



THE MENSTRUAL EQUITY FOR ALL ACT:

A Toolkit for California
K-12 Students

August 2023



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TABLE OF CONTENTS:



- I. **Welcome.....**[page 4](#)

- II. **Know Your Rights: The Menstrual Equity for All Act.....**[page 6](#)

- III. **Menstrual Equity 101.....**[page 9](#)

- IV. **Beyond the Bill.....**[page 13](#)
 - a. Determine Your Priorities.....[page 14](#)
 - b. Promote Menstrual Equity.....[page 15](#)

- V. **Advocacy Guide.....**[page 16](#)
 - a. Advocating for Menstrual Health.....[page 17](#)
 - b. Advocacy Roadmap.....[page 18](#)
 - c. Advocacy Guide Comic.....[page 20](#)

- VI. **Sample Resources.....**[page 22](#)
 - a. Overview of California School Government/Leadership.....[page 23](#)
 - b. Sample Advocacy Letter.....[page 28](#)
 - c. Sample Public Comment.....[page 30](#)
 - d. Sample Social Media Posts.....[page 31](#)
 - e. Filing A School Complaint.....[page 36](#)

I. WELCOME



I. WELCOME

Dear Reader:

Providing accessible menstrual health resources and products has always been at the forefront of my mind, so it's especially exciting to share my experiences for this toolkit. As someone who began menstruating a bit earlier than my peers, and who struggles with severe cramps, it felt isolating not having these resources readily available, especially for free.

To be a student with a period means that sometimes, you have to neglect one need over the other — whether that be missing school due to physical and mental stress from your period, or maybe forgetting to bring a pad or tampon to school because of that test you were cramming for. I have made sacrifices and choices on priorities even if I shouldn't have had to. I remember how the people around me and in my grade would ask in secret if anyone had a pad or a tampon. Most of the time, we had to settle for going to the health office or scavenging through our bags for quarters, only to find an empty machine with no menstrual products.

I know that the Menstrual Equity for All Act (AB 367 of 2021, A) will prevent future student-menstruators from encountering this experience, which is truly profound. This law reinforces and supports the fact that nobody chooses to menstruate; menstruating is a basic bodily function that no student can control on their own. Therefore, it should not be students' burden to address, at least while at school, which can take up to half of a student's day. I hope that anyone reading or using this handbook knows that they are not alone and that they can truly make an impact in their communities for the better, one menstrual product at a time.

Sincerely,
Madyson Chung-Lee, 12th Grade
CA Association of Student Councils
(CASC)



II. KNOW YOUR RIGHTS: THE MENSTRUAL EQUITY FOR ALL ACT



II. KNOW YOUR RIGHTS: THE MENSTRUAL EQUITY FOR ALL ACT

Does my school have to provide free menstrual products in school restrooms?

YES. The Menstrual Equity for All Act, passed in 2021, says that starting with the 2022-2023 school year, California public schools serving students in any grade between 6 through 12 must provide free pads *and* tampons in all women's restrooms and all-gender restrooms, and in at least one men's restroom. California public schools include schools operated by a school district or the county office of education, or a charter school. The Menstrual Equity for All Act is codified at California Education Code § 35292.6.

Does my school have to tell me about my right to free menstrual products?

YES. Schools must post notices in restrooms letting students know about their right to access free menstrual products.

Notices must be visibly posted in every restroom where free menstrual products are required, which includes all women's restrooms and all-gender restrooms, and at least one men's restroom. The notice must also provide a phone number and email information for the school staff member responsible for making sure the restrooms are stocked with free menstrual products. (See California Education Code § 35292.6(c)).

Do I have to ask for free menstrual products at my school to get them?

NO. You should not have to ask for free pads or tampons each time you need them because they should be readily available in school restrooms. If your school is not providing free menstrual products, you can talk to your school about making sure they provide them as required by California law.

See **Part IV. Beyond the Bill** and **Part V. Advocacy Guide** of this toolkit to learn more!

2 Cal. Educ. Code § 35292.6(a).

3 Cal. Educ. Code § 35292(c)

4 Cal. Educ. Code § 66027(a)(1)

II. KNOW YOUR RIGHTS: THE MENSTRUAL EQUITY FOR ALL ACT

In which restrooms can I find free menstrual products at my school?

A MIX. Schools teaching any grade between 6-12 must make menstrual products available in all women’s restrooms and all-gender restrooms and at least one men’s restroom. In California, as of 2017, “single-user” restrooms are required to be marked as “all gender” restrooms and so should also be stocked with free menstrual products.

Is there something I can do if my school is not providing free menstrual products like it is supposed to?

