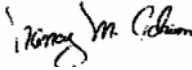

CHERRY HILL PUBLIC SCHOOLS
HUMAN RESOURCES DEPARTMENT
INTEROFFICE MEMORANDUM

TO: All Certificated Staff, Including Substitute Teachers

FROM: Nancy Adrian, Director of Human Resources 

DATE: January 6, 2009

SUBJECT: Official Notice of Code Amendment – Arrest Reporting Requirements for Certificated Staff

Official Notice of Code Amendment

January 6, 2009

As indicated below this office is required to make this code amendment known to all employees. It became effective on January 5, 2009 and places the responsibility for reporting on the employee. I do not anticipate this code change to affect any of our certificated teaching or administrative staff. However, I am required to inform you of this shift in responsibility. Please take the time to fully understand your responsibility should some unexpected issue take place in the future.

ARREST REPORTING REQUIREMENTS FOR CERTIFICATED STAFF

N.J.A.C.6A:9-17.1(c)

Effective January 5, 2009

(c), All certificate holders shall report their arrest or indictment for any crime or offense to their Superintendent within 14 calendar days. The report shall include the date of the arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holder shall also report to their Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just Cause" pursuant to N.J.A.C. 6A:9-17.5. School districts shall make these requirements known to all new employees and to all employees on an annual basis.

The changes as noted above also pertain to substitute staff as well. You will be reminded of these requirements on an annual basis.

Thank you.

All policies and procedures are available for review on the district website:
<http://www.cherryhill.k12.nj.us/news/policies/index.cfm>
Bargaining unit contracts are also available for review on the district website:
<http://www.cherryhill.k12.nj.us/departments/human/>
The current school year calendar is available on the district website:
<http://www.cherryhill.k12.nj.us/news/calendar/index.cfm>
The current school year payroll schedule is available on the district website:
<http://www.cherryhill.k12.nj.us/departments/human/EmployeesOnly/>