

### ***Reporting of Crime Related Incidents Policy***

All Kanuu o ka 'Aina NCPCS personnel shall follow Hawaii Administrative Rules (HAR) 8-19-19, reporting all class A or B offenses. All personnel who is witness to conduct which may constitute a class A or B offense as described in KANU's 'ohana handbook during school or at a school sponsored activity or event on or off school property, shall promptly report the incident to KANU's Po'o Kula (head of school) or administrative designee. Incidents should be reported verbally with a written referral form to follow.

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.

Failure to report a class A or B offense may result in disciplinary action against responsible school personnel at the discretion of KANU's Po'o Kula in accordance to HAR 8-19-21.