

**ADMINISTRATIVE CIRCULAR NO. 129**  
Office of the Superintendent

**SAN DIEGO CITY SCHOOLS**

**Date:** June 22, 2006

**To:** Summer School Principals

**Subject:** TITLE IX, GENDER EQUITY  
SUMMER SCHOOL COMPLIANCE

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

**Due Date:** August 7, 2006

**Reference:** Title IX, Gender Equity, Coordinated Compliance

**Action Requested:** Review and comply with requests outlined in circular.

**Brief Explanation:**

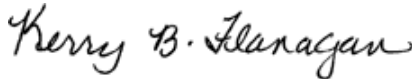
In order for the Title IX, Gender Equity Program to remain in compliance, each principal is requested to do the following:

1. Distribute the Student Nondiscrimination and Sexual Harassment Policy to every summer school student and provide an opportunity for discussion. The exact wording of the policy is essential. The policy may be requested in six languages (English, Spanish, Cambodian, Vietnamese, Lao, and Somali). Policy masters of any languages needed are available on the sandi.net webpage and can be accessed at [http://www.sandi.net/labor\\_relations/title\\_ix.html](http://www.sandi.net/labor_relations/title_ix.html).
2. Sign and date the Title IX, Gender Equity Assurance form (Attachment 1) and return to the Title IX Coordinator at the Eugene Brucker Education Center, Room 1202, by August 7, 2006.
3. Complete the Confidential Student Sexual Harassment Log (Attachment 2) for any sexual harassment case in which you had to discipline and/or counsel a student. If you have not had any cases, mark "none" across the form. Return the logs to the Title IX Coordinator at the Eugene Brucker Education Center, Room 1202, by August 7, 2006.

If you have any questions, please call Vira Villarreal at (619) 725-8174 or e-mail [vvillarreal@sandi.net](mailto:vvillarreal@sandi.net).

Vira Villarreal  
Title IX Coordinator

APPROVED:



Kerry Flanagan  
Chief of Staff

VV:mj  
Attachments (2)  
Distribution: Lists B and Special

San Diego City Schools  
Office of the Superintendent

Title IX, Gender Equity Assurance  
2005-06 Summer School

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 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: \_\_\_\_\_

Person Completing Log: \_\_\_\_\_

Attachment 2

**CONFIDENTIAL STUDENT SEXUAL HARASSMENT LOG**  
Summer School 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 August 7, 2006.

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Complainant(s): \_\_\_\_\_ Harasser(s): \_\_\_\_\_ Date of Incident: \_\_\_\_\_  
\_\_\_\_\_ Contacts Made: \_\_\_\_\_  
\_\_\_\_\_

Student(s) Informed of Complaint Procedure: Yes \_\_\_\_\_ No \_\_\_\_\_

Description of Incident: \_\_\_\_\_  
\_\_\_\_\_

Resolution: \_\_\_\_\_  
\_\_\_\_\_

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Complainant(s): \_\_\_\_\_ Harasser(s): \_\_\_\_\_ Date of Incident: \_\_\_\_\_  
\_\_\_\_\_ Contacts Made: \_\_\_\_\_  
\_\_\_\_\_

Student(s) Informed of Complaint Procedure: Yes \_\_\_\_\_ No \_\_\_\_\_

Description of Incident: \_\_\_\_\_  
\_\_\_\_\_

Resolution: \_\_\_\_\_  
\_\_\_\_\_

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Person Completing Log: \_\_\_\_\_

Attachment 2

Complainant(s): \_\_\_\_\_ Harasser(s): \_\_\_\_\_ Date of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Contacts Made: \_\_\_\_\_  
\_\_\_\_\_

Student(s) Informed of Complaint Procedure: Yes \_\_\_\_\_ No \_\_\_\_\_

Description of Incident: \_\_\_\_\_  
\_\_\_\_\_

Resolution: \_\_\_\_\_  
\_\_\_\_\_

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Complainant(s): \_\_\_\_\_ Harasser(s): \_\_\_\_\_ Date of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Contacts Made: \_\_\_\_\_  
\_\_\_\_\_

Student(s) Informed of Complaint Procedure: Yes \_\_\_\_\_ No \_\_\_\_\_

Description of Incident: \_\_\_\_\_  
\_\_\_\_\_

Resolution: \_\_\_\_\_  
\_\_\_\_\_

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Complainant(s): \_\_\_\_\_ Harasser(s): \_\_\_\_\_ Date of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Contacts Made: \_\_\_\_\_  
\_\_\_\_\_

Student(s) Informed of Complaint Procedure: Yes \_\_\_\_\_ No \_\_\_\_\_

Description of Incident: \_\_\_\_\_  
\_\_\_\_\_

Resolution: \_\_\_\_\_  
\_\_\_\_\_

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