

SAN DIEGO CITY SCHOOLS

Date: December 7, 2005

To: All Principals

Subject: TITLE IX, GENDER EQUITY,
COORDINATED COMPLIANCE

**Department and/or
Persons Concerned:** Principals

Due Date: January 21, 2006

Reference: Coordinated Compliance Review

Action Requested: Review and comply with requests and due dates outlined in this circular.

Brief Explanation:

In order to maintain compliance with Title IX, each principal is required to do the following:

Elementary schools and Secondary schools:

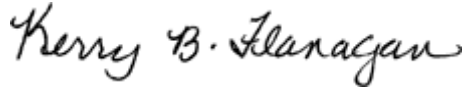
1. All site Student Handbooks or new student orientation packets must include the district's Student Nondiscrimination and Sexual Harassment Policy (VI-EE11 and VI-EE13). The exact wording of the policy is essential. The policy may be requested in six languages (English, Spanish, Cambodian, Vietnamese, Lao, and Somali). Availability of the policies will be communicated through an Operations Update at a later date.
2. Provide an opportunity for students to discuss the Student Nondiscrimination and Sexual Harassment Policy (VI-EE12 and VI-EE13).
3. Complete the Student Sexual Harassment Logs for any sexual harassment case in which you had to discipline and/or counsel a student. Student Sexual Harassment Logs are available at http://www.sandi.net/labor_relations/2005_Fall_attach_1.pdf. If you have not had any cases, mark none across the form (VI-EE13). Return the logs to the Title IX Coordinator, Room 1202, Eugene Brucker Education Center, by January 21, 2006.
4. All sites are required to permanently post the Student Nondiscrimination and Sexual Harassment Policy poster in a prominent place (office, staff lounge, or student government meeting room), VI-EE11 and VI-EE12. A maximum of three posters per site is available through the printed stock inventory (English and Spanish only). There will be no charge to order these items. Availability and ordering information of the posters will be communicated through an Operations Update at a later date.

Secondary schools only:

5. Review master schedule prior to the start of each semester to ensure gender disproportions are corrected when feasible (VI-III-EE6a).
6. Based on the Gender Balance data received, take corrective action as necessary for Classes Needing Attention to Achieve Gender Balance for fall 2005 and maintain the forms in a school site file to be used in a Coordinated Compliance Review at that site.
7. When all items have been completed, fill out the Title IX Assurance Form (available at http://www.sandi.net/labor_relations/2005_Fall_attach_2.pdf) and return to the Title IX Coordinator, Room 1202, Eugene Brucker Education Center, by January 21, 2006.

Vira Villarreal
Title IX Coordinator

APPROVED:



Kerry Flanagan
Chief of Staff

KF:VV:pt

Distribution: Lists A, D, E and F

Person Completing Log: _____

Attachment 1

CONFIDENTIAL STUDENT SEXUAL HARASSMENT LOG
Fall Semester 2005-2006

School

Principal's Signature

Complete for any case in which you had to discipline and/or counsel a student. If you have not had a case, mark "None" across the form.
Submit this form to the Title IX Coordinator at the Eugene Brucker Education Center, Room 1202 by January 21, 2006.

Complainant(s): _____ Harasser(s): _____ Date of Incident: _____

Contacts Made: _____

Student(s) Informed of Complaint Procedure: Yes _____ No _____

Description of Incident: _____

Resolution: _____

Complainant(s): _____ Harasser(s): _____ Date of Incident: _____

Contacts Made: _____

Student(s) Informed of Complaint Procedure: Yes _____ No _____

Description of Incident: _____

Resolution: _____

Person Completing Log: _____

Complainant(s): _____

Harasser(s): _____

Date of Incident: _____
Contacts Made: _____

Student(s) Informed of Complaint Procedure: Yes _____ No _____

Description of Incident: _____

Resolution: _____

Complainant(s): _____

Harasser(s): _____

Date of Incident: _____
Contacts Made: _____

Student(s) Informed of Complaint Procedure: Yes _____ No _____

Description of Incident: _____

Resolution: _____

Complainant(s): _____

Harasser(s): _____

Date of Incident: _____
Contacts Made: _____

Student(s) Informed of Complaint Procedure: Yes _____ No _____

Description of Incident: _____

Resolution: _____

San Diego City Schools
Office of the Superintendent

Title IX, Gender Equity Assurance
2005-06 School Year

In order to comply with Title IX, I, _____ of _____
certify the following: Principal Site

- Date _____ Initials _____ 1. All students have received annual notification of the district's Student Nondiscrimination Policy and Complaint Procedure. (VI-EE11 and VI-EE13)
- Date _____ Initials _____ 2. All new students in kindergarten through grade twelve at my site received a written copy of the district's sexual harassment policy/procedure during summer session. (VI-EE12 and VI-EE13)
- Date _____ Initials _____ 3. Students have been provided with an opportunity to discuss their right to an environment free from sexual harassment and have been informed of the complaint procedure. (VI-EE12 and VI-EE13)
- Date _____ Initials _____ 4. The district's Student Nondiscrimination and Sexual Harassment Policy are prominently posted in my school in areas that are accessible to students. (VI-EE11 and VI-EE12)

School: _____ Phone: _____

Principal's Signature: _____ Date: _____