

Protecting Chicago's Children Training

Part 1: Addressing Sexual Misconduct Involving Students

Part 2: IL Department of Children & Family Services
Mandated Reporter Training

Created by the Office of Student Protections & Title IX

In Collaboration with Chicago Children's Advocacy Center



Today's Agenda

Part 1: Addressing Sexual Misconduct Involving Students

- On this SafeSchools platform, you will be required to open and keep a PDF packet containing CPS information, terminology, policies and procedures related to sexual misconduct.
- On this SafeSchools platform, you will be required to complete the training and pass a quiz.

Part 2: IL Department of Children & Family Services Mandated Reporter Training

- Within the SafeSchools platform, you will then register for and complete the IL DCFS Mandated Reporter training. You will also have to pass a second quiz and download your certificate of completion for your records.
- Finally, you will be required to return to the SafeSchools platform to submit your completion of both trainings.

Protecting Chicago's Children Training

Part 1: Addressing Sexual Misconduct Involving Students

Today's Objectives

After this training, participants will be able to:

- ❑ Understand the role, terminology, and procedures of the **CPS Office of Student Protections & Title IX**
- ❑ Understand the role of the **Office of Inspector General**
- ❑ Identify **laws, district policies, reporting procedures, and types of investigation related to sexual misconduct**
- ❑ Learn about the **prevention of abuse** through the identification of concerning behaviors
- ❑ Identify the **policies and procedures related to being an IL Department of Children & Family Services (DCFS) Mandated Reporter**

Remember - There will be a **quiz** at the end of this session.

Take Care of Yourself

CPS Employee Assistance Program

- **Magellan Healthcare**
- Provides 3 counseling sessions for you, and your eligible dependents or household members, at no cost to you.
- **1-800-424-4776**
- **www.MagellanHealth.com/member**

Chicago Rape Crisis Hotline

- The Rape Crisis Hotline provides survivors of sexual violence and their caregivers immediate support, crisis intervention and referrals for the city of Chicago and surrounding suburbs.
- **1-888-293-2080** (Operating 24 hours a day, 7 days a week)

Introduction to the Office of Student Protections & Title IX

TITLE IX

Title IX of the Education Amendments Act of 1972 is a federal civil rights law that states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Office of Student Protections & Title IX (OSP)

Camie Pratt, Chief and CPS Title IX Coordinator

OSP: 773.535.4400

Coordination

Erin Clark, Director

Responsible for coordinating the district's response to all reports of sexual misconduct affecting students to ensure that every incident reported to OSP is fully addressed and resolved.

Investigations

Deb Spraggins, Director

Responsible for leading investigations for the most serious or complex reports of sexual misconduct by students, and any employee misconduct related to those investigations.

Compliance & Training

Aimee Rodriguez, Director

Responsible for developing, implementing, and monitoring effective training and compliance programs that comply with Title IX and address the management of related data.

Office of Inspector General

Effective October 1, 2018, the CPS Office of Inspector General (OIG) took over all investigations of sexual allegations involving CPS and Charter Network affiliated adults and students. This may include a:

- staff member (part or full time);
- employee of a vendor (e.g. a bus aide, after-school program worker);
- school-affiliated individual; or
- volunteer.

The OIG will conduct an independent investigation, issue a report on their findings and will coordinate with OSP to ensure students are receiving appropriate support. Do not undertake your own investigation, however, you may be asked by the OIG to assist in theirs.

OIG Hotline: 1-833-TELL-CPS (1-833-835-5277)

CPS Definition of Sexual Misconduct

The CPS Comprehensive Non-Discrimination, Harassment, and Retaliation Policy defines sexual misconduct 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.

CPS Sexual Misconduct Categories

At the CPS Office of Student Protections & Title IX (OSP), sexual misconduct incidents are classified under 13 categories.

1. Grooming
2. Gender-Based Discrimination
3. Sexual Violence
4. Inappropriate Touching
5. Sexual/Gender Harassment
6. Dating Violence
7. Sexual Electronic Communications
8. Stalking
9. Sexual Bullying
10. Sexual Exploitation
11. Exposure/Voyeurism/Masturbation
12. Voluntary Sex Act
13. Retaliation

CPS Definition of Consent

Consent is:

- **Informed** - A person must be aware and understand the activity;
- **Active** - Not saying no does not mean yes; No means No. Stop means Stop. Verbal and nonverbal cues must be present, positive and sincere;
- **Voluntary** - Freely given without pressure, manipulation, and threat; and
- **Specific** - Consent must be present every time, for every action, and can be taken back at any time.

