

Welcome to the CPAB.Solutions Parent Advocacy Toolkit
A guide for parents navigating youth safety, bullying, and school accountability

CPAB.Solutions | Chicago Parent Advisory Board

Why This Toolkit Exists:
This Parent Advocacy Toolkit was created for parents and caregivers who are navigating bullying, harassment, safety concerns, or institutional harm within school systems. Many families are asked to "trust the process" without being given clear guidance, documentation tools, or support.

This toolkit helps you:

- Document concerns clearly and consistently
- Advocate for your child with confidence
- Understand when and how to escalate concerns
- Prioritize safety, healing, and accountability

You do not need legal knowledge to use this toolkit. These tools are designed to meet parents where they are—with clarity, care, and respect.

How to Use This Toolkit
You may use this toolkit all at once or one page at a time, depending on your situation. Start where you are. Safety always comes first.

- If there is immediate danger, pause advocacy steps and use crisis resources.
- Keep copies of all completed forms and emails.
- Written documentation protects both you and your child.

What's Inside This Toolkit
TOOL 1: Incident Documentation Log
What it's for:Helps you record bullying, harassment, threats, discrimination, or staff neglect in a clear, factual way.

Use this page to:

- Track dates, locations, and people involved
- Record school responses and follow-up
- Build a timeline if concerns continue

This is the foundation of your advocacy.

Page 2: School Meeting Preparation Worksheet
What it's for: Helps you prepare for meetings with teachers, counselors, principals, or school teams.

Use this page to:

- Clarify your goals before the meeting
- Organize facts and documentation
- Identify clear requests and next steps

This helps keep meetings focused and productive.

Page 3: Parent Advocacy Email Template

What it's for:Provides a written format to communicate concerns and requests professionally and clearly.

Use this page to:

- Create a paper trail
- Request timelines and accountability
- Follow up after meetings or incidents

Email documentation is one of the strongest advocacy tools parents have.

Page 4: Where to Send Your Documentation

What it's for:Explains who within the school district should receive documentation and when to escalate concerns.

Use this page to:

- Understand school-level vs district-level reporting
- Identify protection and compliance offices
- Escalate concerns when schools fail to act

Escalation is not punishment—it is protection.

One-Page Escalation Flow Chart

What it's for:Provides a quick visual guide showing when to move from school staff to district offices and beyond.

Use this page to:

- Know your next step at a glance
- Reduce confusion during stressful situations
- Advocate without second-guessing yourself

Crisis & Immediate Support Resources

What it's for:Lists mental health and crisis resources for youth and families when safety or emotional well-being is at risk.

Use this page to:

- Access immediate support

- Know when to pause advocacy
- Prioritize care and stabilization

Documentation can wait—safety cannot.

If you need assistance or support with how to submit, print or copy documents please refer to our support page.

A Note to Parents & Caregivers

You are not overreacting.
You are not alone.
Your child deserves safety, dignity, and care.

This toolkit exists to support—not replace—your voice. CPAB.Solutions provides advocacy tools, guidance, and community connection. We do not provide legal or emergency services, but we stand with families navigating harm and seeking accountability.

Stay Connected
For additional resources, updates, and parent spaces, please visit our website and join our mailing list through the Contact Us page to receive email updates and event invitations.



CPAB- Parent Advocacy ToolKit Page 1.

To use this form, click the link and select File → Make a copy. Complete your copy and email it back to CPAB.Solutions - @cpab.solutions@gmail.com

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Purpose:

Use this log to document bullying, harassment, threats, assault, discrimination, staff neglect, or other safety concerns. Consistent documentation strengthens advocacy efforts and helps protect your child.

Student Information
Student Name (or Initials): _____
School: _____ Grade: _____
Parent/Caregiver Name:

_____
Best Contact (Email or Phone):

_____
Incident Record
(Complete one section per incident)
Incident #_____
Date of Incident: _____
Time of Incident: _____
Location (classroom, hallway, bus, online, etc.):
Type of Incident (check all that apply):
☐ Bullying
☐ Harassment
☐ Threats
☐ Physical harm
☐ Sexual harassment
☐ Discrimination
☐ Cyberbullying
☐ Staff misconduct or neglect
☐ Other: _____

_____

Description of What Happened
(Facts only. Use exact words if possible.

_____

_____

_____

_____

People Involved
Person(s) causing harm (if known):

_____
Witnesses (students or staff):

_____
Impact on Student
(Physical, emotional, academic, attendance, behavior changes, etc.)

_____

_____

_____

_____

Actions Taken
Who was the incident reported to?
(Name/Title):_____

_____

How was it reported? ☐ Email ☐ Phone ☐

In-person ☐ Other: _____

Date Reported: _____
School Response (what was said or done)

_____

_____

_____

_____

Next Steps Promised
(Include dates and deadlines)

_____

_____

Evidence Collected
☐ Screenshots
☐ Emails
☐ Photos
☐ Medical documentation
☐ Video (if applicable)
☐ Written statements
☐ Attendance or grade changes
Follow-Up Notes
(Include dates, responses, and outcomes)

_____

_____

Disclaimer: CPAB provides advocacy support and resources. We do not offer legal representation or emergency services.

Stay Connected with CPAB.Solutions

Please remember to join our mailing list by using the Contact Us form on our website to receive email updates, resources, and event invitations.

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Purpose
Use this worksheet to prepare for meetings with teachers, counselors, deans, principals, or school safety teams.

