

# BII/BID Handbook

**2019/2020**

This is a living document. Please keep it on hand and note that periodic additions will be added. You are responsible for all material contained in this document.

## HANDBOOK – NUTS AND BOLTS

This Handbook is a general overview of the basic operations and a general guideline to how we do business at Paul Revere Middle School. If you have any questions after reading this handbook, please speak to an Administrator.

### Basic Operations



#### Identification:

All adults on campus who are not district employees are required to wear identification at all times. There are no exceptions to this rule please make sure that you always have your identification visible.

#### Information Cards:

All NPA BII/BID's are expected to introduce themselves to the special education administrator. In addition, all NPA support providers must complete an Emergency Information Card. Please include your supervisors name and contact information. These forms can be found in the Main Office. Ask an administrative assistant for help at any time.

#### Signing in and Out

All BII/BID's are to sign in on arrival to campus before going to their assigned work location each day, **NO EXCEPTIONS**. Please do not sign in and out at the same time. When signing in, please indicate the time you arrive in the office, not on campus. You are expected to sign in at the agreed upon time discussed by the IEP Team.

This may require being here 10 minutes prior to your start time.



During the course of the work day, if you leave campus there is a notebook in the main office where you must sign out and then back in upon your return to campus. This is part of district protocol and assists us in awareness of who is on campus in case of an emergency.

At the end of the school day, you must sign out in the main office.

### **Reporting Absences**

Please contact the school as well as your supervisor if you are going to be absent. This will allow the school to find adult assistance to support your student in the case your substitute arrives late or not at all. Your contact will be Toya in the Special Education Office. She can be reached at 310-917-4847.

### **Punctuality**



All staff district or otherwise is expected to be on time. Remember, when you are late the student is not receiving the service minutes prescribed in the IEP. If you are running late, please contact the Main Office at 310-917-4800. You may also mail Ms. Honda (Special Education Coordinator) or Dr. Anthony (Assistant Principal) at [Clausine.honda@lausd.net](mailto:Clausine.honda@lausd.net) and [santho4@lausd.net](mailto:santho4@lausd.net).

### **Classroom Support**

Please make sure that you introduce yourself to the classroom teacher. Inform them of who your student is and how you will be supporting them within the classroom.

### **Supervision**

We are all responsible for the safety and well-being of any student who attends this campus. Please report any inappropriate behavior by any student to the Student Services Office. If you feel that a student is putting themselves or others in danger, please seek assistance from a district employee immediately.

### **Cell Phones**

- Cell phones are not to be used during instructional time.
- Cell phones are not to be used on your break time in the classroom.
- Cell phones should not be used in front of students on campus.
- Cell phones should be on vibrate or off during the school day.

### **Professionalism and Professional Dress**



The expectation at Paul Revere Middle School is that Staff will be in professional attire Monday – Friday. As we create an environment of collegiality and scholarship, part of our modeling is our dress. Looking the part of a professional serves as mentorship practice for our

students. Professionalism is not just confined to the way we dress but also the way we act towards each other. Please treat all school staff, students and parents with the proper conduct and respect. **Please review your companies Code of Conduct and any Employee Code of Ethics associated with your institution.**

With our campus being under construction and safety a priority, no flip flops or thin-soled shoes should be worn on campus. There is a danger that loose metal or nails may be out on campus. Be cautioned.

### Gates

Gates should be locked during the course of the school day. If you have an appointment and know you will need to leave campus early, please notify the main office to arrange for the opening of the gates. If you arrive after the gates have been locked, please find parking in the surrounding neighborhood.

### Emergency Drills and School Safety:

Please review all emergency procedures. You should know fire drill, earthquake and lockdown procedures. Staff should be familiar with the exit route from all classrooms. Please refer to the Emergency Drill and Safety procedures in the attached bulletin.

You are expected to participate in all emergency drills while on campus.



### School Safety:

Please notify the Main Office immediately if you observe strangers loitering on campus or any observe any other persons or behaviors you have concerns about involving our student's safety.

LOS ANGELES UNIFIED SCHOOL DISTRICT

**CONDUCTING EMERGENCY DRILLS**

Event:	<b><i>Fire Drill</i></b>
Signal:	Tone for 10 seconds; pause for 5 seconds; Tone for 10 seconds – repeat sequence.
Action:	Evacuate to outside assembly area.
All Clear:	One long (10 second) tone or oral notification by staff that drill is over.

Event:	<b><i>Earthquake drop/cover/hold</i></b>
Signal:	Command of <b>DROP</b> given by teacher or staff member.
Action:	Drop to knees; take cover under desk; hold onto leg of furniture.
All Clear:	Given by teacher or staff member.

Event:	<b>Drop/Take Cover</b> (Used for explosions, airplane crash, shooting incident, etc.)
Signal:	Alternating long and short tone; command of <b>DROP</b> given by teacher or staff member.
Action:	Take immediate cover. Drop, facing away from windows or hazard. Bury face in arms to protect head. Close eyes tightly. Remain in position until directed to evacuate or until emergency is over.
All Clear:	One long bell (10 seconds) or oral notification by staff member that drill is over.

Event:	<b>Lock Down</b> (Used to secure school during police action or a campus intrusion emergency, hazardous material leak).
Signal:	One long continuous Tone, intercom word of mouth, or other system of warning developed by the school.
Action:	Lock doors, close blinds, move away from windows. Outside, proceed to closest room. Remain inside until emergency is over.
All Clear:	One long bell (10 seconds) or oral notification by staff member that drill is over.

**ALTERNATE SIGNALS: manual ringing of bells, bull horn, messenger, intercom, tone, others.**