

# What to do when your child is being bullied in Chicago Public Schools?

## How do I know if it is bullying?

Chicago Public Schools defines bullying as act or communication (verbal or electronic) directed from student to student that causes severe harm to a student's physical or mental health, or actions that substantially interfere with the student's academic performance, ability to participate or be involved in school services, activities or privileges in a school.

## What else do I need to know?

Students with disabilities that are involved must have their IEP team involved to figure out a solution that takes into consideration their disability. No one should try to get an apology from those involved, an investigation needs to be completed. If you are not satisfied with the decision you can appeal at the CPS Equal Opportunity Office within fifteen calendar days of notification of the decision via 773-553-1195.

## What is the first step once I discover my child is being bullied?

A parent/guardian/CPS employee that has reliable information about potential bullying should notify the Principal within 24 hours of finding out. Students, CPS employees, and parents or guardians that witness bullying are responsible for reporting it. There is a Bullying report form that must be completed, this form can be found in the student code on conduct or online on CPS website, you can also request the form from the school's office. **You can also call the Bully hotline at 1-888-881-0606, or email [BullyReport@cps.edu](mailto:BullyReport@cps.edu).**

## What happens during an investigation?

The Principal will notify parents/guardians and all involved students via phone or in writing the same day the bullying is reported, Investigation of a bullying incident shall be initiated within 5 school days of receiving the report and the investigation must be completed within 5-10 school days, unless the Principal request a 5-day extension because of an emergency. The Principal must notify all parties involved and this includes the identified perpetrators, targets, and any witnesses, The Principal will conduct individual private interviews. **NO DISCIPLINARY ACTION WILL BE TAKEN UNTIL THE INVESTIGATION IS COMPLETED.**

## What happens after the investigation?

Parent/Guardian may request a personal conference to discuss the investigation action, any resources or underlying reasons around the bullying incident. Principals cannot tell the others of the consequences of the other students and somethings must be kept confidentiality to keep student personal information private. Principal determination should be communicated in non-hostile manner, and the consequences must be consistent and fair and be implemented until the situation is resolved. The consequences should be fair and be in line with the student's age, and history. An incident report must be submitted through the district's IMPACT system and a safety plan must to restore a sense of safety for the target and other students who have been impacted. If needed a misconduct report must also be completed.

