

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.