

**Elk Grove Unified School District**

**DLAIM NTAUV QHA TXHUA XYOO TXUG COV QAUV RUA KEV HAS KEV TSIS  
TXAUS SAB (UCP) – XYOO KAWM NTAUV 2015–2016**

(Board Policy 1312.3)

**Rua cov tub ntxhais kawm ntawv, cov tuabneeg ua haujlwm, cov namtxiv lossis  
tug saib xyuas ntawm cov mivnyuas, tej paab kaavxwm kws paab tawm tswyim  
Rua lub tsev kawm ntawv hab lub district, cov thawj kws saib rua cov tsev kawm  
ntawv ndlav lossis, hab lwm tug tuabneeg kws xaav paub txug**

Rua cov tub ntxhais kawm ntawv, cov tuabneeg ua haujlwm, cov namtxiv lossis tug saib xyuas ntawm cov mivnyuas, tej paab kaavxwm kws paab tawm tswyim rua lub tsev kawm ntawv hab lub district, cov thawj kws saib rua cov tsev kawm ntawv ndlav lossis, hab paub tug tuabneeg kws xaav paub txug.

Elk Grove Unified School District yuav tsum yog lub kws yuav saibxyuas kuas suavdlawg ua lawv le lub xeev hab tsoomfwv qebsab cov kevcai hab kev tswjfwv hab tau tsim ib cov qauv lug rua kev has cov kev tsis txaus sab vim muaj kev cav-cais, ua saib tsis taug, hem, hab thaab plaub, kev tsis txaus sab vim muaj kev yuam tsi lawv le lub xeev lossis tsoomfwv qebsab cov kevcai kws tswj cov kev kawm, hab kev tsis txaus sab vim lub district tau yuam cai lug ntawm kev yuam kuas cov mivnyuas kawm ntawv them nqi.

Lub district yuav tshawb nrhav hab dlaws teebmeem rua cov kev tsis txaus sab lug ntawm qhov kws siv txujcai kws hu ua Uniform complaint procedures (UCP) kws tau txais yuav lug ntawm peb cov tsaavxwm. Tsaab ntawm nuav yog has txug kev ua ntaub ntawv tsi txaus sab rua kev caj caiv, ua saib tsi taug lwm tug, hem, hab thaab plaub vim xaav tas muaj lossis pum muaj tej yaam xws le nuav txug tug tuabneeg lub nub nyoog, tej pujkoob yawmkoob, xim dlaabtsi, yog tsaav tuabneeg dlaabtsi, koj tug yaamntxwv le quaspuj lossis txivneej, xaav tas nwg yog quaspuj lossis txivneej thaum nwg yeej tsi yog, yog quaspuj lossis txivneej, xiam oob qhab lossis xiam hlwb, yog haivneeg dlaabtsi, tuaj lub tebhaws twg tuaj, tej paab pawg tuabneeg, kev ntseeg, quaspuj nyam quaspuj txivneej nyam txivneej, kev qha txug nwg caajceg, lossis lwm yaam kws paub tau nyob huv Education Code 200 lossis 220, Penal Code 422.55, lossis Government Code 11135, lossis vim nwg muaj feem txuam yuaj nrug ib tug tuabneeg lossis ib paab tuabneeg kws pum muaj ib yaam lossis ntau tshaaj le cov tau has los nyob rua huv cov kev kawm lossis tej yaam kev uasi kws yog npaaj lug ntawm lub district, kws yog tau nyaj paab lug ntawm, lossis tau txais nyaj paab lug ntawm lub xeev lossis nomtswv.

Yuav tsum tau siv UCP txujcai thaum saib txug kev tsis txaus sab hab ua tsi lawv le lub xeev hab/lossis nomtswv txujcai rua:

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)

**Dlaim Ntawv Qha Txug Cov Qauv Kev Has Kev Tsis Txaus Sab Txhua Xyoo (UCP) –  
Rua Xyoo Kawm Ntawv 2015-2016  
Nplooj Ntawv 2**

Kev tsis txaus sab vim ua tsi lawv le txujcai tsig txug kev sau nqi ntawm cov menyuum moog file tau lossis (ua cov ntaub ntawv tsi txaus sab) ntawm local UCP. Tug mivnyuas kws kawm nyob rua cov tsev kawm ntawv dlawb (public school) yuav tsum tsi tau them nqi dlaabtsi hlo le rua ib yaam kev koom nrug rua kev kawm ntawv activity.

Tej yaam kws xaam tas yog (pupil fee) kws cov mivnyuas yuav tsum tsi txhob them nqi rua muaj le nraag qaab nuav:

1. Nqi them rua mivnyuas kev sau npe kawm ntawv lossis cov hoob kawm, lossis koom rua ib hoob lossis ib qhov kev kawm tomqaab lawb ntawv, tsi has yog kawm huv hoob lossis ua ib yaam activity dlaabtsi lossis kawm ib hoob elective lossis ib hoob kws yuav tsum kawm, lossis kawm yuav credit.
2. Nyaj caas (security deposit), lossis lwm yaam nqe them rua, kws yuav tsum tau them uantej txhaj tau ib lub lock, locker, cov phau ntawv, class apparatus, cov khoom ntaus timsuab, khaubdluag, lossis lwm yaam khoom siv lossis equipment.
3. Nqi kuas cov mivnyuas them uantej txhaj yuav tau ib cov ntaub ntawv, supplies (khoom siv), equipment, lossis tej khaubdluag kws muaj feem txuam yuaj nrug kev kawm ntawv tej activity.

Qhov kev tsi txaus sab vim kuas mivnyuas them nqe nuav yuav tsum has tuaj tsi pub dlhau ib xyoo txij nub puab ua tsi lawv le txojcai.

