



## Curriculum Development and Adoption of Instructional Materials

Should a Roots community member wish to make a formal inquiry, complaint or protest regarding specific material used in the Roots Curriculum, he/she must submit the complaint in writing for requesting reconsideration of instructional materials. These forms are here. A request to remove an item from the schools or limit its use will be acted upon by a subset of a Roots curriculum committee, consisting of teacher, administrators and parent representation. Those filing the notice must follow these procedures in considering an appeal:

1. Set a time and place for an open hearing of the complaint by a curriculum subcommittee. Such hearing will be within 30 days of the receipt of the completed request form.
2. Notify the complainant and appropriate staff and parents on the curriculum subcommittee of the time and place of the meeting. Such notification will include an invitation to present relevant information, oral or written.
3. Assemble such data, including reviews and professional opinions of the materials, the staff member's objectives in using the materials, and the specific objections of the complainant, as may be necessary for the subcommittee to properly judge the request for reconsideration.

Hearings of a community member's request for reconsideration will be open to the public. Decisions will be by majority vote of the committee. Decisions of the committee will be delivered in writing to the LEA Director and Governing Board, complainant and affected staff within 20 workdays.

Any appeal of this decision must be delivered in writing to the director or board within two weeks. The local school board will make final decisions on appeals. Removal of Instructional Materials Instructional materials may be removed from collections at any time that they no longer meet the criteria for initial selection outlined in "Criteria for Selection of Instructional Material" in board policy 4020.

Any instructional materials may be removed when the administration judges such removal to be in the best interests of the LEA. Ordinary procedures for withdrawal of materials are outlined below: Texts will be removed from collections by the LEA curriculum committee based on the criteria for selection in this procedure and on the availability of suitable replacement materials. Members of the community are invited to review any instructional materials in current use or proposed for district purchase. Such review may be accomplished through the Office of Teaching and Learning. The review and examination process should be arranged in a way to avoid disrupting the educational program.