

# FY26 Child Abuse and Neglect RESPONDING PROCEDURES



*All MCPS employees, volunteers, and contractors are required to immediately report any suspected instance of abuse or neglect of a child or vulnerable adult.*

**IF THERE IS DOUBT...**

**ALWAYS ERR IN FAVOR OF REPORTING**

## THE DIFFERENT TYPES OF CHILD ABUSE

- |                  |                   |
|------------------|-------------------|
| 1 Neglect        | 3 Sexual Abuse    |
| 2 Physical Abuse | 4 Emotional Abuse |

### ☐ 1. ORAL REPORT:

- a. Oral reports of child abuse must be made immediately to **Child Welfare Services in the Montgomery County Department of Health and Human Services, commonly known as Child Protective Services (CPS) at 240-777-4417.**
- b. Oral reports of abuse of a vulnerable adult must be made immediately to **Adult Protective Services (APS) at 240-777-3000.**
- c. Prior to making a report, no employee, including principal, should investigate or interrogate the alleged abuser, alleged victim, or potential witnesses. CPS may give permission to ask limited follow-up questions to provide more detailed information about the situation. **Always defer to the experts at CPS and Montgomery County Police Department (MCPD).**

### ☐ 2. NOTIFICATION OF PRINCIPAL/SUPERVISOR: After making an oral report to CPS or APS, immediately notify the principal. If the staff member making the report is not school based, they should also notify the principal of the school where the child/vulnerable adult attends (even if CPS/APS declines to investigate or screens out the complaint).

- ### ☐ 3. FOLLOW-UP BY PRINCIPAL/SUPERVISOR: Principals/supervisors must take additional steps immediately after being notified of an oral report to CPS/APS.
- a. If the alleged abuse involves **RAPE** or a **SEXUAL OFFENSE**:
    - Report to non-emergency **MCPD Emergency Communications Center (ECC) 240-683-1600**
    - Notify **Division of School Leadership and Improvement (DSLII)** must be notified.  
**Area 1: 240-740-5136/Area 2: 240-740-5137/Area 3: 240-740-5138**
  - b. Confirm oral report has been made and a written report is submitted.  
**MCPS Form 335-44 ONLINE is available [HERE](#).**
  - c. Collaborate with the **MCPS System-Wide Child Abuse Contact (MCPS SWCAC)** or designee in **Student Compliance at 240-740-3215**, and other county partner agencies to ensure that the **alleged offender does not present an immediate danger to the safety of the alleged victim and other students** and take other appropriate follow-up action.
  - d. Collaborate with the school-based child abuse liaison to provide support and counseling to alleged victims, as well as students who come forward to report or confirm allegations of abuse or neglect.

- ☐ 4. **IF THE ALLEGED PERPETRATOR IS AN MCPS EMPLOYEE, VOLUNTEER, OR CONTRACTOR:** Principal/Supervisor notifies the MCPS SWCAC or designee at 240-740-3215, who will ensure notification to the Department of Compliance and Investigations (DCI) 240-740-2888. In every case of alleged abuse or neglect, DCI will conduct an internal investigation.
- ☐ 5. **WRITTEN REPORT:** Oral reporter completes MCPS Form 335-44, *Report of Suspected Child Abuse and Neglect*. **MCPS Form 335-44 ONLINE Report is available [HERE](#).**
- a. Written report/Online report of must be submitted immediately after the call to CPS disclosing the existence of suspected abuse and/or neglect.
  - b. Written Report: copies of the report **must** be sent to:  
(Online Report automatically sends report to all four departments below)
    - **Copy 1 - CPS**, DHHS, 1301 Piccard Drive, Rockville, MD 20850, Phone: 240-777-4417; or **APS**, DHHS, 401 Hungerford Drive, 3rd Floor Rockville, MD 20850, Phone: 240-777-3000
    - **Copy 2 - MCPS System-Wide Child Abuse Contact**  
Student Conduct and Appeals, 850 Hungerford Drive, Suite 200, Rockville, MD  
Phone: 240-740-3215
    - **Copy 3 - Office of the State's Attorney for Montgomery County**  
County Office Building, 50 Maryland Avenue, 5th Floor, Rockville, MD 20850
    - **Copy 4 - Special Victims Investigations Division**  
Montgomery County Police Department, 7300 Calhoun Place, Suite 300  
Rockville, MD 20855, Phone: 240-773-5400
  - c. The school maintains a confidential log of all reported cases, but does **NOT** keep a copy of the written report.
- ☐ 6. **PARENT/GUARDIAN NOTIFICATION:** Collaborate with the MCPS SWCAC and county partner agencies (CPS, APS (for vulnerable adults), and/or the SVID) to **develop a plan for appropriate notification of parents/guardians of student victims**.
- ☐ 7. **COMMUNITY NOTIFICATION:** Collaborate with the MCPS SWCAC, the MCPS Office of Communications, and county agencies to determine whether others in the school community should be notified and develop a plan, including a timeline.

**Resource:** MCPS [Policy JHC-RA](#), *Reporting and Investigating Child Abuse and Neglect*

**Need Help?**

**Student Conduct and Appeals at 240-740-3215**  
<https://www.montgomeryschoolsmd.org/compliance/>