

University Laboratory School:
A Hawai'i Public Charter School

Crime-Related Incidents Reporting Policy

Governing Board approved: 01/ 20/2016

Reporting crime related offenses occurring in school.

(a) Any teacher, official, or other employee of University Laboratory School who is a witness to a crime related offense as defined in the University Laboratory School Student Conduct and Discipline Policy, or who has reasonable cause to believe that an offense has been committed or will be committed, against a student, teacher, official, or other ULS employee, or involving school property, shall promptly report the incident to the principal or a member of the administrative team. Nothing in this subsection shall be construed to prohibit or prevent a teacher, official, or other ULS employee from reporting lesser offenses to the principal or a member of the administrative team.

(b) Upon receiving a crime related offense report, the principal 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 principal 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.

(c) The principal or member of the administrative team shall record the incident information of the reported offense.

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

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

(f) Teachers, officials, or other ULS employees who fail to report crime related 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 ULS employee who is disciplined for failure to report crime related offenses occurring on campus, or other education premises, on ULS 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.