

Law Enforcement's Guide to Submitting a Handle with Care Notice

1 Go to <http://www.washtenawisd.org/HandleWithCare>

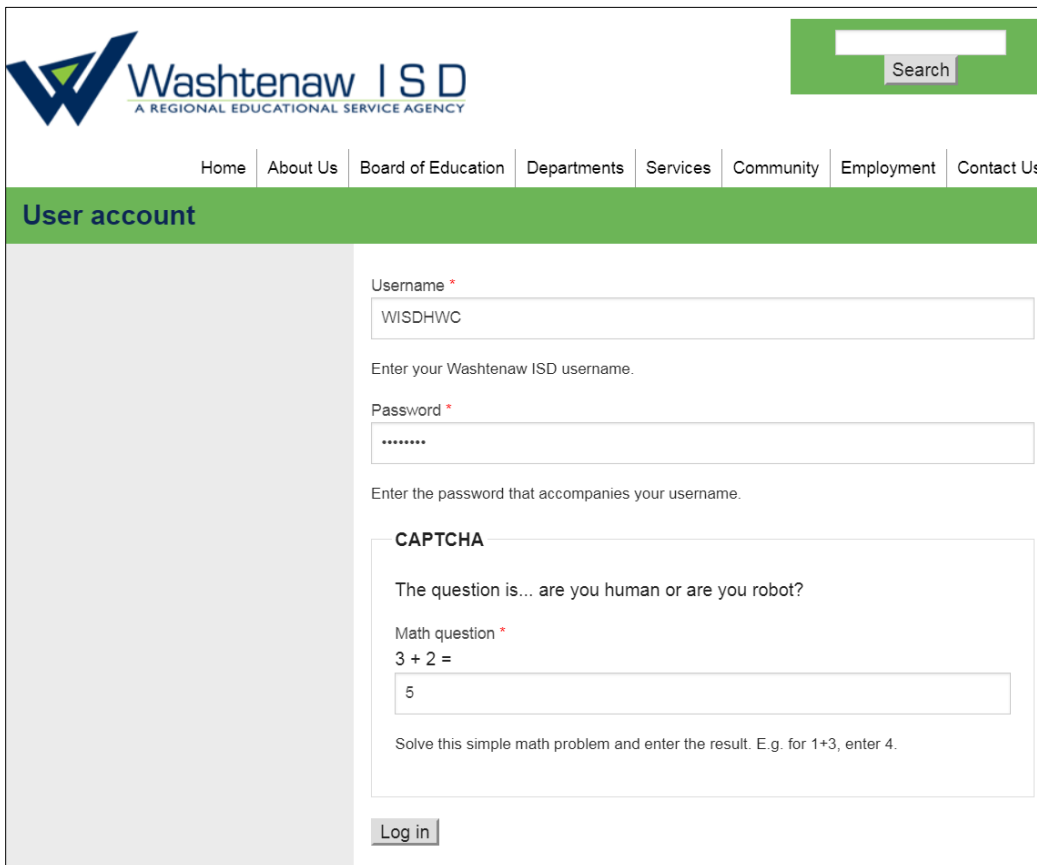


The screenshot shows the 'Handle With Care' page on the Washtenaw ISD website. At the top left is the Washtenaw ISD logo and 'A REGIONAL EDUCATIONAL SERVICE AGENCY'. A search bar is at the top right. A navigation menu includes Home, About Us, Board of Education, Departments, Services, Community, Employment, and Contact Us. The main content area is titled 'Handle With Care' and contains a description of the initiative, a 'HANDLE WITH CARE' logo with the tagline 'Protect - Heal - Thrive' and 'Law Enforcement LOGIN', 'Video Links' with four links, a '2018 Data Report' link, and 'Handle With Care Forms' with three links. A sidebar on the left lists various services like Active Shooter Training, Adult Education, FOIA Request, etc.

2 Click this logo:



3 You will be asked to login.



The screenshot shows the login page for the Handle With Care portal. It features the Washtenaw ISD logo and a search bar at the top. A navigation menu is present. The main heading is 'User account'. The login form includes fields for 'Username *' (containing 'WISDHWC') and 'Password *' (masked with dots). Below these is a 'CAPTCHA' section with the question 'The question is... are you human or are you robot?' and a 'Math question *' of '3 + 2 ='. The answer '5' is entered in the provided field. A 'Log in' button is at the bottom.

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4 Complete the form for all children preschool-grade 12.

