

Twindly Bridge Charter School

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Wasilla, Alaska 99654

www.twindlybridge.us

John Weetman, Principal

Phone: (907) 376-6680

FACILITATOR MANUAL

- ❖ **General Instructions**
- ❖ **Emergency Procedures**
- ❖ **Code of Ethics & Teaching Standards**
- ❖ **TBCS Yearly Calendar**
- ❖ **MSBSD Calendar**

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Facilitator Manual

THANK YOU FOR LEADING A SESSION

Our school thrives on your participation in our learning community. The staff, students and parents of Twindly Bridge Charter School appreciate your hard work and willingness to share your knowledge in this unique setting. We are all active learners and as we move forward, each year gets better and better. Feel free to give us any suggestion you might feel useful.

SCHOOL CALENDAR

The session calendar is available at the beginning of the year. We will not hold sessions on district holidays or snow days, however we do hold sessions on some other district school closure days.

ATTENDANCE

Session attendance rosters will be in your facilitator folder (located at the front desk). If there are any roster updates, they will be in your folder, please replace your old roster. Please take attendance every day and place your daily attendance back in your folder at the end of the day (there may be instances when we need to access these when you are not available). Turn in at the end of the semester.

NOTE: If you have students in your session but not on the roster or students on your roster but are not attending, please notify the front desk and we will make the appropriate corrections.

PLEASE CLEAN UP AFTER YOUR SESSION

We have limited custodial support to clean bathrooms, floors, and take out trash. It makes significant difference by helping with the following:

1. Dishes – Please make sure that you are cleaning up after yourselves and your students. There are supplies in the kitchen area and in the gym to wash your dishes and wipe the tables/counters. Also, put dishes and/or supplies back where they belong so that the next person can find what they will need for their class.
2. Trash – If you have boxes or other items that you would like disposed of, please use the big trash container in the back of the building (just go out any of the back doors to find it). If you would like to save the item, don't leave it on the floor or in the hall (find a home for it) and/or mark it to be saved.
3. Chairs – If you are the last class of the day in a room (a peek at the schedule will let you know if you are), please stack all chairs. This will help reduce time needed for vacuuming.
4. When you leave your room for the day, please leave it ready for the next session. Tables and chairs should be as you found them (unless you have made arrangements with the next facilitator), trash/loose paper should be removed, white board should be cleared and floor should be swept if needed. The last facilitator of the day using the Tech Lab should shut down computers. ***Food or drinks are not allowed in the computer and robotics rooms. All students must eat in the lunch room.***

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EMERGENCY DRILLS

Fire, Earthquake, ALICE, Lock-Down, Bomb-Threat & Evacuation Drills are a district requirement and will be conducted according to District Procedures. Please review emergency procedures (attached) and be prepared to assume your responsibilities in the event of an actual event. **ALWAYS HAVE YOUR ROSTER AVAILABLE AT ALL TIMES**

EXPECTATIONS

- 1) **Team Work** – We consider our facilitators to be an extension of our staff. Let us work together to foster an environment for our children and our families that is safe, fun and educationally engaging. There are a few guidelines that we need help with:
 - a) All students must be in an adult-supervised environment.
 - b) Only 1 student at a time are allowed in the restroom.
 - c) For emergency purposes footwear must be worn at all times.
 - d) Inappropriate language and behavior must be addressed.
 - e) Students who are in the building must be in a session; meeting with staff; or with their parent, at all times.
- 2) **Please be Punctual** – Arrive at school with plenty of time to prepare for the day’s activities, make copies, ask questions and organize your time for minimal disruption and maximum use of time with the children. **SIGN IN & OUT ON THE SHEET AT THE FRONT OFFICE EACH DAY.**
- 3) **Confidentiality** - Remember that you are privy to private information on a daily basis. It is important to preserve confidentiality of information concerning students and their families. Please do not give any personally identifiable information to anyone. This includes student and/or parent’s phone number, email, address, nationality, disabilities, or even whether a student is enrolled in our school. If you have a request for such information, please direct them to a staff member.
- 4) **Emergency Absences** – In the event of an emergency or other reason you cannot teach your class, please:
 - a) Notify our office, 376-6680, as soon as you know about your absence to make arrangements.
- 5) **Conduct** – Please review and be aware of the “State of Alaska Code of Ethics of the Education Profession” as a guideline for working with children (attached). Things to keep in mind:
 - a) Conduct yourself in a professional manner at all times with children.
 - b) Always have at least two children in a classroom with you if the door is closed.
 - c) Children may sit next to you but not on the lap.
 - d) Side hugs only
- 6) **Model** – Be a model for our students! Teach them what you expect by setting an example for them to see.

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SCHEDULE CHANGES

Each student has the first week of a session to add or drop sessions – They need to complete a session change form to do this.

Additions to sessions after the first will be allowed on a case-by-case basis after approval from the Principal.

SESSION MATERIALS

It is important to plan ahead and have the correct session materials before your session starts.

We have consumable supplies (paper, pencils, etc.) We also have equipment (microscopes, sewing machines, pots/pans, manipulatives, board games, etc.) Please ask us if you need anything.

If something needs to be ordered, please visit with the principal.

CLASSROOM SUPPLIES

The cabinets in classrooms for facilitator storage use. Each classroom has supplies scissors, tape, glue, pencils, dry erase markers - feel free to utilize these supplies for your sessions. Please let a staff member know if you notice we are getting low on any of these supplies so that we can replenish them.

CHEMICALS CANNOT BE USED WITHOUT APPROVAL (Examples: cleaning solutions, spray adhesives, liquid starch)

FIELD TRIPS

Any activities outside the TBCS facility need prior approval from the Principal. If approved, prior planning is a must in order to ensure adequate time for proper paperwork and procedures to be completed.

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Professional Service Contract (Direct Pay) Vendors

Professional Services Contract

If you are a vendor who will accept purchase orders, we will need a professional services contract with you. This is a contract which allows us to order your services with a purchase order, up to a certain dollar amount. Before it will be turned in to the district purchasing department for approval, all required documentations must be submitted to our office.

Purchase Orders

Purchase orders are created for specific requested services. It is our “promise to pay” after services are rendered and invoiced. Once you have received the purchase order, look over it for accuracy. Notify us of any discrepancies.

Invoicing

Invoices are your request for payment. All invoices must include the district’s required information.

- Invoices should be submitted after services have been rendered.
- Be detailed on your invoice. Include dates, times, session names, Invoice #, your name/business, charge by item (date or session), and total of invoice.
- Allow 2 weeks for processing your invoice.

Substitute Facilitators

Timesheets

Timesheets are kept in the “timesheet” binder. Please fill out every day you work. Pay periods end and paydays are on the 15th and last day of the month.