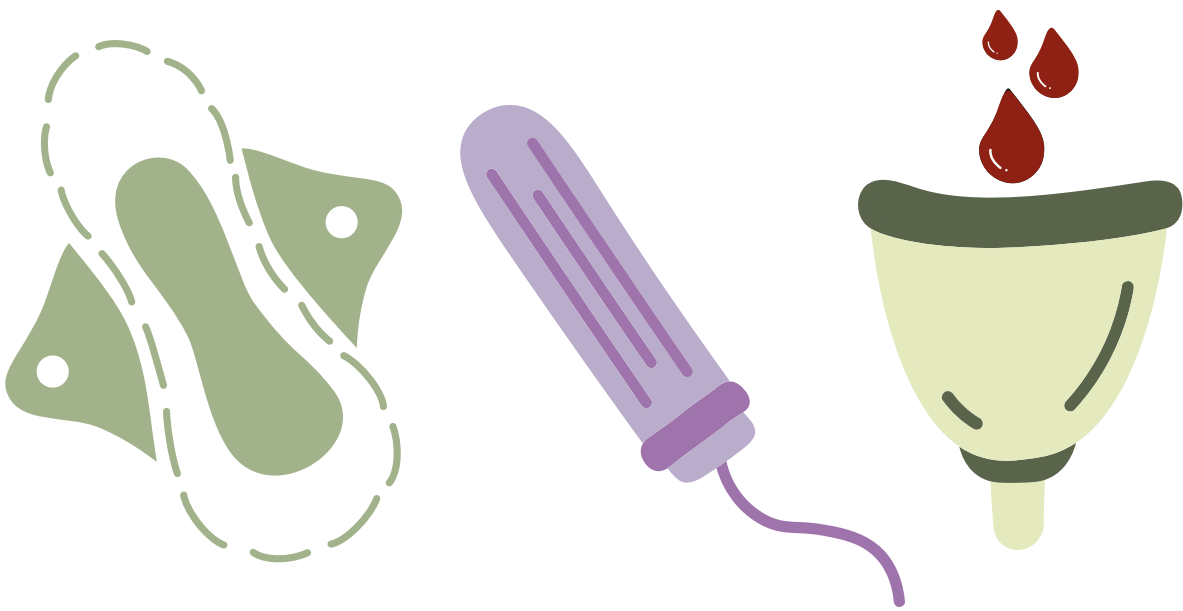
YES. No matter the situation, there are several steps you can take if your school is not providing free menstrual products! Whether your school has not started implementing the law at all or if it is not implementing the law correctly or fully, you can make a big impact.

Examples:

