

TIGER EXPRESS C.A.R.E. REPORT

This tool is to achieve consistent communication and awareness among our students for a physically and psychologically safe environment. It is to be utilized for grades **K-5**.

1. Student(s) comes to teacher with a negative situation.
2. Teacher offers student(s) the problem report.
3. Students accepting the problem report complete the form at home **—NOT ON SCHOOL TIME—**and return it to the teacher the next morning.

*Completing the report at home lets us know just how important this is to the student. **If the student is willing to spend his/her own time on the report, it requires attention by the teacher.**

*If a student does not accept or complete a problem report then that is okay, and the teacher is to assume the incident or situation has worked itself out and will not be addressed individually.

4. Teacher responds to a completed problem report at his/her convenience but on the day **he/she** receives it by meeting with student(s), discussing the report(s), and determining consequences.

*It is understood that it may not always be cut and dry and teachers may need more time for investigation before determining consequences. If more than one student is involved in a incident it is at the teacher's discretion if the other parties mentioned are to fill out a report also.

After the report is discussed and an outcome is determined, the teacher turns the report into the **Tiger Express Mail Box** for review by the Principal.

5. Teacher/Principal may or may not feel it is necessary to notify parents for each report but if patterns, repeated names, or serious circumstances are noticed parents **will** be informed.