

Is your CPS student being bullied?

Chicago Public Schools
Bullying Fact Sheet

LEGAL COUNCIL
FOR HEALTH JUSTICE
Updated: Aug 2019



CPS Obligations

All CPS staff (including bus drivers, lunchroom staff, security guards) who witness bullying must:

- Intervene immediately
- Make sure all individuals involved are safe
- Report the incident within 24 hours by filling out the complaint form



3 Ways to File a Bullying Complaint

1) Complete the Form for Bullying and Retaliation (Attachment A) and submit it to the school principal

This form can be found online in Section 4 of the CPS Student Code of Conduct at bit.ly/CPSCoCodeConduct or at bit.ly/CPSUpstream

2) Call the CPS Parent Support Center at **773.553.3772**

3) Email BullyingReport@CPS.edu



Tips for Filing a Bullying Complaint

- Be sure to document everything
 - Take pictures of injuries
 - Keep a log of date, time, location, and names of people involved
 - When possible, use email for communicating concerns to the school
- You can also request a **Safety Transfer** with the documentation that you collect



Additional Resources

READ MORE

Additional information on recognizing and preventing bullying can be found at www.stopbullying.gov

IMPORTANT RESOURCES

The state of Illinois requires that all school districts, charter schools, or non-public, non-sectarian elementary and secondary schools implement an Anti-Bullying Policy.

The Illinois statute can be found online at bit.ly/ILbullying

Chicago Public School's Anti-Bullying Policy can be found at bit.ly/CPSBullying

Bullying Investigation Steps for CPS

Notification and Documentation

1 day

- Schools must notify the parents/guardians of the students involved within **1 school day** of the complaint
- Schools must document the incident in the district student information system

Investigation and Outcome

5 days

- Schools must investigate starting within **5 school days** after the bullying report

10 days

- Schools must complete their investigation in **10 school days**
- School principals can request for a **5 day** extension under extenuating circumstances and shall notify all involved of this extension

1 day

- School principals must notify the parents/guardians of all students involved with the outcome of the investigation within **1 day**

Appeal

15 days

- If you are not satisfied with the outcome of the investigation you may appeal the decision to the *Office of Student Protections and Title IX*, or *OSP* (telephone: 773 535-4400), within **15 calendar days** of notification of the Principal's decision.

For more details, view the CPS Anti-Bullying Policy online:
bit.ly/CPSCodeConduct