Hotline Policy

Purpose
Mana Academy (the “School”) is committed to transparency, accountability, and compliance with Utah law. As part of this commitment, Mana Academy participates in the Utah State Board of Education (USBE) Public Education Hotline process (Rule R277-123). The USBE Hotline provides a secure and confidential way for parents, students, employees, and members of the public to report violations of the law, board rule, or school policy.

How the Hotline Process Works

Submitting a Report
Reports may be submitted through the official USBE Internal Audit Department using any of the following methods:

1. Online Form: visit this link
2. Email: audit@schools.utah.gov
3. Phone: (801) 538-7813 (leave a message if no answer)
4. By Mail:

USBE Internal Audit Department
Attn: Debbie Davis
PO Box 144200
Salt Lake City, Utah 84114-4200

When submitting a report, please include as much detail as possible, such as names, dates, and locations; supporting documentation; laws or policies involved; and prior attempts to resolve the issue.

Screening & Referral Process
After a report is submitted, the USBE Internal Audit Department conducts an initial screening under Rule R277-123 to determine whether the issue will be retained and investigated by USBE or referred to Mana Academy for local review and Resolution.

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Mana Academy Responsibilities
When Mana Academy receives a referral from the USBE Hotline, the school is legally required to:

- Provide an initial response within 45 days (or 14 days if the report involves prohibited discriminatory submissions, training, or practices).
- Use official USBE response forms and maintain documentation in compliance with R277-123.
- Submit updates every 30 days until the matter is resolved.

The School will investigate, respond to, and attempt to resolve hotline complaints in accordance with the requirements set forth in R277-123-7 and School policy. If the School determines that a hotline complaint should have been addressed by way of the School's applicable grievance policy, the School may inform the USBE Internal Audit Department. To the extent allowed by R277-123 and applicable law, complainants should not use the hotline to bypass the School's grievance policies.

Non-Retaliation Commitment
Mana Academy strictly prohibits retaliation against any individual who makes a good-faith report or participates in an investigation. Retaliation may result in disciplinary action consistent with school policy and applicable law.

Local Contact for Questions
For questions about the hotline process, please contact:

Mana Academy
Phone: 801-972-6262
Email: info@themanaacademy.org

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