School-based Prevention Services: Sexual Assault Reporting Best Practices

If a student reports they have been sexually assaulted or involved in teen dating violence:

- If the student is a minor, you must promptly report this to the Oklahoma Department of Human Services and follow the requirements above, no matter who is the perpetrator. The number is 1-800-522-3511.

- The teacher/counselor/other staff member who received the report should also report this to the principal, counselor, and district’s Title IX Coordinator immediately.

- If the student needs medical attention, they should be referred to the nurse and/or emergency medical responders immediately.

- Parents should be contacted as soon as possible. You can give the student the option of letting them tell their parents in front of you or you telling their parents in front of them.

- Police MUST be contacted immediately by the counselor/principal/other administrator. This MUST happen the SAME DAY as being notified of an assault. This cannot wait until the next day, even if it is the weekend.

- A rape crisis center or other sexual assault response agency may be contacted with parent permission. School officials may refer the student to a rape crisis center or sexual assault response agency.

- A district-level administrator should be notified as soon as possible.