain sports, some uniforms will last longer than 5 years and some less than 4 years.
- Changes in style or fashion do not warrant purchasing new uniforms if the current uniform is still in good condition.
- If the majority of the team's uniforms are in good or excellent condition and less than ¼ in fair or poor condition, replacing the entire set is not necessary if matching replacement uniforms can be purchased.
- Whenever possible, varsity and junior varsity uniforms shall be identical. This allows for greater flexibility in sizing.
- Whenever possible, varsity uniforms will be passed down to the junior varsity, and junior varsity uniforms will be passed down to the junior high. This will not be done if the uniforms are in poor condition or do not fit the majority of the team properly.

OK
Cone
2/5/07

COLONEL BOOSTER CLUB

The Colonel Booster Club provides financial support for all athletic teams. All Booster Club expenditures are overseen by the athletic director (high school's administration), whatever the source, which provides benefits of any nature to the high school's male and female athletes.

OK
Cone
2/5/07

ATHLETIC FACILITY RECOGNITION BANNERS/AWARDS/PLAQUES

Banners, plaques, and any other display of recognition may only be placed in or on an athletic facility in reference to a regional final or state level competition. Any such item must be approved by the high school administration and will be affixed by official high school personnel.

OK
Cone
2/5/07

TEAM TRAVEL

All bussing requests should be made on proper documents to the athletic director. Bussing will be provided to any and all teams who properly request transportation.

For Regional and State competition, buses will be provided and the athletic department will allocate \$30.00 a day per athlete for meals. Student athletes and coaches will be reimbursed upon their return. Each individual must supply proper receipt for meals to ensure reimbursement.

Handwritten signature and date:
2/5/07

Additional information can be found in the KHSAA Handbook or can be accessed online at www.khsaa.org

If you have further questions concerning athletics please see your athletic director.

My signature below verifies that I have read and understand all the policies set forth by Dixie Heights High School and Athletic Department.

Coaches Signature

Date