



Human Resources Department
Arthur Lewis Administration Building
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Dear Staff Members:

Re: Arrest or Indictment Reporting Requirements

Welcome back! I hope that everyone had a nice summer break. The purpose of this correspondence is to remind you of your legal obligations vis-à-vis the School District if you are arrested or indicted for any crime or other offense. The regulation at issue, N.J.A.C. 6A:9-17.1(c), was adopted on January 5, 2009, and it requires that we make its requirements known to you on an annual basis.

The regulation provides in pertinent part:

(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 arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to their superintendents the disposition of any charges within seven calendar days of disposition. Failure to comply with these reporting requirements may be deemed “just cause” pursuant to N.J.A.C. 6A:9-17.5 [revocation of teaching certificate].

As you can see, the regulation does not differentiate between the types of crimes or offenses that must be reported. Rather, any crime or offense must be reported whether, for example, it is a disorderly persons offense, felony or driving while intoxicated offense. Should there be any question about whether an offense gets reported to me, I highly recommend you err on the side of caution and report. Failure to do so could result in your termination and/or revocation of your teaching certificate.

In addition, the Board has adopted Policy #4112.21 Teaching Staff Member – Reporting Responsibilities and Policy 4212.21 Support Staff Member – Reporting Responsibilities, which can be located on the district website.

As always, should you have any questions regarding this or any matter, please do not hesitate to contact me.

Sincerely,

Diane Leber
Director of Human Resources

All policies and procedures are available for review on the district website:

<http://www.straussesmay.com/seportal/Public/pubELANOnline.aspx?id=156a7a52f82541a39b6bf662747b92f1>

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.chclc.org/our-district/calendars>