



TWINDLY BRIDGE
Charter School

"Building a bridge between home, school, and community."

HANDBOOK

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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

Enrollment Requirements

Twindly Bridge Charter School (TBCS) is a public school of choice open to all school age students K-12th grade who reside in the Mat-Su Borough. Twindly Bridge Charter School will adhere to Mat-Su Borough School District Board Policy when considering age and residency requirements of enrolling students.

1. Completed enrollment process to include:
 - a) Online [registration](#) opens July 1st
 - b) Updated shot record or medical exemption or notarized religious exemption are required annually.
2. Completing an Individual Learning Plan (ILP):
 - a) Face-to-face or online meetings with your Advisor
 - b) Parent/Advisor Contract
3. Maintain quarterly contact with advisor to include progress documentation.
4. Maintain monthly progress monitoring if student is non-proficient.
5. Attend semester grade conferences and provide student grade documentation.
 - a) Parents who do not complete a grade conference in a timely manner will have allotments frozen.
6. Responsible, reasonable, and prudent allotment spending
7. Student participation Student Showcase is highly encouraged.
8. Volunteering is highly encouraged

Non-Compliance

Parents and students need to comply with all conditions of the parent/advisor contract, district/school handbooks, and state/federal regulations. Examples of non-compliance are lack of:

1. Semester conference completion (deadlines, work samples, grades, signatures)
2. Sufficient academic progress (grades, timely progression)
3. Sufficient communication (contact with advisors or responding to staff requests)
4. Required documentation (enrollment forms, immunization records, ILP, work samples)
5. Scheduling of mandatory assessments according to [4 AAC 06.737](#) Standards-based test.

In an occurrence of non-compliance, the following may be implemented:

1. Frozen allotment funds
2. No grades posted to official district transcript.

Individualized Learning Plan (ILP)

The ILP provides for:

1. Monitoring of each student by the assigned certificated teacher; the monitoring must include at least monthly teacher-student or teacher-parent contact for students who have obtained an achievement level that did not meet standards on the most recent administration of Alaska's statewide standards-based assessments and quarterly reviews of a student's work or progress in the ILP.
2. A grade, or other determination that the student has met the standards for a course, determined and assigned by the certificated, highly qualified teacher who is responsible for the course; the plan may provide for review and consideration of any recommendations submitted by the student or the student's parent(s).
3. A transcript that includes the source of any course taken by the student that was not offered or approved by the governing body of the district, or, in the case of a program that is a charter school, by the charter school, and for which no public money was provided; the transcript must note whether the student's mastery of the content of the course was approved by the district as meeting a requirement for graduation.
4. A signed agreement between the certificated teacher assigned by the correspondence study program and at least one parent of each student that verifies that the student and parent have the same right to access the district appeal process as students and parents in the district's other programs; the textbooks or other curriculum materials and the course of study are appropriate for the student as outlined in the individual learning plan.
5. A collaborative effort between student, parent/guardians, certified Teacher Advisor, and other individuals involved in the student's ILP.
6. For a course of study for the appropriate grade level consistent with state and district standards.
7. Ongoing assessment plan that includes statewide assessments required for public schools.
8. Modifications of the ILP if the student is below proficient on a standardized assessment in a core subject.
9. A signed agreement between the certificated teacher assigned to the student and at least one parent or the guardian of each student that verifies compliance with an ILP.

The ILP is a way to individualize studies for your child. The ILP will help you outline what curriculum materials you will want/need for your child and help you organize learning outcomes according to district standards.

All families are assigned a contact teacher who serves as an advisor and works closely with you to create the ILP as well as help pick out curriculum. You will have the freedom to choose the curriculum that suits your and advisor's educational philosophy and goals, including the option to use faith-based curriculum. However, religious materials cannot be purchased with state allotment funds.

Each ILP:

1. Includes a minimum of four courses.
2. Contains the courses, activities, curriculum, and any other materials that may be used to complete the course.
3. Outlines the method of assessment for each course (e.g., test, projects, learning log)
4. Serves as a guideline for ensuring that purchases and reimbursements relate directly to the student's educational activities.

This ILP will serve as the basis for quarterly reports of your child's progress which are used to see your child's growth. In addition, grades and work samples are due at the end of each semester for classes listed in the ILP.

The ILP is a working document and can be changed or have items added at select times throughout the year, upon advisor approval. Visit the ILP Planning Tool [link](#) for further details.

