

SEXUAL HARASSMENT AND ASSAULT REPORTING

REQUIRED REPORTING POSTERS

Posters about Title IX are required by California law to be displayed in schools (California Code, Education Code - EDC § 231.6)

Posters are required to be displayed prominently in **each bathroom and locker room** and must include:

- Rules and procedures for **how to report** sexual harassment
- **Name, phone number, and email address** of a school official to contact to report
- The **rights of students** according to the sexual harassment policy

In addition to meeting the legal requirements we recommend:

- Securing posters to the wall so that they cannot be tampered with
- Having students review posters to make sure they make sense to youth

WEBSITE REVISIONS

The contact information of the designated Title IX coordinator is required by law to be on the school website (34 Code of Federal Regulations § 106.8)

Additionally, we recommend that students have an accessible way to understand how to report harassment and assault to their school.

Recommendations for what to include on the school website:

- The **“Title IX and Reporting Policies”** or similar language for those who do not know what Title IX or Uniform Complaint means
- **How to report** via Google Form, physical form, and/or people on campus who someone can talk to
- The **time period** to file a viable report
- The **full process for reporting** and what a student should expect if they report

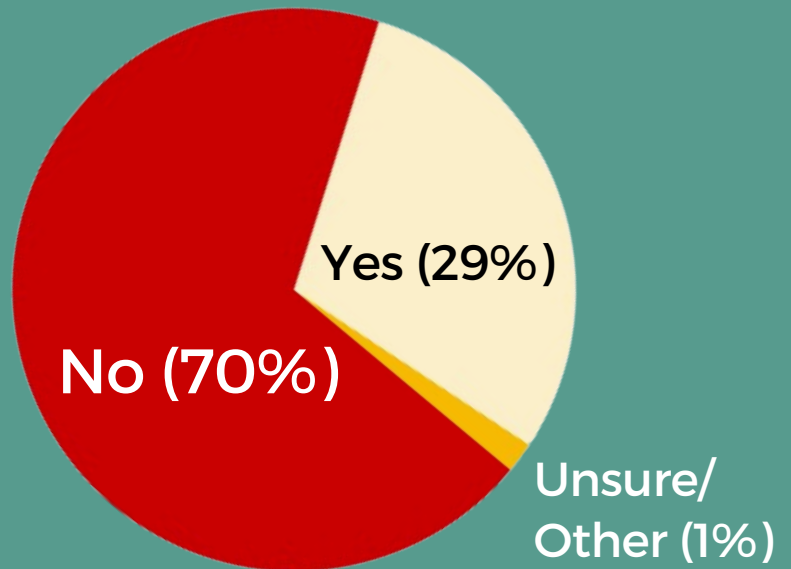
It is recommended to have **students review website language** to make sure it is youth-friendly and easy to understand.

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SURVEY FINDINGS

The Peer Advocates surveyed 591 youth in Pasadena and the San Gabriel Valley on their knowledge of sexual consent and reporting harassment or assault.

Are you aware of the sexual harassment and assault reporting process at your school?



Students shared the best places to include information about sexual assault and sexual harassment:

69.3% of students believe that **classroom lectures and lessons** should include discussions

59.6% of students believe that **the school nurse's office** should display information

56.9% of students believe that school websites should feature an **online guide**