

# CENTER FOR CREATIVITY, INNOVATION, AND DISCOVERY

## Reporting Violations of Law and Rule

### Purpose

The Board of Directors of the Center for Creativity, Innovation, and Discovery has established this policy in accordance with Utah Admin. Code R277-123 to inform members of the public of the process for reporting violations of statute or board rule to the Utah State Board of Education or to the Utah State Auditor. The Board of Directors is committed to working with stakeholders to eliminate fraud, waste, abuse, or non-compliance at the school. As part of that effort, the Board encourages stakeholders to report concerns of fraud, waste, abuse, or non-compliance to the school's Administration, the Board of Directors, the Utah State Board of Education, or the State Auditor.

### Definitions

Alleged Violation: means an alleged violation of statute or Board rule. An alleged violation does not include a violation of a local school or Local Education Agency (LEA) policy or procedure, except for purposes of Utah Admin. Code R277-123-6 and Utah Admin. Code R277-123-9.

Complainant: means an individual who submits a complaint to the public education hotline.

Complaint against an Individual Board Member: means an alleged violation of law, Board Bylaws, or Board policy by a member of the Board.

Hotline Complaint: means a complaint that includes an alleged violation or other concern submitted to the Board's public education hotline directly or forwarded to the Internal Audit Department (IAD) by an individual, entity, or agency, or submitted to a local education hotline and reported to IAD.

IAD: means the Utah State Board of Education's (USBE's) Internal Audit Department.

Individual with Standing: means an individual described in Utah Code §53G-10-103(3)(a) or an employee of the relevant LEA; a student who is enrolled in the relevant LEA; a parent of a child who is enrolled in the relevant LEA; or a member of the relevant LEA governing board.

Local Education Agency or LEA: means a public authority that administers public schools within a specific area or statewide, including local school districts and charter schools.

Other Concern: means a hotline complaint or concern that does not meet the requirement of Utah Code §53E-3-401(8)(d).

Local Education Hotline: means the process maintained by an LEA where an individual may report a hotline complaint to the LEA.

Public Education Hotline: means the process maintained by the Utah State Board of Education where an individual may report a hotline complaint.

Resolved: means that an investigation has been completed. Resolved does not mean or require that the findings are satisfactory to any specific individual, LEA, or entity.

USBE: means Utah State Board of Education.

### **Reports or Allegations of Misconduct Against Individual Board Members**

- School stakeholders or any member of the public may report an alleged violation of statute or board rule against an individual board member to the Public Education Hotline.
- For complaints against an individual board member, the complaint:
  - Shall be filed by an individual having actual knowledge of the facts and circumstances supporting the complaint;
  - Shall identify the law, board bylaw, or board policy that is purported to have been violated; and,
  - May not be anonymous.

### **Hotline Complaints: USBE Internal Audit Responsibilities**

- The IAD will conduct a high-level screening of all hotline complaints or request additional information from the complainant within seven business days of receipt of the alleged violation.
- If, after two attempts to obtain information from a complainant, the complainant does not respond to the IAD within 14 business days, the IAD shall close the hotline complaint and notify the complainant of closure.
- For hotline complaints with sufficient information, the IAD shall make referrals to one or more of the following, as appropriate:
  - The complainant;
  - The LEA leadership;
  - The board member of the LEA;
  - The applicable LEA, USBE section, charter authorizer, and other entity or organization responsible for receiving, investigating, or resolving a hotline complaint;
  - Appropriate USBE special education staff for a hotline complaint related to special education, for review and resolution in accordance with Utah Admin. Code R277-750; and,
  - The Utah Professional Practices Advisory Commission (UPPAC) for hotline complaints with allegations of educator misconduct, for review and resolution in accordance with Utah Admin. Code R277-210 through R277-217 and Title 53E, Chapter 6, Part 6, License Denial and Discipline.