Special Education

Before enrolling a student in TBCS who is eligible for special education services, an IEP meeting must be held to ensure student needs are addressed completely and are in compliance with the student's Individualized Education Plan. In most cases, special education services will be provided at the student's boundary school unless parent chooses to provide services at home.

Parent-Driven Special Education

- The role of the parent/guardian in this program is absolutely vital. Choosing Twindly Bridge also means you are responsible for providing or accessing services.
- The parent/guardian educator is responsible for providing all support that is related to academics.
- Speech/Language services are provided by a teletherapy speech pathologist. The schedule is mutually agreed.
- Other specialty services are provided at the neighborhood school. (i.e. Occupational Therapy, Physical Therapy, Adaptive Physical Education, counseling, etc.)
- Twindly Bridge Special Education staff support parents/guardians throughout the year with resources and advice as a partner in student education.

Course of Study

Each student's course of study will be specified as part of the ILP. This study plan may stipulate work conducted entirely at home or may combine home and school-based study. Project based studies utilizing Problem-Based Learning and Multi Intelligences Theory strategies will be encouraged.

The Course of Study:

1. Lists the student's courses, anticipated credits, schedule, activities, curriculum, and any other materials that will be used
2. Outlines the method of assessment for each course
3. Is a working document that should be a true reflection of the current course of study. Note: Two of four courses must be taken in core classes. Core classes are defined as: English, mathematics, social studies, science, technology, world languages; or a course required by a student's IEP if the student is receiving special education and related services under 4 AAC 52.
4. Serves as a guideline for ensuring that purchases and reimbursements relate directly to the student's educational activities.

Mandated Testing

The AK STAR assessment contains two sections, English language arts (ELA) and mathematics, which as a public school we are required to administer for students in third through ninth grade. Parents may opt their children out of standardized testing in accordance with Alaska state statute.

Sec. 14.03.016. A parent's right to direct the education of the parent's child. (a) A local school board shall, in consultation with parents, teachers, and school administrators, adopt policies to promote the involvement of parents in the school district's education program. The policies must include procedures (1) recognizing the authority of a parent and allowing a parent to object to and withdraw the child from a standards-based assessment or test required by the state.

Students will be scheduled for State and District mandated testing. According to state statute ([4 AAC 06.737](#)), parents may withdraw their children from standards-based assessment or tests. Parents will need Teacher Advisor approval and documentation of what assessment will be used in place of the State and District assessments. For an online state practice tests click [here](#)

[Alaska Reads Act](#) is a resource for K-3 Reading

Curricular Materials

TBCS approves a wide variety of materials to support the philosophy of choice in education. TBCS Advisors are familiar with a wide variety of vendors and local resources and are available for consultation concerning appropriate curricula choices. Curricula chosen by TBCS parents must support the Individualized Learning Plan. All materials are subject to Academic Policy Committee approval.

State regulations 4AAC33.421 (g)(4) prohibit school district purchase or reimbursement of religious, partisan, sectarian, or denominational curriculum materials. Parents may choose to use the above referenced materials; however, TBCS will not reimburse parents for the purchase.

All new curricula will be submitted to be reviewed by the Curriculum Committee and requires approval by the Twindly Bridge Charter School Academic Policy Committee.

Grade Level Placement

TBCS will accept Kindergarten students who are at least five years old by September 1st of each school year. Grade level placements up to and including grade 8 will be based on age and skill assessment, unless otherwise specified by the parent. High School students will be placed in a grade according to the number of years enrolled in high school.

Grading

All posted grades are expected to meet Alaska state requirements. TBCS recognizes that parents may use many different methods of grading. To ensure compliance, a certified TBCS Advisor will review documentation of each student's work and verify the final grade to be posted.

Each graded course listed in the student's course of study requires documentation of the recorded grade. Parents must report on the student's work or progress quarterly as well as attend face-to-face, or online, end-of-semester grade conferences. Work samples will be submitted at this time as described in the student's ILP.

Institutionally graded courses will be recorded on the student's official record as a transfer course from that institution.

Examples of grade documentation are:

1. Written samples: reflecting knowledge, mastery, or progress of concepts
2. Assessments: such as quizzes, tests, chapter reviews
3. Reports: from an educational institution or vendor

4. Portfolios, projects
5. Activity logs: of volunteer time, work hours, physical education activities
6. Oral presentations

All grades will be based on completion of the standards in the Alaska state requirements for that course. In some cases, an appropriate amount of time spent learning a subject may be the basis for earning the grade.

