



Reporting Violations Of Statute or Board Rule

Draft 2

Date of Last Change:

Authorized By: Utah State Board of Education

1. Background

- 1.1. This policy establishes the procedures for the Utah Schools for the Deaf and the Blind to comply with Utah State Board of Education Rule R277-123, Process for Reporting Violations of Statute and Board Rule.
- 1.2. The purpose of this policy is to outline the Utah Schools for the Deaf and Blind's responsibilities for training personnel, maintaining a reporting process, and responding to and resolving alleged violations of statute or Board rule.
- 1.3. This policy applies to all USDB staff, governing board members, and school-level administration.

2. Definitions

- 2.1. "Hotline complaint" means a complaint that includes an alleged violation or other concern submitted to the Board's public education hotline directly or to a local education hotline and reported to the Internal Audit Department (IAD).
- 2.2. "IAD" means the Utah State Board of Education's Internal Audit Department.
- 2.3. "USDB" means the Utah Schools for the Deaf and the Blind.

3. LEA Requirements for Reporting and Response

- 3.1. Training and Policy Requirement
 - 3.1.1. Members of the governing board and administration shall receive training on the requirements of Rule R277-123 as part of the onboarding process.

3.1.2 The training shall use the online training and information materials provided by the IAD.

3.1.3 The USDB shall maintain a separate, detailed policy outlining how it responds to and resolves hotline complaints.

4. Public Reporting Access

- 4.1. The USDB shall allow individuals to report alleged violations by providing a readily accessible mechanism on the home page of the USDB's website.
- 4.2. This mechanism shall be a link to the USBE public education hotline on the USDB's Website, which shall include a prominent notice stating: "Complaints or concerns can be filed by following the process as outlined here. Hotline complaints go directly to the State Board of Education Internal Audit Department and may be referred back to the Utah Schools for the Deaf and the Blind."

5. Handling Hotline Complaints

- 5.1. Representatives from the USDB shall **promptly** contact the complainant if contact information is available and a response is requested **within two business days**. The designated USDB staff shall make at least two good-faith attempts to contact the complainant.
- 5.2. The USDB shall document the USDB personnel who contacted the complainant, the type and date of contact, and the resolution or action steps to be taken.
- 5.3. Investigation: The USDB shall investigate the hotline complaint consistent with due process, USDB process, and the law.
- 5.4. The USDB shall disclose information concerning the allegations only as necessary to investigate the complaint and in accordance with the USDB's student and employee privacy policy.

6. Summary Submission: The USDB administrator receiving a hotline complaint referral from the IAD shall submit a summary to the IAD.

- 6.1. A summary for a general hotline complaint shall be submitted within 45 days of the referral.
- 6.2. A summary for a hotline complaint related to prohibited discriminatory practices, trainings, or submissions shall be submitted within 14 days of the referral.
- 6.3. If a complaint is not resolved within the initial summary submittal timeline, the LEA shall provide an update to the IAD every 30 days thereafter until the complaint is resolved.