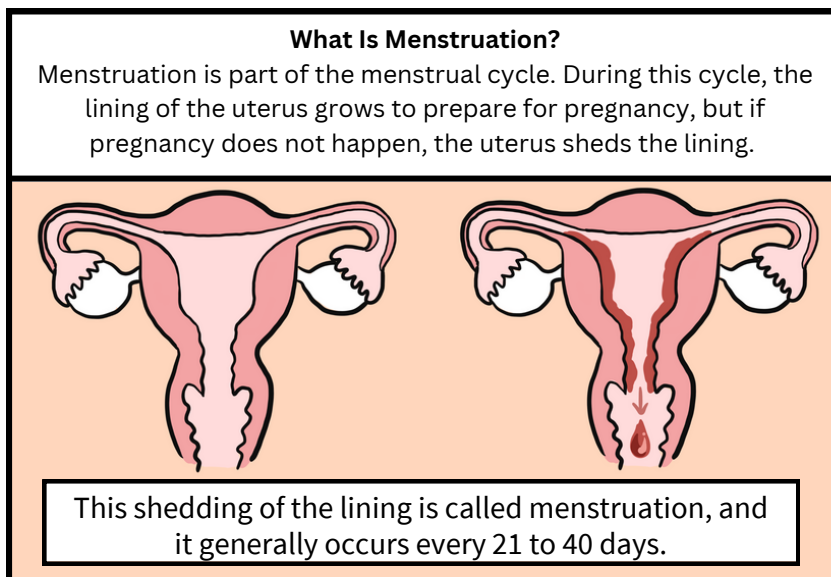
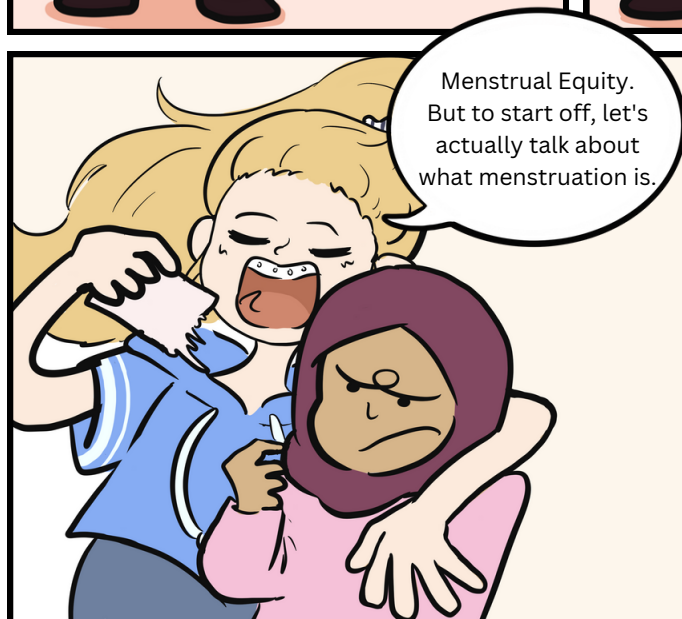
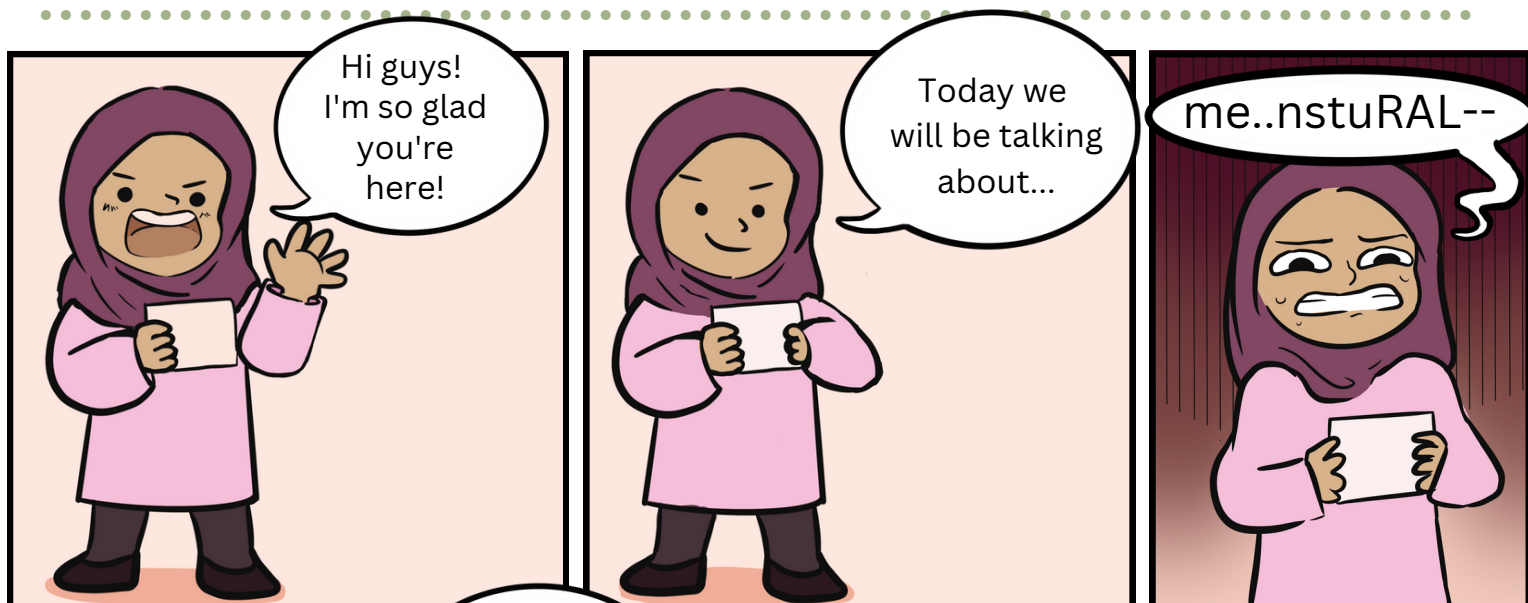
- Ask your school board to adopt a policy. If your school has not started providing menstrual products, you can ask your school board to adopt a policy to do so. Check out the **Part VI. Resources** for a model policy.
- Contact the school staff member responsible. If notices are posted, you can reach out to the staff member responsible for making sure the school provides free menstrual products. If no notice is posted, ask your school administration for who to contact.
- Send a letter. You can ask your school to fix the problem by sending a letter. For a sample letter and break down of school district leadership, check out **Part VI. Resources**.
- File a complaint. If your school still fails to help, you can file a written Uniform Complaint Procedure (“UCP”) discrimination complaint. Learn more about UCP complaints at <https://www.cde.ca.gov/re/cp/uc/> or <https://www.myschoolmyrights.com/rights/#18>. Your school district must respond to your written complaint within 60 days. Make sure you keep a copy of your complaint.

See **Part IV. Beyond the Bill** and **Part V. Advocacy Guide** of this toolkit to learn more!

