



Bayou City Interpreting LLC
Contractor Policy Guideline

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1. Introduction

Welcome to our team of dedicated interpreters! You are valued and the vital role you play in making education accessible and enriching for our D/deaf and hard of hearing students is appreciated. Your expertise and commitment are truly the heart of our mission. We hope that the contractor job guidelines provided below serve as a helpful tool, allowing you to navigate your responsibilities with ease and confidence. Thank you for being an essential part of our community and for the incredible work you do.

As a reminder, we are on a bi-monthly pay schedule on the 1st and 15th of each month.

2. Role and Responsibilities

As a sign language interpreter in K-12 education, you are expected to:

- Provide sign language interpretation for students during classroom instruction, extracurricular activities, and school events.
- Facilitate communication between students, teachers, staff, and peers.
- Prepare for interpreting assignments by reviewing lesson materials and relevant terminology as necessary.
- Adapt interpreting techniques to fit the student's language level and learning style.
- Assure accessibility and safety for all students.

3. Professional Conduct

At BCI, we hold our interpreters to the highest professional standards, both within our organization and in alignment with the guidelines set by the Registry of Interpreters for the Deaf (RID).

CODE OF PROFESSIONAL CONDUCT

From the Registry of Interpreters for the Deaf

Tenets

1. Interpreters adhere to standards of confidential communication.
2. Interpreters possess the professional skills and knowledge required for the specific interpreting situation.
3. Interpreters conduct themselves in a manner appropriate to the specific interpreting situation.
4. Interpreters demonstrate respect for consumers.
5. Interpreters demonstrate respect for colleagues, interns, and students of the profession.
6. Interpreters maintain ethical business practices.
7. Interpreters engage in professional development.

Bayou City Interpreting LLC Professional Conduct

- Punctuality: Always arrive on time for every assignment. As a best practice, plan to arrive 10-15 minutes early to allow time for parking and checking in at the campus.

- Dress Code: Dress professionally and appropriately for a school environment. Solid tops with colors contrasting your skin tone is expected. Closed toe shoes are required at many campuses and as a safety precaution we strongly encourage it for all campuses. Should campuses allow for jeans to be worn, there should be no rips, holes, or tears in the jeans. For spirit days we love participation but we ask that you do wear a solid jacket or sweater over your spirit or team wear while interpreting. We always encourage wearing our "I Love BCI" t-shirts on Fridays!

- Communication: Maintain open and respectful communication with all school personnel and students and keep an open line of communication with BCI staff.

- Reliability: Ensure you are dependable and committed to your assignments. If you have accepted an assignment the expectation is that you will be there to provide services.

4. Work Schedule and Attendance

- Schedule: Follow the school's schedule and calendar. Be aware of holidays, early release days, and special events. We monitor school schedules and emergency closures closely and will communicate these with you as we receive them.
- Absences: Should any emergency or illness occur, please notify BCI Scheduler Line immediately at 713-487-7099, and fill out the Sub Request Google Form found below. Contract will be reviewed for more than two absences per 9 weeks.
- Substitution: Submit subrequests for each date individually through the google sheet linked below more than 48 hours in advance.

https://docs.google.com/forms/d/e/1FAIpQLSc7jRgUs7vU-Ye5gw6kwxecGHZ4e_56WAhtFZ__ClldtkTg/viewform

5. Interpreting Standards

- Accuracy: Ensure your interpretations are accurate and true to the speaker's message.
- Neutrality: Maintain neutrality and refrain from adding personal opinions or altering the message.
- Preparation: Prepare for assignments by familiarizing yourself with the subject matter and specific terminology.
- Feedback: Be open to feedback from students and educators to improve your interpreting skills.

6. Collaboration with Educators and Staff

- Teamwork: Work collaboratively with teachers and staff to support the student's educational goals.
- Planning: Participate in planning sessions to understand upcoming lesson plans and activities.
- Support: Provide insight and feedback to educators on how to best support the student's communication needs.

7. Student Interaction

For many of our students, school is their safe place. With that in mind, it is imperative that we support and uphold that safety net for them.

- Support: Provide support to students while encouraging independence.
- Respect: Treat all students with respect and dignity.
- Engagement: Engage with students in a manner that fosters their learning and participation.
- Boundaries: Maintain professional boundaries and avoid becoming involved in students' personal lives.
 - You should not develop friendships or intimate relationships with students.
 - You should not add or connect to any student via phone, text, social media or any application whatsoever. Any instance of this is grounds for separation from Bayou City Interpreting LLC.
 - You should not discuss personal viewpoints, lives, or relationships with students. Should they wish to speak with a counselor or teacher, we can interpret that for them.

Any violation of these boundaries are grounds for separation. If you see something, say something.

8. Confidentiality and Ethics

Protecting student privacy is not only a legal obligation under laws such as FERPA (Family Educational Rights and Privacy Act) but also an ethical responsibility that helps foster a safe and respectful learning environment.

- Confidentiality: Maintain the confidentiality of student information and educational records.
- Ethical Conduct: Follow the ethical guidelines set forth by professional interpreting organizations such as RID (Registry of Interpreters for the Deaf).
- Reporting: Report any concerns about a student's well-being to the appropriate school personnel.

9. Professional Development

- Training: Participate in ongoing professional development and training opportunities.
- Certification: Maintain any necessary certifications and credentials required for your role.
- Learning: Stay informed about advancements in interpreting techniques and educational methodologies.

10. Safety and Emergency Procedures

- Emergency Plans: Familiarize yourself with the school's emergency procedures, including fire drills and lockdowns.
- Safety Protocols: Follow all safety protocols and guidelines to ensure a safe environment for students and staff.
- If a campus emergency situation arises, please notify Lindsey and Adrienne as soon as you are safe. We are responsible to ensure contractor safety and locations. As a contractor the school is not necessarily looking for a contractor headcount post emergency thus we at BCI will ensure that you are safe and accounted for and communicate that to whomever on each campus manages the safety procedures.

11. Sexual Harassment

Sexual harassment is a violation of company ethical standards and workplace policies. It includes any unwelcome behavior of a sexual nature that creates a hostile, intimidating, or offensive work environment. This includes but is not limited to: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

BCI has a zero-tolerance policy for sexual harassment. It is important to understand that harassment can occur between any individuals in the workplace, regardless of gender, and it may involve a supervisor, coworker, contractor, or even a third party such as a client or vendor.

Reports can be made to Adam Macey at hr@bayoucityinterpreting.com. All complaints will be thoroughly investigated and handled with discretion, and appropriate action will be taken.

Retaliation against anyone who reports sexual harassment is strictly prohibited.

13. Communication Standards

Communication among all Bayou City Interpreting personnel, both employees and contractors, should always be respectful and professional, and void of any political, religious, sexual or racial undertones. This standard encompasses all on the job communications, social media communications when representing BCI, communication via text, group me, email and other.

14. Contact Information

- BCI Scheduler: Lindsey Herrera

713-487-7099

Lindsey@bayoucityinterpreting.com

- BCI Chief Operations Officer: Adrienne Baskins

Adrienne@bayoucityinterpreting.com

- School Contact: See job notes on your Interpreter Intelligence booking for campus or site specific contact.