



TITLE IX AND SEXUAL MISCONDUCT **MANDATORY** REPORTING PROCEDURE

What is Title IX and Sexual Misconduct?

Title IX is a federal civil rights law that protects against sex discrimination, including sexual harassment. Sexual misconduct is a form of sex or gender-based discrimination or harassment that includes any conduct that is sex-based or of a sexual nature that is unwelcome or inappropriate and unreasonably interferes with, limits, or denies an individual's educational or employment access, benefits, or opportunities.

MANDATORY PROCEDURE FOR REPORTING A COMPLAINT

All employees (part- or full-time), contractors, consultants, vendors, Members of the Board of Education, Local School Council (LSC) members, and volunteers must take the following steps upon receiving a report.

Once you receive a report, you must take the following steps:

- 1** Ensure the safety and well-being of the party disclosing to you.
- 2** If it is an emergency, per the Student Code of Conduct, notify **911**.
- 3** If you suspect child abuse or neglect, notify the Illinois Department of Children and Family Services (DCFS) at **1-800-252-2873 (1-800-25-ABUSE)**. Also, notify your school principal.
- 4** Notify the OSP immediately.
 - a. District Schools - Fill out an Aspen report and answer the two questions related to sexual misconduct.
 - b. Charter Schools - Fill out a report using the Online Complaint Form on the OSP Website.
- 5** Staff unable to access Aspen, and for any questions or assistance, contact the Office of Student Protections & Title IX (OSP) **773-535-4400** or at **osp@cps.edu**.

The OSP is responsible for coordinating the CPS response to promptly investigate, stop, prevent and remedy all incidents of sex/gender-based discrimination, sex/gender-based harassment, sexual harassment, sexual misconduct and retaliation and ensuring compliance with Title IX.

REMEMBER: OSP coordinates student supports, as needed, to students involved in any Title IX or sexual misconduct incident.

Camie Pratt,
Chief Title IX Officer and
CPS Designated Title IX
Coordinator

42 W. Madison Street,
Chicago, IL 60602 |
773-535-4400 |
osp@cps.edu