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| <b>DESCRIPTOR TERM:</b><br><br><b>School District Organization and Governance</b> | <b>Millard District Policy</b><br><b>File Code: 1090</b><br><br><b>Approved 12-11-25</b> |
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## **Public Education Hotline and Reporting Procedure**

### **A. Purpose/Philosophy**

Millard School District (MSD) is committed to transparency, accountability, and compliance with Utah law. The Board recognizes that providing parents, students, employees, and members of the public with a clear mechanism to report concerns is essential to maintaining a safe, lawful, and ethical educational environment. The Public Education Hotline, established by the Utah State Board of Education (USBE) under Rule R277-123, provides a formal channel for reporting alleged violations of law, USBE board rules, or Millard School District policies. This policy outlines the district's responsibilities in receiving, investigating, and responding to hotline reports.

### **B. Emergency or Time-Sensitive Concerns**

Concerns involving immediate danger, threats, abuse, or neglect must be reported using the appropriate emergency channels before submitting a hotline report. In the case of immediate threats or criminal activity, individuals should contact 911 or local law enforcement. For mental health crises or tip reporting, the SafeUT Crisis Hotline is available at (833) 372-3388. Allegations of child abuse or neglect should be reported to DCFS / Child Protective Services at (855) 323-3237. These procedures ensure that urgent matters are addressed promptly while maintaining the safety of students, staff, and district property.

### **C. Submitting a Public Education Hotline Report**

Reports to the USBE Internal Audit Department may be submitted online, by email, phone, or mail. Individuals may complete the online USBE Public Education Hotline form through Qualtrics, email concerns to [audit@schools.utah.gov](mailto:audit@schools.utah.gov), call (801) 538-7813 (leaving a message if necessary), or submit a written report by mail to: Utah State Board of Education, Internal Audit Department, Attention: Debbie Davis, PO Box 144200, Salt Lake City, UT 84114-4200. Reporters are encouraged to provide detailed information, including names, dates, locations, supporting documentation, applicable laws or policies, and any prior attempts to resolve the issue. Providing thorough information enables accurate assessment and ensures compliance with R277-123.

**D. USBE Screening and Referral Process**

Upon receipt of a report, the USBE Internal Audit Department conducts a screening to determine whether the matter should be handled at the state level or referred to Millard School District for local investigation. While some matters may be retained by USBE, most reports are referred to the district in alignment with Utah's principle of local control. Referral to the district requires timely, documented responses and follow-up to ensure the issue is addressed appropriately.

**E. District Responsibilities Upon Receiving a USBE Referral**

When a report is referred to Millard School District, the district shall respond in a timely and organized manner. Initial responses must be provided within 45 days of receiving the referral, or within 14 days for reports involving prohibited discriminatory acts, prohibited trainings or instructional practices, or other areas defined under R277-328. The district must submit status updates every 30 days to USBE until the matter is fully resolved. All responses shall be submitted using official USBE response forms. The Superintendent or designee shall maintain complete documentation of the referral, investigation steps, communications, final determinations, and any compliance actions, consistent with the Utah Government Records Access and Management Act (GRAMA).

**F. Investigation Process (Local District)**

Upon assignment of a referral, the Superintendent or designee shall designate the appropriate investigator or department to conduct a comprehensive review. This may include Human Resources, Finance, Compliance, Special Education, or other departments as applicable. The investigator shall review relevant policies, laws, and procedures, interview staff or witnesses if necessary, and apply corrective or disciplinary actions when warranted. Required updates shall be submitted to USBE until the issue is resolved, and closure documentation shall be provided to USBE Internal Audit.

**G. Non-Retaliation**

Millard School District strictly prohibits retaliation against any student, parent, employee, or community member who makes a good-faith report through the USBE hotline or district channels. Any form of retaliation will result in disciplinary action consistent with district policy and applicable law. The district is committed to fostering a reporting environment free from fear of reprisal.

**H. Public Notice Requirements**

The district shall notify students, parents, and staff through handbooks that the Public Education Hotline is available. Additional notice may be provided through postings at the main entrances of district buildings, on school transportation vehicles, and in other communications deemed appropriate. Public awareness of the hotline supports transparency, accountability, and the safe reporting of concerns

**I. Local District Contact**

For questions regarding the district's role in handling hotline reports, individuals may contact the Millard School District Office or the Superintendent's Office. Contact information, including the district phone number and office address, shall be made readily available to students, parents, employees, and the public.

**J. Policy Review**

Policy 1090 – Public Education Hotline and Reporting Procedure shall be reviewed at least once every three years or more frequently as required by updates to Rule R277-123 or other applicable state laws. Regular review ensures continued compliance and effectiveness of district procedures for receiving, investigating, and responding to reports.