

Policy & Procedures for Reporting Crime-Related Incidents

Reporting Procedures for Staff and Teachers

All employees and staff members are required to immediately report any known or reasonably suspected crime-related incident to the school principal or administrative designee.

Failure to report serious offenses (such as Class A or Class B offenses, including assault, drug possession, or weapon possession) may result in disciplinary action, up to and including dismissal.

Reporting Requirements

Any employee or staff who witnesses or has reasonable cause to believe that a crime has occurred must promptly notify the principal or administrative designee, either verbally or in writing. (Incidents involving bullying or harassment may also be reported through the Hawaii Department of Education's Anti-Bullying resources or anonymously using the Speak Now HIDOE app.)

Administrative Response

Upon receiving a report, the principal or administrative designee will:

- Conduct a preliminary investigation to determine whether law enforcement involvement is necessary or whether the matter can be addressed through school disciplinary procedures under Hawaii Administrative Rules (HAR) Chapter 19.
- Notify the parents or guardians of the students involved, as appropriate.
- Implement school disciplinary procedures in accordance with Hawaii DOE Chapter 19: Student Conduct, when applicable.
- Initiate a crisis removal or other appropriate safety measures if a student poses an immediate threat to themselves or others.

Police and Emergency Notification

- **Emergency situations or crimes in progress:** Call **9-1-1** immediately.
- **Non-emergency police assistance or to file a police report by phone:** C
 - Honolulu Police Department: **(808) 529-3111**