Policy 6045
Amended
November 12, 2025
First Reading
October 14, 2026
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November 11, 2026

Policy 6045

~~Board of~~ Education Hotline Complaints

A. ~~Establishment of District~~ Education Hotline

1. The State Board of Education has established a hotline to provide an avenue for citizens, including District employees and contractors, to report alleged violations of law or State Board of Education regulations, including by members of the Board of Education~~. improper governmental activities including:~~

   ~~a. Waste or misuse of public funds, property, or manpower~~

   ~~b. Violations of a law, rule, or regulation applicable to the government~~

   ~~c. Gross mismanagement~~

   ~~d. Abuse of authority~~

   ~~e. Unethical conduct~~

   Utah Admin. Rules R277-123-2 (August 7, 2025)
   Utah Admin. Rules R277-123-7(3) (August 7, 2025)

B. Hotline Notice and Link

1. The District's website and the website for each school in the District 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 District." The notice shall include a link to the State Board of Education webpage which describes the process for filing a hotline complaint and which includes a link to the form used to submit a hotline complaint.

   Utah Admin. Rules R277-123-7(4) (August 7, 2025)
   https://www.schools.utah.gov/internalaudit/index#Public%20Education%20Hotline

~~C. Filing a Complaint~~

1. ~~Complaints should be submitted in writing using the attached form. Complainants should also submit any evidence that supports the complaint. Essential information includes specifics on "who, what, where, when" as well as any other details that may be important such as information on other witnesses, documents, and pertinent evidence. At a minimum, please use the form as a guide to ensure the necessary information is provided. Submit complaints using the hotline link on the District or school website or via the following methods:~~

   ~~Email: audit@besd.net~~

   ~~US Mail:~~
   ~~Box Elder School District~~
   ~~Board of Education Hotline~~
   ~~960 S Main St~~
   ~~Brigham City, UT 84302~~

2. ~~Complainants may call the hotline at (435) 734-4850 for more information.~~

D. ~~Processing of~~ Response to Hotline Complaints

1. Those Board members or District administrators to whom a hotline referral from the Internal Audit Division is directed shall, after appropriate consultation with other Board members or District administrators, conduct or direct the District's evaluation of and response to the hotline complaint. Where the complaint is directed to a specific individual, that individual should generally not be involved in conducting the investigation or determining the response to the complaint.

2. If the complainant's contact information is provided to or available to the District, the District must promptly contact the complainant and must document the District personnel that contacted the complainant, the type of contact made (such as phone or email), the date of the contact, and the results of the contact (resolution of the concern or action steps to be taken). The District must make at least two good-faith efforts to contact the complainant. If the District has been unable to contact the complainant after those efforts, the District will proceed to evaluate and respond to the complaint without input from the complainant.

3. The District shall disclose information about the allegations of the complaint only to the extent necessary to investigate the complaint consistent with the District's policies relating to student and employee privacy.

4. The District's investigation shall meet the requirements of due process, District policies, and other law. Generally, an investigator or investigators should be

appointed to review the allegations, gather evidence relating to the allegations, and evaluate the allegations and determine the appropriate response or make recommendations on the appropriate response to those directing the District's evaluation and response.

5. The District shall timely respond to the Internal Audit Division regarding the complaint, as provided below. In addition, to the extent that the investigation discloses conduct which violates District policies or warrants disciplinary action under District policies, the applicable District processes shall be followed. If the District determines that the allegations in the complaint are issues that are the sole responsibility of the District or are allegations that are required to be evaluated according to District policy, the District may provide that response to the Internal Audit Division.

6. Generally, the District is required to respond to the Internal Audit Division within 45 days of receiving the referred complaint. However, if the complaint relates to prohibited discriminatory practices, trainings, or submissions as described in Utah Code § 53G-2-103, § 53G-2-104, and § 53G-2-105, the District is required to respond within 14 days of receiving the referred complaint. A complaint is "resolved" when the District's investigation and evaluation has been completed (it does not mean or require that the findings are satisfactory to any specific individual, entity, or the District). If the complaint has not been resolved within the applicable time, the District will provide an initial response and will then update the Internal Audit Division every 30 days until the complaint is resolved.

