

The Scotch Plains - Fanwood Public Schools

**Dr. Margaret Hayes, Superintendent of Schools
Evergreen Avenue and Cedar Street
Scotch Plains, New Jersey 07076**

**Department of Human Resources
Telephone: (908) 232-6161
Fax: (908) 889-4997**

ANNUAL NOTICE TO ALL EMPLOYEES

The New Jersey State Board of Education adopted amendments to the Licensing code which took effect on January 5, 2009. This memo serves to alert you to your obligation to report criminal violations according to N.J.A.C. 6A:9-17.1(c):

- 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 charges(s) lodged against the certificate holder. Such certificate holders shall also report to their superintendent the disposition. Failure to comply with these reporting requirements may be deemed "just cause" pursuant to N.J.A.C. 6A:9-17.5.
- Districts must report substitute teachers in their employ who resign, retire, or are terminated because of accusations of criminal charges or unbecoming conduct.