

# MANDATORY PROCEDURE

## FOR REPORTING

### SEXUAL MISCONDUCT



[CPS.EDU/OSP](https://cps.edu/osp)

All staff, vendors, contractors, and consultants are required to report sexual misconduct or concerning behavior they are aware of. If you are receiving a disclosure from a student, first ensure their safety and well-being.

#### 1 FOR ALL CONCERNING BEHAVIOR, FIRST:

- **NOTIFY 911** if it is an emergency, per the Student Code of Conduct.
- **NOTIFY THE ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES (DCFS)** if you suspect child abuse or neglect at **1-800-252-2873 (1-800-25-ABUSE)**. Also notify your school principal.

#### 2 THEN FOLLOW THESE STEPS DEPENDING ON THE ACCUSED PARTY:

##### CPS-AFFILIATED ADULTS

If it involves a student impacted by sexual misconduct by CPS-affiliated adults, follow this step:

- **NOTIFY THE OFFICE OF INSPECTOR GENERAL (OIG)** at **1-833-TELL-CPS (1-833-835-5277)**

**OR**

##### STUDENTS or PARTIES NOT AFFILIATED WITH CPS

For all other instances that involve a CPS student, follow this step:

- **NOTIFY THE OFFICE OF STUDENT PROTECTIONS AND TITLE IX (OSP)** at **1-773-535-4400**

**ALWAYS REMEMBER TO FILE AN INCIDENT REPORT.**

#### What Is Sexual Misconduct?

Sexual misconduct is defined as any conduct of a sexual nature that is unwelcome or inappropriate, including but not limited to, sexual harassment, sexual assault, grooming, child sexual abuse, dating violence, and inappropriate touch or electronic recordings of a sexual nature.

**For more information or to contact your Title IX School Representative, visit our website at:**

**[CPS.EDU/OSP](https://cps.edu/osp)**

Title IX School Representatives are school-based staff with specialized training on how to prevent and respond to sexual misconduct concerns.