



How Police Can Notify Schools

What are the ways to send a Handle With Care Notification?

When police identify a child at the scene of a traumatic event (domestic violence, meth lab explosion, drug raid, shooting, etc.), they will send a confidential Handle with Care Notification Form to the school district or childcare agency.

The Notification Form can be sent one of three ways:

- Email
- Text
- Or call the police dispatch to send an email or text



How do we decide how to send our notifications?

Law enforcement must meet with decision-makers in the school to identify the Handle with Care Coordinator (often the director of student services or attendance) and determine the best way to send the notification for your locality.

Some decide to send the [Handle with Care Notification Form](#), which can be triaged in the school to the appropriate teacher and/or counselor, while others send only three pieces of information: the child’s name, age, and school, as well as a message to “Handle With Care.”

Nothing about the traumatic incident is shared with the school.

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How do other police departments send notifications?

In West Virginia, each of the 55 counties operates its own school district. Each county established a Handle with Care coordinator and worked out their own notification systems. In Monongalia County, for example, law enforcement contacts police dispatch who sends the notification via email to the county coordinator, who is the director of school counselors. The Handle With Care program managers created and regularly update a spreadsheet with contact information for the 55 coordinators. If law enforcement or schools have any questions about contact information or protocol, they just need to call their county coordinator.

Conversely, there are 16 traditional school districts in Bexar County, Texas. In Spring 2019, three school districts [piloted Handle with Care](#) with the San Antonio Police Department. They decided to send the notifications through email, so each district created a new email account specifically for the notifications. Law enforcement officers send an email to one of three accounts corresponding to the child's school district.

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