

notice to parents and students
regarding board policies

NOTICE TO PARENTS AND STUDENTS REGARDING BOARD POLICIES

NON-DISCRIMINATION STATEMENT

It is the policy of the Board to prohibit unlawful discrimination, harassment, and retaliation on the basis of any protected category by the Constitution of the United States, the Constitution of the State of Illinois, and applicable federal, state or local laws or ordinances, including but not limited to Title VI of the Civil Rights Act of 1964 (Title VI), Title VII of the Civil Rights Act of 1964 (Title VII), Age Discrimination in Employment Act of 1967 (ADEA), Title IX of the Education Amendments of 1972 (Title IX), the Americans with Disabilities Act (ADA), the Individuals with Disabilities Education Act (IDEA), and Section 504 of the Rehabilitation Act of 1973 (Section 504), specifically, but not limited to, discrimination, harassment, or retaliation on the basis of an individual's actual or perceived sexual orientation, gender or sex (includes gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy related medical conditions), race or ethnicity (includes hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists), ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, immigration or citizenship status, marital status, registered domestic partner status, genetic information, political belief or affiliation (not union related), military status, unfavorable discharge from military service, weight, height, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in the educational programs or activities the Board operates, or any other basis protected by federal, state or local law, ordinance, or regulation.

Concerns or inquiries regarding sex discrimination, harassment or retaliation can be made to the Board's Title IX Coordinator in the Office of Student Protections and Title IX or the U.S. Department of Education Office for Civil Rights (OCR). For incidents involving student victims, please see below for specific contact information:

- Office of Student Protections and Title IX (OSP) - (773) 535-4400 (student-to-student) (inquiries regarding sports equity should be directed to ospcompliance@cps.edu)
- Office of Inspector General (OIG) - 833-TELL-CPS ((833) 835-5277) (adult-to-student)
- U.S. Department of Education Office for Civil Rights (OCR) at (312) 730-1560 or ocr.chicago@ed.gov

For incidents involving adult complainants, please see below for specific contact information:

- Equal Opportunity Compliance Office (EOCO) (773) 553-1013 or - eoco@cps.edu, and/or
- OCR at (312) 730-1560 or ocr.chicago@ed.gov

Concerns or inquiries regarding discrimination, harassment or retaliation involving student victims on the basis of disability should be made to:

- District Manager of Section 504 Compliance – Section504@cps.edu

Concerns or inquiries regarding discrimination, harassment or retaliation on the basis of any other protected category listed above should be made to:

- Office of Student Protections and Title IX at 773-535-4400 or civil-rights@cps.edu (student complainants)
- Equal Opportunity Compliance Office (EOCO) at (773) 553-1013 or eoco@cps.edu (adult complainants)

For further information see the Board's *Comprehensive Non-Discrimination, Harassment, Sexual Harassment, Sexual Misconduct and Retaliation Policy*.

REPORTING OF CHILD ABUSE, NEGLECT, AND INAPPROPRIATE RELATIONS BETWEEN ADULTS AND STUDENTS

It is the policy of the Board that all employees must protect students by reporting any interactions or behaviors which suggest that an adult has or had an inappropriately intimate relationship with a child or may be grooming a child, even if the employee does not have reasonable suspicion that sexual misconduct is occurring or has occurred. Mandated reporters, including all Board employees, must immediately call the Department of Children and Family Services (DCFS) Hotline when they have reasonable suspicion of any type of child abuse or neglect at 1-800-252-2873 (1-800-25-ABUSE). Mandated reporters must also report to DCFS any sexual misconduct by an adult against a student as well as any interactions or behaviors which suggest that an adult has or had an inappropriately intimate relationship with a child or may be grooming a child, even if the employee does not have reasonable suspicion that sex abuse is occurring or has occurred.

Chicago Public Schools (CPS) employs dedicated and professional staff members who provide students with a safe and supportive learning environment. The District encourages healthy relationships between students and school staff and administrators to promote student achievement and success. The Board sets appropriate and reasonable boundaries for staff members and students to (1) protect students from sexual misconduct and abuse, and (2) to protect staff members from misunderstandings and false accusations.

All employees must follow the following general standards that apply to all staff and student interactions:

1. Personal contact between students and staff members must always be appropriate to the circumstances, non-sexual and unambiguous in meaning.

2. Staff members shall maintain a strictly professional relationship with students, whether on or off school property and during or outside of school hours.
3. Staff members are responsible for maintaining professional and appropriate physical and emotional boundaries with students at all times.
4. Interactions between staff members and students should be based on mutual respect and trust.
5. Staff members are responsible for treating all students consistently and in line with the educational mission of the District.