1. Goal for This Meeting
What do I need by the end of this meeting?
☐ Safety plan
☐ Investigation
☐ Schedule or placement change
☐ Accountability steps
☐ Support services
☐ Other: _____

_____

_____

2. Key Facts to Share (Keep it short)
1._____

2._____

3._____

3. Requests (Be specific)
I am requesting: _____
I am requesting: _____
I am requesting: _____

4. Questions to Ask
What steps will be taken and by when? _____
Who is responsible for follow-up? _____
How will my child be protected daily? _____
How will updates be communicated to me? _____

5. Documentation I Am Bringing
☐ Incident log
☐ Emails
☐ Screenshots
☐ Photos
☐ Medical notes
☐ Witness names

6. After the Meeting
Follow-up date: _____
Who to contact if no action occurs: _____
Notes:
_____

_____

_____

_____

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Purpose
Use this template to formally document concerns and request action in writing in email.

Subject: Safety Concern and Request for Support – [Student Initials], Grade [ ]

Hello [Name and Title],
I am writing to formally document an ongoing safety concern involving my child, [Student Name or Initials], who is in grade [ ]. On [date(s)], the following occurred:
[Brief fact or incident]
[Brief fact or incident]

These incidents have impacted my child's safety and well-being.

I am requesting the following actions to ensure my child is protected:
[Specific request]
[Specific request]
[Specific request]

Please confirm receipt of this email and provide a written response by [date – typically 48–72 hours] outlining next steps, responsible parties, and timelines.

Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Phone Number]
[Email Address]
[Student Initials], Grade [ ]
[School Name]

You are not alone.
Documentation, clarity, and collective advocacy matter.
Chicago Parent Advisory Board (CPAB)exists to support families navigating harm, healing, and accountability.

-Ashley, Founder of the CPAB



CPAB- Parent Advocacy ToolKit _Escalation Flow Chart

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Student Safety & Advocacy Escalation Flow Chart

When and Where to Send Your Documentation

🚨 START HERE
Is your child in immediate danger?
➡️ YES → Call 911 or local emergency services
➡️ NO → Begin documentation and follow the steps below

🟢 STEP 1: Classroom / School Staff
Who to contact first:

- Teacher
- Counselor or Social Worker Dean

What to send:

- Incident Documentation Log
- Brief written summary of concern

What to request:

- Written acknowledgment
- Immediate safety measures
- Clear next steps and timeline

⏱️ If no response or action within 48–72 hours → move to Step 2

🟡 STEP 2: School Administration
Who to contact:

- Assistant Principal
- Principal

What to send:

- Updated documentation
- Copies of previous emails
- Meeting notes (if applicable)

What to request:

- Formal intervention
- Safety or support plan
- Written follow-up

⏱️ If harm continues or response is inadequate → move to Step 3

🟠 STEP 3: District Protection & Compliance. Offices

When to escalate here:

- Ongoing bullying or harassment

- Physical or sexual harm
- Discrimination or retaliation
- Staff misconduct or neglect
- Failure to protect student safety

District Offices to Contact:

- Office of Student Protections & Title IX
  osp@cps.edu

- Equal Opportunity Compliance Office
  eoco@cps.edu

- Bullying Support
  BullyingReport@cps.edu

What to include:

- Incident Documentation Log
- Timeline of events
- Copies of all prior communication
- Specific request for review or investigation

⏱️ If district response fails or harm continues → move to Step 4

🔴 STEP 4: External Oversight & Accountability

When to escalate externally:

- District processes are exhausted
- No meaningful action has occurred
- Student rights may be violated

Possible options include:

- State education complaint offices
- Civil rights or compliance agencies
- Child advocacy or ombudsman services

What is required:

- Detailed documentation
- Proof of prior reporting attempts
- Dates, names, and written records

🧠 Important Reminders

✔ Always use email when possible

✔ Save copies of everything
✔ Ask for written responses
✔ Stick to facts, dates, and impact
✔ You have the right to escalate concerns

⚠️ Disclaimer
CPAB.Solutions provides advocacy tools and guidance.We do not provide legal advice, legal representation, or emergency services.

You are not “doing too much.”
You are doing what is necessary to protect your child.
Documentation creates accountability. Escalation is advocacy.
-CPAB



Crisis Support Care Packet

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Crisis Support Care
Immediate Help When You or Your Child Need Support

🚨 IMMEDIATE DANGER
If you or your child are in immediate physical danger: 📞 CALL 911

🧠 MENTAL HEALTH & EMOTIONAL CRISIS
988 Suicide & Crisis Lifeline 📞 Call or Text 988
🕒 24/7 • Free • Confidential
Support for youth, teens, and adults
(You do NOT have to be suicidal to call)

🧒 YOUTH & TEEN SUPPORT
Crisis Text Line
📱 Text HOME to 741741
24/7 confidential text support for youth and teens

🏙️ CHICAGO – NON-POLICE MENTAL HEALTH RESPONSE
CARE Pilot (Chicago Only)
📞 Call 911 and ask for CARE Pilot
• Mental health clinicians + paramedics
• For mental health crises without immediate violence
• Non-law-enforcement response when appropriate

🏠 DOMESTIC OR FAMILY VIOLENCE SUPPORT
National Domestic Violence Hotline
📞 1-800-799-SAFE (7233)
📱 Text START to 88788
🕒 24/7 • Confidential • Safety planning available

💛 IMPORTANT REMINDERS FOR PARENTS
Trust your instincts — urgency matters
You do not need proof to ask for help
Documentation can wait — safety comes first
Asking for help is a strength, not a failure

CPAB. Disclaimer
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We do not provide emergency response or crisis intervention services.

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Help is available.

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How to Use This Form

1. Click File → Make a copy
2. Fill out your copy
3. Email your completed form to: [cpab.solutions@gmail.com]
4. Keep a copy for your records