

**Complaint Procedure for Title I**  
**Herron Classical Schools**  
**Herron High School / Herron-Riverside High School / Herron Preparatory Academy**  
**2024-2025**

Introduction

Title I requires Local Educational Agencies (LEAs) to adopt written procedures for “receiving and resolving any complaint alleging violations of the law in administration of programs.” In accordance with this legislative requirement, Herron Classical Schools (HCS) has adopted the following procedures.

1. Definition: A “complaint” is a written, signed statement filed by an individual or an organization. It must include:
  - a. • A statement that PDE or a Local Educational Agency has violated a requirement of federal statute or regulations which apply to programs under the Every Child Succeeds Act (ESSA).
  - b. • The facts on which the statement is based.
  - c. • Information on any discussions, meetings or correspondence with the LEA regarding the complaint.
  
2. Local Complaint Procedure:
  - a. • Referral - Complaints against HCS will be submitted in writing to the appropriate administrator, the Head of School, responsible for supervising or implementing the Title I program.
  - b. • Acknowledgement – The Administrator will acknowledge receipt of the complaint in writing.
  - c. • Investigation – The Administrator will thoroughly investigate the complaint and attempt to resolve the complaint. If a resolution satisfactory to the complainant is reached no further investigation or action by EEACS is required. If the problem cannot be resolved, it will be referred to the Federal Programs Coordinator.
  - d. • Opportunity to Present Evidence – The Federal Programs Coordinator may, in his or her discretion, provide for the complainant and/or the complainant’s representative to present evidence. Such a presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.
  - e. • Report and Recommended Resolution – Once the Federal Programs Coordinator has finished further investigation and taking of evidence, he or she will prepare a final report with a recommendation for resolving the complaint. The final report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution, and the reasons for the recommendation. The Federal Programs Coordinator will issue the report to the complainant, complainant’s representative, and the network president.
  - f. • Right to Appeal – In appropriate cases, the complainant may appeal from the recommended resolution to the Indiana Department of Education’s Title Grants and Support division.
  - g. • Follow-Up – The Federal Programs Coordinator will insure that the resolution of the complaint is implemented.
  - h. • Time Limit – The period between HCS’s receipt of a complaint and its resolution shall not exceed thirty (30) calendar days.

Complaints should be sent to your student’s Head of School:

Anne Deckard, [adeckard@herronhighschool.org](mailto:adeckard@herronhighschool.org)

Emanuel Harper, [eharper@herronriverside.org](mailto:eharper@herronriverside.org)

Cody Whitesell, [cwhitesell@herronprep.org](mailto:cwhitesell@herronprep.org)

Unresolved complaints may be addressed to:

Katie Dorsey, Sr. Vice President, Academic Affairs

Herron Classical Schools

1715 N. Meridian St

Indianapolis, IN 46202

[kdorsey@herronclassical.org](mailto:kdorsey@herronclassical.org)

\*Either party may appeal the final resolution to the Indiana Department of Education. If the LEA fails to resolve the complaint or fails to resolve the issue to the satisfaction of the complainant, the complainant can appeal to the Indiana Department of Education’s Title Grants and Support division.