

**File: KE-R - ACADEMIC MATTERS REVIEW COMMITTEE  
NEW POLICY**

As outlined in Policy KE, the Superintendent has the authority to determine if an escalated complaint provides sufficient information to warrant the calling of an Academic Matters Review Committee.

Within 20 working days of receiving the escalated complaint, background materials, and prior responses, and provided that the materials are sufficient for committee review, the Superintendent or their designee shall appoint and schedule a meeting of an Academic Matters Review Committee.

The Superintendent shall select the Chair of the Committee and its members, including administrators, classroom teachers, support staff, community members, parents, and, if appropriate, students. The committee shall include individuals with diverse perspectives and experiences, including district and school staff who are subject matter experts on the instructional resources or topics in question and others from the district with experience in curriculum development and implementation or other topic addressed in the complaint.

The Superintendent or their designee shall provide the Committee with copies of materials submitted by the parent or guardian raising the complaint, the prior administrative responses to the complaint and also any other appropriate information related to the concern. At a scheduled meeting, the parent or guardian raising the objection shall have the opportunity to address the Academic Matters Review Committee.

The Academic Matters Review Committee will consider the information presented and, if appropriate, vote a recommendation for addressing the complaint. This may include (but is not limited to) a recommendation to modify materials in a certain way, or to retain or remove materials, or whatever provides an appropriate, educationally sound response, depending on the complaint in question.

Within five (5) working days of the final Academic Matters Review Committee's meeting on the complaint, the Committee shall issue a written report that summarizes the information presented, any votes taken, and any recommendations made. If any members of the Academic Matters Review Committee disagree with the decision of the majority of committee members, the written report must include a section explaining dissenting views.

Within five (5) working days of receiving the Academic Matters Review Committee's written report and decision, the Superintendent or their designee shall notify the complaint(s) in writing of the Superintendent's decision and shall share with the complainant(s) the written report of the Academic Matters Review Committee, including any votes taken and recommendations made.