

**ADMINISTRATIVE CIRCULAR NO. 83**  
Office of the Superintendent

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** April 2, 2009

**To:** Middle/Junior High and High School Principals

**Subject:** TITLE IX, EDUCATIONAL EQUITY, COURSE GENDER BALANCE, SPRING SEMESTER 2009

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

**Due Date:** May 4, 2009

**Reference:** Coordinated Compliance Review

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

**Brief Explanation:**

Item III-EE6 of Title IX, Educational Equity, states that when a particular class contains a substantially disproportionate number of students of one group, necessary action is taken to ensure that such disproportion is not a result of discriminatory counseling or appraisal materials. Group disproportions are to be corrected, when feasible, through recruitment efforts, master and individual schedule changes, and any other means possible to ensure equitable access.

A report of group 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 courses or activities and scheduling are done in a manner that avoids separation of students on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, and mental or physical disability. Courses found out of balance must be adjusted to correct disproportions and a plan must be developed to aggressively recruit the underrepresented group(s) in nontraditional classes. The corrections and plan must 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 (other than classes dealing exclusively with sex and sexuality) by group, master schedules must be reviewed prior to the start of each semester.

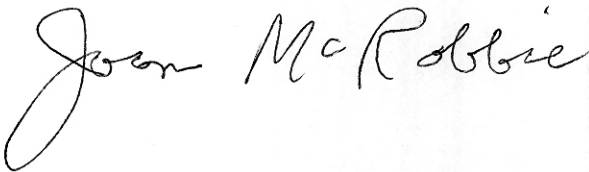
Group balance should be reviewed by accessing the Student Information System. Choose Query under the Reports button. Then enter query id 163 and execute Gender Count Section. Gender counts will appear by course number and section. Call the Support Desk at (619) 725-7500 if you have any questions about 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. Reports of corrected enrollment should be maintained in a school site file to be used in a Coordinated Compliance Review at that site.

If you have any questions, please contact Vira Villarreal, Title IX Coordinator at (619) 725-8174 or via email to [vvillarreal@sandi.net](mailto:vvillarreal@sandi.net).

Vira Villarreal  
Title IX Coordinator

APPROVED:

A handwritten signature in black ink that reads "Joan McRobbie". The signature is written in a cursive style with a large, looping initial "J".

Joan McRobbie  
Chief of Staff

JM: BK: vv

Distribution: List B, E and F