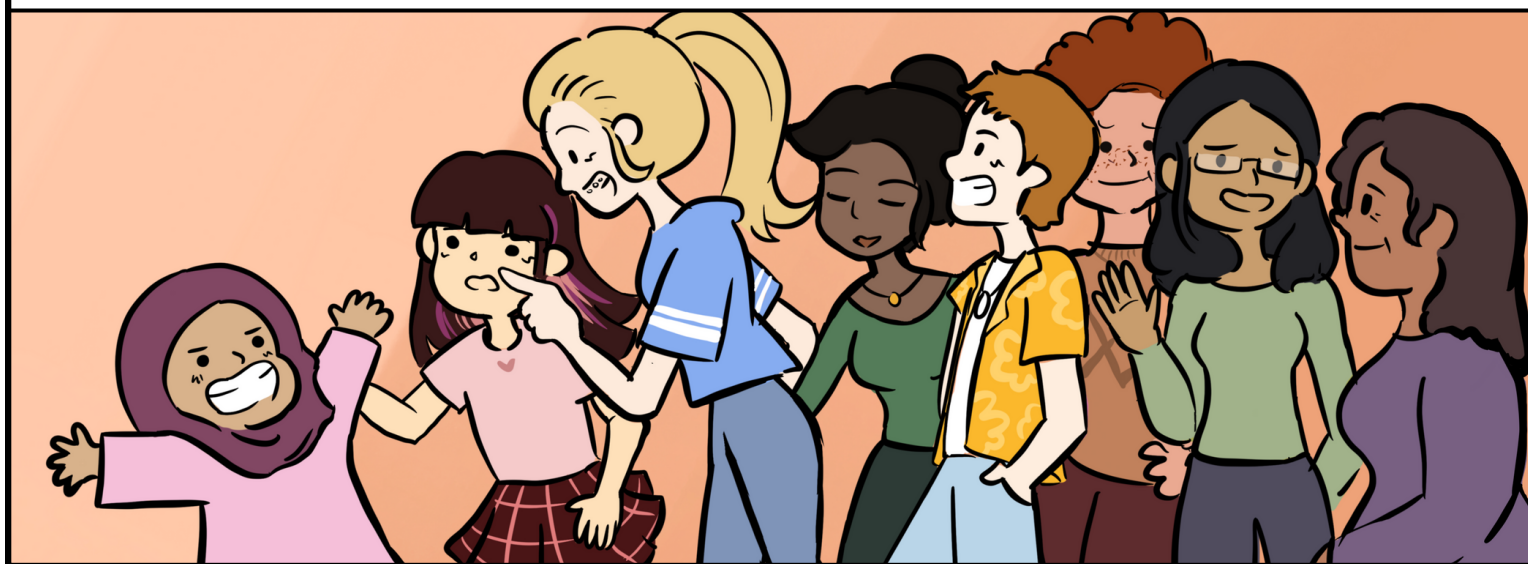
III. MENSTRUAL EQUITY 101



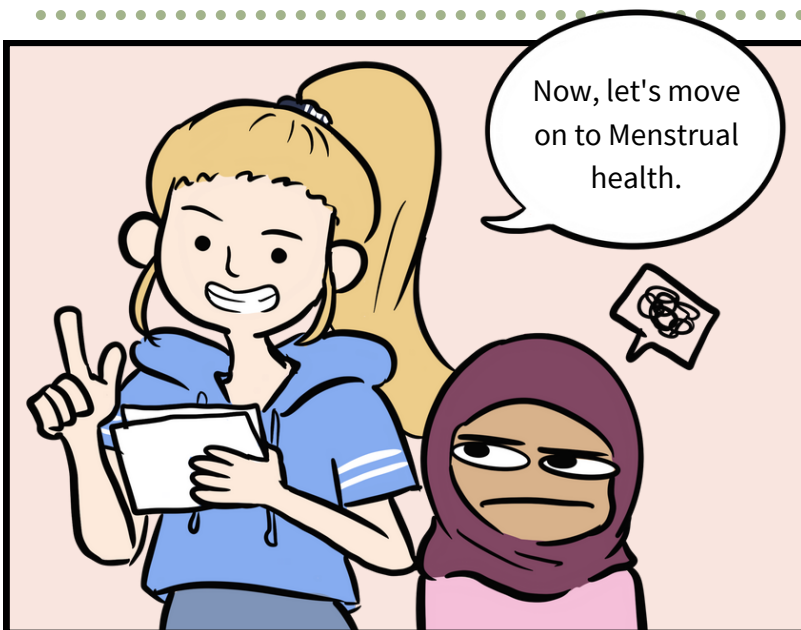
MENSTRUAL EQUITY 101



Anyone with a uterus who is of reproductive age can menstruate. This means that cisgender women, transgender men, nonbinary people, and others can menstruate, generally between the ages of 10 and 50.



MENSTRUAL EQUITY 101



According to Sexual and Reproductive Health Matters, menstrual health requires “complete physical, mental, and social well-being and not merely the absence of disease or infirmity, in relation to the menstrual cycle.”



How Is Menstruation Managed?

Everyone who menstruates needs access to products to manage their menstruation. These products include but are not limited to:



MENSTRUAL EQUITY 101

What is Menstrual Equity?

Unfortunately, many people in the U.S. struggle to afford menstrual products. According to author and menstrual equity activist Jennifer Weiss-Wolf, “In order to have a fully equitable and participatory society, we must have laws and policies that ensure menstrual products are safe and affordable and available for those who need them.”

Why advocate for Menstrual Equity?

Dedicating funds and resources to providing free menstrual products in schools is critically important for supporting students and making sure they can focus on learning at school. Here are just a few reasons why:

Menstrual products are essential health products.

Just like toilet paper, pads and tampons are necessary to protect people's health. Access to clean, safe menstrual products is a right, not a privilege. Providing free menstrual products helps create a welcoming and inclusive environment for student learning and preserves students' health and dignity.



Anyone can menstruate, regardless of age, background, or gender.



People of all genders may need access to menstrual products. For example, trans, nonbinary, and gender nonconforming students may also menstruate. People of many ages may also menstruate—menstruation can start in children as young as age 8. These students also face the most difficulties in obtaining menstrual products, making it more important to provide products through their schools.

Lack of access to menstrual products can have serious consequences.

Many students are not guaranteed access to menstrual products, especially those from marginalized communities. Without access to these products, students may experience shame, stigma, and sometimes life-threatening health complications due to infection. Further, these students suffer a disparate loss of educational opportunities. 1 in 4 students in the U.S. has missed class because they didn't have access to menstrual products (State of the Period 2019). No one should miss out on the chance to learn and grow because they have inadequate access to products for managing menstruation.