Examples:

1. Math – Completion of the approved textbook
2. P.E. – 80-hours of approved, documented physical activity = semester credit completion
3. Music – Based on a combination of instruction, practice, and performance time.

Grade Deadlines

1. Third week of October Progress Reports are due.
2. Third week of December Semester I Grades are due, must submit work samples, learning logs, and/or proof of course completion.
3. First week of March Progress Reports are due.
4. Third week of May Semester II Grades are due, must submit work samples, learning logs, and/or proof of course completion.
5. *Classes that have not been completed will receive a grade of (I) for Incomplete and have 12 months to complete the class.

Student Allotments

We have open enrollment beginning July 1. After the 3rd week of October, students may still enroll; however, no allotment will be available.

1. Allotment Amount per Student K-8 is \$2,600. Grades 9-12 will have an allotment of \$3,000.
2. The allotment may be used for resources deemed appropriate and reasonable that fulfill the curriculum requirements of the MSBSD.
3. Students who enroll for their fifth year or more of High School can use allotment funds only for courses required for graduation or to meet I.E.P. requirements. All expenditures for fifth year students must be pre-approved and subject to the discretion of the advisor. The intent of this policy is to discourage postponing graduation in order to obtain additional allotment funds.
4. Fund transfers between student allotments may be approved on a case-by-case basis. A maximum of ½ of the student allotment may be used for a fund transfer.

5. Siblings of pre-school age (4 years old by September 1 of the current school year) may utilize up to \$300/year of an enrolled student. Pre-school siblings must have enrollment forms and proof of age on file with TBCS before processing request.
6. TBCS maintains a detailed account of allotment funds available for each student enrolled. This information will be available to parents through an online portal.
7. Allotment funds not expended will carry over into the next school year and continue to stay with the student as long as they are continuously enrolled at TBCS. Remaining funds at graduation and students that withdraw remain with TBCS.

Purchasing Procedures

Textbooks, equipment, and other curriculum materials purchased with state money, including money provided to the parent through a fund account, are property of MSBSD. Materials that are not consumables must be returned to the TBCS when the student leaves the program for any reason.

3270.01 AR SALE AND DISPOSAL OF BOOKS, EQUIPMENT, AND SUPPLIES FROM TWINDLY BRIDGE CHARTER SCHOOL

The Board recognizes that students may benefit by allowing parents/students to purchase equipment and/or supplies used during enrollment at Mat-Su Central School and Twindly Bridge Charter School. The following guidelines provide direction for a parent or student who wishes to purchase equipment or supplies which have been purchased through the student allotment during enrollment:

For parents and/or students interested in purchasing eligible items, the depreciation purchase schedule for equipment, books, and computers is based as follows:

The purchase price is 50% following one year of student use
The purchase price is 25% following two years of student use
The purchase price is 10% following three years of student use
The purchase price is \$1 following four years of student use

The purchase price for musical instruments shall be as follows:

Cost at the time the instrument was purchased for student use - minus 10% per year students have used the instrument.

For MSC shelf stock items, the date the item is assigned to the student triggers the beginning of student use.

For MSC parent/student purchased items, the purchase date triggers the beginning of student use.

Parents, or students receiving a diploma or certificate of attendance who are interested in purchasing books, equipment, computers, and musical instruments, qualify for an additional discounted year on the depreciation schedule towards purchase.

All requests for purchase require approval of the Superintendent or designee. Upon completion of the transfer to the purchaser, the school will have no further obligation for repair or upkeep.

There are 3 ways that purchases from allotments are processed: purchase orders, parent reimbursements and shelf stock purchases. All purchases must align with the ILP. Each method maintains the same purchasing guidelines stated below.

1. Purchase Orders: Parent can place an order through TBCS. The order is placed and paid by TBCS and deducted from the student's allotment. This method requires no out of pocket expense for the parent, however does require processing time and limits vendor choice.
2. Parent Reimbursement: Parent makes a purchase and requests reimbursement from TBCS. This method requires the parent to pay out of pocket and provide documentation of purchase.
3. Shelf Stock Purchases: Parent purchases items directly from TBCS. This method requires no out of pocket expense for the parent, however is limited to stock on hand.