- When the IAD makes a referral to an LEA, the referral will be sent to at least two members of LEA leadership;
- If a referral includes allegations about a specific individual, the IAD shall exclude that individual from the referral.
- The IAD may make referrals with limited or missing information and may reopen a closed hotline complaint if a complainant provides additional information or may take other action as permitted by law, including recommending corrective action.
- If a response is requested by a complainant, the IAD will respond to the complainant within three business days or as soon as possible
- The IAD may provide additional related resources and information to a complainant, where appropriate.

### **Responsibilities of the School Related to Violations or Alleged Violations**

- The school is required to ensure that members of the Board of Directors and Administration are provided with training on the requirements of this rule as part of the member or employee onboarding process.
- The training must comply with Title 63G, Chapter 22, State Training and Certification Requirements and use the online training and information materials provided by the IAD in accordance with Utah Admin. Code R277-123-3(9).
- The school must post a link on its website to the USBE's Public Education Hotline.
- The school must make clear in its posting the process for filing concerns.

### **School Responses to Reported Violations of Statute and Board Rule**

The school responds to any hotline complaints referred back to the school from the IAD or the State Auditor, or given directly to a local board member or administrator by taking the following actions:

- Acknowledging and investigating the complaint;
- Taking appropriate action when the complaint is confirmed such as:
  - Notification of findings;
  - Resolution agreement;
  - Corrective action; or
  - Other appropriate measures.
- Communicating the outcome:
  - Providing written notification;
  - Explaining the decision;
  - Offering an appeal process through a notification to the USBE or State Auditor.
- If contact information for the complainant is unavailable, the school shall take the following steps:
  - Attempt to discover the complainant's contact information;

- Document who attempted to contact the complainant, on what date/s, and through what means;
  - When contact information has been obtained, contact the complainant promptly;
  - The resolution of the concern or action steps taken.
- The school will make at least two good faith attempts to contact a complainant.
- When the school receives a hotline complaint referred back to the school from the IAD or the State Auditor, or given directly to a local board member or administrator, the school will:
  - Disclose information concerning the allegations only as necessary to investigate the hotline complaint in accordance with the school's student and employee privacy policy;
  - Investigate all allegations consistent with due processes, USBE rule, Utah law, and local board policies;
  - Submit a summary of a hotline complaint referral from the IAD as requested by the IAD and in accordance with all applicable processes and timelines described in Utah Admin. Code R277-123;
- The school may at any time respond to the IAD that the referred allegation is an issue that is the sole responsibility of the school, or that the school is reviewing the allegation consistent with local board policy and the law.
- In following the processes outlined above, the school will not disclose information that is considered protected from disclosure or private under federal or state law.

### **Process for Reporting Violations of Statute or Board Rule to the State**

In accordance with Utah Admin. Code R277-123, complaints or concerns can be filed by contacting either the Utah State Board of Education Internal Audit Department or the Utah State Auditor Hotline. These complaints or concerns may be referred back to the school.

#### Public Education Hotline

The Public Education Hotline is maintained by the Internal Audit Department of the Utah State Board of Education (USBE) and it is a venue for citizens, educators, employees, and other stakeholders to report concerns related to any of the agencies governed by or provided resources by the USBE.

#### Hotline Complaint Form

This form provides information about the process for filing a hotline complaint. If you have questions before you submit your complaint, please contact the USBE's Parent Liaison and Engagement Specialist.

**Cassie Hays**  
**Parent Liaison and Engagement Specialist**  
Utah State Board of Education  
801-538-7845  
cassie.hays@schools.utah.gov

**Utah State Auditor Hotline**

To report concerns about potentially improper state or local governmental activities, please submit a complaint using the applicable [Hotline Reporting Form](#). Reported concerns may also include opportunities for improvement in government operations, reporting, compliance, and governance.

**Privacy and Protection for Complainants**

Complainant identity when using the Utah State Auditor Hotline is generally considered protected under Utah statute. Further, public employees may invoke certain protections under Utah's [Whistleblower statute](#) when making a good faith report about their employer. For more information on the Hotline program, the types of complaints accepted by the Utah State Auditor and the complaint process, see the [FAQs](#).

**Adopted:** January 22, 2026