

## **Process by Which School Identifies and Resolves Disproportionate Numbers of Students of One Sex in a Particular Course**

Master scheduling is a site-based process which occurs at all middle, comprehensive high school and alternative education sites. The process utilized at each school includes the following:

1. Annual district course catalogs published for comprehensive high schools, alternative education schools, and middle schools.
2. Course selection process conducted at individual school sites wherein students and parents select courses for the following school year.
3. Counselors develop schedules for students who do not submit course selection documents.
4. Course selection documents reviewed by counselors and administrators to ensure proper placement of students in required courses, A-G classes in order to ensure each student is on track to promote (middle school) or graduate (high school).
5. Utilizing SISWEB scheduling program, initial master schedule developed by master scheduler/administrator, based upon course requests and.
6. Master schedule "draft" reviewed to ensure balanced loading of classes across all periods.
7. Course Section Listing report reviewed for all courses by master scheduler and administrators to analyze gender balances and identify imbalances/disproportionality.
8. Course enrollments adjusted and balanced based upon course section data.
9. Teaching assignments/course assignments communicated to teachers, along with course roll sheets.
10. Student schedules refined and released to students and parents.

**Note: All EGUSD classes are open to students of both sexes. Pursuant to non-discrimination language:**

District programs and activities shall be free from discrimination, including harassment, intimidation and bullying based on a student's actual or perceived disability, sex, gender, gender identity, gender expression, nationality, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status, or association with a person or group with one or more of these actual or perceived characteristics.