Purchasing Guidelines

1. The academic year begins on July 1 and ends on June 30. All purchases and services must occur within the academic year. Receipts dated prior to July 1 cannot be considered for the current school year.
2. Parents acknowledge that all materials purchased or reimbursed with MSBSD funds are the property of TBCS. Appropriate use and maintenance of these materials is the responsibility of the parent.
3. All non-consumable materials are required to be returned or purchased upon withdrawal or graduation from TBCS.
4. If an item is returned to a manufacturer/supplier, lost or stolen, TBCS must be notified, or it will remain on your inventory.
5. Items purchased may not be discarded, donated, or resold without written permission from TBCS.
6. Proficiency levels in core area standards are used in developing a student's ILP. Requests for purchases and reimbursements must be aligned instructionally with the student's ILP. For students who are not proficient in the core areas of math, reading, and writing, a plan shall be developed by the advisor and parent for each core area in which proficiency has not been met and allotment spending may be limited to

- these core subjects until proficiency is reached.
7. No reimbursements/purchase requests can be considered prior to student enrollment approval and an approved ILP. Every purchase or reimbursement must be directly related to the ILP.
 8. Materials purchased are intended for use in the current school year, however, can be kept for use until withdrawal or graduation from TBCS.
 9. Purchasing deadlines will be determined each year based on MSBSD accounting deadlines. No exceptions can be made.
 10. Senior purchasing deadline will be March 1 of each school year. All Purchase order and/or reimbursement requests must be turned in by this date.
 11. Final approval of all spending is subject to principal approval.

Non-Allowable & Allowable Purchases

TBCS supports the parent's individual choices for curriculum and educational materials. All purchases from student allotment funds must relate directly to the student's ILP and align with the State of Alaska standards for education. Following are the guidelines for non-allowable and allowable purchases:

Non reimbursable items:

1. Services or materials that do not reasonably relate to the delivery of the students' instructional needs.
2. Partisan, sectarian (religious), or denominational doctrines may not be purchased with public funds.
3. Sales tax

Following are allowable Expenses: Pre-Approval required

1. Single items: Items costing over \$250 with the exception of curriculum listed on your ILP (example: computers, tablets, printers, graphing calculators, cameras, instruments).
2. Services: (example: test prep courses, tutoring, assessments, horse riding lessons)
3. Parent training: A maximum of \$200 per family per year for parent instruction training and must be directly connected to their students ILP in the subjects of reading, writing or math. Training may be approved as an allotment expenditure on a case by case basis and only the cost of tuition may be allowed.
4. Out-of-State receipts while on family travel: (example: museum & tour entrance fees, zoo entrance, National parks entrance)
5. Repairs: Equipment repairs should always be pre-approved. Allotments cannot be used for the repair of equipment not owned by TBCS.

No pre-approval required if included in the ILP

1. Curriculums, courses, texts, workbooks, teacher manuals and/or supplements
2. School supplies (example: paper, pencils, rulers, notebooks, ink, basic calculators)
3. Curriculum Supplements (example: references, resource books)
4. Photocopying (please be aware of copyright infringements)
5. Computer hardware & software under \$250 (example: disks, external hard drive, printer, audio headset, flash drive, photo editing software)
6. Internet Access fees (example: up to \$175 per month)
7. Instruments under \$250 (example: recorder, harmonica, keyboard)

Reimbursement Procedure

Reimbursements require approval. The parent will complete the TBCS reimbursement form and provide receipts to the TBCS parent portal.

1. A minimum of \$100 in receipts is required for reimbursement.
2. Receipts (includes invoices, statements, or other submitted proof of payment information) must support the student's ILP procedures. Parents are encouraged to keep their own copies before submitting documentation through the TBCS office parent portal to facilitate reconciliation in the event of a discrepancy.
3. Receipts should clearly indicate vendor name, paid by whom, amount, product or service, and date.
4. Price tags, estimates, & check carbons are NOT acceptable receipts.

Academic Year

TBCS calendar is aligned with the MSBSD High School calendar.

- Advisor workdays: Building open - sessions held.
- Professional Development Days: Building closed - no sessions held
- Holidays: Building closed – no sessions held
- Vacations: Building closed – no sessions held
- Parent Conference Days: Building open – sessions held

TBCS Sessions & Workshops

TBCS offers a variety of sessions and workshops that are supplementary or extracurricular in nature. They enhance the student's home learning and provide an opportunity for students to explore their interests. Sessions and workshops can be an element of the ILP but do NOT fulfill course requirements on their own and are not assigned a grade or awarded credit by the facilitator. They cover a wide variety of topics and content areas, vary in length, and are led by parent volunteers, district staff, and community vendors.