OSP Defines Consent

Who **Cannot** Provide Consent:

- A person with physical, developmental or cognitive differences that prevent them from understanding what is taking place
- A person under voluntary or involuntary influence of drugs or alcohol
- A person that is asleep or unconscious

All adults affiliated with the district, including staff, vendors, and volunteers, cannot engage in sexual activity with students.

District Policies and Guidelines Related to Sexual Misconduct

Guidelines for Maintaining Professional Boundaries: General Standards

All adult relationships with all students should always:

1. Maintain **appropriate, clear, non-sexual personal contact;**
2. Remain professional, **on or off school property, during or outside of school hours;** and
3. Include **appropriate physical and emotional boundaries.**

Guidelines for Maintaining Professional Boundaries: Unacceptable Behavior

Staff Should Not:

1. Give personal attention or start a friendship with students
2. Ask students to keep secrets
3. Make sexual jokes with students
4. Show sexual photos or videos to students
5. Date students or make plans to date students after they graduate
6. Flirt with or make sexual advances toward students
7. Respond positively to students flirting with you
8. Give students alcohol, drugs, or tobacco
9. Give gifts to any specific students
10. Use nicknames with students and do not use your first name
11. Engage in any inappropriate physical contact with students

Guidelines for Maintaining Professional Boundaries: Appearances of Impropriety

To avoid **impropriety**, all adults should:

1. **Not be alone with individual students** out of the view of others;
2. **Not invite or allow students into their home;** and
3. **Not visit a student's home or meet them at another location** outside of school for non-educational purposes.

Guidelines for Maintaining Professional Boundaries: Student Travel Policy

To maintain professional boundaries, all adults should:

- **Not transport students in their private vehicle** without written consent from the principal and the parent or guardian of the student. Consent forms are located in the Guidelines for Maintaining Professional Staff/Student Boundaries and referenced in the Student Travel Policy; and
- **Not be in a vehicle alone with an individual student**, outside of the view of others.

Acceptable Use Policy:

Adult to Student Mobile Communication

For communications with students, all adults must:

- **Only use official school-issued e-mail accounts for students** (e.g. Official CPS e-mail accounts for students);
- **Only use their own official staff e-mail accounts;**
- **Only message students through official Group Messaging Applications** (e.g. CPS Google Hangouts);
- Only **contact students if it relates to school matters;** and
- **NOT communicate with students at their cell phone** through any means (e.g. phone, text, DM).



Acceptable Use Policy:

Adult to Student Social Media Communication

For communications with students, all adults must:

- **Not use personal social media to conduct CPS Business or communication with students;**
- **Not add, invite, or accept “friend” or contact requests** of students or parents/guardians on any personal social media or non-CPS social media account;
- **Not discuss CPS or school matters** that cause disruption at school (e.g., bullying); and
- **Not discuss or post CPS confidential or protected information.**



District Policies & Guidelines

Remember - All staff MUST ADHERE to all policies and guidelines at all times.

District Policies:

- **Reporting of Child Abuse Policy (2018)**
 - Grooming
- **Comprehensive Non-Discrimination Policy (2019)**
 - Title IX
 - Equal Opportunity and Compliance Office

District Guidelines:

- **Guidelines Regarding Maintaining Professional Staff/Student Boundaries**
- **Guidelines Regarding the Support of Transgender and Gender Nonconforming Students and Individuals**
 - Office of Student Health and Wellness (OSHW)

Being a Supportive Adult: It's Okay to Care

What does it look like to build appropriate relationships with students while following district policies and guidelines regarding professional boundaries?



Being a Supportive Adult:

- Promote affirming, inclusive and positive classroom environments with your words and body language
- Support students in achieving their goals
- Actively listen to students
- Appropriately respond to all concerning behavior

District Reporting Procedures and Types of Investigation

Initial Disclosures of Sexual Misconduct: Permissible Questions Prior to Calling OSP or OIG

If an adult or student discloses sexual misconduct to you, here are **permissible questions you can ask them during the initial disclosure** to gather the information for your report to OSP or OIG.

- When did the incident take place?
- Where did the incident take place?
- Who was involved?
- In your own words, tell me what happened?

Remember, after the initial disclosure, **DO NOT** conduct any additional interview or investigation before reporting the incident to OSP or OIG.



