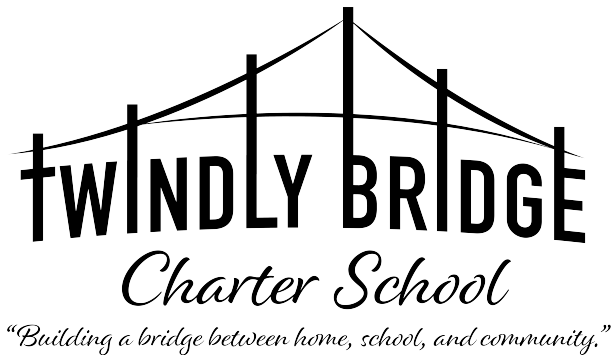


Twindly Bridge Charter School



Student Worker Resource Guide

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Mission

Our mission is to provide a program that implements support, resources, and opportunities for homeschooling families.

Our Commitment

Twindly Bridge Charter School is committed to the education of our students by building a bridge between home, school, and community. As a public school, we are committed to complying with the requirements of the Mat-Su Borough School Board Policy as well as the State of Alaska and Federal Statutes.

Contact Information

TWINDLY BRIDGE CHARTER SCHOOL
141 E. Seldon Road, Wasilla, Alaska 99654
Office Phone: (907) 376-6680
Fax: (907) 376-6683
Website: www.twindlybridge.us

Principal: John Weetman
Assistant Principal: Eric Rains

Purpose & Authority

This Student Worker Handbook is designed to guide you, the student, with clear, concise information to help you be a successful student worker at Twindly Bridge Charter School (TBCS). If you have questions or concerns that are not addressed in this handbook, please contact your supervisor.

The guidelines, work rules, and policies contained in this handbook are not intended to create a contract or employment guarantee obligation between TBCS and its student workers. Its provisions may be terminated or amended from time to time by the TBCS policy committee.

Interview

Preparing to interview for your future job, you will have an interview with TBCS Principal or Vice Principal.

Exit Interview

You will receive reference letters and feedback when you resign from your student worker position through an exit interview with your supervisor and principal.

Your Employment

This is to get you job ready! This job will be great to add to your resume, and your supervisor as a reference. Plus, companies look at your volunteer history in high regards. This student worker position stays active through your high school career.

Employment at Will

TBCS's policies and procedures that apply to student workers do not create an employment contract or guarantee of continued employment for any student worker. Both TBCS and its student workers have the right, under the employment at will guidelines, to terminate the employment relationship at any time, with or without cause or reason.

Equal Opportunity Employment

TBCS abides by all applicable federal, state and local laws which prohibit discrimination on the basis of race, religion, color, national or ethnic origin, age, gender, gender identity or expression, sexual orientation, or any other basis prohibited by law.

Requirements and Eligibility

Student workers must be at least 14 years of age at time of hire. TBCS follows state laws for employment of minors. Eligibility for participation as a student worker will be checked at the end of first (Q1) and third quarter (Q3) as well as

at the end of the first (S1) and second semester (S2). Students will need to maintain a 2.0 GPA during quarter academic periods.

Student Worker Defined

A student worker is a student who is volunteering or paid with funds from TBCS's budget.

Student Worker Ethic

Professionalism: Maintain a professional demeanor in both behavior and appearance while working and representing TBCS. Respect your co-workers, supervisor, staff, parents and other students.

Responsibility: Take Ownership of tasks and responsibilities assigned, completing them accurately and efficiently. Show up for your shift on time and ready to work.

Adaptability: Be flexible and open to learning new skills and taking on new responsibilities as needed.

Teamwork: Collaborate with coworkers to achieve common goals and contribute to a positive work environment.

Communication: Clearly communicate with supervisor and other staff members, including asking for clarification when needed and keeping others informed of progress on tasks or projects. Inform your supervisor prior to your shift when you cannot work or are running late. If you cannot get ahold of your supervisor, please call TBCS front desk. No call, no show is an automatic meeting with TBCS Principal. **If you arrive late 3 times without calling to inform your supervisor, you will have a meeting with TBCS Principal.**

Remember to always ask for guidance or assistance from your supervisor if you are unsure about how to handle a situation.