IV. BEYOND THE BILL



IV. BEYOND THE BILL

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The Menstrual Equity for All Act requires that public schools teaching any grade 6-12 provide free pads and tampons in all women's restrooms and all-gender restrooms, and at least one men's restroom. As a student advocate, you can use this law as a jumping off point for increased menstrual support at your school.

Determine your Priorities: What the law requires is the bare minimum of what your school must do, but you can advocate for more as your school implements the law! In addition to providing products free of charge, what else would you like your school to do in order to actually meet the needs of the student community? For example:

You can ask your school to provide a wide range of menstrual products including:

- A broad range of tampon and pad sizes to accommodate a variety of flows.
- A higher quality brand of products that students regularly use and are accustomed to.
- Reusable products like reusable pads, menstrual cups, or period underwear. These products are reusable and can be a better choice for the environment and students struggling to access menstrual products at home.
- Menstrual pain relief items like warm tea, a warm compress, or Midol or Advil for students 12 and over.

You can also advocate for increased accessibility of menstrual products including:

- Products in every restroom on campus, including all men's restrooms, to accommodate all students who menstruate, regardless of their gender.
- Products at the nurse's office, in classrooms, at free vending machines around campus, in gym locker rooms, and other high-traffic locations.
- Ensuring the products are accessible and reachable by all students, regardless of ability.
- Making products available for other grade levels within the district for younger menstruators.
- Ensuring products are available to everyone who menstruates, including staff and administrators.

IV. BEYOND THE BILL

You can also advocate for school policies and facility accommodations that promote menstrual equity including:

- Increased support for students experiencing serious menstrual pain, including support around class absences or participation limitations, such as in P.E.
- Consistent trash buckets within school restrooms and in each restroom stall for students to dispose of menstrual products and wrappers.
- Education on menstruation and menstrual products. You may request separate classes focused on this topic or the incorporation of menstrual education into classes that already exist, such as sex education or health class.
- Messaging in restrooms that destigmatizes menstrual health and provides instructional information for usage of products as well as resources for students.
- Student engagement opportunities. You may create a club that is centered around menstrual equity, and a social media page that shares your priorities.

Finally, you can ask your school to provide additional materials related to students' sexual and reproductive health including:

- Spare clothes for students who may stain their clothes.
- Other sexual health products like condoms, emergency contraception, and other barrier forms of birth control.

V. ADVOCACY GUIDE



V. ADVOCACY GUIDE

Advocating for Menstrual Health

Advocacy means taking action to create change. It helps people stand up for the rights, needs, and beliefs of themselves and others. Advocacy can take place at multiple levels of government. This guide focuses on your local education agency (LEA), AKA your school district. In the education system, students like you can be advocates for fellow youth by expressing your needs and requesting a solution from your school system. This is a guide designed by California youth and a statewide coalition of organizations to help you advocate for menstrual health support in your school .



V. ADVOCACY GUIDE

Advocacy Roadmap

Assess your district's current menstrual health support systems and identify your request through this interactive roadmap!

Has your school/district implemented the Menstrual Equity for All Act of 2021?

YES: Great! What more can your school do to support menstrual equity?:

Are students fully aware of their rights?

Share information! If students feel like the informational notices provided by their school are not sufficient to inform students, you can contact your school administrator. You can share with them the notice requirements of the Menstrual Equity for All Act and how the signage can be improved. For example, all signage should be accessible and readable for students.

Can we further expand access to menstrual products?

Implementation of the law doesn't necessarily mean all students have equitable access to products... Consider additional outreach! (See Part IV. Beyond The Bill)

Does your district have a localized policy for student menstrual health?

Having a central policy that outlines your school district's menstrual health strategy can not only help expand it to fit your district's unique needs, but also can ensure students will easily know how to assert their rights. See our [District Handbook](#) for a sample policy.

What does implementation look like?

- A school district must provide free, readily accessible menstrual products in all women's restrooms and all-gender restrooms, as well as at least one men's restroom. Schools must also post notices in applicable restrooms about this law. (See Part II - Know Your Rights).
- Since the Menstrual Equity for All Act took effect at the start of the 2022-2023 school year, your district may still be working on implementation, but it should be in the process. Reach out to your school staff to learn how your school is implementing the law.

NO: If your school district is not planning to implement the Menstrual Equity for All Act in the near future or is not following parts of the law, you can advocate to make it happen!

If your school serves any students grades 6-12 it is legally obligated to follow the law and there are lots of steps you can take to advocate for your right to free menstrual products.

For example, you can:

- Talk to your school principal or school administrator about implementing the law;
- Send a letter
- Ask your school board to adopt a policy that follows the Menstrual Equity for All Act;
- File a Uniform Complaint Procedure (UCP) Complaint.

For more on what the law requires, see **Part II. Know Your Rights** . For examples of an advocacy letter, social media posts, a board policy, and how to file a complaint with your school see **Part VI. Resources**.

Remember, even if you do not attend a public school that serves grades 6-12 and your school is not subject to the Menstrual Equity for All Act, that does not mean you can't still advocate for menstrual health support alongside a collective of student advocates!

ADVOCACY GUIDE

After identifying your ask, create a strong message that draws attention and is informative.

Attention

Information

Try different drafts of your message. Present the drafts to multiple sets of eyes, including your teachers, for example.

