Cumberland Regional High School



Staff Procedures During Activities when an administrator is not present

This booklet should be on hand & used for

- Field Trips
- Off-Site Activities
- After School Events

Emergency Responders Contact Information

- State Police Bridgeton Barracks (856) 451-0100
- Upper Deerfield Fire (856) 451-8425
- Upper Deerfield EMS (856) 451-3811
- Sheriff's Office (856)- 451-4449
- Prosecutors office (856) 451-4449



Media

All communication to and from the media goes through the Board of Education Office X209 or the Superintendent X201. In order to ensure proper information getting out no one else should speak with the media.

Utility Shut Off locations



Indecent Exposure/Sexually Inappropriate Contact

1. Ask the student to stop the behavior/conference with the student.
2. Separate the alleged victim from the other student.
3. Notify the principal or a VP immediately for further directions—continue down the list contacting the next administrator until someone is available to help.

Harassment/Intimidation/Bullying

1. Ask the student(s) to stop the behavior/conference with the student.
2. Handle the behavior as you would any other wrong behavior on a trip or during an activity.
3. Notify the principal or a VP if you think it may be HIB — continue down the list contacting the next administrator until someone is available to help.

Vandalism/Stealing

In situations where a bus window is broken, something is broken in a museum, graffiti or other. A vendor may call the police.

1. Notify the principal or a VP—continue down the list contacting the next administrator until someone is available to help.
2. Notify the student's guardian.
3. When dealing with the police you do NOT have the permission to waive the student's rights if under 18. 18 and older, it is up to the student, but you can advise them to keep quiet.
4. When accessible, write a report/referral to turn in to the Student's Assistant Principal. Email is fine.

Breaking rules/Inappropriate Behavior/ Disorderly/Profanity

When a student is late to the hotel, in an unauthorized area, being disruptive, or other.

1. Ask the student to stop the disruptive behavior/conference with the student.
2. Follow the procedures outlined in the club/activity consequences.
3. Notify the principal or a VP—continue down the list contacting the next administrator until someone is available to help.
4. When accessible, write a report/referral to turn in to the student's Assistant Principal. Email is fine.
5. Notify the student's guardian.

Weapons/Possession of Unauthorized Item

Weapon—Knife (including butter knives and small pocketknives), gun, chain, metal knuckles, pepper spray, or any item that could be used as a weapon i.e. scissors not being used appropriately
Unauthorized Items—lighters, shock devices, dice, spray paint
Contraband—toys that are realistic simulations of guns, fireworks, stink bombs

⇒ For a serious, immediate threat of danger i.e. a student has a gun and is threatening to use it call 911.
⇒ For a less severe situation i.e. a student has a pocketknife clipped on his/her pants and forgot, a student packed a lunch with a butter knife.

1. Confiscate the item if possible, without getting in harm's way. Item will be given to administrator.
2. Conference with the student to get further information.
3. Notify the principal or a VP—continue down the list contacting the next administrator until someone is available to help.
4. When accessible, write a report/referral to turn into the student's Assistant Principal.
5. Notify the student's guardian.

Alcohol, Tobacco and Other Drugs

When a student is in possession of or under the influence of alcohol, tobacco, prescription medication, non-prescription drugs or over the counter medication.

⇒ If the student's life is in danger i.e. you believe the student is overdosing.
   1. Call 911.
   2. Call the student's guardian to meet you at the hospital.
   3. Notify the principal or a VP—continue down the list contacting the next administrator until someone is available to help.
   4. If no guardian present at site, a staff member must go with the student if there is a staff member left behind to watch other students.
⇒ For simple possession, if possible, have another staff member present with you.

Any Type of Physical or Verbal Altercation

1. Without putting yourself in harm's way, try to separate the students involved.
2. If someone is hurt (staff or student) provide medical care, if emergency call 911.
3. Conference with the students individually to find out what happened.
4. When accessible, write a report/referral to turn in to the student's Assistant Principal.
5. Notify the student's guardian and have the students picked up. Let them know an administrator will be in touch the following school day.
7. Notify the principal or a VP—continue down the list contacting the next administrator until someone is available to help.

Angry Parent

A parent approaches you in an aggressive manner.

1. Explain to the parent that you would like the parent to take 24 hours to calm down before speaking with the parent and then you would be happy to arrange for a meeting or phone conference.
2. If the parent continues to verbally attack you, kindly restate that you would be happy to arrange for a meeting or phone conference once the parent has taken some time to calm down. Ignore the parent after this and remove yourself from the situation, if possible.
3. If the parent is relentless, remove yourself from the situation. If need be, tell the parent you will call 911.
4. Notify the principal or a VP—continue down the list contacting the next administrator until someone is available to help.

Health Related Issues

1. Any type of life-threatening event, call 911 and administer first aid as best you can. Trained staff should perform CPR, administer Epi pen or administer Narcan (Opioid overdose) if available.
2. Have another staff member, if present, call the student's guardian to tell them what is happening and meet at the hospital. A staff member should go with the student to the hospital if no parent is present.
3. If the parent is present, they will make all decisions, but please aid in any way possible.
4. Notify the principal or a VP—continue down the list contacting the next administrator until someone is available to help.

All other minor health related issues should be reported to the parent and if during the school day the school nurse.

Students are not permitted to be in possession of medication unless approved by the school nurse. Staff are not permitted to give students Tylenol or any other medication unless trained and in a lifesaving situation i.e. EPI pen injection. Students can carry their EPI pen, inhaler and in some cases, if approved by the nurse other prescribed medication.

Any Vehicle Accident

1. Someone should call 911.
2. Administer first aid if needed.
3. Notify the principal or a VP—continue down the list contacting the next administrator until someone is available to help.