



HANDLE WITH CARE

Process Flow Chart

Handle With Care

- When a child is exposed to violence or trauma, a law enforcement officer or CPS worker will contact the identified school personnel (superintendent's designee) who will take the initial information (Handle With Care Notice).
- The superintendent's designee will then ensure notification is provided to appropriate school principals, nurses, guidance counselors/social workers, School Resource Officers, Registrars, and teacher(s).
- Teachers will observe child's behavior/academic performance and utilize trauma sensitive interventions as appropriate.
- If child exhibits problems (emotional, behavioral, academic, physical, etc.), the teacher will refer the child to the school guidance counselors/social workers or nurse.
- The school counselor will assess the child's needs and determine if counseling/services are needed and make a recommendation.
- The counselor or social worker will refer the caregiver/child for follow-up services as deemed appropriate.
- The school will attempt to obtain written consent from the parent/guardian for care providers and school staff to communicate about the best interest of the child.
- School to provide trauma sensitive training to ALL school employees. A process will be developed to alert appropriate school staff of the child's exposure to violence.
- School to provide space for law enforcement desensitization process.
- School to provide space (if available) for specialized trauma therapist.



A child is exposed to a traumatic event.

If law enforcement is called, they identify children at the scene and find out where they go to school or daycare.



LAW ENFORCEMENT

A law enforcement officer will contact the designated school personnel and provide initial information through a Handle With Care notice. No details about the nature of the event are provided; only the child's name and "Handle With Care" are given.



SCHOOL DISTRICT

The designated school personnel will then ensure notification is provided to the child's teachers and support personnel.

TEACHING STAFF & SCHOOL PERSONNEL

Provide:
Classroom Interventions
Awareness
Observation
and/or Support



SCHOOL COUNSELOR, SOCIAL WORKER OR NURSE

Provides assessment and/or interventions



If Additional Support IS Needed

If Additional Support Is NOT Needed

If Additional Support IS Needed

If Additional Support Is NOT Needed

Continue to monitor and support as needed.

Continue to monitor and support as needed.



MENTAL HEALTH THERAPIST

Provides on-site therapy with parental consent

Continue with typical classroom activities

