

STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

Certificated Staff Members

All certificated staff members who are charged, arrested or indicted for a crime or offense must submit a report the arrest or indictment to the Superintendent within fourteen days. This reporting requirement pertains to both in-state and out-of-state offenses and crimes and shall include the date of the arrest or indictment and the charges lodged. The certificated staff member shall also report the disposition of any charge within seven days of its disposition.

Failure to comply with these reporting requirements may be deemed “just cause” to revoke or suspend the certificate(s) of any certificate holder pursuant to N.J.A.C. 6A:9B-4.3.

The Superintendent will make these requirements known to all new employees and to all employees on an annual basis.

District Reporting Requirements

Pursuant to N.J.A.C. 6A:9B-4.3, the Superintendent shall notify the New Jersey Board of Examiners when:

- A. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
- B. Nontenured teaching staff members who are accused of criminal offenses or unbecoming conduct, resign, retire or are removed from their positions;
- C. A certificate holder fails to maintain any license, certificate or authorization that is mandated in order for the holder to serve in a position; or
- D. He or she becomes aware that a certificate holder has been convicted of a crime while in the district's employ;
- E. The Superintendent has received a report from the Division of Child Protection and Permanency (DCP&P) substantiating allegations of abuse or neglect or establishing “concerns” regarding a certificated teaching staff member.

In the event the New Jersey State Board of Examiners issues an order to show cause based on the information that the school district provided about the certificate holder, it shall be the responsibility of the school district to cooperate with the Board of Examiners in any proceeding arising from the order to show cause.

STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES (continued)

Noncertificated/Support Staff Members

All support staff members shall be required to report their arrest or indictment for any crime or offense to the Superintendent within fourteen calendar days of the arrest or indictment. For purposes of this policy, “support staff members” shall include all school district employees who hold a position in the school district for which no certificate issued by the New Jersey State Board of Examiners is required.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the support staff member. Such support staff members shall also report to the 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” for disciplinary action, which may include termination or non-renewal of employment in accordance with law.

The school district shall make these reporting requirements known to all new staff members upon initial employment and to all employees on an annual basis.

First Reading: November 3, 2016
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Key Words

Certificates, Certification

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:6-38	Powers and duties of the board; issuance and revocation of certificate; rules and regulations
	<u>N.J.S.A.</u> 18A:6-39	Issuance of certificates to non-citizens
	<u>N.J.S.A.</u> 18A:27-1	Appointment of teaching staff members
	<u>N.J.A.C.</u> 6A:9-1.1 <u>et seq.</u>	Professional Standards
	<u>See particularly:</u>	Professional Standards for Teachers
	<u>N.J.A.C.</u> 6A:9-3.3	
	<u>N.J.A.C.</u> 6A:9B-1.1 <u>et seq.</u>	Certificate Holders
	<u>N.J.A.C.</u> 6A:9B-4.3	School district and candidate reporting responsibility
	<u>N.J.A.C.</u> 6A:9B-5.4	Certification responsibilities of the district board of education
	<u>N.J.A.C.</u> 6A:32-4.1(d)	Employment of teaching staff

STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES (continued)

Possible

<u>Cross References:</u>	*2131	Superintendent of schools
	4010	Goals and objectives
	*4111	Recruitment, selection and hiring
	4123	Classroom Aides (Paraprofessionals)
	*4211	Recruitment, selection and hiring
	4212.1	Employment Contracts