Concerns or inquiries regarding Reporting of Child Abuse, Neglect or Inappropriate Relations Between Adults and Students can be made to the Board's Title IX Coordinator in the Office of Student Protections and Title IX (OSP) at (773) 535-4400 or osp@cps.edu. Emergencies should be reported to Emergency Services at 9-1-1.

For further information see the Board's Reporting of Child Abuse, Neglect or Inappropriate Relations Between Adults and Students Policy.

Student Records

Under the Federal Family Educational Rights and Privacy Act ("FERPA") and the Illinois School Student Records Act ("ISSRA"), students and their parents have certain rights with respect to the student's educational records. These rights transfer solely to the student who has reached the age of 18, graduated from secondary school, married or entered into military service, whichever comes first.

Notice of Student Record Retention and Disposal

The law requires the Board of Education of the City of Chicago (the "Board") to maintain educational records, which includes both "permanent records" and "temporary records." A student's permanent record contains the student's name, place and date of birth, address, transcript, parent(s) name(s) and address(es), attendance records, and other information mandated by the Illinois State Board of Education. The student's temporary records include all school-related student information not contained in the permanent record. Student records may include both paper and electronic records.



According to Board policy, the retention periods for student records are as follows:

Student Grade Level	Record Category	Minimum Record Retention Period	Destruction Authorized When
Elementary and High School	Permanent Student Records	82 years after the student's date of birth	Student Age – 83
Elementary and High School	Temporary Special Education Records	27 years after the student's date of birth	Student Age – 28
High School	Temporary Student Records	27 years after the student's date of birth	Student Age – 28
Elementary	Temporary Student Records	20 years after the student's date of birth	Student Age – 21

The Board will follow the above retention schedule and will destroy these student records in the natural course of business when the records are eligible for disposal. Notice of the record disposal schedule is provided through annual newspaper publication. To review student records after the student has transferred, graduated or withdrawn from school, parents and students may contact the student's former school or Former Student Records (773-535-4110). For additional information, refer to the Board's **Policy on Student Records Management and Retention** at <http://policy.cps.edu/download.aspx?ID=84>.

Right to Review and Challenge Student Records

Parents and students, whether emancipated or not, have the right to inspect and copy all of the student's educational records maintained by the school or the Board unless the parent is prohibited by an order of protection from obtaining those records within 10 business days after the day the school receives a request for access. Parents of eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

When a student is transferring to a school outside the Chicago Public Schools district, parents have the right to inspect and copy and to challenge their children's temporary and permanent student records prior to the time records are transferred to the out-of-district school.

Schools may not charge to search for or retrieve information, though schools may charge a reasonable fee to copy records. *No parent or student shall be denied a copy of the student records due to their inability to pay.*

Parents have the right to request that a school corrects recorded information (with the exception of academic grades) that they believe is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA and ISSRA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of

the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a formal hearing by submitting a written request to the Board. Parents should contact the Executive Director Policy and Procedures, Chicago Public Schools, 1 N. Dearborn Street, 9th Floor, Chicago, IL 60602, for a formal hearing. After the hearing, if the Board decides not to amend the record, the parent has the right to place a statement with the records commenting on the contested information in the record. The parent may appeal the Board's decision by contacting the Regional Superintendent of the Illinois State Board of Education (ISBE). For more information on how to review and/or challenge a student's record, review the Board's policy on "Parent and Student Rights of Access to and Confidentiality of Student Records" (<http://policy.cps.edu/download.aspx?ID=122>).

Release of Student Records

Parents and eligible students have the right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools may not release student records information without written permission from the parent. However, the law allows the disclosure of records, without consent, to select parties, including:

- School district employees or officials¹ who have legitimate educational interest² in the student;
- Officials, upon request, of another school district or institutions of post-secondary education in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer;
- Certain government officials as required by State or Federal law;
- Persons conducting studies, pursuant to a written agreement with the Board;
- Individuals who have obtained a court order regarding the records, provided the parents are notified;
- Persons who need the information in light of a health or safety emergency; and
- State and local authorities in the juvenile justice system.

¹ A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. School officials can include contractors, consultants, volunteers or other parties under the Board's direct control with whom the Board has agreed to outsource certain institutional services or functions, and who have a legitimate educational interest in the specific education records disclosed. The Board's agreement with these contractors, consultants, volunteers or other parties will specifically outline the legitimate educational interest and which educational records are disclosed.

² A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.



A school may also disclose, without consent, certain “Directory Information” such as a student’s name, address, telephone number, date and place of birth, and awards and dates of attendance, provided that prior to the release of the Directory Information the parents are given the opportunity to opt out of the release of this information, in which case the information will not be released.

Please note that no person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student’s temporary record that the individual may obtain through the exercise of any right secured under ISSRA.

