

The Everyday HERO'S GUIDE

10 SMALL ACTIONS THAT MAKE A BIG DIFFERENCE

YOU MAKE THE DIFFERENCE. EVERY ROLE MATTERS.

10 Ways You Support Title IX Every Day



- 1 NOTICE WHAT OTHERS MIGHT MISS**
Pay attention to changes in behavior, concerning comments, or situations that may indicate someone needs help.
Everyday Tip: If something feels concerning, don't ignore it.



- 2 LISTEN WITHOUT JUDGING**
If a student or employee shares a concern, remain calm, listen carefully, and thank them for trusting you.
Everyday Tip: Your response can make all the difference.



- 3 REPORT CONCERNS IMMEDIATELY**
Every employee is a mandatory reporter. If you see it, hear it, receive it, or suspect it—report it immediately.
Everyday Tip: When in doubt, report it.



- 4 DON'T PROMISE CONFIDENTIALITY**
Instead say, "I may need to share this with someone who can help." This protects everyone.



- 5 RESPECT PRIVACY**
Avoid discussing reports with coworkers or others who do not have a legitimate educational need to know.
Everyday Tip: Privacy builds trust.



- 6 DON'T INVESTIGATE**
It is not your job to determine what happened. Simply report what you know. Let the Title IX team handle the rest.
Everyday Tip: Leave the investigation to the professionals.



- 7 PRESERVE EVIDENCE**
Do not delete texts, emails, or photos. Save them if possible and provide them to the Building Title IX Coordinator.
Everyday Tip: What you save today could help tomorrow.



- 8 CONTINUE SUPPORTING STUDENTS**
Keep treating students with kindness, respect, and professionalism. Simple things matter—greeting them, checking in, and providing consistency.
Everyday Tip: Small actions. Big impact.



- 9 COOPERATE WITH THE PROCESS**
If the Building Coordinator or System Coordinator asks for information, provide it promptly and maintain confidentiality.
Everyday Tip: Your cooperation helps ensure fairness for all.



- 10 REMEMBER—YOU MAY BE THE TRUSTED ADULT**
Many students report because they trust one caring adult. Never underestimate the impact you can have.

Notice.
Report.
Support.
Protect.
Every day.
For every student.



EVERY EMPLOYEE CONTRIBUTES TO A SAFE, RESPECTFUL, AND EQUITABLE SCHOOL ENVIRONMENT. YOU DON'T HAVE TO KNOW ALL THE ANSWERS—YOU JUST NEED TO **NOTICE**, **REPORT**, AND **CARE**.