



# Presentation Guide

## Sexual Harassment: Not in Our School!





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## Presentation Guide

### About the Video

*Sexual Harassment: Not in Our School!* is a new and important video for K-12 parents, middle and high school students, schools, and community organizations. It's about gender equality in education, students' protections under Title IX, and more.

Few realize how widespread and harmful sex discrimination is for students, or how Title IX, a federal civil rights law, prohibits sex discrimination in all educational programs that receive federal money. *Sexual Harassment: Not in Our School!* stimulates discussion about the steps students, parents, and others can take to make their schools safe and with equal learning opportunities for all students.

The video begins with high school students planning a gender equality club. The students watch and interview experts across the country to explore these questions:

- Where does sex discrimination come from and why should students address it?  
Professor Caroline Heldman
- What is Title IX and why should students know about it? Neena Chaudhry, National Women's Law Center
- What are LGBTQ rights under Title IX? Rebecca Peterson-Fisher, Equal Rights Advocates
- How does the school Title IX coordinator answer a parent's complaint about sex discrimination? Keasara Williams, Title IX coordinator, San Francisco Unified School District
- What options do students have when schools mishandle reports of sex discrimination? Adele Kimmel, Public Justice
- How can community crisis organizations help students with sexual harassment/assault? Cheryl Ann Graf, ARNP, sexual assault educator.
- What can families and the community do to promote safe and equal learning environments?

View the whole video or select segments by using the list of topics later in this guide.

## **From the parents who created this video**

*Thank you for taking a moment to learn about our free education video.*

*We'd like to introduce ourselves!*

*We are two parents who founded Stop Sexual Assault in Schools (SSAIS)—the first national nonprofit to specifically address sex discrimination, harassment, and assault in K-12 schools. We created SSAIS to spare other families the devastation we experienced after our daughter was sexually assaulted on a Seattle public school fieldtrip. To learn more about how this tragedy inspired us to fight for change, please take a moment to read [Our Family's Story](#) on the SSAIS.org website ("About" tab). We invite you to glance at [Our Work in the Media](#) and the website's [Media Inquiries](#) page to learn about the urgent need for this video.*

*Sadly, our story is not an isolated case. Sexual harassment and violence are community problems that occur in K-12 schools at alarming rates. Like most families, we never dreamed our child would be sexually harassed or assaulted while under the care of her school. And when she was, we were shocked by the way the school betrayed our trust. In the fall of 2015, we launched the SSAIS.org website. It was met with an outpouring of national support. Numerous families contacted us, eager for tools to make their schools safe -- with equal opportunities for all students.*

*A few months ago, SSAIS received a grant to teach students about sex discrimination and harassment. When nationally known experts enthusiastically agreed to participate, our project quickly shifted from a PowerPoint to a full-length video. Despite our limited budget, SSAIS created this "small but mighty" video.*

*We brought about positive changes in our school district, and with your help, we can bring this information to 14,000+ school districts nationwide. Please visit [SSAIS.org/video](https://www.ssaais.org/video) to learn how you can share this free video.*

*But we're not done. We have recorded additional scenes for Part 2 of our video. If you believe in the work we're doing and the change it will bring, please show this video and join our movement.*

*Please contact us at [info@stopsexualassaultinschools.org](mailto:info@stopsexualassaultinschools.org) or through the [SSAIS.org website](https://www.ssaais.org). Let us know how you like the video!*

*Thanks!*



Esther Warkov and Joel Levin

## How to prepare for a group screening

A group showing of *Sexual Harassment: Not in Our School!* will spark thoughtful discussion about sex discrimination, harassment, Title IX compliance, and steps anyone can take to promote a safer school climate. Here are some ideas about how to prepare for a group screening:

**Find a location.** Consider public community centers, libraries, schools, nonprofit organizations, religious centers, conference centers, theaters, etc. Reserve a location several weeks in advance. You can also arrange to have a small group gather in a school classroom or in your home. This guide contains a request template that you can use to explain the event to the hosting location.

**Decide on the audience.** Do you want to invite students, school clubs, parents, parent-teacher organizations, youth serving organizations, teen centers, crisis organizations, women's organizations, religious organizations, cultural centers for ethnic groups, or particular communities? Partner with organizations that can help with event promotion.

**Get the word out.** You can use the invitation templates and publicity flyer included in this guide. Send out electronic copies and post printouts. Publicize the event on social media. Create a Facebook or Google event. Contact local media to announce the screening.