Creating Surveys

You can find out what is most important to your peers. Surveys help you identify overlapping goals while pooling a large sample of who you represent.

Be sure to collect contact information like phone numbers or emails so you can stay in touch as you organize. Petitions don't just have to be a simple yes/no, they can gather stories as well.

Petition

Town Hall Meeting

In order to have an effective town hall meeting, students should find a time that most students are available during, like lunch. Invite people to ask questions and engage in dialogue about your ask.

ADVOCACY GUIDE

To pitch an idea directly to district decisionmakers, anyone (including students!) can participate in a school board meeting and give a ~3 minute spoken comment. Board meetings are a space where locally elected board members make key decisions for their district.

Public Comment:

Your district's public comment guidelines as well as board meeting dates are accessible on their website.

Creating a social media campaign account or branded posts at a central location is effective for keeping supporters in the loop and asking students to join for key action moments.

Social Media

Whenever you speak with decision-makers, be sure to clarify next steps and deadlines for those actions.

This helps keep everyone accountable and helps students set expectations.

If you have more questions, be sure to ask them until you achieve your goals!

For More information, see Overview of California School Government/ Leadership in Part VI. Resources / Appendix

VI. RESOURCES



A. OVERVIEW OF CA SCHOOL GOVERNMENT/LEADERSHIP

SCHOOL-SITE LEVEL

Principal

Your school principal oversees the day-to-day running of their school site. They work alongside other school administrators, including vice principals, staff, and educators. They are responsible for fostering supportive school climates for students and staff, developing and managing school budgets, and ensuring that district policies and processes are implemented at your school.

SCHOOL DISTRICT LEVEL

School District Board

The members of the school board (sometimes called "trustees") are elected officials and are responsible for providing leadership, structure, and accountability for a school district. While district staff and administrators are responsible for much of the day-to-day work of running a school district and making recommendations to the school board, the school board is ultimately responsible if the district or its schools are not complying with the law. School board members have final approval of a school district's policies, processes, and budgets.

A. OVERVIEW OF CA SCHOOL GOVERNMENT/LEADERSHIP

24

Understanding School Leadership

CA Department of Education (STATE)



County Office of Education (COUNTY)



School District Board of Trustees (DISTRICT)



Superintendent (DISTRICT)



School Principal (SCHOOL)



Teacher (CLASSROOM)



A. OVERVIEW OF CA SCHOOL GOVERNMENT/LEADERSHIP

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In many school districts, school board members are elected by, and so represent, specific geographic regions within their community. Some school districts will also have a student board member that is elected by the student body. Student board members have similar but slightly more limited responsibilities than their board member counterparts. For more information about student board members, read [**California School Boards Association's Student School Board Members in California: Student Voice and Democratic Action.**](#)

- You can reach your school board by giving public comment at a board meeting or emailing them through the contacts listed on your school board website. In many school districts, the superintendent and board president can add items on board meeting agendas such as the addition or revision of a districtwide menstrual equity policy or increasing funding to programs.
- Some school boards have student board members, or a student from your district that serves as a representative for student voices. The student board member can act as a direct link between students and district leadership.

School District Board Policies and Administrative Regulations

School board policies are statements that set forth a district's intent and general approach to a specific issue or program. School board policies are often drafted by district staff, but must be formally adopted by a school board to be final.

Administrative regulations lay out in more detail how a policy will be implemented. These are also drafted by district staff, and do not require board approval. Board policies and administrative regulations should be updated regularly to ensure that they reflect any changes to the law or best practices, but how frequently they are updated is up to each district to decide.

A. OVERVIEW OF CA SCHOOL GOVERNMENT/LEADERSHIP

School District Superintendent

The superintendent is hired by and reports to the school board and is in charge of overseeing the day-to-day implementation of the board's vision.

- You can contact your Superintendent through their email and contact information listed on your school website. In addition to pitching your request through email, you can also set up a meeting with your Superintendent and district staff to discuss your ask.

School District Staff and Administrators

Staff and administrators are responsible for carrying out directives from the school board and superintendent. Typically, district staff are organized into departments or divisions that are overseen by an administrator.

- By exploring your district website or calling your district, you can reach out to a staff member who knows exactly what's up regarding menstrual health.
- Staff need menstrual products, too! Adults on campus may also face difficulties accessing products, and can also support your ask.

A. OVERVIEW OF CA SCHOOL GOVERNMENT/LEADERSHIP

COUNTY LEVEL

County Office of Education

Each of the 58 counties in California has a county office of education. County offices of education provide local school districts with services and resources necessary for their operations and helps support local school districts in their budget planning. You can learn more about your local county office of education at:

<https://www.cde.ca.gov/schooldirectory/county-offices-of-education>.

STATE LEVEL

California Department of Education

The California Department of Education (CDE) oversees the state's public school system. The CDE and the State Superintendent of Public Instruction are responsible for enforcing education law and regulations; and for continuing to reform and improve public education. You can learn more about the CDE at <https://www.cde.ca.gov/>.

B. SAMPLE ADVOCACY LETTER

INSTRUCTIONS: Below is a sample letter you can fill out and send to your school if your school is not providing free menstrual products in all women's restrooms and all-gender restrooms, and at least one men's restroom.

