HERRON PREPARATORY ACADEMY • HERRON-RIVERSIDE HIGH SCHOOL • HERRON HIGH SCHOOL

Grievance Procedure

Any person having a legitimate interest in the operations of a Herron Classical Schools campus shall have the right to present a request, suggestion, complaint, or concern relating to school personnel, educational programming, school policy or the operations of the school. Complaints or comments should be directed to the appropriate administrative or staff member according to the following process/procedure:

- **Concerns regarding a faculty or staff member:** Concerns regarding a faculty or staff member should be addressed, initially, to the faculty or staff member himself/herself who shall promptly discuss the issue with the complainant and who will make every effort to provide a reasonable explanation or take appropriate action within his/her authority and the school's administrative guidelines. In the event a satisfactory resolution is not obtained, the next step is to contact an Assistant Head of School. The Assistant Head of School and the school's Administrative Leadership will investigate and attempt to resolve the complaint. *Please note that this does not apply if the matter involves serious allegations (i.e. child abuse, substance abuse, illegal activities etc.) which may require immediate investigation by school and law enforcement officials and may be investigated according to the school's Title IX policy.*

- **Concerns regarding a disciplinary action resulting in disciplinary log entries or detention:** Concerns regarding a disciplinary action resulting in log entries or detention should be addressed first to the issuing staff member, then, if necessary, to an Assistant Head of School.

- **Concerns regarding educational programming or school policy:** Concerns regarding educational programming or school policy should be addressed to an Assistant Head of School or the HCS Vice President, Academics.

- **Concerns regarding a disciplinary action authorized by a Head of School and the school's Administration team:** Concerns regarding a disciplinary action authorized by the Head of School must be addressed to the Head of School. Disciplinary concerns shall not be heard by the HCS Board of Directors. The view of the Board of Directors is that the school's Administrative team is best equipped to make determinations regarding disciplinary matters. Herron Classical Schools Board of Directors further affirms the final authority of the Head of School to make all disciplinary decisions regarding suspension and expulsions; therefore, the Board will not hear appeals to disciplinary decisions. IC 20-33-8-22 Due Process law applies to expulsions.

Unresolved concerns regarding a Faculty/staff member, school policy or educational programming: Issues or concerns that remain unresolved after following the above procedures shall be directed to the Head of School who will include any member of the HCS Network Administrative Leadership or staff he/she deems is relevant to the issue and resolution. While meetings of the Board of Directors are open to the public, the Board does not provide a forum for grievances. The network president is the final authority regarding concerns related to a faculty/staff member, school policy, disciplinary action or educational programming. The following page provides contact information for the network's leadership and administrative staff.

GRIEVANCE CONTACT INFORMATION

HCS ADMINISTRATIVE LEADERSHIP

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President
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ADMINISTRATIVE STAFF

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Cara Chandler
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For a complete listing of faculty member emails please visit our website at
www.herronhighschool.org or
www.riversidehighschool.org
www.herronprep.org