

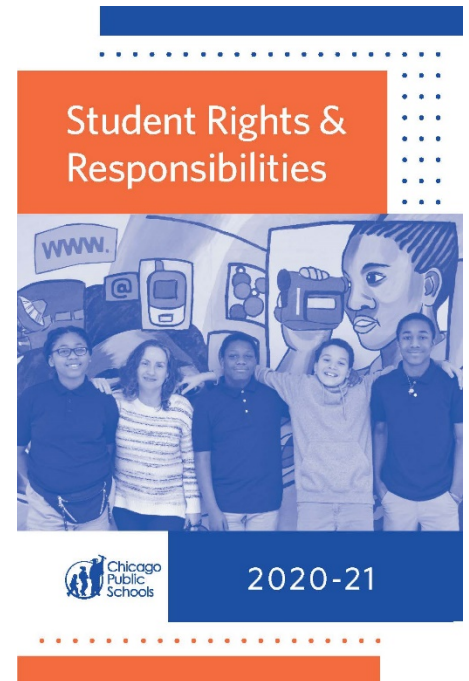


# Student Rights & Responsibilities Family Factsheet

Chicago Public Schools is committed to partnering with you and your child to ensure that ALL students have the social, emotional, behavioral, and academic skills they need to succeed. The CPS Student Rights & Responsibilities handbook includes the Student Code of Conduct (SCC), which guides our schools in developing disciplinary practices that promote a safe, nurturing and productive learning environment.

## Your RIGHTS & RESPONSIBILITIES as CPS Families:

- To be treated fairly and respectfully by all school and district staff, and to treat everyone in the school community with respect
- To talk with your child about the Student Rights & Responsibilities handbook and the Student Code of Conduct (available at [cps.edu/SCC/](https://cps.edu/SCC/) and through your school's main office) and school rules
- To receive information and work with the school principal, teachers, and other staff to support your child's academic or behavioral needs
- To ensure that your child has an opportunity to express his/her side of the story before any disciplinary action and to advocate for appropriate interventions
- To be notified promptly of consequences assigned and appeal disciplinary actions taken



## CPS resolves behavioral incidents by teaching students social and emotional skills, shaping positive behavior, and repairing harm done.

This means school staff should:

- PREVENT** behavior incidents by setting clear expectations, fostering positive relationships with all students, and developing students' social-emotional skills.
- Try to **CALM** the situation when behavior incidents arise and ensure all individuals are safe.
- Seek the student's perspective and **REFLECT** on the reason for the student's behavior.
- After the incident, staff, student(s), and families should work together to **REPAIR** the harm done and address the underlying reason for the behavior. Students who are taken out of class or school should be warmly welcomed back into the community and provided additional support as needed.

## When should a suspension be used?

CPS is responsible for educating ALL students. Out-of-school suspensions are a **LAST RESORT** that should only be used only when:

1. Staff and/or students are in immediate danger of physical, emotional, or mental harm, or
2. A student has severely interrupted other students in school, and staff have tried other ways to respond to the behavior

Pre-K through 2<sup>nd</sup> grade students may not be suspended, except when a Network chief/designee determines a serious safety concern.

When used, suspensions should be part of a larger strategy for addressing students' behavioral needs and preventing future incidents. Students cannot be sent home for a suspension until reasonable efforts are made to notify parents/guardians. See the Student Code of Conduct ([cps.edu/SCC](https://cps.edu/SCC/)) for more information on suspension limits.



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### What should I do if I feel my child has been disciplined unfairly?

Parents and students have the right to appeal disciplinary action. If you believe your student has been disciplined unfairly or given a suspension before you were notified, contact your school principal to set up a meeting to discuss the incident and raise your concerns. If the issue is unresolved or you have additional questions about the disciplinary process, you may contact the **Student Adjudication team at 773/553-2249, [studentadjudication@cps.edu](mailto:studentadjudication@cps.edu), or your Network office ([cps.edu/Networks](http://cps.edu/Networks))**.

### What should I do if I believe my student is a victim of bullying?

You should notify the school principal as quickly as possible. You may report bullying to any CPS employee in person or by emailing [BullyingReport@cps.edu](mailto:BullyingReport@cps.edu).