



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

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SUBJECT: Inclement Weather

EFFECTIVE DATE: March 30, 2001
(Previously DTC Policy #6, Effective November 1, 1994)

A. OBJECTIVE

To establish standards for the operation of transportation services and for student/staff attendance at Department of Children and Families (DCF) Regional Schools during inclement weather.

B. STANDARDS

As a result of inclement weather, DCF Regional Schools shall ***only*** be closed operationally by executive order. Therefore, when the Governor announces the closure of all New Jersey State Offices and excuses nonessential staff from reporting to work, DCF Regional School staff shall not report to work. Otherwise, in the absence of the aforementioned executive order, DCF Regional School staff shall report to work, ignoring all other announcements resulting from the inclement weather which pertain to State Government employees.

The Educational Supervisor (ES) and Head Bus Driver shall collaboratively determine the appropriateness of providing transportation services during inclement weather.

A DCF Regional School shall be considered open during a non-transportation day when an appropriately designated employee has entered the school building.

C. TRANSPORTATION

1. The Head Bus Driver shall gather information regarding road and weather conditions and, jointly with the ES or designee, decide the appropriateness of providing transportation services. The ES or designee shall make the final

decision whether or not to operate transportation services and shall inform the Regional Administrator if transportation services shall not be provided.

2. The decision to delay or cancel transportation services shall be communicated to designated area radio stations/the students' parents, as appropriate, by the ES or designee. The ES shall provide parents and staff with information regarding inclement weather procedures such as the radio station(s) which will broadcast information about the particular DCF Regional School and the policy regarding the provision of transportation services and student/staff attendance.
3. Students may be transported to school by their parents/responsible caregivers on days when the school is open but transportation services have been canceled, because such non-transportation days are considered contact days.

D. OPENING THE BUILDING

1. The ES shall ensure that a "Plan of Action for Operation During Inclement Weather" (Attachment 1) shall be completed annually for each school assigned to his/her direct supervision in order to assure access to the school during periods of inclement weather.
 - a. The updated plan shall be submitted by October 15 of each school year to the appropriate Regional Administrator and to the Director of Statewide Operations, OOE.

E. ATTENDANCE

1. When DCF Regional Schools are open, all staff are expected to report to their assigned work sites.
 - a. Staff who are going to be absent from work due to adverse weather conditions shall call their ES or designee at the earliest time possible but no later than their usual starting time on the day of their anticipated absence.
 - b. Employees placing such a call to their ES or designee regarding their absence due to inclement weather conditions may request to charge their absence from work against their available vacation or administrative leave balances or may request the absence be recorded as "without pay" (Blue A).
 - 1) If an employee takes an authorized absence without pay, a Blue A shall be recorded on their timesheet.
 - 2) On the next day, the employee returns to work, the ES or designee shall require the employee to write a statement confirming his/her request to

take an authorized absence without pay (Blue A) on the day the individual was absent due to inclement weather.

- c. Should an employee be unable to report to work due to illness, medical verification may be required.
2. In the event that a particular DCF Regional School may be unable to remain open due to circumstances related to adverse weather conditions, the ES or designee shall implement OOE Policy #35, Operational Contingency Plan.

F. EARLY DISMISSAL

1. If adverse weather conditions develop subsequent to the start of the school day, the ES shall determine whether an early dismissal is warranted. The ES shall notify the Regional Administrator of the decision to dismiss students early.
2. The ES or his/her designee shall notify parents directly by phone of the early dismissal prior to the boarding of any students on a bus.
3. While students are in the building or on a bus, staff shall be required to remain on duty. Staff shall only be released by the ES with the approval of the Regional Administrator, and they shall utilize their own time from the appropriate leave balances or request the early release be recorded as “without pay” (Blue A).
 - a. An employee, requesting an early release be recorded without pay, shall put that request in writing prior to being released by the ES.
4. When all bus runs have been completed and there are no longer students in the building, all staff may be dismissed at the direction of the OOE. In the absence of such direction, staff may use their own time from the appropriate leave balances or request their early release be recorded as “without pay” (Blue A) to leave work early with the approval of the ES or designee.

John W. Lewis
Director

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