



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

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

School: **Covington Latin**
Prepared By: **Reba Woodall**
Date of Re-Visit: **January 18, 2007**
Telephone Number of Reviewer: **(859) 299-5472**
Reviewed By: **Larry G. 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)

X	A	Substantial Proportionality
X	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: According to data submitted by the school, it appears that Covington Latin has met the standard for the Substantial Proportionality Test or T-1 for the 2005-2006 school year.

- 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: According to data submitted by the school, it appears that Covington Latin has met the standard for the History and Continuing Practice of Program Expansion Test or T-2 for the 2005-2006 school year.

- 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: According to data submitted by the school, it appears that Covington Latin has met the standard for the Full and Effective Accommodations of Interest and Abilities Test or T-3 for the 2005-2006 school year.

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

Comments: The Student Interest Survey was given on May 5, 2006 and had a return rate of 99%. The return rate was well above the KHSAA required 80%.

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

Benefit to Students	Satisfactory	Deficient	Comments
Accommodation of Interests and Abilities	X		Data submitted by Covington Latin appears to show the school has met the standard for Test-1 for the last three school years; Test-2 for two out of the last three school years; and Test-3 for the last three school years. The Student Interest Survey for 2006 shows the school is offering the sports that students are interested in with the exception of Archery and Bowling, which are not sanctioned by the KHSAA. Continued monitoring of these interests is recommended for possible sport additions in the future.
Equipment and Supplies	X		School uniforms are of good quality and equitable. Old uniforms are passed down to J-V squads for both male and female teams. The school has a written uniform replacement policy in the school's Permanent Title IX File. There is limited storage space for uniforms or equipment. Since the initial On Site Visit, one storage area has been expanded, and an adjacent building has been obtained. Some space in the new building is used for uniform storage. During discussion with school personnel it was brought out that some equipment/uniforms were not kept on campus but with the coach. KHSAA Title IX auditors strongly suggested that practice be discontinued. Budgets for the last three years show equitable spending for male and female athletes.

Scheduling of Games and Practice Time	X	<p>Covington Latin School does not have any athletic facilities on campus. They use city parks, other schools, community centers, etc. Usage schedules are provided by the other venues. Schedules for facilities that are shared by both boys and girls teams are coordinated by the athletic director to insure equity. The Athletic Director and the Headmaster are both aware of the regulations concerning Prime Dates for girls basketball scheduling. The school does not have a girls' varsity team at this time but is working on building a program. The 2005-2006 Corrective Action Plan includes building a girls' varsity basketball team.</p> <p>The Athletic Director was asked to keep written copies of all schedules in the school's Permanent Title IX file.</p>
Travel and Per Diem Allowances	X	<p>The school or parents transport athletes to all practices and games. This is a change from the initial On Site Visit when some athletes walked to practice. The school has a written travel policy in the Permanent Title IX file. The Gender Equity Committee was asked to include Per Diem Allowances in the current Travel policy and keep a copy in the school's file.</p>
Coaching	X	<p>There are three head female coaches and additional female assistant coaches. The supplemental pay scale shows equity for male and female coaches. A copy of the pay scale will be kept in the school's Permanent Title IX file.</p>

Locker Rooms, Practice and Competitive Facilities	X		<p>There are no locker rooms at Covington Latin School. Both male and female athletes use the restrooms to change for practice and competitions. Lockers are located in the school. Although this is not a good situation it is equitable.</p> <p>All practice and competitive facilities are off campus. Basketball uses an elementary gymnasium; Tennis teams use eight courts in Cincinnati; Track teams use Covington Catholic High School; Swim teams use the Kenton County Boys Club for practice, and host meets at Scott High School, Northern Kentucky University, or Silver Lake Club; Softball and Baseball teams use a Covington city park's fields which are equitable; Volleyball uses a community center gymnasium; and Soccer teams share a city park field. It is equitable but lacks most necessities.</p>
Medical and Training Facilities and Services	X		<p>A trainer from St. Elizabeth Sports Medicine is present for all home games. They are not on campus during the day but are on call if needed. At this time there is no specific area set aside for a training room. There is a weight room that has a universal machine and one weight bench with a few weights. The room is very small and is not used at this time. The school has a washer and dryer in this room and the athletic director is in charge of any usage for athletic teams.</p>

