

Duchesne County School District - Policy Proposal

6.0100.01 Presentation and Hearing Procedure

Existing Policy	Proposed Policy
<p data-bbox="107 422 722 489">6.0100.01 Presentation and Hearing Procedure <i>Issue Date: 1/2/20 GB</i></p> <p data-bbox="107 537 722 642">In most circumstances, citizens shall be entitled to administrative conferences and informal presentations of the complaint to the Board.</p> <p data-bbox="107 690 722 720">Citizen complaints shall be handled as follows:</p> <ol data-bbox="107 730 722 1455" style="list-style-type: none"><li>1. Complaints shall initially be discussed with the appropriate administrator within 15 calendar days of the event or action that is the subject of the complaint.</li><li>2. If the complaint is not resolved, the citizen may request a conference with the Superintendent or Superintendent's designee. Prior to the conference with the Superintendent or designee, the citizen shall submit a written complaint that includes a description of the complaint, the solution sought, and the date of the conference(s) with the administrator.</li><li>3. If the outcome of the conference with the Superintendent or designee is not to the citizen's satisfaction, the citizen may present the complaint to the Board at the next regular meeting.</li></ol> <p data-bbox="107 1465 722 1759">The Board shall designate a portion of its regular monthly meeting to hear citizen complaints. The Board may set reasonable time limits on complaint presentation. The Board shall listen to the complaint but is not required to respond or take action on the matter unless the complaint is from an aggrieved party, as defined below.</p>	<p data-bbox="768 422 1383 489">6.0100.01 Presentation and Hearing Procedure <i>Issue Date: 6/3/26 GB</i></p> <p data-bbox="768 537 1416 642">In most circumstances, citizens shall be entitled to administrative conferences and informal presentations of the complaint to the Board.</p> <p data-bbox="768 690 1383 720">Citizen complaints shall be handled as follows:</p> <ol data-bbox="768 730 1513 1990" style="list-style-type: none"><li>1. Complaints shall initially be discussed with the appropriate administrator within 15 calendar days of the event or action that is the subject of the complaint.</li><li>2. If the complaint is not resolved, the citizen may request a conference with the Superintendent or Superintendent's designee. Prior to the conference with the Superintendent or designee, the citizen shall submit a written complaint that includes a description of the complaint, the solution sought, and the date of the conference(s) with the administrator.</li><li>3. If the outcome of the conference with the Superintendent or designee is not to the citizen's satisfaction, the citizen may present the complaint to the Board at the next regular meeting. The Board shall designate a portion of its regular monthly meeting to hear citizen complaints. The Board may set reasonable time limits on complaint presentation. The Board shall listen to the complaint but is not required to respond or take action on the matter unless the complaint is from an aggrieved party, as defined below.</li><li>4. The district shall respond to a USBE Hotline complaint on a case-by-case basis in such a way as to follow district investigation protocols as much as possible. If contact information for the complainant is available, the LEA shall make at least two good faith efforts to contact the complainant promptly with pertinent information. Examples of items to communicate may include: the LEA personnel that contacted the complainant, the type of contact made, such as phone or email, the date of the contact, and, if possible, the resolution of the concern or</li></ol>

	<p>action steps to be taken. The district shall comply with Utah State Board of Education requirements.</p>
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