

**DAIM NTAUV QHIA TXHUA XYOO TXOG COV QAUV RAU KEV HAIS KEV TSIS  
TXAUS SIAB (UCP) – XYOO KAWM NTAUV 2015–2016**

(Board Policy 1312.3)

**Rau cov tub ntxhais kawm ntawv, cov tibneeg ua haujlwm, cov niamtxiv lossis tus saib xyuas ntawm cov menyuum, tej pab kavxwm uas pab tawm tswyim Rau lub tsev kawm ntawv thiab lub district, cov thawj uas saib rau cov tsev kawm ntawv ntiav lossis, thiab lwm tus tibneeg uas xav paub txog**

Rau cov tub ntxhais kawm ntawv, cov tibneeg ua haujlwm, cov niamtxiv lossis tus saib xyuas ntawm cov menyuum, tej pab kavxwm uas pab tawm tswvyim rau lub tsev kawm ntawv thiab lub district, cov thawj uas saib rau cov tsev kawm ntawv ntiav lossis, thiab lawm tus tibneeg uas xav paub txog.

Elk Grove Unified School District yuav tsum yog lub uas yuav xyuas kom sawvdaws ua raws li lub xeev thiab tsoomfwv qibsiab cov kevcai thiab kev tswjfwv thiab tau tsim ib cov qauv los rau kev hais cov kev tsis txaus siab vim muaj kev ciav-cais, ua saib tsis taus, hem, thiab thab plaub, kev tsis txaus siab vim muaj kev yuam tsi raws li lub xeev lossis tsoomfwv qibsiab cov kevcai uas tswj cov kev kawm, thiab kev tsis txaus siab vim lub district tau yuam cai los ntawm kev yuam kom cov menyuum kawm ntawv them nqi..

Lub district yuav tshawb nrhiav thiab daws teebmeem rau cov kev tsis txaus siab los ntawm qhov uas siv txojcai uas hu ua Uniform complaint procedures (UCP) uas tau txais yuav los ntawm pab cov tsavxwm. Tsab ntawm no yog hais txog kev ua ntaub ntawv tsi txaus siab rau kev ciav caiv, ua saib tsi taus lwm tus, hem, thiab thab plaub vim xav tias muaj lossis pom muaj tej yam xws li no txog tus neeg lub nub nyoog, tej pojkoob yawmkoob, xim dabtsi, yog tsav tibneeg dabtsi, coj tus yamntxwv li pojniam lossis txivneej, xav tias nws yog pojniam lossis txivneej thaum nws yeej tsi yog, yog pojniam lossis txivneej, xiam oob qhab lossis xiam hlwb, yog haivneeg dabtsi, tuaj lub tebchaws twg tuaj, tej pab pawg tibneeg, kev ntseeg, pojniam nyiam pojniam txivneej nyiam txivneej, kev qhia txog nws cajces, lossis lwm yam uas paub tau nyob hauv Education Code 200 lossis 220, Penal Code 422.55, lossis Government Code 11135, lossis vim nws muaj feem txuam yuaj nrog ib tus tibneeg lossis ib pab tibneeg uas pom muaj ib yam lossis ntau tshaj li cov tau hais los nyob rau hauv cov kev kawm lossis tej yam kev uasi uas yog npaj los ntawm lub district, uas yog tau nyiaj pab los ntawm, lossis tau txais nyiaj pab los ntawm lub xeev lossis nomtswv.

Yuav tsum tau siv UCP txojcai thaum saib txog kev tsis txaus siab thiab ua tsi raws li lub xeev thiab/lossis nomtswv txojcai rau:

Adult Education  
Consolidated Categorical Aid Programs  
Migrant Education  
Career Technical and Technical Education and Training Programs  
Child Care and Developmental Programs  
Child Nutrition Programs  
Special Education Programs  
Homeless Education

Foster Youth Services  
Comprehensive School Safety Plans  
Local Control and Accountability Plans (LCAP)

**Daim Ntawv Qhia Txog Cov Qauv Kev Hais Kev Tsis Txaus Siab Txhua Xyoo (UCP) –  
Rau Xyoo Kawm Ntawv 2015-2016  
Nplooj Ntawv 2**

Kev tsis txaus siab vim ua tsi raws li txojcai tsig txog kev sau nqi ntawm cov menyuam mus file tau lossis (ua ntaub ntawv tsi txaus siab) ntawm local UCP. Tus menyuam uas kawm nyob rau cov tsev kawm ntawv dawb (public school) yuav tsum tsi tau them nqi dabtsi hlo li rau ib yam kev koom nrog rau kev kawm ntawv activity.