Handle with Care | Log out

Washtenaw ISD
A REGIONAL EDUCATIONAL SERVICE AGENCY

Home | About Us | Board of Education | Departments | Services | Community | Employment | Contact Us

Handle With Care

Active Shooter Training

Adult Education

FOIA Request

Fingerprinting Service

Handle With Care

News & Events

Special Ed Millage Information

ADA Website Compliance

Start Complete

Select the student's school district (required): *

Ann Arbor Public Schools

Date of Incident (select the date the incident occurred (required)): *

Nov

29

2018

Student (required): *

Steven Student

School:

Lavton Elementary

Student:

Sally Student

School:

Huron High School

Student:

Simon Student

School:

Westerman Preschool

Student:

Enter the name(s) of the student(s) involved

School:

Enter the name of the above student(s) school

Submitting Officer's Email (enter to receive a submission report (required)): *

officer@a2gov.org

Submitting Officer's Department
If your department is not listed, leave as N/A

Ann Arbor Police Department

Submit

Choose the child's school district from the dropdown list (required).

Indicate the date the incident took place (required).

Enter the child's name and school building. Each form can hold up to 4 children from the same district. If there are children from different districts/charter schools/private school, please complete a form for each different entity (district, charter, etc.)

Enter your email address here. A copy of the notice will be emailed to you for your records (required).

Choose your agency from the dropdown menu. If your agency is not listed, that's ok, simply choose N/A.

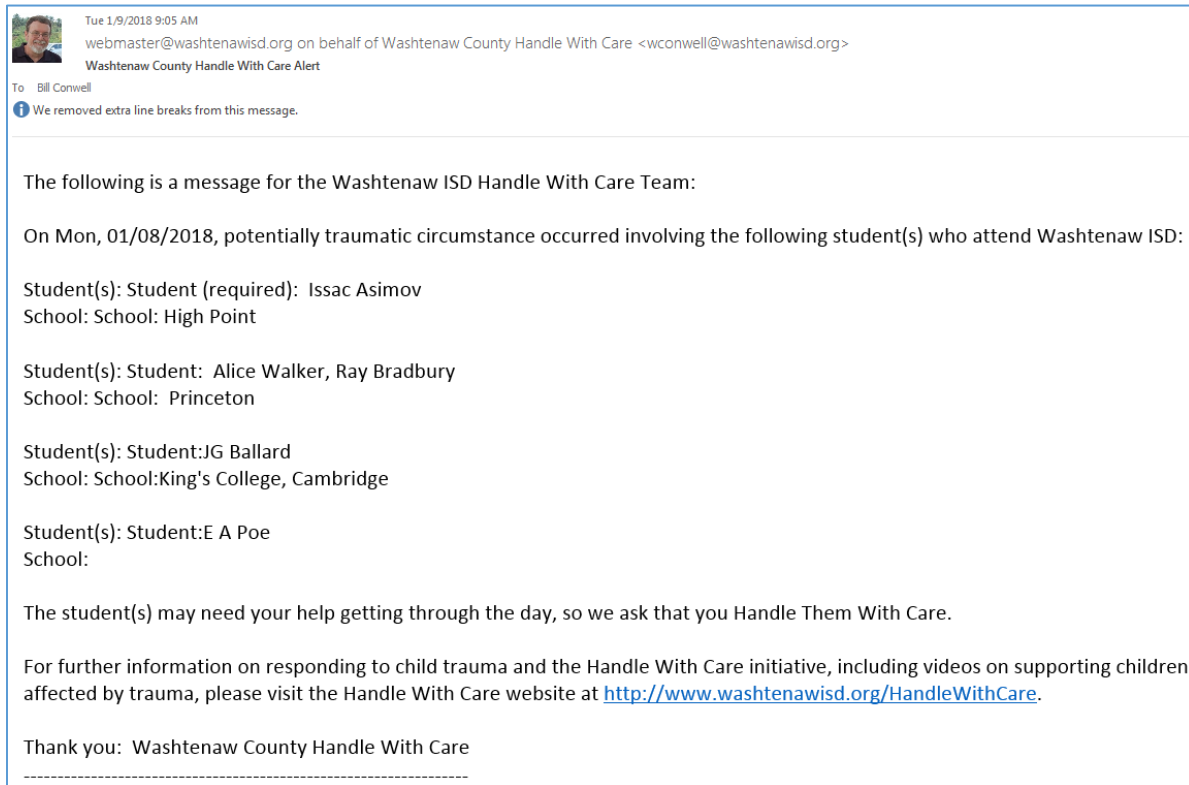
5 Click Submit and you are done.

