

Texas State Technical College Harlingen
Upward Bound Program

Instructor Handbook
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A. Saturday Academy Grades and Grading System

Students should be informed of their progress through the daily student attendance and performance report.

Grades should be recorded as follows:

Semester 1--- September 15, 2007 through December 15, 2007

Semester 2-- January 12, 2008 through May 17, 2007

* Students can earn up to 99 possible points by the end of each semester.

B. Points Criteria:

6 points= tests

5 points= class work/ homework

5.5 points= attendance

Total Points Per Saturday = 16.5

C. Student Performance:

13.5 -16.5 points = A

10.4 -13.4 points = B

7.3 -10.3 points = C

7.2 points and below = Failing

D. Points System Average

All instructors should assign an average of points earned for each student at the conclusion of each Saturday Academy.

To Get Total Points for Semester- Add the total number of points for each Saturday Academy.

Student's Work is Incomplete= Failing

E. Points System Reports

Saturday Academy student attendance and performance reports will be turned in to the Upward Bound office each scheduled Saturday session by 1:00 p.m.

Final Semester Average grades will be turned in to the Upward Bound office the last Saturday Academy of the semester.

F. Materials and Equipment

Forms for supplies and materials should be obtained from the Upward Bound office.

You may request any materials and supplies you need, but keep in mind that some items that must be ordered will take time to be received.

You can use your staff I.D. to check out equipment and materials at the Texas State Technical College Harlingen library. Keep in mind that you are responsible for items and materials you check out. Also, please inform the UB office if you have checked out any equipment.

G. Duplication of Materials (Copies)

Request for duplicated materials should be turned in at least two days in advance. Requests should be turned in to the Upward Bound office, and duplicated materials be pick up there as well.

Students will be evaluated by the UB Outreach Advisor to measure attitudes and behaviors.

H. Teacher Documentation.

Student Attendance- Teacher will take daily attendance and mark in grade book and on daily student attendance and performance reports.

Student Portfolio- Teacher will have students build and complete a student portfolio. The portfolio should have all tests, class work, and homework assignments students have completed on a weekly basis. Student Portfolios are due each week on Friday morning by 8:00 a.m.

Daily Student Performance Reports- Teachers will fill out daily student performance reports for each student on a daily basis each class period. Teachers will be asked to respond to each student's daily performance as- Satisfactory or Not Satisfactory.

Student Final Average Performance Reports- Teachers will submit student final average performance reports on the last scheduled Saturday of the semester.

Lesson Plans- Please see letter L of the teacher handbook for lesson plan instructions for teachers.

I. APPRAISALS

Appraisals and walk throughs will be conducted by the UB Director throughout periodic Saturday sessions.

J. Books

Record book number of books issued

Remind the students that they must pay for their book if it is lost, stolen, or damaged.

If a book is lost, report it to the office immediately.

K. Lesson Plans

Lesson plans will be turned in each Friday morning by 8:00 a.m. for the succeeding week. (Exception-1st week's lesson plan should be turned in the first Friday along with the second week's lesson plan. Attach copies of forms/ worksheets that will be used to conduct the lessons for the week.

M. Mail Boxes

Please check your boxes daily on Saturday's in the Upward Bound Office.

N. Pre-Test/ Post-Test

All students must be pre-tested and post-tested on a weekly basis using a practice TAKS test.

P. Student Discipline

As a fair and just means of discipline, the Upward Bound staff has established a demerit system. The accumulation of an excess amount of demerits will result in the loss of privileges and/ or dismissal from the program. Please see student handbook for demerit system policy and procedures.

Please follow the demerit system when dealing with student discipline.

Q. Pre-Service and In-Service Training

Pre-service and In-service training programs are designed to acquaint the staff with the philosophy, goals, and objectives of the program and to acquaint staff involved in the program. By the end of the pre-service sessions, teachers should have developed course and unit objectives, policies, procedures, and activities for the implementation of an effective instructional program. In-service training should reinforce effective instructional techniques, and provide the opportunity for problem solving within the instructional component. Teachers are expected to attend pre- and in-service training sessions.

R. Attendance at Meeting/ Class

Teachers are expected to be in attendance and on time. Attendance is also required at other called or scheduled meetings. If for any reason you must be absent from a meeting, arrangements must be made with the Director.

TEACHERS ARE EXPECTED TO CONDUCT CLASS ON SATURDAY'S SINCE THERE ARE NO PROVISIONS FOR SUBSTITUTE TEACHERS!

In the instance that an instructor is absent from work, the instructor will be required to submit a request for leave form and submit the next business day to the Upward Bound Clerk.

Teachers are expected to sign in and out daily for work performed on a daily basis at the Upward Bound office with the Upward Bound Clerk.

S. Student Sign In/ Sign Out

Teachers will record student tardies in daily in their grade books and on the daily student attendance and performance report form. Teachers will issue demerits after a specific accumulation of student tardies.

All teachers will record attendance in their grade books for each class.

Teachers will provide a hall pass in the event that a student needs to use the rest room or come to the TSTC Upward Bound office.

Teachers are responsible for their student's behavior when the student is assigned to the care of the assigned teacher. Teachers need to be certain that students are respectful of the assigned building, classroom, property, while the student is in the care of the assigned teacher. Teachers need to be certain that students are well mannered in behaved in assigned hallways and restrooms of designated

T. Student Services on Campus

At times, there may be a need for medical or emergency care while the student is engaged in our Upward Bound program. If an emergency arises, please call the TSTC Harlingen campus police at **873-2677** and then notify the Upward Bound Director at **364-4573, 4574, or 4575**. If a non-emergency medical need arises, please send the student to the Upward Bound office in Building H, Room 200 and an Upward Bound staff member will make arrangements for the student to visit the TSTC Harlingen campus nurse.

U. 2005 Upward Bound Teacher Pay Periods

Teacher Pay Periods are Submitted on a monthly basis to the Upward Bound Clerk.