Dress and Grooming

Student workers should dress professionally and be presentable. When appropriate, student workers will be provided with TBCS student worker polo shirts. Your dress should be appropriate for your work site as established with your supervisor.

All student workers must exercise good judgment in their choice of professional appearance for work and work-related activities by always appearing in a way that is appropriate to the situation, and that will invoke:

- A positive impression from the community
- Provide appropriate role modeling for other students
- Promote a working and learning environment that is free from unnecessary disruption

The following are examples of attire which are **not** generally acceptable as adapted from the Matsu Borough School District employee handbook attire guidelines:

- Sweatpants, exercise wear, or sleepwear
- Yoga pants and leggings, unless covered by a skirt, dress, or shirt which is not more than three inches above the knee
- Shorts
- Immodest or revealing dress to include visible cleavage or other private parts, visible undergarments, bare midriffs, skirts more than three inches above the knee, spaghetti strap tops, strapless tops or tops with straps less than two inches wide
- Clothing that is ripped, frayed, ruffled or disheveled
- Bare feet or no shoes

Student workers should arrive to your shift freshly showered, with no body odors, no strong perfumes or smells, and hair styled as appropriate for your work position.

Personal Electronic Use Policy- Cell Phones, Laptops, Tablets, etc.

While in the workplace during work hours, students are expected to focus on work and may not inappropriately use any device in the workplace for any purposes, including but not limited to:

- Engaging in personal conversations;
- Playing games;
- Surfing the Internet;
- Social Media;
- Checking e-mail;
- Making or receiving personal phone calls; and
- Sending or receiving text messages.

Music and audio devices should not be in use while working alongside staff, parents or students. You will need to discuss with your supervisor the appropriate device use during work.

Student & Supervisor Responsibilities

New Student Worker Orientation

You will be connected with a supervisor for dates and training.

Supervisor Responsibilities

- Ensuring that students do not begin working until they have completed hiring paperwork.
- Ensuring that student workers' schedules do not conflict with their academic classes.
- Ensuring that required meal and rest periods are given to student workers.

- Communicating expectations for student workers, including those regarding department/office policies and procedures, schedules/shifts, and how to communicate planned and unplanned absences from work.
- Providing student workers with the necessary training for their role, including safety training and FERPA confidentiality training if they will have access to confidential information.
- Meeting with students at least once per semester to discuss performance and goals.
- Providing immediate feedback about performance or behavior that is not acceptable, and setting clear expectations for improvement.
- Ensuring that student workers' timesheets are approved by the approval deadline.
- Ensure student worker is following dress and grooming code.
- When work is slow or there is downtime, check with TBCS staff around the school for ways student worker can help before working on homework or personal needs.
- Ensure student worker reads and signs Student Worker Resource Guide and submit to TBCS administrative secretary.

Student Worker Responsibilities

- Completing all hiring paperwork upon hire and before working, including dropping off W2 information to district office.
- Informing supervisor of class schedule each semester so that work hours do not conflict with academic classes.
- Accurately filling out paper timesheet, and submitting prior to the deadline.
- Communicating with supervisor, per their instructions, regarding both planned and unplanned absences from work.
- Following all TBCS and department/office policies while performing work duties.
- Ethical and honest behavior while working as a student worker.
- Adhering to FERPA confidentiality policies if job requires accessing confidential information.
- Notifying supervisor if resigning from student worker position.
- When work is slow or there is downtime, check with your supervisor for direction.
- Follow student dress and grooming code, and respectfully take feedback from any staff in regards to this.
- Sign that you have read and acknowledged the Student Worker Resource Guide and submit to TBCS administrative secretary.

Workplace Issues

Examples of workplace issues include conflict with supervisor or colleagues, difficulties with communication, workplace environment, or understanding expectations. Student workers who would like guidance on any sort of workplace issue may contact their supervisor first, if still not resolved see vice principal or principal.

