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

##### SPECIAL EDUCATION AND CIVIL RIGHTS

##### INTEGRATED MONITORING REVIEW

## CORRECTIVE ACTION PLAN

Palmer Public Schools

Monitoring Onsite Year: 2024-2025

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 03/28/2025.

**Mandatory One-Year Compliance Date:** **03/27/2026**

**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:**  A review of documents and interviews indicated that the district does not ensure that individual teachers in the district 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:**  During the Self-Assessment Phase of the 2024-2025 Integrated Monitoring Review, Palmer Public Schools recognized a deficiency when conducting Curriculum Reviews for bias: specifically, when reviewing curriculum materials outside an adopted CORE Program (e.g. supplemental curriculum materials, articles, primary sources, etc.) as indicated in CR #24. Immediately recognizing this deficiency, the district convened a committee of classroom practitioners and administration to investigate and gather resources centered around individual teachers reviewing instructional and educational materials for simplistic and demeaning generalizations. Upon the recommendation of the committee, the district has designed a professional development plan consisting of several phases: initial training, use of the tool (Google Form), guided practice and gradual release of responsibility. Each building will have oversight from the building principal (Building Lead) throughout the process. | | |
| **Title/Role(s) of Responsible Persons:**  Primary-Matthew Francis  Building Lead-Susan North, Principal  Building Lead-Holly Riopel, Principal | | **Expected Date of Completion:**  01/16/2026 |
| **Evidence of Completion of the Corrective Action:**   * Initial Curriculum Review for Bias Training Materials and Presentation * Agenda * Attendance Sign-in Google Form * Completed Curriculum Materials Reviewed for Bias tool * Oversight/Monitoring Excel Spreadsheet * Organizational System to gather all curriculum materials that have been reviewed to act as a Central Hub * Building administration review of individual teacher use of the tool * District Procedures and Guidelines | | |
| **Description of Internal Monitoring Procedures:**  The Google Form (tool) created is able to export a full report of the curriculum material(s) reviewed for simplistic and demeaning generalizations. Each building principal or their designee will be responsible for reviewing the exported report immediately following the initial training and subsequent Curriculum Meetings throughout the school year in order to check for compliance and provide feedback where warranted. Additional support/training will be provided for those identified by the Building Lead. | | |
| CORRECTIVE ACTION PLAN APPROVAL SECTION | | |
| **Criterion:**  CR 24 Curriculum review | **Corrective Action Plan Status:** Approved  **Status Date:** 04/25/2025  **Correction Status:** Not Corrected | |
| **Required Elements of Progress Report(s):**  By November 7, 2025, the district will submit evidence of district-wide training on the newly developed procedures and tools to 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, and provide balance and context using appropriate activities, discussions and/or supplementary materials for any stereotypes depicted in the materials. Evidence will include the procedures, the Curriculum Materials Reviewed for Bias tool, training agenda and materials, and signed attendance.  By January 16, 2026, the district will submit evidence of individual teacher use of the district's Curriculum Materials Reviewed for Bias tool. Evidence will include completed tools and any modifications made to the tool as a result of teacher feedback.  Additionally, by January 16, 2026, 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, including 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):**  11/07/2025  01/16/2026 | | |