Initial Disclosures of Sexual Misconduct: Appropriately Responding to Impacted Students

If a student discloses sexual misconduct to you, here are ways you can appropriately respond to impacted students:

- Listen
- Avoid a lot of questions
- Empathize
- Make no promises
- Respect student privacy

Initial Disclosures of Sexual Misconduct: Special Considerations

Please know that upon receiving initial reports of sexual misconduct, OSP will coordinate a response to each incident that will take into account special considerations for the students involved, including but not limited to:

- Age
- Language Ability
- Disability Status

Mandatory Procedure for Reporting Sexual Misconduct

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.**

Always remember to file an incident report.

Mandatory Procedure for Reporting Sexual Misconduct

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 & TITLE IX (OSP)** at **1-773-535-4400**

Title IX School Representatives

To provide assistance with sexual misconduct concerns, each school is required to have a Title IX School Representative that is trained to identify, respond to, and prevent sexual misconduct concerns. They are responsible for:

- Working with OSP and OIG to **help schools respond to incidents of sexual misconduct**;
- **Attending specialized training sessions** annually to increase their student protections and Title IX expertise;
- **Communicating information related to Title IX** to their school staff and students; and
- **Supporting students** affected by sexual misconduct.

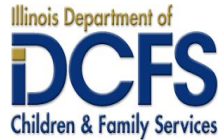
Please see our **Title IX School Representative Directory** at cps.edu/osp.

Types of Investigations

Depending on who you call in the reporting procedure, you will receive more information on the investigations that may take place due to your report.



Calls to **911** or **the police** may lead to a **Police Investigation** of reported sexual misconduct, including child pornography.



1-800-25-ABUSE

Calls to the **DCFS Hotline** may lead to a **Child Protection Investigation** of suspected child abuse and neglect.

Office of
Inspector General
Chicago Board of Education
Nicholas Schuler, Inspector General

1-833-TELL-CPS

Calls to the **Office of Inspector General (OIG)** may lead to an **OIG investigation** of alleged sexual misconduct by CPS or Charter Network affiliated adults.



1-773-535-4400

Calls to the **Office of Student Protections & Title IX (OSP)** may lead to a **CPS Investigation** of alleged sexual misconduct by students and related employee misconduct.

Case Study #1: Preventing Abuse through the Identification of Concerning Behaviors

Knowledge Check: Teacher Kutcher

- Teacher Kutcher is another teacher at your school. One day, Teacher Kutcher stops by your room and requests to pull Jordan out of your class for “just a minute.” Teacher Kutcher then walks Jordan down the hallway, out of your sight. Ten minutes later, Jordan returns to class happy, smiling.
- You request Jordan to stay behind and ask about the time alone with Teacher Kutcher. Jordan tells you that Teacher Kutcher provided a gift during their time alone - a new pair of wireless headphones due to having just lost a pair. Jordan also tells you that they both follow each other on social media, and that Teacher Kutcher asked Jordan not to tell anyone about the wireless headphones. Teacher Kutcher has also asked Jordan to share a picture wearing the headphones.

Knowledge Check: Teacher Kutcher

What are some concerning behaviors displayed by Teacher Kutcher ?

- Pulling the student out of class without educational/behavioral concerns
- Providing a gift to the student
- Connecting with the student through social media
- Encouraging the student to keep a secret

These behaviors create a grooming concern that must be reported.

Who should you report this incident to?

- **IL Department of Children and Family Services (DCFS)**
- **Office of Inspector General (OIG)**

Grooming

Definition:

Behavior an individual uses to build an emotional connection with children to gain their trust and break down their inhibitions for the purpose of sexual abuse.

Imbalance of Power:

- Grooming can also take place when there is an imbalance of power - whether it exists by age, ability level, or professional or social status.

Purpose of Grooming:

- Reduces the likelihood of disclosure, of the child being believed if they do disclose, and of the abuse being detected.

Grooming

Examples of Grooming:

- Frequently initiates or creates opportunities to be alone with a child, or multiple children
- Gives a special or expensive gift to a specific child
- Crosses physical boundaries, by giving full frontal hugs that last too long or making a child sit on their lap
- Encourages a child to keep secrets from family members and other trusted adults

Examples of Escalation from Grooming to Sexual Abuse:

- “Accidentally” touching genitalia
- Telling a child sexually explicit jokes
- Teasing a child about breast and genital development

Case Study #2: Preventing Abuse through the Identification of Concerning Behaviors

Knowledge Check: Taylor & Dakota

- Two students are distracted, looking at their phones in class. You hear them whisper: “I would never post this.” You ask about the commotion and one student reveals that they received a screenshot of an offensive post from Taylor about Dakota’s cheating and previous sexual encounters. You also learn that Taylor and Dakota have been dating for a few months.
- The next week, you witness Taylor yell derogatory statements at Dakota, aggressively pull Dakota’s hair, and smack books out of Dakota’s hand. Security interjects and you escort them to the Dean’s office. On the way there, Taylor states that they were just playing around. But Dakota discreetly tells you that this type of yelling happens a lot between them. Dakota also says this was the only time things got “really physical” between the couple.