Release of Directory Information

The Chicago Public Schools may disclose directory information about students to specific parties through written requests. Directory information is information that is generally not considered harmful or an invasion of privacy if released. CPS has designated the following as directory information: student’s name; parents’ names; home address; home telephone number; date of birth; grade level; dates of attendance; school photographs; and most recent CPS school attended. Upon request, CPS may share directory information with City sister agencies, or external organizations delivering services to students such as Boys and Girls Clubs, YMCA, PTA, and other providers of programming that enriches a student’s academic and/or social and emotional learning.

If a parent or student does not wish to have the student’s directory information released, they must submit a written request to the school main office. The request to opt out must include the student’s name, ID and school. For convenience, the Board has developed an opt-out form which is available at all Chicago Public Schools and online at <http://cps.edu/B2S>. **Parents and students must submit their opt-out request by December 1st annually if they wish to opt out of the releasing directory information.** For more information on opting out of the release of directory information, please review the Board’s “Parent and Student Rights of Access to and Confidentiality of Student Records Policy” (<http://policy.cps.edu/download.aspx?ID=122>).

Release of Records to Recruiters and Institutions of Higher Learning

Chicago Public Schools provides the names, addresses and telephone numbers of all 11th and 12th grade students to military recruiters or institutions of higher learning upon their request. Parents and students, regardless of whether the student is emancipated or not, may request that their contact information not be disclosed as described below.

If a parent or student does not wish to have the student’s contact information released to military recruiters or institutions of higher education, they must submit a written request to the school main office. The request to opt out must include the student’s name, ID number and school. For convenience, the Board has developed an opt-out form which is available at all Chicago Public Schools

high schools. **Parents and students must submit their opt-out request by December 1st if they wish to opt out of releasing student records to recruiters and/or institutions of higher learning.** For more information on opting out of the release of contact information to recruiters, please review the Board's "Recruiter Access" Policy (<http://policy.cps.edu/download.aspx?ID=151>) and the Board's "Parent and Student Rights of Access to and Confidentiality of Student Records Policy" (<http://policy.cps.edu/download.aspx?ID=122>).

Release of Records for FAFSA Completion Project and National Student Clearinghouse

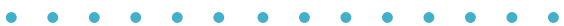
The Board releases student Directory Information on all 12th grade students to:

- 1) The Illinois Student Assistance Commission (ISAC) to assist students with college financing opportunities by completing the Free Application for Federal Student Aid (FAFSA) and to determine eligibility for ISAC-related scholarships. The FAFSA is required for students to receive many forms of college financial aid; ISAC and CPS collaborate to support family FAFSA completion; and
- 2) The National Student Clearinghouse, an organization which provides data to CPS on students' postsecondary enrollment and retention. The National Student Clearinghouse helps CPS to understand and improve the college readiness and success of CPS graduates.

The Directory Information to be released is: the student's name, date of birth and high school name. If a parent or student does not wish to have the student's Directory Information released to ISAC for the FAFSA Completion Project and scholarships or the National Student Clearinghouse for the above mentioned purposes, they must submit a written request to the attention of the Office of School Counseling and Postsecondary Advising, Chicago Public Schools, 42 West Madison Street, 3rd Floor, Chicago, IL 60602, 773/553-2108. The request to opt out must include the student's name, ID number and school. For convenience, the Board has developed an opt-out form which is available at all Chicago Public Schools high schools. **Parents and students must submit their opt out request to their high school counselor by October 1st if they wish to opt out of releasing student Directory Information for the FAFSA Completion Project and/or the National Student Clearinghouse.**

Filing of Complaints

Parents or students who are at least 18 years of age have the right to file a complaint with the U.S. Department of Education if they believe the school district has failed to comply with the requirements of FERPA by contacting the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.



Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act (SOPPA)

Illinois school districts may have agreements with educational technology vendors for educational purposes such as providing personalized learning and innovative educational technologies.

Under the Illinois Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those educational technology vendors, as well as school districts and the Illinois State Board of Education, to protect online student data.

Per the Board’s SOPPA policy and the district’s SOPPA guidelines, CPS may share limited student data with operators for their online sites, services, and/or applications. Under SOPPA, operators are prohibited from selling, renting, or leasing a student’s information or from engaging in any advertising, including targeted advertising, using a student’s information.

In general terms, operators will be limited to only the student data information needed for the educational technology such as student name, email, school, class, grade. Operators who request additional student data beyond class rostering data will be required to provide justification for such collection, and may be required to provide additional parent notice or obtain parent consent to do so.

If you would like to learn more about the Student Online Personal Protection Act, please see the CPS SOPPA website at www.cps.edu/about/policies/student-online-personal-protection-act/.