Bridge Classes for High School Credit

Bridge classes are an onsite opportunity for students to earn high school credit in a small group setting. They are intended to offer classes that are difficult to teach at home, such as math, science with labs, or public speaking. Bridge classes are fast paced and approximately 4 months in duration.

Parents Responsibilities for Bridge Classes

Parents are still their child's teacher and responsible in helping their student be prepared for class by having assignments completed before class. Falling behind may lead to the student and parent needing to complete the class on their own. All Bridge classes are unique, students and parents will need to follow the syllabus for the appropriate pacing.

Staff will provide appropriate accommodations as outlined in the student's IEP or 504.

Parents will help their students to complete and grade assignments weekly, if required by the teacher. Allowing the student to be ready to ask questions at the beginning of class. Parents should turn in their work samples as if they were teaching the class. The graded objective/standards checklist or listed assignments in the learning platform can be turned in as a sole work sample each semester.

Syllabus Changes for Bridge Classes

When changes to the syllabus are needed due to unforeseen circumstances or school closures the facilitator will inform parents and students through the learning platform.

Dropped High School Bridge Classes

There are waitlists for many of these classes. Weekly attendance is expected. Failure to adhere to the syllabus may cause your child to be dropped and must finish the class at home, with you as the sole teacher. Excessive absences are defined as two or more absences per semester. Drop Period is the first 2 weeks of class. No refunds will be offered after this 2-week period.

Placement Test or Prerequisite for Bridge Classes

Certain classes may have a placement test or a prerequisite class for enrollment to be finalized. If a student does not meet the proficiency your advisor can help you with options.

Priority Enrollment for Bridge Classes

Priority enrollment in classes will be given to seniors, then juniors, then sophomores, then freshmen, and academically prepared 8th grade students. Enrollment of Bridge classes will be pre-approved through the advisor.

Dress and Grooming

According to district board policy 5132 the School Board believes that appropriate dress and grooming contribute to a productive and safe learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities, including industry requirements at the work site, in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction which would interfere with the educational process.

TBCS Special Events

Twindly Bridge encourages partnerships between home, school, and community. We offer many special events such as field trips, family events, and school socials. Additionally, Twindly Bridge maintains several business partnerships, which may provide educational opportunities for our students. The Parent Involvement Committee assists the school with special events.

Parent Volunteers

We highly encourage parents to volunteer a minimum of four hours a month at TBCS. We always have work to share, and your contribution helps make our school a better place for students. Examples of ways you can help:

1. Help with lunch time such as food sales, clean-up and, recess monitor
2. APC Board Member
3. Volunteer for a committee
4. We need dedicated parents to volunteer to lead sessions
5. Office help such as filing, phones, making signs
6. Cleaning of school such as windows, walls, and surfaces

Honorariums may be considered by the principal for consistent volunteer hours.

High School Graduation Requirements

TBCS High School Graduation requirements are aligned with MSBSD and may vary between graduating classes. Please consult with your Teacher/Advisor to confirm graduation requirements as determined by the School Board. Students

who have completed the required credits will be awarded a MSBSD diploma.

Transcripts

The term “Transcript” refers to the record of courses, grades, and credits for all students. Transcripts are based on work completed while with TBCS, official grades received from other high schools attended, and approved vendors.

TBCS is not responsible for obtaining course credit information from vendors. It is the parents’ responsibility to ensure that TBCS receives this information.

Transcript requests can be submitted to the front office of TBCS in person, or by phone, or email. Requests should include the student’s name, date of birth, graduation year, and information on where the transcript needs to be sent. They are then prepared and sent by the registrar to the recipient. Processing may take up to two weeks.

Withdrawal Procedures

A parent may withdraw their student from TBCS at any time by notifying our office, completing a withdrawal form, and returning or purchasing any non-consumable materials. Unspent allotment will remain with TBCS. All non-consumable materials purchased with allotment funds must be returned to TBCS. A list of returnable items may be obtained through the office. Parents will be financially liable for requested materials and/or equipment that are missing or damaged. If materials are not returned within 30 days, a certified letter will be sent requesting the return of the materials.

Purchase requests dated on or after the withdrawal date will not be honored. Reimbursement requests must be submitted within 1 month after the date of withdrawal (but prior to May 1) and all receipts must be dated prior to the date of withdrawal.

When financial records are clear, your withdrawal from TBCS can be processed and the new school can complete your enrollment.