### Before the screening.

- Preview the video online at [ssais.org/video](http://ssais.org/video).
- Determine whether to show the complete video, or select particular scenes for your audience. Use the list of topics in this presentation guide to select the segments you want to show.
- If you plan to use the equipment that is available at the screening location, test it before the event. Depending on the room, you might need a large screen display, such as a TV monitor, or a video projector connected to a computer. You might need sound reinforcement and microphones for panelists.
- If you plan to stream the video at the screening location, be sure there is high-speed Internet service available and that you can access it during the presentation.
- From the [SSAIS.org/video](http://SSAIS.org/video) webpage, you can download the video to your computer, portable hard drive, or thumb drive. The video file is approximately 2GB and could take an hour or more to download. Contact SSAIS at [info@stopsexualassaultinschools.org](mailto:info@stopsexualassaultinschools.org) with questions about downloading the video file.
- Download and print a copy of this presentation guide.
- Print the hand-outs included at the end of this presentation guide. *Make sure to bring pencils or pens for participants to fill out forms!* (For large audiences, consider having a basket to pass out pencils and surveys, or provide all the forms at the door).

## At the screening

Consider using these steps to conduct a screening and discussion (you can customize the presentation for your audience).

### Welcome

- Ask attendees to complete the **sign-in sheet** included in this document.
- Introduce yourself and any guest speakers. Invite participants to introduce themselves (optional).

### Preliminaries

- Introduce the order of events. Here is an example:
  - **Pre-survey** (3 minutes)
  - Video screening (75 minutes; less if you select segments)
  - **Post-survey** (3 minutes)
  - **Evaluation** (3 minutes)
  - Speakers and discussion (length to be determined)
  - Wrap-up
- Ask participants to complete **the pre-survey**. *Collect it before the screening.* Do not collect pencils.

### Screening

- Show the video. There is an optional break point at minute 46:17.
- Afterwards, ask participants to complete the **post-survey** and **evaluation form**. Collect the forms and pencils.
- Distribute the **Action Guide** hand-out.

### Discussion (Optional)

- Plan your discussion. You can use the suggested discussion topics contained in this guide. SSAIS encourages you to customize discussion topics based on participant interests.
- Open the discussion (which may include presentations by guest speakers) and set the discussion guidelines. Out of respect for individual privacy and potential mandatory reporting, explain that the discussion cannot include personal cases of sexual assault or the names or identifying information of other students who were assaulted or who perpetrated assaults.
- Maintain a relaxed, informal, and inclusive atmosphere.
- Use icebreaker questions to start the discussion. For example, ask what parts of the video stood out, what was especially thought-provoking, or what was particularly relevant to participants.

- Keep the discussion moving; avoid dwelling too long on one topic, digressions, or personal issues.
- Note any questions that come up for which you would like to get answers from the school or experts. In some cases, SSAIS can help you find those answers.
- Encourage a problem-solving approach to improving the climate in local schools regarding sexual harassment and sex discrimination.

### Wrap up

- Thank everyone.
- Encourage participants to visit the [SSAIS.org/video](https://ssais.org/video) webpage for resources mentioned in the video and actions they can take.
- Invite participants to organize their own screenings of *Sexual Harassment: Not in Our School!* Refer them to the [SSAIS.org/video](https://ssais.org/video) webpage to download these instructions.
- Invite the audience to contact SSAIS.org through the website with questions and comments.
- Send the completed quizzes, evaluation, and sign-in sheet to SSAIS:
  - By mail:
    - Stop Sexual Assault in Schools – SSAIS
    - 1631 NE Broadway #331
    - Portland, OR 97232
  - By email: [info@stopsexualassaultinschools.org](mailto:info@stopsexualassaultinschools.org)
  - By fax: 1-814-295-0374
  - Questions: [info@stopsexualassaultinschools.org](mailto:info@stopsexualassaultinschools.org)
- If a partner organization helped present the event, send them a thank you letter. A sample letter is included in this presentation guide.

### Follow-up activities

SSAIS encourages individuals and groups to take actions that can improve the school climate in their districts. Here are some ideas for encouraging participants to move from discussion to action:

- Point viewers to the resources mentioned in the video at [ssais.org/video](https://ssais.org/video)
- Point participants to the Action Guide, also available for download from the [SSAIS.org/video](https://ssais.org/video) webpage.
- Urge your audience to get others to watch *Sexual Harassment: Not in Our School!* Encourage attendees to hold their own screenings.
- Involve parents, parent groups, and student clubs (gender equity, suicide prevention, GSA, etc.) to show the video by using the **invitation letter** included below.