Performance Evaluations

Performance evaluations will be given by your supervisor once a semester. This is an opportunity to learn where you are accelerating and where you need to improve. You will be evaluated on the following:

1. Listens to supervisor
2. Good attitude and willingness to do work
3. Accountability in job area, showing up for shift on time, calling in sick in reasonable amount of time
4. Follows dress and grooming
5. Follows electronic use policy

Work Hours and Compensation

The Workweek

Hours and time will be discussed and assigned by supervisor.

We follow state laws for minor workers.

There are different rules and requirements for 14 & 15 year olds vs 16 & 17 year olds- here's the DOL website! <https://labor.alaska.gov/lss/rights.htm>

Your Work Schedule

Each semester, you and your supervisor should establish your work schedule. Please discuss special request or schedule conflicts in advance with your supervisor. Once your work schedule has been agreed upon, your inability to maintain this schedule may result in your termination from student worker position.

Meals and breaks

Per state law - A 30-minute meal break must be taken after no more than 5 hours and a 10 minute rest period after each 4 hours.

Compensation

As a student worker you are an employee of the Matsu Borough School District. You will fill out necessary paperwork to be paid before you start working. The district then has to finalize & approve your paperwork before you can be officially paid.

Timecards

Student workers are responsible for accurately filling out their paper timesheet, and submitting it prior to the deadline. Pay Periods are every two weeks - the 1st of the month to the 15th, and the 16th of the month to the last day of the month (28th, 30th, 31st). The administrative secretary, Cherry Roach, gathers the time slips on the 16th and the 1st of the month to process. If you have any questions regarding payroll or when to turn them in during holidays, please contact **Cherry at 907-352-7302 (work #) and leave a message.**

Jobs opportunities & Details

Coffee Shop

Supervisor: Teri Westphal - cell # 907-355-1061

To get paid to work in the TB Coffee shop, you will need to obtain the following skills:

Managerial Skills: Training the next generation of baristas, working inventory, creating drinks, technical/social media skills, learning money management, and how timecards work.

POS: Point of Sales is used through a computer system called Square which is our cash register, the history of transactions, and our menu options.

Inventory/Supplies: Learning what you have and what you need to run a coffee shop.

Customer Service Skills: Open & close the shop, interact with customers “learning customer service skills”

Coffee Service Skills: Attend Kaladi Brothers certification training, understand and make the drinks, operate coffee grinders, espresso machine knowledge

Shop Operation Skills: Opening and closing shifts, cleaning, checking dates on products

Food Workers Card: All student workers are required to have the Food Service Worker Cards to handle food products in the coffee shop. These must be obtained through the website: <https://dec.alaska.gov/eh/fss/food-worker-card> after they complete their Kaladi Brothers coffee training.

Integrated Work Experience: A Integrated Work Experience Verification Log will be completed every couple of months for a .5 credit after you earn 120 hours of work, which will then be turned into your advisor.

Clerical

Supervisors: Jackie Wilhour - cell # 907-315-7576

Cherry Roach - work # 907-352-7302

Customer Service: Greet parents and students as they enter the building, help answer questions, direct visitors and students as needed, maintain confidentiality.

Orders: Help inventory orders that come in.

Sessions Support: Help make badges for sessions, update sign-in sheets, print facilitator rosters and place in file folders.

Phones: Answer phones, take messages and forward to proper person. Answer voice mail messages, hand written messages when necessary.

Building use: Keep supplies stocked under gym sink for visitors, paper products stocked, wiping frequently used surfaces such as door handles, light switches, chairs, counter, copy machine, sign in i-Pad, etc.

Bulletin Boards: Assist with front bulletin board change out and updating photos on gym bulletin board.

Office Supplies: Help keep supplies stocked in staff storage closet. Keep volunteer supplies stocked (coffee, creamers, cups). Help keep first aid kits and band aid supplies stocked. Keep paper, pens, kleenex, etc. stocked up front.

Lunch Duties: Assist in lunchroom as needed helping students and cleaning after, wipe down tables, fold and put away, vacuum carpet, assist students with outdoor gear if needed.

