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

##### SPECIAL EDUCATION AND CIVIL RIGHTS

##### MONITORING REVIEW

## CORRECTIVE ACTION PLAN

Winchendon Public Schools

Monitoring Onsite Year: 2023-2024

Program Area: Civil Rights

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 09/13/2024.

**Mandatory One-Year Compliance Date:** **09/12/2025**

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

| **Criterion** | **Criterion Title** | **Rating** |
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| 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 24 Curriculum review | | **Rating:**  Partially Implemented |
| **Department Findings:**  Document review and interviews indicate that although the district recently developed procedures, tools, and training materials to support educational material review, the district does not currently ensure that individual teachers review all educational materials for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin, and sexual orientation. Furthermore, the district does not ensure that teachers provide appropriate activities, discussions, and/or supplementary materials to provide balance and context for any such stereotypes depicted in such materials. | | |
| **Description of Corrective Action:**  To address the identified non-compliance, the district is completing the following corrective actions:  Throughout the months of September 2024 and October of 2024 the Winchendon Public School District will be trained across the district to address the root cause of the identified noncompliance as well as the Curriculum Material Bias Review Tool.  With this Corrective Action Plan, the district is submitting a copy of the CR24 training that is being implemented as well as a copy of the Curriculum Material Bias Review Tool as evidence for the work that is being conducted to address that the district has trained all staff review all educational materials for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin, and sexual orientation as well as provided an appropriate tool to conduct this work. Furthermore, the district will ensure that teachers provide appropriate activities, discussions, and/or supplementary materials to provide balance and context for any such stereotypes depicted in such materials by allowing dedicated working time for teachers to review materials and find appropriate supplementary materials when necessary.  Each building principal has been instructed to reserve a minimum of three common planning times or faculty meetings after the above-described training, where the focus of faculty work will be utilization of the district's Curriculum Material Bias Review Tool to review curriculum materials for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin, and sexual orientation as well as provided an appropriate tool to conduct this work.  By mid-year the district will submit:   * Evidence that the building leadership has dedicated time within staff meetings to utilize the newly introduced tools to review educational materials for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin, and sexual orientation as well as provided an appropriate tool to conduct this work. * Data gathered by staff at each building during the bias-review sessions that have been conducted by that point in the year. * Descriptions of any modifications to be made to the Curriculum Material Bias Review Tool as a result of early faculty feedback.   By June 1, 2025 the district will submit:   * All data/input gathered through faculty curriculum review processes. * Evidence that the District Leadership Team has reviewed the data/input from faculty bias reviews; identified any curricular materials that have simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin, and/or sexual orientation noted by faculty that suggest a need for material replacement or the development of appropriate activities, discussions, and/or supplementary materials to provide balance and context; prioritized these concerns for action; made a plan to correct the prioritized concerns, identified a schedule for ongoing use of the Curriculum Material Bias Review Tool in 2025-26, and/or modified the tool for the coming year in any ways indicated by faculty feedback or the data review; and identified the individual to oversee continued implementation and tracking of the bias review process for 2025-26. | | |
| **Title/Role(s) of Responsible Persons:**  Director of Pupil Services  Assistant Director of Pupil Services | | **Expected Date of Completion:**  08/01/2025 |
| **Evidence of Completion of the Corrective Action:**   * Training materials and signed attendance * Evidence of three CPT or faculty meeting sessions per building, utilized for bias review work * WPS Curriculum Material Bias Review Tool and, by June 1, 2025, a full year of faculty data/input gathered by the tool (the tool is a Google Form, so data is collected as the form is utilized) * Agenda and meeting notes from DLT meeting(s) where data from bias review sessions been reviewed and that data has been utilized for action planning | | |
| **Description of Internal Monitoring Procedures:**  The District Leadership Team (DLT) will annually review the curriculum review tool to ensure that it is up to date and relevant in order to review materials for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin, and/or sexual orientation.  The DLT will develop surveys this year for staff feedback to be used bi-annually to review the Curriculum Material Review Tool.  The DLT will continue to dedicate time at the district level to review our materials for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin, and/or sexual orientation.  The DLT will review data bi-annually to ensure the Curriculum Material Review Tool is being utilized at all levels.  The district will continue to annually train on CR24 to ensure we are reviewing all district materials and curriculum for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin, and sexual orientation. We will also train staff annually on the Curriculum Bias Material Review Tool and plan trainings for any staff that begin after the annual training. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 24 Curriculum review | **Corrective Action Plan Status:** Approved  **Status Date:** 10/16/2024  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report(s):**  On October 16, 2024, Winchendon Public Schools submitted the Curriculum Review Training materials and the Curriculum Material Bias Review Tool.  By February 7, 2025, the district will submit evidence of teacher training across all schools to ensure the use of the newly introduced tools to review all educational materials for simplistic and demeaning generalizations, lacking intellectual merit, on the basis of race, color, sex, gender identity, religion, national origin, and sexual orientation. Evidence will include any training materials not already provided and signed attendance sheets.  Additionally by February 7, 2025, the district will submit evidence of individual teacher use of the district's Curriculum Material Bias Review Tool. Evidence will include completed tools and any modifications made to the Curriculum Material Bias Review Tool as a result of teacher feedback.  By June 1, 2025, the district will submit evidence of an administrative review that ensures individual teachers are implementing the procedures and tools. Evidence will include a summary of the results of the review, that includes a root cause analysis for any identified concerns, and a summary of additional feedback and/or support provided to teachers, as necessary. | | |
| **Progress Report Due Date(s):**  02/07/2025  06/01/2025 | | |