Publicity	X		The school has two cheerleading squads. They cheer for all home games and selected local games that are prior approved by the athletic director to insure equity. They have one yearly sports banquet. The school's web site is updated regularly and covers all school activities. Awards, letters, bars, etc., for athletes are mentioned in the coach's handbook. The school needs to include the criteria for earning the awards as well as criteria for displaying trophies, plaques, jerseys, pictures, etc., in the handbook. A copy of the coach's handbook should be kept in the school's Permanent Title IX file.
Support Services	X		The school has one athletic booster club which is very active. All monies are kept in school accounts with all fundraising and spending approved by the Headmaster. The booster club has written and published a handbook for coaches.
Athletic Scholarships	N/A		
Tutoring	X		Tutoring is available for any student if needed.
Housing and Dining Facilities and Services	N/A		
Recruitment of Student Athletes	N/A		

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

Covington Latin School had two items for improvement on the 2005-2006 Corrective Action form. The first item was fielding a Varsity Girls Soccer team. This was accomplished during the 2006-2007 fall season. The second item was fielding a Varsity Girls Basketball team. This was not accomplished due to lack of participants. The school will continue the Girls Basketball J-V team with the intention of having a varsity team as soon as numbers permit. School personnel are aware of the KHSAA Prime Date requirement when a varsity team is fielded. The number of female participants in all sports for the school has increased every year since 2004.

It is important to note that the school's 2003-2004 Corrective Action Plan included all

changes requested by the KHSAA Audit Team during the initial On Site Visit. All of those items were completed with the exception of a Prime Date schedule for Girls Varsity Basketball. The school had no varsity team therefore no schedule was needed.

6. Observed Deficiencies in Overall Girls and Boys Athletics Programs

The following are not considered deficiencies but need to be completed:

(1) The school shall add Per Diem Allowances to the current Travel policy and include the new policy in the school's Permanent Title IX file. A copy of the new policy should be sent to the KHSAA by April 15, 2007.

(2) The school shall write an Awards policy for athletes that includes criteria for earning awards, as well as criteria for displaying awards at the school. This policy should be kept in the school's Permanent Title IX file and a copy of the policy should be sent to the KHSAA by April 15, 2007.

(3) The school shall reconfigure the Booster Club Agreement form to include a signature line for the Booster club president. This agreement should be signed and kept in the Permanent Title IX file each year. A copy of the revised and signed agreement should be sent to the KHSAA by April 15, 2007.

7. KHSAA Recommended Action in relation to new deficiencies
None at this time.

8. KHSAA Recommended Action in relation to reoccurring deficiencies
None at this time.

9. PERSONNEL IN ATTENDANCE AT AUDIT MEETING

High School Title IX Coordinator: Gene Morrison

District Level Title IX Coordinator: N/A

Name	Title	Telephone
Cinda L. Rudolph	Dev. Director/Parent	859-291-7044
Sam Sparks	Student	513-231-7223
Conard Carroll	Coach/Teacher/Parent	859-291-7044
Kelly Kusch	Coach/Teacher/Parent	513-244-2611
Gregg Poston	School Board Chairman	859-341-3472
Andy Barczak	Headmaster	859-291-7044
Gene Morrison	Coach/Teacher/Athletic Dir.	859-291-7044
Fran Edwards	KHSAA Title IX Auditor	859-299-5472
Reba Woodall	KHSAA Title IX Auditor	859-299-5472

10. Comments

It is apparent when discussing Covington Latin School with administrators, staff, parents, and students that every student is given all the support he or she needs to be successful in any area they pursue, including athletics. The athletic department is limited by lack of on campus facilities. This means more buses for transporting students, more revenue for rental fees, more time for coaches, students, and parents to travel to off campus practice and competition facilities, and more time for school personnel to manage and maintain numerous schedules and community contacts. Through hard work the school has provided the athletes with adequate practice and competition facilities. The school has a proposal for an indoor athletic facility with an anticipated completion date in 2014. This would greatly improve the school's athletic department. Even without on campus facilities, the positive attitudes' of students, parents, and staff show the school's dedication to a successful athletic program, and create an atmosphere of pride in the athletes and teams. The athletic booster club has produced an excellent handbook for coaches. The possibility of producing a portion of the information in the handbook for all students and parents was discussed. The need for two student representatives was discussed at the Gender Equity Committee meeting.

A quorum was present for the Gender Equity Committee meeting.

One member of the community attended the Public Forum. The forum was adjourned at 5:15 P.M.

COVINGTON LATIN SCHOOL ATHLETIC BOOSTER CHARTER

The Covington Latin School Athletic Boosters organization's charter is to support our athletes and coaches. CLS athletic programs are providing our students the opportunity to discover the importance of teamwork and friendship, to focus on discipline, and to benefit from physical exercise, along with the excitement of achieving a personal best and the satisfaction of a job well done. The goal of CLS sports programs is to enrich the lives of the students and prepare them for challenges they will face as adults.

