



# Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

## Reporting Crime-Related Incidents Policy

<b>Category:</b> Safety	<b>Policy Description:</b> Reporting Crime-Related Incidents
<b>Approved Date:</b> 09/28/15	<b>Replaces Policy Dated:</b>
<b>Effective Date:</b> 09/28/15	<b>Created By:</b> Policy Committee

### PURPOSE:

This policy specifies crime-related incidents and guidelines for reporting crime-related incidents.

### DEFINITIONS:

Class A offenses:

- (A) Assault;
- (B) Burglary;
- (C) Dangerous instrument, or substance; possession or use of;
- (D) Dangerous weapons; possession or use of;
- (E) Drug paraphernalia; possession, use, or sale of;
- (F) Extortion;
- (G) Fighting;
- (H) Firearms; possession or use of;
- (I) Homicide;
- (J) Illicit drugs; possession, use, or sale of;
- (K) Intoxicating substances; possession, use, or sale of;
- (L) Property damage or vandalism;
- (M) Robbery;
- (N) Sexual offenses; or
- (O) Terroristic threatening.

Class B offenses:

- (A) Bullying;
- (B) Cyberbullying;
- (C) Disorderly conduct;
- (D) False alarm;
- (E) Forgery;
- (F) Gambling;
- (G) Harassment;
- (H) Hazing;
- (I) Inappropriate or questionable uses, or both of internet materials or equipment, or both;



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- (J) Theft; or
- (K) Trespassing.

## **POLICY:**

Ka 'Umeke Kā'eo follows Hawai'i Administrative Rules (HAR) Chapter 19. Crime related incidents are considered class A and class B offenses as determined by HAR Chapter 19.

Reporting class A and class B offenses occurring in school.

(a) Any teacher, official, or other employee of Ka 'Umeke Kā'eo who is a witness to a class A or class B offense as defined in HAR Chapter 19, or who has reasonable cause to believe that a class A or class B offense has been committed or will be committed, against a student, teacher, official, or other employee of Ka 'Umeke Kā'eo, or involving school property, shall promptly report the incident to the principal or designee. Nothing in this policy shall be construed to prohibit or prevent a teacher, official, or other employee of Ka 'Umeke Kā'eo from reporting class C or class D offenses to the principal or designee.

(b) Upon receiving a class A or class B offense report, the principal or designee shall conduct an investigation to determine whether the behavior requires a direct call to the police or whether the behavior can be handled through school disciplinary procedures. The principal or designee shall call the police whenever there is perceived danger and the behavior cannot be handled by the school staff.

(c) The principal or designee shall record the incident information into the department's electronic database system within five school days of the reported offense.

(d) The principal or designee shall notify the reporting teacher, official, or other employee, of the disciplinary action, if any, taken on the class offense(s) within five school days after the incident is reported in accordance with subsection (c).

(e) If the teacher, official, or other employee is dissatisfied with the disciplinary action taken on the offense reported, or if no disciplinary action has been taken within ten school days after the incident was reported by the teacher, official, or other employee, the person who made the report may appeal to the Ka 'Umeke Kā'eo Governing Board, in writing.

(f) Within five school days of receiving an appeal as provided in subsection (e), the Ka 'Umeke Kā'eo Governing Board or designee shall notify the appellant, in writing, of the disciplinary action taken on the offense reported.

Indemnity upon reporting class A and class B offenses. Any teacher, official, or other employee of the department who in good faith reports as required under HAR §8-19-19 shall be indemnified and held harmless in accordance with section 302A-1003, Hawaii Revised Statutes.

Failure to report class A or class B offenses occurring in school; consequences.

(a) The Hawai'i Charter School Commission shall furnish an annual written notice to Ka 'Umeke Kā'eo that failure to report class A or class B offenses occurring on campus, or other education premises, on Ka 'Umeke Kā'eo transportation, or during a Ka 'Umeke



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Kā'eo sponsored activity or event on or off school property may result in disciplinary actions against responsible teachers, officials, or other employees of Ka 'Umeke Kā'eo. Disciplinary actions may include:

- (1) Oral warning;
- (2) Written warning;
- (3) Suspension without pay;
- (4) Demotion; or
- (5) Dismissal.

(b) Teachers, officials, or other employees of Ka 'Umeke Kā'eo who fail to report class A or class B offenses as required by section 8-19-19 may be disciplined in accordance with the regulations and procedures of the department.

(c) Any teacher, official, or other employee of Ka 'Umeke Kā'eo who is disciplined for failure to report class A or class B offenses occurring on campus, or other Ka 'Umeke Kā'eo premises, on Ka 'Umeke Kā'eo transportation, or during a Ka 'Umeke Kā'eo sponsored event on or off property shall have the right to appeal the disciplinary action as provided by state law or the regulations and procedures of the department or applicable collective bargaining agreements.

## **APPLICABLE PROCEDURES:**

## **OTHER RELATED INFORMATION:**

Hawai'i Administrative Rules-Chapter 19 Subchapter 5 Reporting Offenses:

<http://www.hawaiiboe.net/AdminRules/Pages/AdminRule19.aspx#8-19-19>

Current listing of class offenses form Chapter 19 Hawai'i Administrative Rules:

<http://www.hawaiiboe.net/AdminRules/Pages/AdminRule19.aspx#8-19-19>