

ADMINISTRATIVE CIRCULAR NO. 88
Office of the Superintendent

SAN DIEGO CITY SCHOOLS

Date: March 15, 2006

To: Middle/Junior High and High School Principals

Subject: TITLE IX, GENDER EQUITY, COURSE GENDER BALANCE, SPRING SEMESTER 2006

Department and/or Persons Concerned: Principals, Vice Principals, and Head Counselors

Due Date: May 5, 2006

Reference: Coordinated Compliance Review

Action Requested: Review master schedules for gender balance and correct gender imbalances.

Brief Explanation:

Item III-EE6a of Title IX, Gender Equity states that when a particular class contains a substantially disproportionate number of students of one gender, necessary action is taken to ensure that the disproportion is not a result of discriminatory counseling or appraisal materials. Gender disproportions are corrected, when feasible, through recruitment efforts, master and individual schedule changes, and any other means possible.

In order to remain in compliance a report of gender imbalances for secondary course enrollments will be sent to schools under separate cover. The report will be reviewed and monitored once each semester to ensure that course/activity labeling and scheduling are done in a manner that avoids separation of students on the basis of gender. Courses found out of balance must be adjusted to improve gender balance and a plan must be developed to aggressively recruit the underrepresented gender in nontraditional classes. The corrections and plan should be maintained in a school site file to be used in a Coordinated Compliance Review at that site.

In order to comply with Title IX, and balance all courses by gender (other than classes dealing exclusively with sex and sexuality), master schedules must be reviewed prior to the start of each semester.

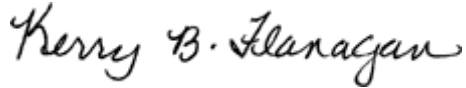
Gender balance should be reviewed by accessing the Student Information System. Choose Query under the Reports button. Then enter query id163 and execute Gender Count Section. Gender counts will appear by course number and section. Call the Support Desk at (619) 725-7500 if you have any questions about the Student Information System and Query.

Zangle schools will use the Analysis/Class Enrollment to check gender and the ethnicity balance for each class/course. The report is found in Zangle under the Scheduling Menu > Reports > Analysis/Class Enrollment. Site Power Users have been trained on how to create this report.

If you have any questions, please contact Vira Villarreal, Title IX Coordinator at (619) 725-8174.

Vira Villarreal
Title IX Coordinator

APPROVED:



Kerry Flanagan
Chief of Staff

KF:WRS:vv

Distribution: Lists B, E, and F