

# 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 **6 to 8th**

1. Student(s) encounter a Bully situation.
2. The student can ask the teacher for the form, or the student can pick up one in the office, library or nurses station.
3. Students accepting the problem report complete the form at home **–or during Free time at school (not during class time)** and return it to the **Tiger Express** Box located outside of Mr. Mosholders' office.

\*Completing the report and turning it in. Informs the principal 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 principal.**

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

- a. The principal 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 that the principal may need more time for investigation before determining consequences. If more than one student is involved in an incident it is at the principal's discretion if the other parties mentioned are to fill out a report.

4. The 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.