

**Is your school doing enough to end sexual harassment? Use this checklist to see if your school needs to step up!**



- Does your school talk to students about sexual harassment, bullying, or other forms of violence each year, including providing information about healthy relationships?
- Does your school or school district provide the name and contact information of a Title IX Coordinator, a person in charge of handling sexual harassment complaints, on its website?  
If so, ask the Coordinator:
  - Did you provide information about the school's sexual harassment policy and complaint procedures to parents, students and staff over the past year?
  - How and where did you provide that information?
  - Did teachers and staff members receive any training about sexual harassment and gender-based violence in the past year?
- Does your school post or distribute a policy prohibiting sexual harassment and explaining how to report incidents of harassment to the school? If it doesn't, or you're not sure, ask your Title IX Coordinator for a copy of the policy. If you don't know who the Title IX Coordinator is, ask your school principal or the district superintendent.
- In reading through your school's policy about harassment, ask yourself:
  - Is it written clearly and easy for students to find?
  - Does it explain what conduct is prohibited?
  - Does it define key concepts like "sexual harassment" and "bullying"?
  - Does it explain how the school's internal investigation process works?
  - Does it outline the time frame for investigations of complaints and promise resolution in 60 days or less?
  - Does it explain how responsibility and penalties will be determined?
  - Does it describe the possible disciplinary consequences for students and employees for committing sexual harassment?
  - Does it describe what remedies (solutions) are available to people who complain about harassment?
  - Does it include a promise to notify the parties involved about the results of each investigation, including the school's findings as well as any decisions made about punishment?
  - Does it explain how to challenge the results of an investigation through an appeal?
  - Does it specifically prohibit retaliation against anyone who makes a complaint about harassment or participates in an investigation?
  - Does it ensure confidentiality for all the people involved in harassment complaints?
  - Does it inform students of their right to file a sexual harassment or other complaint about sex discrimination with the U.S. Department of Education (or in court) under Title IX?