Release of Records

In compliance with the Family Education Rights and Privacy Act of 1974, TBCS will request records from a student’s indicated previous school. Parents and legal guardians have the right to see, obtain copies from, and contest the contents of education records. Upon parent/guardian request, notice of transfer to another school, or a request for records from another educational institution, TBCS will forward education records in accordance with school district policy.

Non-Discrimination

No parent, guardian, student, applicant, or employee shall be discriminated against TBCS and the MSBSD comply with all Federal and State Anti-Discrimination Statutes and Regulations.

Computer & Internet Use

All students must have a computer use agreement approved by the parent and student before school internet access will be granted. Refer to the computer use agreement in the District Student Handbook for details of user, parent, school and district responsibilities.

Chromebooks will be offered to 8th grade students to assist in taking high school credits. When a student graduates or leaves TBCS they will have the option to purchase the Chromebook for a depreciated value. Lost or broken Chromebooks will be billed to the allotment.

UAA Scholars Nominations

TBCS has established the following criteria for determination of UA Scholars:

UA Scholars will be determined after the final GPA (grade point average) and rank has been completed for Semester 2 of the Junior year. A student's cumulative GPA will be used for determining rank. Determination for UA Scholars will be based on only the enrolled students who are in Junior standing at the end of the year; and are ranked in the top 10% of those students; and currently enrolled at Twindly Bridge Charter School for their Senior Year.

In the event of a tie, weighted grades will be used. Classes to be weighted are as follows:

- Upper-Level High School Math Classes (Algebra II, Trigonometry, Calculus)
- Two or more years of High School Foreign Language
- Core Academic Classes graded by an outside source (Math, English, Social Sciences, Science)
- AP (Advanced Placement Classes)
- Core Academic College Classes (Math, English, Social Sciences,

Science) Important Dates and Deadlines during a student's Senior year:

- October 1 Deadline for TBCS to complete online designation process.
- May 1 Deadline for Scholars to submit an application for admission to any University of Alaska campus.

Alaska Performance Scholarship

The Alaska Performance Scholarship (APS) may provide an opportunity for Alaska high school students to earn a scholarship, to help cover the cost of students attending a college or university in Alaska, or for approved career and technical education programs in the state.

Alaska residents who graduate from an Alaska high school (public, private, or home school), and meet the qualifying requirements are eligible for an APS award. High school students are strongly encouraged to work with their advisor to verify classes selected for their ILP meet eligibility requirements. Additional details about the APS program can be found [here](#).

Friends of Twindly

The Friends of Twindly nonprofit organization was established to support, it is parents, students, APC, and staff in the accomplishment of their goals related to student learning, school participation, and community involvement. As a new organization, established in August 2021, Friends of Twindly is registered with the State of Alaska as a non-profit and as of April 2022 is recognized as a 501c3. Please contact Friends of Twindly at friendsoftwindly@gmail.com if you have any questions, ideas to share on how we can benefit the school, or if you are interested in volunteer opportunities.

Conflict Resolution Procedures

Conflict resolution is an opportunity for parents, Advisors and staff to work out concerns or possible conflicts at ~~Twindly Bridge~~ TBCS. This procedure is meant to address the needs of all parties in a positive, respectful and clear manner. It is not a disciplinary action.

If a concern or conflict occurs that cannot be solved in an informal manner, the following progressive steps must be followed.

Step 1: Parent(s) will notify the staff member verbally, at an appropriate time to voice specific concerns and resolve issues. Parent(s) and staff member will acknowledge this as a formal meeting and Step 1 of the Conflict Resolution Procedure

Step 2: If resolution has not occurred at Step 1: Parent(s) will schedule a second meeting to give the staff member a written statement of their concerns, as well as possible solutions. If both parties agree to the solution, the resolution will be put in writing, and signed by both parties.

Step 3: If resolution has not occurred at Step 2: Parent(s) and the staff

member will schedule a conference with the principal. Both parties will present their viewpoint in writing with suggested solutions. The principal will decide upon a course of action that is in the best interest of the school.

Step 4: If resolution has not occurred at Step 3: Parent(s) will file a Conflict Resolution Form with the Chair of the APC Board. The APC Board will meet in executive session at the next regular APC Board meeting to review the Conflict Resolution Form. Any vote, action or decision taken by the APC Board will occur in public session. If attempts made to resolve the conflict through these 4 steps does not meet the needs of the Parent(s), the option to transfer to another school should be considered. TBCS is a school of choice.