The CLS Boosters is organized exclusively for the benefit and support of our athletes and coaches in our athletic programs. We support CLS athletic programs by providing funding to purchase uniforms and equipment. A high percentage of CLS students participate in athletic programs. Our goal is to minimize the cost of these programs, allowing all students the ability to participate, and continue to offer a wide range of sports programs. In addition to raising funds, the CLS Boosters publishes a quarterly news letter which strives to recognize our student athletes, their coaches, and to inform parents of each sports program's season. The CLS Boosters organization sponsors a scholarship for outstanding male and female senior athlete based on sportsmanship, athletic excellence and academics. The CLS Boosters organization is also responsible for the end of year sports banquet. This banquet is to recognize all our athletes and coaches that participate throughout the year in the various sports programs.

The CLS Boosters organization raises funding annually through the following programs but not limited to:

- Kroger Neighborhood Reward Cards
- Meijers' Community Rewards Program
- Remke Caring Neighbors Program
- Sub-Station II Night
- Restaurant Peelers
- After School Candy Sales
- Sports Banquet ticket sales and split the pot.
- Home game admissions and concessions

For future inclusion in the charter depending on funding:

- Direct sports costs such as field fees, referee costs, meet registration fees, etc.
- Offset cost of trips to State championships for athletes that qualify

EQUIPMENT

The CLS Athletic Boosters help support our athletic programs and students by providing funds for equipment needs. We don't have unlimited funds so we have to rank and prioritize all requests. To submit a request for equipment, please fill out the attached form. Include the name of your sport, your name, the equipment and an estimated cost if you know it. Our first priority will be common equipment that can be shared such as an air pump, stop watches, cones, etc. After these needs have been met then we can try to purchase more sports specific equipment so please list what you need the most. Please return this form to the front office or the Athletic Booster president. All requests are reviewed by the Boosters and then taken to the Athletic Director. The Athletic Director and Headmaster determine what equipment is purchased.

All equipment purchased by the school should be returned to the school. Equipment is stored underneath the steps closest to the auditorium. The key for the Athletic Boosters storage area is available in the front office. Coaches/team parents are welcome to use any equipment available in this area unless other wise noted. Please remember that all sports teams share some of the equipment so it should be returned for other sports to use. There is a sign out sheet in the storage area. Please sign out any equipment used so if it is needed by another team they can contact the user.

FUNDRAISING GUIDELINES

All fundraising is coordinated through the Athletic Boosters organization. The CLS Boosters is organized exclusively for the benefit and support of our athletes and coaches in our athletic programs. The Boosters provide funding to purchase uniforms and equipment. Our goal is to minimize the cost of these programs, allowing all students the ability to participate, and continue to offer a wide range of sports programs. If your team wants to do a fundraising activity, please fill out the attached sheet and return it to the Athletic Boosters president or contact the president to discuss the activity. Either the president or someone involved in the fundraiser can present it to the Boosters. If the fundraising activity is accepted, the president will take it to the Athletic Director and Headmaster for their approval. **All fundraising must be preapproved by the Athletic Director and Headmaster.** All funds from the fundraising activity are put into the general athletic fund in support of all sports unless otherwise approved by the Athletic Director and Headmaster. The funds are turned in to the front office and deposited into the Booster account.

PURCHASING EXTRAS FOR THE TEAM

For some sports CLS provides a basic uniform to be borrowed while an athlete participates in a school sport. When a team decides to purchase extra items, such as team tee shirts, the cost of these items must be covered by the members of that team. It is the responsibility of the coach or team parent to organize and pay for these items. A student participating in that sport should not be required to purchase these extra items. In some cases it may not be affordable and the athlete should have the final decision. The section on uniforms and equipment in this handbook addresses exactly what items are provided by the school for a particular sport.

COVINGTON LATIN ATHLETIC WARM UPS

Covington Latin has a universal athletic warm up suit for all sports programs. The warm ups are customized with Covington Latin on the back and the Trojan crest or the student's name on the front left side. The front right side can be customized with the student's name and sport(s) that they are involved in. There is an extra charge for the right side embroidery. There is a sample in the Development office.

The warm up is made of high quality Spectrum Nylon with a special water and wind resistant finish. The jacket has a jersey-lined body with nylon-lined sleeves. It has a slight dropped tail and two zippered pockets. The pants are available in both men and women sizes. The pants offer two side pockets and a back zippered pocket. The legs are open bottom (not gathered) with zippered leg closures.

To order, contact Cinda Rudolph in the Development office.