Tej yam uas xam tias yog (pupil fee) uas cov menyuam yuav tsum tsi txhob them nqi rau muaj li nram qab no:

1. Nqi them rau menyuam kev sau npe kawm ntawv lossis cov hoob kawm, lossis koom rau ib hoob lossis ib qhov kev kawm tomqab lawb ntawv, tsi hais yog kawm hauv hoob lossis ua ib yam activity dabtsi lossis kawm ib hoob elective lossis ib hoob uas yuav tsum kawm, lossis kawm yuav credit.
2. Nyiaj cas (security deposit), lossis lwm yam nqi them rau, uas yuav tsum tau them ua ntej thiaj tau ib lub lock, locker, cov phau ntawv, class apparatus, cov khoom ntau timsuab, khaubncaws, lossis lwm yam khoom siv lossis equipment.
3. Nqi kom cov menyuam them uantej thiaj yuav tau ib cov ntaub ntawv, supplies (khoom siv), equipment, lossis tej khaubncaws uas muaj feem txuam yuaj nrog kev kawm ntawv tej activity.

Qhov kev tsi txaus siab vim kom menyuam them nqi no yuav tsum hais tuaj tsi pub dhau ib xyoo txij hnuab lawv ua tsi raws txojcai.

Lwm yam kev tsi txaus siab uas tsi yog tsig txog kom menyuam them nqi yuav tsum tau sau ntawv tuaj nrog rau ib tus compliance officers (tus uas saib xyuas kom ua raws txojcai) uas yuav tshawb nrhiav txog qhov kev tsi txaus siab thiab kom lub district ua raws li lub xeev thiab nomtswv txojcai thiab tej kevcai tswj. Lub chaw rau txhua tus compliance officers yog:

Elk Grove Unified School District, 9510 Elk-Grove Florin Road, Elk Grove, California, 95624

*Adult Education Programs - Director, College/Career Options; (916) 686-7717*

*Consolidated Categorical Aid Programs - Director, Learning Support Services; (916) 686-7712*

*Migrant Education - Director, Learning Support Services; (916) 686-7712*

*Career Technical and Technical Education and Career Technical and Technical Training Programs - Director, College/Career Options; (916) 686-7709*

*Child Care & Development Programs – Director, College/Career Options; (916) 686-7704*

*Child Nutrition Programs - Director, Food & Nutrition Services; (916) 686-7735*

*Special Education Programs – Director, Special Education; (916) 686-7780*

*Homeless Education – Director, Student Support & Health Services; (916) 686-7568*

*Foster Youth Services – Director, Student Support & Health Services; (916) 686-7568*

*Comprehensive School Safety Plans – Chief, Police Services Department; (916) 686-7786*

*Local Control and Accountability Plan (LCAP) – Director, Learning Support Services (916) 686-7712*

**Daim Ntawv Qhia Txog Cov Qauv Kev Hais Kev Tsis Txaus Siab Txhua Xyoo (UCP) –  
Rau Xyoo Kawm Ntawv 2015-2016  
Nplooj Ntawv 3**

**Cov Kev Tsis Txaus Siab Vim Kev Ciav-cais, Hem, Ua Saib Tsis Taus lossis Thab Plaub**

Cuamtshuam txog lub District Cov Neeg Ua Haujlwm:

*Lwmthawj Saib Cheebtsam, Phab Saib Cov Neeg Ua Haujlwm; (916) 686-7795*

Cuamtshuam txog Cov Menyuam Kawm Ntawv:

*Lwmthawj Saib Cheebtsam, Kev Kawm PreK-6; (916) 686-7704;*

*Lwmthawj Saib Cheebtsam, Kev Kawm Theem Ob (7-12); (916) 686-7706*

**Tub Ntxhais Kawm Ntawv Cov Nqi**

Kev tsi txaus siab vim ua tsi raws txojcai tsig txog kom menyuam them nqi yuav tsum ua ntaub ntawv nrog tus Thawj xibfwb ntawm lub tsev kawm ntawv. Kev tsi txaus siab tsig txog menyuam kom them nqi no uas tau ntaub ntawv yam tsi pub tias leejtwg yog tus tsi txaus siab los yeej ua tau yog hais tias muaj puavpheej lossis kev qhia los txhawb rau qhov uas tsi txaus siab vim tsi ua raws li txojcai tsig txog menyuam kev them nqi.

Cov ntawv sau tuaj tsis txaus siab uas hais txog kev ciav-cais, ua saib tsis taus, hem, thiab thab plaub, yuavtsum sau tuaj tsis pub dhau li rau (6) lub hlis suav txij hnuv uas pom tias muaj yam kev ciav-cais, ua saib tsis taus, hem, thiab thab ntawd lossis suav txij hnuv uas nws paub qhov tseeb tias muaj kev ciav-cais, ua saib tsis taus, hem, thiab thab plaub, tshwj tias tus thawj saib cheebtsam lossis nws tus neeg sawvcev tau ncuu sijhawm ntev dua ntawd rau nws sau ntawv tuaj los tau.