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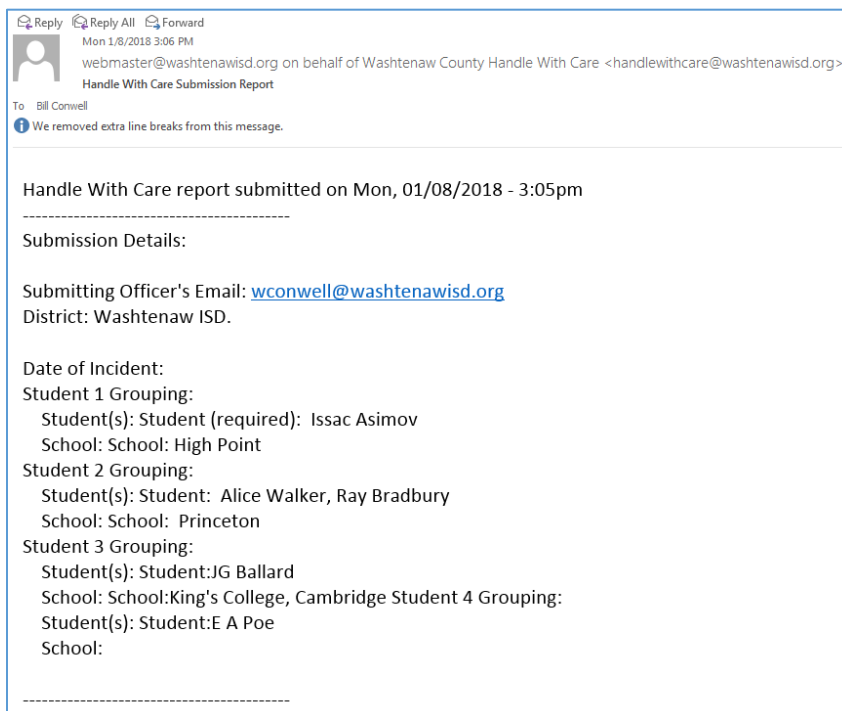
FAQs

1. What happens after a Handle with Care notice is submitted?

Once the form is submitted an email is sent a small number of contacts at the child's school district who are responsible for forwarding the information to the child's teacher(s). The email they receive looks like this:



The officer who submitted the notice also receives an email that looks like this:



* If you do not receive a confirmation email, check your "Junk" or "Spam" email boxes.

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2. How soon should a Handle with Care notice be submitted?

The Handle with Care notice should be submitted as soon as possible or before school starts the next day.

3. What if I know the child's school district, but I forgot to ask the school building?

Just enter as much information as you have, and we'll try to figure out the rest.

4. What if the child is in preschool?

We have many preschools listed. If you don't see the child's preschool on the list, choose "School not listed" and then enter as much information as you have about the school (name, location, etc.) We definitely want to include preschoolers in Handle with Care.

5. What if the child attends a private school or a charter school?

All public, private, and charter schools in Washtenaw County are participating and should be listed in the dropdown menu.

6. What if the child goes to school outside of Washtenaw County?

We've included South Lyon and Van Buren school districts at the bottom of the dropdown list. If the child goes to a school not on the list, please select "School not listed" under "Other" on the school district dropdown list and write in as much information as you have in the "School" field.

7. What if there are several children from the same incident that need HWC notices?

If they're all in the same school district, you can enter them on the same notice (up to 4). If they're in different districts/charters, please submit a separate notice for each district.

8. What if the child is not currently enrolled in school?

Choose "Not currently enrolled in school" as the school district and then, if known, enter the reason in the "School" field, i.e. too young, dropout, etc.

9. What if the incident occurs during the summer or while students are on a break from school?

Schools ask that you still submit a Handle with Care notice even when students are on break. It will give them a heads up about students who might need more help when school resumes.

10. What about confidentiality?

The school receives no information about the incident that caused the HWC to be submitted and we encourage school staff not to assume that it was anything violent or criminal.

11. What if a parent refuses to give us the child's name and school?

We have not had this happen. Parents, especially when they understand why you're asking for the information, are compliant.

12. What types of incidents should we send Handle with Care notices for?

- Domestic Violence
- Death
- Overdose/Substance Abuse
- Arrest of a family member
- Abuse/Neglect
- EDP
- Shooting
- Injury Crash
- House Fire
- Robbery
- Home Invasion
- Search Warrant/SWAT
- Child Abuse or Neglect/Child Welfare Removal
- ICE Raid
- When in doubt, send a notice.

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For more information, view the short video at https://www.youtube.com/watch?v=isp9_XTe8sk

If you have any questions, please email Shannon Novara at Washtenaw Intermediate School District, snovara@washtenawisd.org.