



TITLE: HANDLE WITH CARE			NUMBER: 1209
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I. **PURPOSE:** To establish guidelines for reporting a traumatic encounter, where a child is present to the appropriate school district in a timely manner. This will allow a child’s school to implement appropriate procedures to handle the child with care (HWC).

II. **PROCEDURE:**

A. Exposed to Trauma:

1. For the purpose of this program, the phrase “exposed to trauma” shall be construed broadly and by way of example and not by way of limitation, shall mean and include any event where a child is a victim or witness, experiences or is involved in, or is questioned relative to, any of the following: the abuse of a family member, loved one, or pet; abuse or neglect; child custody, visitation or support or other domestic relations controversy where there is law enforcement intervention; community violence; the commission of a crime; loss of a family member or friend; an overdose; the arrest of a family member; racism or any other form of discrimination; homelessness; mental illness and /or substance abuse by a parent or caregiver; hospitalization or family illness; incarceration of a parent or family member; sudden, unexpected or frequent changes in caregiver, school, program or home life; natural disasters; or similar acts or experiences.
2. Should a law enforcement officer be uncertain as to whether or not to give notice to the school, judgement should be exercised in favor of notification.

B. A child is defined as the following:

1. A minor seventeen years of age or younger who resides with a parent or legal guardian and attends Moline-Coal Valley School District #40.
2. A minor who is eighteen years of age or older who still attends Moline-Coal Valley School District #40.

C. If an officer encounters a child on a scene during any of the incidents which he feels is traumatic then:

1. Gather child's full name and date of birth.
2. Identify which school the child attends.

D. The "Handle with Care" notification form procedure:

1. If an Incident Report is completed:
 - a. add HANDLE WITH CARE to the incident report.
 - b. Indicate in the report that the HWC notification was sent.
2. If an Incident Report is not completed:
 - a. add HANDLE WITH CARE to the CAD report notes.
 - b. Indicate in the notes that the HWC notification was sent.
3. Complete an email to notify the HWC user group
 - a. Moline email system @HandleWithCare
 - b. Subject "Handle With Care"
 - c. Body: Child's full name, date of birth and school
 - d. Body: Please Handle With Care
4. Notification must be issued immediately so the school can implement procedures to provide assistance the following school day.
5. Notifications will contain no specific information about the incident in order to maintain privacy of the student and their family



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