

Before You Begin... YOUR QUICK GUIDE TO TITLE IX

10 THINGS EVERY SUBSTITUTE & VOLUNTEER
SHOULD KNOW

Thank you
for helping
make our
schools safe,
respectful,
and inclusive
for all!

YOU
MAKE A
DIFFERENCE!

WELCOME
to
RCSS!

THANK YOU FOR
BEING HERE!

1



SEE SOMETHING? SAY SOMETHING.

If you see or hear something
concerning, report it
immediately.

2



IF SOMEONE TELLS YOU SOMETHING...

Stay calm.
Listen.
Thank them.
*Don't promise to
keep it secret.*

3



REPORT IMMEDIATELY.

Tell the Building Title IX
Coordinator, Principal,
or School Administrator
before leaving campus
if possible.

4



BE KIND.

Treat every student
with dignity and
respect.

5



RESPECT PRIVACY.

Do not discuss concerns
with other volunteers,
substitutes, students,
or parents.

6



DON'T INVESTIGATE.

Your job is to report.
Not determine
what happened.

7



SAVE EVIDENCE.

If a student shows you
a text, email, or photo...
Do not delete it.
Tell the coordinator
immediately.

8



MAINTAIN PROFESSIONAL BOUNDARIES.

Keep interactions
appropriate,
respectful, and
professional.

9



ASK QUESTIONS.

If you're unsure...
Ask.
Never guess.

10



YOU COULD BE THE TRUSTED ADULT.

Students often tell the
person who feels safest.
That person might
be you.



NOTICE.



REPORT.



RESPECT.



PROTECT.

Working together, we create a safe and supportive
learning environment for every student.



SCHOOL MAP

RCSS

RICHMOND COUNTY
SCHOOL SYSTEM

Every role matters.
Every report matters.
Every student matters.



HALL PASS

Thank you for
helping our
students and
staff every day!