Cov ntawv sau tuaj tsis txaus siab yuav raug tshuaj xyuas thiab peb yuav sau ntawv tuaj qhia rau tus neeg uas tau sau tsab ntawv tsis txaus siab ntawv paub tias peb txiavtxim siab licas lawm tsi pub dhau rau-caum (60) hnuv tomqab peb tau txais tsab ntawv. Lub sijhawm rau-caum (60) hnuv no yuav muab ncuu tau ntxiv raws li kev sau ntawv pom zoo nrog los ntawm tus tibneeg uas sau tsab ntawv tsis txaus siab ntawd tuaj. Tus Neeg Saib Kom Ua Raws Li Kevcai yuav yog tus los tshuaj saib puas muaj tseeb raws li nws tau hais tuaj ntawd raws li California Code of Regulations phaj 4680-4687 thiab raws li cov qauv uas tau txais yuav lawm hauv California Code of Regulations phaj 4621. Tus neeg tsis txaus siab muaj cai thov mus hais ntxiv txog lub district txoj kev txiavtxim siab hauv lub California Department of Education (CDE) los ntawm kev sau ntawv thov rov mus hais dua tsis pub dhau 15 hnuv tomqab nws tau txais lub district tsab ntawv txiavtxim siab. Tsab ntawv thov mus yuavtsum muaj ib copy ntawm nws thawj tsab ntawv tsis txaus siab uas nws tau sau mus rau lub district thiab ib copy ntawm tsab ntawv uas lub district sau tuaj qhia txog lawv txoj kev txiavtxim siab xa mus nrog.

Txawm hais tias yog tsi xav sau ntawv tsi txaus siab tuaj los, yog hais tias leejtwg ntseeg lossis ib tus tub ntxhais kawm ntawv lossis ib pab tibneeg twg ntseeg hais tias yeej muaj kev ciav cais txhaum txoj cai lawv yeej mus hais qhia tau rau tus xibfwb ntawm tus tub ntxhais kawm ntawv uas muaj teebmeem ntawd (lossis tus xibfwb ntawm tus tub ntxhais uas muaj teebmeem uas nyob rau pab tibneeg ntawd), lossis mus qhia rau tus thawj xibfwb, lossis rau tus sawv cev tus thawj xibfwb ntawm lub tsev kawm ntawv uas tau tshwmsim tej teebmeem kev ciav cais no. Tus thawj xibfwb lossis tus sawv cev tus thawj xibfwb yuav tsum tau taug qab saib txog qhov uas hais tuaj, thiab qhia rau tus uas hais tuaj ntawd tias nws muaj cai sau tau daim ntawv tsi txaus siab. Yog hais tias tus uas hais tuaj ntawd tsi kam mus sau daim ntawv tsi txaus siab ntawd, tsi xav kom muaj leejtwg paub nws, lossis tsi xav qhia tus ua tau ua phem ntawd npe, tej zaum lub tsev kawm ntawv yuav tsum tau hais nyob ntawm seb qhov teebmeem uas hais tuaj no loj npaum licas thiab haj tseem yuav tsim teebmeem ntxiv loj npaum cas rau tus tub ntxhais lossis lwm tus. Txawm li ntawd los, kev uas yuav tshawb nrhiav/thiab teb tau rov tuaj los ntawm lub District tej zaum yuav tsi cuag ncuu vim thaum hais tuaj tu ncab tu ncuu. Lub District kev teb rov tuaj los ntawm kev uas hais tuaj uas tsi sau ntawv tuaj txog kev ciav cais txhaum txoj cai no yuav tsum tau ua raws li local UCP.

## **Daim Ntawv Qhia Txhua Xyoo txog Uniform Complaint Procedures (UCP)**

**Rau xyoo kawm ntawv 2015-2016**

### **Nplooj Ntawv 4**

Tus tibneeg tsis txaus siab mus foob tau txog qhov kev ciav-cais, ua saib tsis taus, hem, thiab thab plaub raws li lub xeev lossis tsoomfwv qibsiab cov kevcai. Muaj qee zaj, koj thov rov mus hais tau dua tau raws li tus Education Code phaj 262.3. Ib tus neeg tsis txaus siab mus foob tau raws li txoj cai sab nraum ntawm lub district txoj kev hais kev tsis txaus siab. Cov neeg uas tsis txaus siab mus thov tau kev pab ntawm cov chaw pab daws teebmeem lossis ntawm cov kws lijchoj uas pab dawb lossis ntiav nyiaj. Ib txoj kev kho los ntawm lub tsev hais plaub mas yuav muaj xwsi, tabsis tsis tas rau, kev xaj kom tsis txhob ua li ntawd ntxiv lawm thiab zam kom txav deb ntawm tus neeg ntawd.

Koj mus nqa tau Elk Grove Unified School District daim UCP policy thiab daim qauv qhia kev hais kev tsis txaus siab dawb. Dua li, tseem muaj ib copy ntawm daim Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures, nrog rau ib copy ntawm daim ntawv uas siv tau los sau kev hais kev tsis txaus siab raws li cov qauv hais kev tsis txaus siab, nyob rau hauv lub district qhov Internet web site ntau egusd.net. Thaum koj mus nkag tau qhov web site lawm, thov nias qhov links “Students & Parents” thiab nias qhov “District Policies/Procedures/Notices”.

### **Puas muaj lus nug**

Yog muaj lus nug ntxiv txog lub district cov qauv kev hais kev tsis txaus siab lossis xav tau kev pab txog ib txoj kev tsis txaus siab lossis txoj kev tshuaj xyuas, thov hu mus rau lub Chaw Saib Kev Ua Raws Li Kevcai hauv Phab Saib Cov Neeg Ua Haujlwm ntawm (916) 686-7795.