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| **MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**  **Public School Monitoring** |

##### SPECIAL EDUCATION AND CIVIL RIGHTS

##### MONITORING REVIEW

## CORRECTIVE ACTION PLAN

Methuen Public Schools

Monitoring Onsite Year: 2023-2024

All corrective action must be fully implemented and all noncompliance corrected as soon as possible and no later than one year from the issuance of the Special Education and Civil Rights Monitoring Report dated 08/16/2024.

**Mandatory One-Year Compliance Date:**  **August 16, 2025**

**Summary of Required Corrective Action Plans in this Report**

| **Criterion** | **Criterion Title** | **Rating** |
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| CR 7C | Early release of high school seniors | Not Implemented |
| CR 16 | Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion | Partially Implemented |
| CR 24 | Curriculum review | Partially Implemented |

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| SPECIAL EDUCATION AND CIVIL RIGHTS  MONITORING REVIEW  **CORRECTIVE ACTION PLAN** |

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| **Criterion & Topic:**  CR 7C Early release of high school seniors | | **Rating:**  Not Implemented |
| **Department Findings:**  A review of the district's calendar and interviews indicated that the conclusion of the seniors' school year is more than 12 school days before the regularly scheduled closing date of the high school. | | |
| **Description of Corrective Action:**  The concluding day for seniors for the 2024-2025 school year will be May 30, 2025 which is ten school days prior to the conclusion of school for all other students. Moving forward, for subsequent years, the concluding day for seniors will be established as 10 school days prior to the last day of school for all other students. | | |
| **Title/Role(s) of Responsible Persons:**  Superintendent  Supervising Principal, MHS | | **Expected Date of Completion:**  12/01/2024 |
| **Evidence of Completion of the Corrective Action:**   * Memo to the high school community outlining the concluding day for seniors for the 2024-2025 school year by November 30, 2024. | | |
| **Description of Internal Monitoring Procedures:**  Annually, the Superintendent will meet with the Supervising Principal prior to the commencement of the school year to ensure the concluding day for seniors is ten school days prior to the conclusion of the school year for all other students. The Supervising Principal will share the date with the high school community at the beginning of each school year. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 7C Early release of high school seniors | **Corrective Action Plan Status:** Approved  **Status Date:** 09/23/2024  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report(s):**  By December 5, 2024, the district will submit evidence of the Superintendent's meeting with the Supervising Principal to review the corrective action ensuring the conclusion of the seniors' school year is not more than 12 school days before the regularly scheduled closing date of the high school. The district will also submit the memorandum distributed to the high school community outlining the concluding day for seniors for the 2024-2025 school year. | | |
| **Progress Report Due Date(s):**  12/05/2024  01/10/2025 | | |

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| **Criterion & Topic:**  CR 16 Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion | | **Rating:**  Partially Implemented |
| **Department Findings:**  A review of documents and interviews indicated that the district does not send written notice annually, for at least two years, to former students who have not yet earned their competency determination and who have not transferred to another school to inform them of the availability of publicly funded post-high school academic support programs and to encourage them to participate in those programs. | | |
| **Description of Corrective Action:**  Methuen High School will send a letter to every student over the age of 16 who withdrew the previous two years and indicated they were going to pursue a GED/HiSet Program and/or dropped out. The letter specifically notifies individuals of their opportunity to re-enroll, and/or take the MCAS retest. Additionally, the letter specifically indicates when MCAS retesting opportunities at Methuen High School take place each year, and provides individuals with resources that can be used to prepare themselves for the MCAS retest.  The letter will be sent annually in the summer once MCAS dates for the following year have been released with specific contact information of who to connect with in the event that they have any questions.  Subsequently, any former student who met local graduation requirements but did not successfully complete the ELA, Math, and/or Science MCAS test, will be added to Methuen High Schools retest roster and be sent a separate letter. The letter specifically indicates when MCAS re-testing opportunities at Methuen High School take place each year, and provides individuals with both resources that can be used to prepare themselves for the MCAS retest, and who to contact if they have any questions. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Guidance at MHS | | **Expected Date of Completion:**  12/01/2024 |
| **Evidence of Completion of the Corrective Action:**  Letters will be created and sent to the identified students by October 15, 2024. | | |
| **Description of Internal Monitoring Procedures:**  The Director of Guidance will establish the list annually and send out the letters prior to September 15th. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 16 Notice to students 16 or over leaving school without a high school diploma, certificate of attainment, or certificate of completion | **Corrective Action Plan Status:** Approved  **Status Date:** 09/23/2024  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report(s):**  By December 5, 2024, the district will develop an annual written notice and procedures for outreach to former students who have not yet earned their competency determination and who have not transferred to another school. In addition, the district will develop an internal monitoring system to ensure implementation.  By January 10, 2025, the district will submit training materials, agenda(s), and attendance sheets as evidence of training all relevant staff on the annual notice, procedures, and internal monitoring system.  By March 28, 2025, the district will submit the results of internal monitoring to ensure that annual written notices for former students are sent as required. The district will conduct a root cause analysis and implement corrective action for any noncompliance identified. | | |
| **Progress Report Due Date(s):**  12/05/2024  01/10/2025  03/28/2025 | | |

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| **Criterion & Topic:**  CR 24 Curriculum review | | **Rating:**  Partially Implemented |
| **Department Findings:**  A review of documents and interviews indicated that the district does not ensure that individual teachers review all educational materials for simplistic and demeaning generalizations, lacking intellectual merit, based on race, color, sex, gender identity, religion, national origin, and sexual orientation. Furthermore, the district does not ensure that appropriate activities, discussions and/or supplementary materials are used to provide balance and context for any such stereotypes depicted in such materials. | | |
| **Description of Corrective Action:**  The Assistant Superintendent of Teaching and Learning will review and revise the checklist used for vetting curriculum. They will outline the process and provide it to all teachers through a variety of platforms. | | |
| **Title/Role(s) of Responsible Persons:**  Assistant Superintendent of Teaching and Learning | | **Expected Date of Completion:**  05/01/2025 |
| **Evidence of Completion of the Corrective Action:**   * Revised teacher checklist * Revised process for teacher review | | |
| **Description of Internal Monitoring Procedures:**  The District administration will monitor the use of the process and checklist during learning walks, samples of student work and common planning discussions. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 24 Curriculum review | **Corrective Action Plan Status:** Approved  **Status Date:** 09/23/2024  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report(s):**  By January 10, 2025, the district will submit the revised procedures specific to individual teacher review of educational and instructional materials.  By March 28, 2025, the district will submit training materials, agenda(s), and attendance sheets as evidence of training all administrators, teachers, and other relevant staff.  By June 10, 2025, the district will conduct an internal review of the monitoring procedures to determine whether all individual teachers use appropriate activities, discussions, and/or supplementary materials to provide balance and context for any stereotypes depicted in learning materials. For any identified noncompliance, the district will submit a root cause analysis and a corrective action plan. | | |
| **Progress Report Due Date(s):**  01/10/2025  03/28/2025  06/10/2025 | | |