

August 28, 2006

All Teachers:

This memorandum is intended to provide all teachers with guidelines concerning curriculum. When teaching we should always consider that the quality of instruction is the single most important factor affecting the quality of student learning. It is important that the curriculum fulfills the school's mission as well as meets the state's frameworks but clearly outlines that our students are expected to learn.

Curriculum

A good curriculum consists of many parts all combined to produce UCT graduates who are either technically proficient enough to enter the workforce successfully or to succeed in a post-secondary institution. The UCT curriculum must blend academic courses with technical courses. The academic courses should be taught in a manner that focuses on the functional and applied aspects of the courses.

It is essential that the curriculum be developed in consonance with the standards set by The New England Association of Schools and Colleges (NEASC). Additionally, it is equally important to base all instruction on the state mandated curriculum frameworks. There must be a crosswalk of integration developed between the career and technical courses and the academic courses. This is imperative as all 9th and 10th grade students are required to cover the same material to take the MCAS in the spring of their sophomore year.

Curriculum Guides and Syllabus

Each course offered at UCT has a curriculum guide on file, which outlines the information that each student should receive from the course. Although the guide is comprehensive, it is not intended to be the sole document used to teach a course. Curriculum Guides should be referenced and teachers are

encouraged to update them when possible. Each course guide has a disc on file in the main school office. Each guide should be supplemented with other complementary and necessary areas of related instruction. Each guide must reference the embedded academics being taught in the career and technical courses and / or academic courses as outlined in the state frameworks. Each guide requires a syllabus, which allows each teacher the flexibility to present the material in the manner they feel is appropriate. The syllabus provides a broad scope of the course and the sections of the text that are to be covered.

Lesson Plans

Lesson plans define what will be taught on a daily basis. They are a supplement to the curriculum guides and syllabus detailing specific content covered daily, homework assignments, integration projects, and offer documentary evidence that state mandated curriculum frameworks are being followed. Each teacher is required to submit lesson plans the week prior to the classes being taught. Lesson plans should also have attached any written assessments. They are essential documentation that the curriculum is being taught in consonance with NEASC standards and state mandated curriculum frameworks. It is important to file them accurately and on a timely basis as well as keep them current. Classroom instruction is only as strong as the teacher's ability to inspire superior student performance. Please join me to assure that our students continue to get the best possible education.

Respectfully,

Robert Dutch
Principal