Always submit your complaint in **writing** and **date** your document. After submitting the letter, ask for a dated **copy** for your records. For example, if you submit a copy of the letter in person, ask for a stamped copy with the date it was received; if you submit by email, keep a copy of the sent email.

SAMPLE LETTER:

[DATE]

[School Administrator - E.g., Principal, Vice Principal,
and/or District Superintendent]

[Address]

[City, State, Zip Code]

[email]

Dear **[School Administrator]**,

I am a **[student/parent or guardian of a student]** attending **[school name]** in **[name of school district]**. I am writing to ask that you ensure the Menstrual Equity for All Act is fully implemented at **[school district]**. This law keeps students focused on learning by making sure menstrual products are available, just like toilet paper and soap, so that students do not have to worry about finding menstrual products during the school day.

Under California Education Code Section 35292.6, on or before the start of the 2022-23 school year, California public schools serving any grade 6th-12th must provide free and accessible menstrual products, including both pads and tampons, in all women's restrooms and all-gender restrooms, and in at least one men's restroom.

The law also requires that schools inform students about their right to access free menstrual products by posting clear notices in every restroom required to stock such products. The notice must include the text of the law and contact information, including an email address and telephone number, for the staff member responsible for ensuring compliance with The Menstrual Equity for All Act.

Currently, **[school district]** has not fully implemented this law because **[explain what your school is not doing]**. I am requesting that **[school administrator]** investigate this issue and respond in writing with the steps **[school district]** plans to take by **[date]** to ensure students have access to the menstrual products they need. **[You can also ask for a meeting to discuss further]**.

For additional resources in implementing this law, see The Menstrual Equity for All Act: A Handbook for California Public School Districts posted on the California Health Education website at

https://californiahealtheducation.org/PublishingImages/Lists/TrendingTopics/AllItems/1.11.2023%20Menstrual%20Equity%20for%20All%20Act%20Handbook_Final.pdf.

Sincerely,

[Your Name]

[Student/Parent] at [school name]

[contact information such as phone or email]

C. SAMPLE PUBLIC COMMENT

INSTRUCTIONS: Below is a sample public comment you can edit and share at your local school board meeting. Your comment should take under 3 minutes to read.

SAMPLE PUBLIC COMMENT:

Good evening board and community. My name is **[name]** and I am a student attending **[school]**. I am here to speak on the importance of menstrual equity and the steps our district must take to ensure that everyone has access to essential health products as required by California law. As of the start of the 2022-23 school year, The Menstrual Equity for All Act mandates public schools serving any grade 6-12 to provide free menstrual products in every womens' restroom and all-gender restrooms, and at least one men's restroom. The law also requires that students be notified of this right.

[Share your personal experience, why this is important to you, etc.].

According to a 2019 report, 1 in 4 U.S. students have missed class because they did not have access to menstrual products. Such a lack of menstrual health support spans all genders and ages, and if neglected, can lead to serious health issues and even impact student's academic career and social well-being.

[Your ask]. Example: We ask the Board to adopt a policy implementing this law and ensure free menstrual products are made available to students. We also ask that the board provide opportunities for students to provide input and feedback as we implement this law.

All students deserve a safe, healthy, and welcoming school environment, please help take action to make essential menstrual products accessible for all students. Thank you.

D. SAMPLE SOCIAL MEDIA POSTS

TikTok: *You can follow recent trends to spread the word about The Menstrual Equity for All Act, including its impact on all students who menstruate, the range of products that should be available to students, and the need for notice about students' rights to menstruation products. You may also want to consider highlighting some student advocacy on this issue if your school is not yet complying with the law.*

TIP: You may also consider creating a menstrual product club Instagram or Tiktok to promote the physical locations of the products, highlight the Menstrual Equity for All Act, and show students how to use the dispensers and/or products!



D. SAMPLE SOCIAL MEDIA POSTS

Instagram: Keep your text short and sweet, and consider infographics around income disparities and access to menstrual products. You can also consider infographics describing menstrual products as a human right and health imperative.

Examples:

Access to clean, safe menstrual products is a RIGHT, not a PRIVILEGE. Ensure your school complies with the #MenstrualEquityForAllAct by providing free and accessible menstrual products to students in school restrooms.

Menstrual equity improves equitable educational opportunities!

1 in 4 students in the U.S. has missed class because they didn't have access to menstrual products. Without access to menstrual products, low-income students are at an educational disadvantage. To create a safe environment for student learning, schools must support students' health and dignity. Ensure your school implements the #MenstrualEquityForAllAct !



