

KANAKA PROCEDURES FOR REPORTING CRIME-RELATED INCIDENTS

Reporting class A and class B offenses occurring in school. (a) Any teacher, official, or other employee of Kula Aupuni Niihau A Kahelelani Aloha (KANAKA) a New Century Public Charter School (PCS) who is a witness to a class A or class B offense as defined in the KANAKA PCS Disciplinary Policy, 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 KANAKA PCS employee, or involving school property, shall promptly report the incident to the principal or an educational officer. Nothing in this subsection shall be construed to prohibit or prevent a teacher, official, or other KANAKA PCS employee from reporting class C or class D offenses to the principal or an educational officer.

(b) Upon receiving a class A or class B offense report, the principal or educational officer 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 educational officer shall call the police whenever there is perceived danger and the behavior cannot be handled by the school staff.

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

(d) Any teacher, official, or other KANAKA PCS employee who in good faith reports as required shall be indemnified and held harmless in accordance with section §302A-1003.

(e) Disposal of incident reports shall be conducted in accordance with §92-31.

(f) Teachers, officials, or other KANAKA PCS employees who fail to report class A or class B offenses as required may be disciplined. Disciplinary actions may include:

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

(g) Any teacher, official, or other KANAKA PCS employee who is disciplined for failure to report class A or class B offenses occurring on campus, or other education premises, on KANAKA PCS transportation, or during a school sponsored event on or off property shall have the right to appeal the disciplinary action as provided by state law or applicable collective bargaining agreements.