Construction Trades

Supervisor: Richard Larochelle - cell # 907-317-8410

Safety training: Understanding basic safety protocols and procedures to prevent accidents and injuries on construction sites.

Tools and equipment usage: Learning how to safely and effectively use hand tools, power tools, and heavy machinery commonly used in construction.

Construction math: Developing proficiency in basic mathematical concepts relevant to construction, such as measurements, fractions, and geometry.

Blueprint reading: Acquiring the ability to interpret construction blueprints and understand architectural drawings.

Building materials and methods: Familiarizing oneself with different types of building materials, construction techniques, and building codes.

Trade-specific skills: Depending on the focus of the class (e.g., carpentry, plumbing, electrical work), students may learn specific skills and techniques relevant to their chosen trade.

Hands-on experience: Engaging in practical exercises and projects to apply theoretical knowledge and develop practical skills under the guidance of experienced instructors.

Waivers: Some waivers may be required based on your current job duties.

Dress: Student must wear work boots or tennis shoes (no open toe shoes), work pants such as Carhartts or jeans (no shorts), work gloves, and eye protection. Long hair must be tied back.

Janitorial

Supervisor: Kirra Juarez - cell # 907-671-3158

Janitorial duties include tasks such as sweeping, mopping, vacuuming, dusting, emptying trash bins, cleaning restrooms, replenishing supplies, and sometimes minor maintenance work such as changing light bulbs, fixing leaks, or painting. It's all about keeping the environment clean and orderly. Gloves and safety gear will be provided. Students must wear closed toe shoes.

Classroom Helpers

**Supervisors: Karen Olson - cell # 907-232-9846
Liz Mills - work # 907-352-7303**

We offer Fall Sessions, Spring Sessions, Winter Workshops, Spring Workshops, and Summer Activities for enrichment for our students. Classroom Helpers will assist the teacher with set up, helping during the class, and clean up. They may also be assigned projects like photocopying, laminating, and cutting materials for classes.

Events Helper

**Supervisors: Karen Olson cell # 907-232-9846
Kami Heisterman cell # 907-232-9186**

We offer a variety of events that provide wonderful opportunities for students to engage, learn, and connect with their peers and educators in a variety of exciting and enriching experiences throughout the academic year. Examples of some of our events include Jumpstart, Carnival, Scholastic Book Fair, and Math Game Nights. Students fill in a variety of roles to assist setting up, running, and taking down the event.

Student Worker Form www.matsuk12.us/studentworkers

Substitute Resources:

<https://www.matsuk12.us/Page/26504>

Student Workers wishing to continue working after graduation may continue through the end of summer following their graduation year then must apply as a substitute teacher. Graduates cannot work in the classroom as a teacher alone for 3 years post graduation, however, they can assist another teacher or be used in other areas.

Qualifications for Substitute Teachers:

- High school diploma or equivalent.
- Bachelor's degree – optional.
- Current Alaska Type A Teaching Certificate – optional.
- Fingerprinting for background check and completed application which requires an interview and recommendation from a District administrator.
- An Interested Person Report which you may obtain at the Alaska State Trooper Station.

Teachers: Are required to have received a high school diploma or GED a minimum of 3 years prior. Required to be interview by an appropriate MSBSD Administrator. To arrange, contact Human Resources at 746-9200. If you hold a current valid Alaska Teaching Certificate, you are entitled to the higher rate of pay which will begin as soon

as the Human Resources Department receives a copy of your certificate. (NO PAY INCREASES WILL BE RETROACTIVE).

Clerical/Aides: Required to have a High School Diploma and complete an interview with a Principal. Attached you will find a listing of MSBSD Principals along with the contact phone numbers for arranging an interview.

Custodians: Required to complete necessary training and an interview with the Operations and Maintenance Department. To arrange, contact the Department at 864-2011.

ACKNOWLEDGEMENT OF TBCS STUDENT WORKER RESOURCE GUIDE

By signing below, I acknowledge that I have received, read, understand
and agree to the TBCS Student Worker Resource Guide.

Student Signature

Date

Supervisor Signature

Date