

Kapolei Charter School by Goodwill Hawaii  
**Crime-Related Incidents Reporting Policy**  
**Policy No. 502**  
(AG Approved 6/13/17)

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**PURPOSE:**

The purpose of this policy is to define and establish the procedures to follow for reporting crime-related incidents, in order to foster a positive and safe work and school environment.

**POLICY:**

1.0 Crime-Related Incident – Definitions

Kapolei Charter School personnel shall follow Hawaii Administrative Rules (HAR):

- §8-19-19, Reporting class A and class B offenses occurring in school;
- §8-19-6, which defines class A and class B offenses; and
- §8-19-21, Failure to report class A or class B offenses occurring in school (consequences).

2.0 Reporting

- 2.1 Any teacher, administrative personnel, or other employee of Kapolei Charter School who a) is a witness to a crime related offense, as defined under the Hawaii Administrative Rules referenced in Section 1.0, or b) has reasonable cause to believe an offense has been committed or will be committed; occurring on campus, or other education premises, on KCS transportation, or during a school sponsored event on or off property, shall promptly report the incident to the KCS Director or a member of the administrative team.
- 2.2 Any teacher, administrative personnel, or other KCS employee who in good faith reports as required shall be indemnified and held harmless in accordance with section §302A-1003.
- 2.3 Teachers, administrative personnel, or other KCS employees who fail to report crime related offenses as required may be disciplined. Disciplinary actions may include: (a) Oral warning; (b) Written warning; (c) Suspension without pay; (d) Demotion; or (e) Dismissal.
- 2.4 Any teacher, administrative personnel, or other KCS employee who is disciplined for failure to report crime related offenses shall have the right to appeal the disciplinary action as provided by state law or applicable collective bargaining agreements.

### 3.0 Investigation

Upon receiving a crime related offense report, the School Director or a member of the administrative team 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 School Director or member of the administrative team shall call the police whenever there is perceived danger and the behavior cannot be handled by the school staff.

### 4.0 Records

4.1 The School Director or member of the administrative team shall record the incident information of the reported offense.

4.2 The following information regarding the incident shall be recorded: Individual completing report; date of report; crime reported by (name, contact information); date incident occurred; location of incident; type of incident; brief description of incident.

4.3 Documents relating to such incidents shall be maintained at the school for three years. No information about the incident, investigation, and the actions taken shall be communicated to any person not directly involved in the proceedings.