7. ~~After receipt of the complaint, the Board of Education will appoint an investigator to review the allegation and any evidence provided by the complainant will be reviewed. The list below represents some of the factors that are considered during the screening and prioritization process.~~

   a. ~~Does the complaint involve actions by a person subject to the Board of Education's authority?~~

   b. ~~Does the complaint pertain to improper governmental activities? Disagreements with administration decisions or actions taken by Board members that are within the law will not be investigated.~~

   c. ~~Has the complainant taken appropriate steps to resolve the issue with the District? If the District is not responsive, the concern relates to District administration, or the complainant desires anonymity, consideration will be increased.~~

d. What is the timing and frequency of alleged improper activity? Allegations of improper activities that are recent and/or on-going may receive a higher priority.

e. Should the allegation be investigated by another entity? Are there other agencies that have oversight of the complaint? Is a member of the Board of Education or the audit committee being accused?

f. Can the complaint be efficiently and effectively investigated? Overly broad or vague complaints or complaints where evidence is unavailable may be declined or receive a low priority.

8. The investigator communicates to the Board of Education:

   a. The allegation of the complaint

   b. Any facts supporting or refuting the complaint

   c. A recommendation based upon preliminary inquiry

9. The Board of Education decides the appropriate next action (if a member of the Board of Education is the subject of the complaint they may not be included in this process):

   a. Discontinue the investigation

   b. Any facts supporting or refuting the complaint

   c. A recommendation based upon preliminary inquiry

10. If the investigation proceeds, the Board of Education sets the following:

    a. Time and resource budget

    b. Scope of the audit

11. The investigator completes the investigation

12. The investigator creates a report outlining the work performed and conclusions

13. The investigator provides the report to the Board of Education

14. ~~The Board of Education addresses any findings noted in the report.~~

~~E. Processing of Hotline Complaints Received from USBE~~

1. ~~Hotline complaints which are received by referral from the Internal Audit Department of the Utah State Board of Education will be processed as provided above for hotline complaints initially submitted to the Board of Education and then, within 45 days of receiving the referral from the Internal Audit Department, provides an update or summary of the status of the matter to the Internal Audit Department.~~

   Utah Admin. Rules R277-123-4(5) – (7) (June 9, 2025)

2. ~~Once complaints have been addressed, appropriate information will be shared with the Board of Education in a closed session to discuss personnel.~~

F. Training

The President of the Board of Education shall ensure that members of the Board of Education and District administration are trained regarding the requirements of this policy as part of the on-boarding process. The training shall use the training and informational materials provided by the Internal Audit Division, available under "Trainings" at: https://www.schools.utah.gov/internalaudit/index#Public%20Education%20Hotline

Utah Admin. Rules R277-123-4(8) (August 7, 2025)
Utah Admin. Rules R277-123-7(1), (2) (August 7, 2025)

G. Whistleblower Protection

1. Utah Code § 67-21-3 prohibits public employers (such as the District) from taking retaliatory action against their employees for reporting government waste or violations of law in good faith, to the appropriate authorities. A District employee is presumed to have communicated in good faith if the employee has given written notice or otherwise formally communicated the conduct to the Board of Education, a member of the Board of Education, the Superintendent, or to a government official with authority to audit the District.

   Utah Code § 67-21-3(1)(a), (b)(vi) (2025)

Hotline Reporting Form

Email completed form to: audit@besd.net

Or Mail to:
Board of Education
Box Elder School District
Attn: Internal Audit
960 S Main St
Brigham City, UT 84302

Complainant Information:
Complaint to remain anonymous? Yes __ No __
Complainant would like a response? Yes __ No __

Complainant Name: _____
Check One
Elected Official _____
District Employee _____
Citizen/Contractor _____
Date Submitted _____
Home Address _____
Phone/cell/email _____
Work Address and information (if applicable) _____
_____
_____
_____

Information Concerning the Complaint (Please complete one form for each separate complaint)

Each improper action should be noted separately and supported with reliable and sufficient evidence. Supplying detailed information contributes to a thorough and efficient investigation. This form is designed to help you supply the needed information.

Who is the person(s) the complaint is against? (Please provide name, position, school, and phone number.)

Who is the above person's supervisor? (Please provide name, position, school, and phone number.)

What is the assertion of improper governmental activity? Please describe in detail.

~~When did the event(s) take place? Please include dates, time, and frequency.~~

~~Where did the event(s) occur?~~

~~Are there any other persons who might provide information or who witnessed the event? If so, what are their names, positions, and their contact information?~~

~~Is there evidence that can be examined or documentation that can be reviewed? (Please provide documentation you have.)~~

~~How do you know about the improper action? Did you see it occur? Did you see documentation indicating the event occurred? Did you hear about if from someone else?~~

~~What specific law or state regulation has been violated?~~

~~Please attach to the email supporting documentation, details and ANY and ALL other information available to support the complaints or concerns.~~