- Use the invitation letter below to ask community youth serving organizations (e.g. YWCA, LGBTQ organizations, teen centers), crisis centers, religious organizations, etc. to provide a room for your presentation.
- Support student gender equality groups and student-led activism in your school and community.
- Visit the [Activism Toolkit](#) page of the SSAIS.org website.
- Use social media to spread the word about this video with a link to [SSAIS.org/video](#).
- Contact SSAIS for internships and community service opportunities

## Video Contents with Timings

Time	Topic
Opening	Students plan for the first meeting of their gender equality club
2:32	Introductory talk about civil rights, objectification, gender stereotypes, statistics, and the importance of taking action. Professor and Activist Caroline Heldman
7:08	Illustrated presentation about sex discrimination in K-12 schools
9:59	Personal experiences of K-12 sex discrimination (may be disturbing) 10:04 - Lauren Allen, high school survivor 10:48 - Kyle, gender nonconforming student 13:14 - Carrie A Goldberg, attorney, on girls of color 17:56 - Christine McComas, on cyber-harassment
20:56	Suicide and sexual harassment
22:02	Abuse by teachers/staff
22:32	Sexual harassment of younger students
22:04	Title IX rights. Skype with Neena Chaudhry, National Women's Law Center
30:05	LGBTQ students' rights under Title IX. Skype with Rebecca Peterson-Fisher, Equal Rights Advocates
34:37	Is a school Title IX compliant?
35:05	Parent discusses harassment of her children with San Francisco USD Title IX Coordinator Keasara Williams
46:17	<b>Break</b>
46:20	Actions available to parents and students when Title IX rights are violated; dating violence. Skype with Adele Kimmel, Public Justice
56:16	Call to crisis center for confidential help. Cheryl Ann Graf, ARNP
1:03:30	Student activism ideas
1:04:25	Teen activist shares projects. Minnah Stein, EMPOWERU
1:08:11	How to make schools safe places to learn for all students. Juliette Grimmett, MPH
1:09:38	Healthy masculinity. Marc Grimmett, Professor. Psychologist
1:11:08	How adults can help make schools safe and equitable places to learn. Jeff Caffee, attorney
1:16:34	Students share their successes



# Sexual Harassment: Not in Our School!

Join us for a screening of this important video!

**Date:**

**Time:**

**Location:**

Filmed in several locations across the country, *Sexual Harassment: Not in Our School!* examines students' rights to an education free from sex discrimination. It features nationally recognized legal and education experts, counselors, advocates, parents, students, and teen activists in engaging dramatized scenarios.

- Where does sex discrimination come from and why should students address it?
- What is Title IX and why should students know about it?
- What are LGBTQ rights under Title IX?
- What to ask the Title IX coordinator?
- What to do when schools mishandle reports of sex discrimination and harassment?
- How can community organizations help students?
- What can we do to improve gender equality and safety in our schools?

**Our Organization:**

**Contact Name:**

**Phone:**

**Email:**

*From:*

*Email address:*

*Phone number:*

*Date:*

**Dear**

**I'm writing to ask your help presenting a free screening of the new video *Sexual Harassment: Not in Our School!***

Sex discrimination and harassment are community problems that occur in K-12 schools at alarming rates, affecting the lives of our children, co-workers, and friends. Yet no comprehensive educational effort addresses this issue for K-12 students and families—until now.

Filmed in several locations across the country, *Sexual Harassment: Not in Our School!* informs students, families, and schools about students' rights to an education free from sex discrimination. It features nationally recognized legal and education experts, counselors, advocates, parents, students, and teen activists in dramatized scenarios. It's the first educational resource for the K-12 audience that integrates this vitally needed information in a single, comprehensive, and student-centered presentation.

By helping present this video, you'll be joining many national organizations that have lent their support and expertise.

As the video opens, a high school gender equality club plans ways to address sex discrimination in their school. The students interview nationally recognized experts to explore these questions:

- Where does sex discrimination come from and why should students address it?
- What is Title IX and why should students know about it?
- What are LGBTQ rights under Title IX?
- What to ask the Title IX coordinator?
- What to do when schools mishandle reports of sex discrimination and harassment?
- How can community organizations help students?
- What can we do to improve gender equality in our schools?

The video presents ideas for student activism and offers suggestions for parents to ensure that schools are safe and equitable places to learn.

***We ask for your help with providing a venue for this important community event!***

**We look forward to hearing from you!**



## **Surveys**

The following short anonymous surveys help us discover how people view sex discrimination in K-12 schools. They also help us learn how the audience understands schools' responsibilities under Title IX, a federal law that prohibits sex discrimination in education programs that receive U.S. Government funding. We include an optional form that helps SSAIS evaluate the educational program.

