MANDATED REPORTING OF ABUSE OR NEGLECT for ALL ACS EMPLOYEES

If abuse, sexual abuse/assault/misconduct or neglect of a child under the age of 18 by parent/guardian/caregiver is suspected in the home, IMMEDIATELY (within 24 hours of suspecting):

1. **Contact SRO/APD Corporal Dylan Davis at 580-630-0187 and ask that he take your report in person immediately.**
2. **If SRO Corporal Davis is not available, call Ardmore Police Department Dispatch at 580-223-1212.**
3. **Contact OK DHS at 1-800-522-3511 and report the concern, giving as much detailed information as possible.**
4. **Report to your site administrator.**
5. **Follow any directives issued by SRO, APD, DHS or site administrator relating to the sharing of information with others AND confidentiality.**

If abuse, sexual abuse/assault/misconduct or neglect of a student age 18 or older by parent/guardian/caregiver is suspected in the home, IMMEDIATELY (within 24 hours of suspecting):

1. **Contact SRO/APD Corporal Dylan Davis at 580-630-0187 and ask that he take your report in person immediately.**
2. **If SRO Corporal Davis is not available, call Ardmore Police Department Dispatch at 580-223-1212.**
3. **Report to your site administrator.**
4. **Follow any directives issued by SRO, APD or site administrator relating to the sharing of information with others AND confidentiality.**

If abuse, sexual abuse/assault/misconduct or neglect of any student, regardless of age, by a school employee is suspected, IMMEDIATELY:

1. **Report the concern/allegation to your site principal.**
2. **Site Principal will report to the superintendent immediately.**
3. **Superintendent will report to Ardmore Police Department immediately**
4. **(NO investigation is to be made by any school official until law enforcement has indicated the district may do so.)**
5. **Follow any and all directives issued by APD, site administrator and/or superintendent relating to the sharing of information with others AND confidentiality.**