Student Interventions

The District maintains a policy on the use of momentary physical interventions to maintain the safety of students and staff and to those who are an imminent danger themselves or others as well as students with Disabilities (https://www.cpsboe.org/content/actions/2022_06/22-0622-PO3.pdf).

Notice of Search and Seizure Policy

Any Person who enters onto the property of the Board of Education of the City of Chicago may be subject to a search in accordance with the Board’s Search and Seizure Policy, (<http://policy.cps.edu/download.aspx?ID=190>).

Student Research Surveys and the Protection of Pupil Rights Amendment

The District maintains a Research Study and Data Policy to address how individuals may conduct student research activities including surveys in

the Chicago Public Schools (<https://www.cps.edu/sites/cps-policy-rules/policies/200/203/203-4/>). This policy has been established to comply with the requirements of the Federal Pupil Protection Rights Act (“PPRA”).

The Protection of Pupil Rights Amendment (PPRA) provides parents of elementary and secondary students with certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

Parent consent is needed prior to students being required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

Parents are entitled to receive notice and an opportunity to opt a student out of:

1. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
2. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Parents are entitled to inspect, upon request and before administration or use of:

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and



3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

TITLE I Parents Right to Know

Per Section 1112 of the Every Student Succeeds Act (ESSA), CPS parents may request information regarding the professional qualifications of their student's classroom teachers. CPS will provide the requested information in a timely manner. CPS parents should know that all teachers in CPS have met the state qualifications for licensure for the grade levels and subject areas that they are teaching, and that all CPS teachers and paraprofessionals are licensed by the Illinois State Board of Education (ISBE). If a parent wishes to check on their student's educators' licensure information, they may perform a search of public licensure information for educators on ISBE's website at [isbe.net/elis](https://www.isbe.net/elis).

Parents may also request information regarding any State or CPS policy regarding student participation in any assessments mandated by Section 1111(b)(2) of the ESSA and by the State or CPS. CPS will provide the requested information in a timely manner. Parents can find information on assessments at <https://www.cps.edu/academics/student-assessments/>.

Administration of Medication and Chronic Conditions Management Policies

The District maintains policies and guidelines on the administration of medication and management of chronic conditions during the school day. These policies apply to all students in all schools regardless of whether the school has any current students identified with asthma, diabetes, allergies, or seizures. In addition, these policies outline the forms required for the administration or self-administration of medication during the school day. Forms can be found on the Office of Student Health & Wellness ("OSHW") website.

Students and parents/guardians are encouraged to work with their school nurse to ensure that the appropriate forms are submitted and that the student's health needs are supported during the school day. Students and parents/guardians can also contact the Healthy CPS Hotline (773-553-KIDS) for help connecting to public benefits like Medicaid or SNAP, or to connect with a medical home.

Consent to Bill Medicaid Notice

CPS provides health evaluations and related health services to students **at no cost to parents**. CPS is able to receive federal Medicaid reimbursement to

offset some of the costs of providing some health services. In order to receive Medicaid reimbursements, a parent/guardian must consent to allow CPS to share his/her child's health information with the State of Illinois for billing purposes. The State must keep each student's information confidential and may only use it for the purpose of determining payments to CPS. Whether or not CPS is reimbursed has no impact on the family's insurance or benefits programs. Further, students will continue to receive any health services regardless of whether their parents/guardians provide consent to bill Medicaid. The parents/guardians' consent is only required once while the child continues to receive health services. This Notice is to inform the parents/guardians that CPS will continue to follow their decision regarding consent to bill Medicaid until the parents/guardians notify CPS of a change.

Substance Use Screening, Brief Intervention, and Referral to Treatment (SBIRT)

SBIRT in Schools Screening, Brief Intervention, and Referral to Treatment (SBIRT) focuses on prevention, early detection, risk assessment, brief counseling, and referral for assessment that can be utilized in the school setting. Use of a validated screening tool will enable school health teams to detect risk for substance use related problems and brief intervention strategies will help address these concerns at an early stage in children and adolescents. Parents and guardians can request additional information or request to opt their child out of screening by contacting their school administrator. More information about SBIRT can be found at <https://www.samhsa.gov/sbirt>.

CRAFFT II – Screening Interview

The CRAFFT is a well-validated substance use screening tool for adolescents aged 12-21. It is recommended by the American Academy of Pediatrics' Bright Futures Guidelines for preventive care screenings and well-visits. Learn more about the CRAFFT screening tool at <https://craftt.org/>.

CPS Policy Website

Copies of all Board Policies can be obtained on the CPS Website at <https://www.cps.edu/sites/cps-policy-rules/policies/> or by writing to the Board Secretary, Chicago Board of Education, 1 North Dearborn Street, 9th Floor, Chicago, Illinois 60602.