# Sexual Harassment: Not in Our School!

## Pre-survey

1. How much of a problem is sexual harassment or sexual assault in your or your student's school or district?
  - No problem
  - A small problem
  - A big problem
  - Don't know
  
2. Do you personally know of a K-12 student in your school district who has been sexually assaulted by another student or suffered repeated sexual harassment?
  - Yes
  - No
  
3. Have you heard of Title IX?
  - Yes
  - No
  
4. Title IX offers protection to students in which of these areas? (choose all that apply)
  - Equal access to athletics for students of all genders
  - Equal access to all activities for students with disabilities
  - Treatment of pregnant and parenting students
  - Equal access to school programs and activities for students of all races
  - Sexual harassment and sexual violence
  
5. If a school receives money from the federal government, it is required to follow Title IX regulations.
  - True
  - False
  - Don't know
  
6. A school district is required to designate an individual to be in charge of overseeing complaints of sexual harassment or sexual violence in its schools.
  - True
  - False
  - Don't know

7. A student accuses a classmate of sexually assaulting her. If the police investigate the reported assault, the school is not required to conduct its own investigation.
- True
  - False
  - Don't know
8. Sexual harassment can be a form of sex discrimination.
- True
  - False
  - Don't know
9. For conduct to be considered sexual harassment in schools, it must involve physical or verbal behavior directed against another student.
- True
  - False
  - Don't know
10. About how many students in grades 8 through 12 say they have experienced sexual harassment at school?
- Fewer than 10%
  - About 25%
  - About 50%
  - More than 80%
  - Don't know

# Sexual Harassment: Not in Our School!

## Post-survey

1. Sexual harassment can be a form of sex discrimination.
  - True
  - False
  - Don't know
2. If a school or district receives money from the federal government, it is required to follow Title IX regulations.
  - True
  - False
  - Don't know
3. Title IX offers protection to students in which of these areas? (choose all that apply)
  - Treatment of pregnant and parenting students
  - Sexual harassment and sexual violence
  - Equal access to all activities for students with disabilities
  - Equal access to school programs and activities for students of all races
  - Equal access to athletics for students of all genders
4. A school district is required to designate an individual to be in charge of overseeing complaints of sexual harassment or sexual violence in its schools.
  - True
  - False
  - Don't know
5. A student accuses another student of sexually assaulting her. If the police investigate the reported assault, the school does not have to conduct its own investigation.
  - True
  - False
  - Don't know
6. A school should address reported ongoing sexual harassment that is not physical or verbal.
  - True
  - False
  - Don't know

7. About how many students in grades 8 through 12 say they have experienced sexual harassment at school?
- More than 80%
  - About 50%
  - About 25%
  - Fewer than 10%
  - Don't know
8. Title IX protects students in which of these situations? (choose the ones that apply)
- Students use social media to bully another student because he is gay.
  - A counselor advises a female student not to take a computer class because she would be the only girl in the class.
  - Students who play on the boys' baseball team get free uniforms; students who play on the girls' baseball team must rent their uniforms.
  - A student is harassed repeatedly by classmates because the student is transgender and the school recommends that the student transfer to another school.
9. If a person thinks that school administrators have ignored or mishandled reported sexual violence or repeated sexual harassment, that person can file a complaint with the U.S. Department of Education.
- True
  - False
  - Don't know
10. In the role of Title IX coordinator, a school employee (choose all that apply):
- Helps address any retaliation against students who report sexual harassment.
  - Helps schools investigate complaints of sexual harassment or violence.
  - Provides legal referrals.
  - Helps ensure that the school's policies and procedures comply with Title IX.
  - Trains school staff and students about Title IX rights and responsibilities.

# Sexual Harassment: Not in Our School!

## Suggested discussion questions for student groups

1. Do you think students in your school are aware of the sex discrimination protections under Title IX that were explained in the video? How can students become more knowledgeable about Title IX?
2. In the video, Professor Caroline Heldman says, “Female students face more sexual harassment and sexual violence than male students because our society has made it normal to treat girls and women like objects instead of people.” Professor Marc Grimmert says, “Men and boys need to explore the freedom to be full human beings by moving beyond rigid gender roles and expectations of domination, control, and violence.” Male and female students as young as elementary school age continue to receive society’s messages about gender stereotypes. What can families, friends, and schools do to counteract these messages?
3. A student in the video says, “When our school doesn’t address sexual harassment, it’s just like our society not addressing it.” Do you agree? Why or why not?
4. When a student reports sexual harassment or assault, what do you think the school should do to help that student?
5. Are there times when you would like to have stood up to a harasser but weren’t sure what to say? After watching the video, what would you do in that situation?
6. Do you think students in your school know about their options for reporting sexual harassment or assault? What are some ways to make students more aware of their options?
7. In the video, attorney Jeffrey Caffee says that sexual harassment and sexual violence in K-12 schools is not just a single family’s problem, but one that affects an entire community. What are some ways you or your friends have been affected by sexual harassment or assault of another student?
8. Which of the activism activities mentioned in the video might be most effective at your school and in your community? Why?
9. What can students do to help ensure that their schools are safe places to learn for students of all genders?