Knowledge Check: Taylor and Dakota

What are some concerning behaviors in this situation?

- Taylor sharing a screenshot of Dakota's cheating and previous sexual encounters
- Taylor yelling derogatory remarks about Dakota, aggressively pulling Dakota's hair, and smacking the books out of Dakota's hand
- Taylor and Dakota screaming in the hallway, and a report from Dakota that there has been a lot of yelling lately

These behaviors create a dating violence concern that must be reported.

Who should you report this incident to?

- **Office of Student Protections & Title IX (OSP)**

Dating Violence

Definition:

Violent, controlling, or intimidating behavior that an individual uses against a current or former dating partner. It can include emotional, physical and sexual abuse, stalking, yelling, harassing, threatening, name-calling, threats of suicide, obsessive phone calling or text messaging, extreme jealousy and possessiveness.

Warning Signs:

- Physical acts of violence
- Threatening sexual electronic communications
- Recurring incidents
- Verbal harassment and abuse
- Isolation or manipulation

Remember - Just one warning sign is enough and any escalation or relationship should be taken seriously.

Creating a Culture of Prevention

Changing Our Culture:

Preventing Sexual Abuse is Possible

- **A school culture that is open, welcoming and supportive**
 - This will ensure that secrets cannot flourish and people feel comfortable coming forward with concerns.
- **Consent as a foundational value and norm underlying interactions among staff and between staff and students**
 - This will make inappropriate boundaries unacceptable and will model healthy relationships to our young people.
- **Inclusive school environments**
 - This can be achieved through promoting affirming classrooms.
 - This can also be achieved through creating safe, trauma-informed spaces for all students.
- **Comprehensive and age-appropriate sexual health education**

Changing Our Culture: Prevention Instruction

CPS Office of Student Health and Wellness (OSHW)

- Sexual Health Education Policy & Curriculum (**REQUIRED** for K-12)
- Parent Resources
- Instructor Training
- Community Based Locator Tool

Erin's Law in Illinois

- Mandates child sexual abuse prevention
- District curriculum meets this mandate



HEALTHY CPS

— OFFICE OF STUDENT HEALTH & WELLNESS —

Contact:

SexualHealthEd@cps.edu

Knowledge Center:

Student Health and Wellness



Chicago Public Schools
Office of Student Protections & Title IX
1-773-535-4400
www.cps.edu/osp

Any questions?
OSPTRAINING@CPS.EDU

Protecting Chicago's Children Training Quiz

Protecting Chicago's Children Training

Part 2: IL Dept. of Children and Family Services

Mandated Reporter Training




Resources for Parents and Caregivers

A student's parents and/or caregivers are an essential component to preventing sexual abuse and responding effectively after sexual abuse is disclosed.

Chicago Children's Advocacy Center's website has a number of helpful resources in English and Spanish, including a workbook for families about sexual abuse prevention called "Keeping My Family Safe".

www.ChicagoCAC.org

www.ChicagoCAC.org/KMFS



Keeping My Family Safe
A workbook for parents and caregivers on preventing, recognizing and responding to sexual abuse.



Manteniendo a Mi Familia Segura
Un cuaderno de ejercicios para los padres y cuidadores sobre prevenir, reconocer y responder al abuso sexual

DCFS Mandated Reporter Training:

Instructions

- Do NOT leave the SafeSchools platform at any point in the training.
- Before the training, disable your “pop-up” blockers and turn your audio on.
- **During the training, register and sign in to complete the training with your CPS e-mail account.** Or use your organizational account from your place of employment.
- After the training, download and keep your IL DCFS Mandated Reporter certificate of completion for your records. You may be asked to produce your certificate at anytime by your supervisor.

Remember - After completing the IL DCFS Mandated Reporter training, make sure to select the box on the SafeSchools platform that confirms you have reviewed and accepted the terms of the Illinois DCFS - Mandated Reporter Training. Finally, select the **GREEN “Finish” icon** on the SafeSchools platform to submit the completion of your trainings.