D. SAMPLE SOCIAL MEDIA POSTS

For Twitter or other social media platforms:

- *Posts Highlighting the Importance:*
 - Studies shows that 1 in 4 students reported not being able to afford menstrual products. Thanks to #TheMenstrualEquityForAllAct, students have the right to FREE menstrual products in schools.
 - Everyone should have access to FREE menstrual products. Our period will now not get in the way of our education thanks to the #MenstrualEquityForAllAct
 - Studies shows that 1 in 4 students have missed class due to lack of access to menstrual products. Thanks to the #MenstrualEquityForAllAct, students now will have access to free menstrual products, which will help them stay engaged in the classroom.
 - #MenstrualEquityForAllAct mandates that California public schools teaching 6-12 grade provide free tampons and pads in restrooms. All students deserve to learn without worrying about their periods.
- *Posts that Draw Attention:*
 - Do you believe that students in schools, community colleges, and public universities should have access to free pads and tampons? Well now they will!
#MenstrualEquityForAllAct
 - Do you believe that students in grade 6th -12th, community colleges and public universities should have access to free pads and tampons? Well now they will!
#MenstrualEquityForAllAct
 - Skip the nurse's offices and go straight to the restroom — schools now provide free pads and tampons in all women's restrooms, all-gender restrooms, and at least one men's restroom! #MenstrualEquityForAllAct
 - Just like toilet paper, period products in schools are now a right!
#MenstrualEquityForAllAct

D. SAMPLE SOCIAL MEDIA POSTS



- *Posts that are Informative:*
 - *You can now find free pads and tampons in all women's restrooms, all-gender restrooms, and in at least one men's restroom on a school campus near you, thanks to the #MenstrualEquityForAllAct*
 - *Thanks to the #MenstrualEquityForAllAct, public schools teaching 6-12 grade, community colleges, and California State Universities must provide free menstrual products regardless of one's gender or economic status. #MenstrualEquityForAllAct*
 - *Student activists want you to know that menstrual health is a right, not a privilege! Thanks to their resilience you now have access to FREE menstrual products in schools! #MenstrualEquityForAllAct*

D. SAMPLE SOCIAL MEDIA POSTS

- o *Menstrual Education Thread:*

- [#MenstrualEquityForAllAct](#) is a step in the right direction to ensure all students receive menstrual health support. This thread details why it matters, who it affects, and how it helps students:
- Anyone with a uterus who is of reproductive age can menstruate. This means that cisgender women, transgender men, and nonbinary people can menstruate, generally between the ages of 10 and 50.
- Just like everyone needs access to toilet paper and hand soap, everyone who menstruates needs access to menstrual products to manage their periods. These products could include: disposable pads, tampons, washable pads, menstrual cups, and washable period underwear.
- Unfortunately, many people in the U.S. struggle to afford menstrual products. 1 in 4 students in the U.S. has missed class because they didn't have access to menstrual products. Without access to menstrual products, low-income students are at an educational disadvantage.
- The [#MenstrualEquityForAllAct](#) mandates that California public schools provide free tampons and pads in women's restrooms, all-gender restrooms, and at least one men's restroom. The bill also mandates that schools provide notice to student about their right to free menstrual products.

The [#MenstrualEquityForAllAct](#) ensures that all students receive the essential health products they need. In order to create a safe environment for student learning, schools have a duty to preserve students' health and human dignity. Check that your California public school complies with [#MenstrualEquityForAllAct](#) today!

E. FILING A SCHOOL COMPLAINT

File a Uniform Complaint Procedure (UCP) Complaint with Your School

INSTRUCTIONS: If your school is not implementing the Menstrual Equity for All Act, you can file a complaint. There are two types of complaints you can file: A general UCP complaint or a Williams Complaint. Make sure you keep a dated copy.

General UCP Complaint

UCP Complaints cover any form of “discrimination, harassment, intimidation, or bullying” based on any protected class including race, ethnicity, gender, gender identity, gender expression, sexual orientation, religion, and more.

For this type of complaint, you can use either your school’s complaint form or you can use the Uniform Complaint Procedure form created by the CA Department of Education. Your school must accept either.

Williams Complaint

Williams Complaints are another type of UCP complaint for issues related to inadequate school conditions or poor quality education materials. For example, lack of or illegible textbooks or other instructional materials, unsafe or unhealthy school classrooms or facilities, poorly maintained or unstocked restrooms, and teacher vacancy issues. You can file a Williams complaint anonymously.

If you’re filing a Williams Complaint, based on inadequately stocked restroom facilities, you may use a school-specific complaint form, a general form, or simply put a complaint in writing to the principal stating that you intend your complaint to be a Williams Complaint.

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Which type of complaint should I file?

It depends. If your school is not complying with the Menstrual Equity for All Act at all you may want to file a Williams Complaint due to failure to stock menstrual products.

However, if a school is only partially compliant, but, for example, doesn't place products in at least one men's restroom, doesn't make products ADA accessible, or doesn't post adequate notice, a general UCP complaint may be more appropriate.

How do I file my complaint?

To learn more about how to file a complaint, you can ask your school for its UCP complaint policies and procedures. You can also visit <https://www.myschoolmyrights.com/rights/file-a-complaint-with-your-school/>. Many local education agencies also post their policies and procedures on their websites. In general, you should be able to put your complaint in writing, include that you intend it to be a UCP complaint or Williams complaint, and give it to your local school administrator. UCP complaints can be appealed to the California Department of Education if you do not agree with the outcome of the investigation. You can also learn more at <https://www.cde.ca.gov/re/cp/uc/>.

More writing tips:

Complaints should be as detailed as possible. The more information that you give in the report, the stronger the complaint is. Give details about how the school is violating the Menstrual Equity for All Act, which restrooms the school has not supplied, and/or how the notice is inadequate specifically. If you have any documents, photos, or other evidence that support the complaint, attach them to the form. The form can be filled out by any student, a parent, or interested third party or organization.

**Always request a dated copy of your completed complaint form
when you submit it!**