# Sexual Harassment: Not in Our School!

## Suggested discussion questions for adult groups

1. Do you think parents and students in your school district are aware of the sex discrimination protections under Title IX that were explained in the video? How can they become more knowledgeable about Title IX?
2. In the video, Professor Caroline Heldman says, “Female students face more sexual harassment and sexual violence than male students because our society has made it normal to treat girls and women like objects instead of people.” Professor Marc Grimmatt says, “Men and boys need to explore the freedom to be full human beings by moving beyond rigid gender roles and expectations of domination, control, and violence.” Male and female students as young as elementary school age continue to receive society’s messages about gender stereotypes. What can families, friends, and schools do to counteract these messages?
3. A student in the video says, “When our school doesn’t address sexual harassment, it’s just like our society not addressing it.” Do you agree? Why or why not?
4. When a student reports sexual harassment or assault, what do you think the school should do to help that student?
5. Do you think students in your community know about their options for reporting sexual harassment or assault? What are some ways to make students more aware of their options?
6. In the video, attorney Jeffrey Caffee says that sexual harassment and sexual violence in K-12 schools is not just a single family’s problem, but one that affects an entire community. What are some ways you or your family have been affected by sexual harassment or assault of a student in your school district?
7. What are some of the reasons why schools currently, or in the past, have not been properly addressing sexual harassment?
8. What can community members do to help ensure that their schools are safe places to learn for students of all genders?

# Sexual Harassment: Not in Our School!

## Evaluation

This evaluation is also available in electronic format on the [SSAIS.org/video](https://SSAIS.org/video) webpage.

1. On what date did you watch *Sexual Harassment: Not in Our School!*?
2. I am a:
  - K-12 student
  - College student
  - Parent or family member of a K-12 student
  - School staff
  - Educator
  - Other \_\_\_\_\_
3. I watched *Sexual Harassment: Not in Our School!*
  - As an individual
  - In a group
4. The video increased my knowledge of Title IX protections against sex discrimination in K-12 schools.
  - Strongly disagree
  - Disagree
  - Neither disagree or agree
  - Agree
  - Strongly agree
5. The video increased my knowledge of what constitutes an appropriate response on the part of schools to reported sexual harassment, sexual violence, and sex-based discrimination.
  - Strongly disagree
  - Disagree
  - Neither disagree or agree
  - Agree
  - Strongly agree

6. The video increased my knowledge of actions I can take when I believe a school ignores or mishandles reported sexual harassment, sexual violence, and sex-based discrimination.

- Strongly disagree
- Disagree
- Neither disagree or agree
- Agree
- Strongly agree

7. How effective was the video in increasing awareness and understanding of Title IX and sex discrimination?

- Not effective at all
- Not very effective
- Neither effective nor ineffective
- Somewhat effective
- Very effective

8. After watching *Sexual Harassment: Not in Our School!*, within the next 30 days I plan to:

- Recommend that others watch *Sexual Harassment: Not in Our School!*
- Research my school district's sex discrimination policies
- Contact school or district staff about sex discrimination policies and procedures
- Find out who the Title IX Coordinator is in my school district
- Use the Title IX Coordinator checklist mentioned in this video
- Talk to others in my community about gender equality in our school district
- Visit the education equity webpage of my state's Department of Education website
- Visit the U.S. Department of Education Office for Civil Rights website
- Visit the SSAIS.org website
- Contact SSAIS.org to become involved with this work
- Form a gender equality discussion/action group
- Other \_\_\_\_\_

9. For you, what was the most important takeaway from the video?

10. What did you like most about the video?

11. What could be improved in the video?

*From:*

*Name:*

*Organization:*

*Email:*

Date:

Dear

Thank you for helping facilitate a screening of *Sexual Harassment: Not in Our School!* With your support, our community learned about sex discrimination, sexual harassment, and students' rights under Title IX. The audience left the presentation with an action plan and ideas to improve gender equality in schools.

We hope to have your help with another screening of this important video. The video's creator, Stop Sexual Assault in Schools (SSAIS.org), also extends their thanks for bringing this valuable education to our community. Please feel free to share any comments with SSAIS at [info@stopsexualassaultinschools.org](mailto:info@stopsexualassaultinschools.org), and encourage others to support this project.

Sincerely,