

Woodbine Board of Education District Policy Manual

Instructional Personnel

Series 4000

**Arrest Reporting Requirements
for Certificated Staff Members**

Policy 4117.27

Date Adopted: September 29, 2009

Dates Revised: July 26, 2011; August 1, 2017

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All certificated staff members who are charged, arrested or indicted for a crime or offense must submit a report to the Superintendent of Schools of the charge, arrest or indictment, including (but not limited to) disorderly persons offenses.. This reporting requirement pertains to both in-state and out-of-state offenses and crimes. Pursuant to NJAC the employee will make the report within fourteen (14) days. The staff member shall also report the disposition of any charges within seven (7) days of the 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 NJAC.

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

For the purposes of this policy, Driving Under the Influence (DUI) and reckless driving charges are not considered to be “criminal offenses” for the purpose of notifying the Board of Examiners.

District Reporting Requirements

Pursuant to N.J.A.C. 6A:9-17.4(a), the Superintendent of Schools 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 pursuant to N.J.A.C. 6A:9-4.1(b) that is mandated in order for the holder to serve in a position;
- D. He/she becomes aware that a certificate holder has been convicted of a crime while in the district's employ;
- E. He/she has received a report from the Department of Children and Families substantiating allegations of abuse or neglect, or establishing “concerns” regarding a certificated teaching staff member.

The district shall cooperate with the Board of Examiners in any proceeding arising from an order to show cause issued by the Board of Examiners and based on information about the certificate holder that the district provided.

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Legal References

- NJSA 18A:6-7.1 Criminal history record checks for final candidates for school employee positions
18A:39-19.1 Criminal records of school bus drivers
- NJAC 6A:9B-4.3 Arrest reporting requirements
6A:9B-4.5 Grounds for revocation and suspension of certification