Lwm yaam kev tsi txaus sab kws tsi yog tsig txug kuas mivnyuas them nqe yuav tsum tau sau ntawv tuaj nrug rua ib tug compliance officers (tug kws saib xyuas kuas ua lawv txujcai) kws yuav tshawb nrhav txug qhov kev tsi txaus sab hab kuas lub district ua lawv le lub xeev hab nomtswv txujcai hab tej kevcai tswj. Lub chaw rua txhua tug 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*

**Dlaim Ntawv Qha Txug Cov Qauv Kev Has Kev Tsis Txaus sab Txhua Xyoo (UCP) –  
Rua Xyoo Kawm Ntawv 2015-2016  
Nplooj Ntawv 3**

**Cov Kev Tsis Txaus Sab Vim Kev Cav-cais, Hem, Ua Saib Tsis Taug lossis Thaab Plaub**

Cuamtshuam txug lub District Cov Neeg Ua Haujlwm:

*Lwmthawj Saib Cheebtsaam, Phaab Saib Cov Neeg Ua Haujlwm; (916) 686-7795*

Cuamtshuam txug Cov Minvyuas Kawm Ntawv:

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

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

**Tub Ntxhais Kawm Ntawv Cov Nqi**

Kev tsi txaus sab vim ua tsi lawv txujcai tsig txug kuas mivnyuas them nqe yuav tsum ua ntaub ntawv nrug tug Thawj xibfwb ntawm lub tsev kawm ntawv. Kev tsi txaus sab tsig txug mivnyuas kuas them nqe nuav ua tau cov ntaub ntawv yaam tsi pub leejtwg paub tas puab yog tug tsi txaus sab los yeej ua tau yog has tas muaj puavpheed lossis kev qha lug txhawb rua qhov kws tsi txaus sab vim tsi ua lawv le txujcai tsig txug mivnyuas kev them nqe.

Cov ntawv sau tuaj tsis txaus sab kws has txug kev cav-cais, ua sab tsis taug, hem, hab thaab plaub, yuavtsum sau tuaj tsis pub dlhau le rau (6) lub hlis suav txij nub kws pum tas muaj yaam kev cav-cais, ua saib tsis taug, hem, hab thaab plaub ntawd lossis suav txij nub kws nwg paub qhov tseeb tas muaj kev cav-cais, ua saib tsis taug, hem, hab thaab plaub, tshwj tas tug thawj saib cheebtsaam lossis nwg tug tuabneeg sawvcev tau ncuu sijhawm ntev dlua ntawd rua nwg sau ntawv tuaj los tau.

Cov ntawv sau tuaj tsis txaus sab yuav raug tshuaj xyuas hab peb yuav sau ntawv tuaj qha rua tug tuabneeg kws tau sau tsaab ntawv tsis txaus sab ntawd paub tas peb txavtxim sab lecaag lawm tsi pub dlhau rua-caum (60) nub tomqaab peb tau txais tsaab ntawv. Lub sijhawm rau-caum (60) nub nuav yuav muab ncuu tau ntxiv lawv le kev sau ntawv pum zoo nrug lug ntawm tug tuabneeg kws sau tsaab ntawv tsis txaus sab ntawd tuaj. Tus Tuabneeg Saib Kom Ua lawv Le Kevcai yuav yog tug lug tshuaj saib puas muaj tseeb lawv le nwg tau has tuaj ntawd lawv le California Code of Regulations phaj 4680-4687 hab lawv le cov qauv kws tau txais yuav lawm huv California Code of Regulations phaj 4621. Tus tuabneeg tsis txaus sab muaj cai thov moog has ntxiv txug lub district txujkev txavtxim sab huv lub California Department of Education (CDE) lug ntawm kev sau ntawv thov rov moog has dlua tsis pub dlhau 15 nub tomqaab nwg tau txais lub district tsaab ntawv txavtxim sab. Tsaab ntawv thov moog yuavtsum muaj ib copy ntawm nwg thawj tsaab ntawv tsis txaus sab kws nws tau sau moog rua lub district hab ib copy ntawm tsaab ntawv kws lub district sau tuaj qha txug paub txujkev txavtxim sab xaa moog nrug.

Txawm has tas yog tsi xaav sau ntawv tsi txaus sab tuaj los, yog has tas leejtwg ntseeg lossis ib tug tub ntxhais kawm ntawv lossis ib paab tuabneeg twg ntseeg has tas yeej muaj kev cav cais txhum txuj cai paub yeej moog has qha tau rua tug xibfwb ntawm tug tub ntxhais kawm ntawv kws muaj teebmeem ntawd (lossis tug xibfwb ntawm tug tub ntxhais kws muaj teebmeem kws nyob rua paab tuabneeg ntawd), lossis moog qha rua tug thawj xibfwb, lossis rua tug sawv cev tug thawj xibfwb ntawm lub tsev kawm ntawv kws tau tshwmsim tej teebmeem kev cav cais nuav. Tug thawj xibfwb lossis tug sawv cev tug thawj xibfwb yuav tsum tau taug qaab saib txug qhov kws has tuaj, hab qha rua tug kws has tuaj ntawd tas nwg muaj cai sau tau dlaim ntawv tsi txaus sab. Yog has tas tug kws has tuaj ntawd tsi kaam moog sau dlaim ntawv tsi txaus sab ntawd, tsi xaav kuas muaj leejtwg paub nwg, lossis tsi xaav qha tug ua tau ua phem ntawd npe, tej zag lub tsev kawm ntawv yuav tsum tau has nyob ntawm seb qhov teebmeem kws has tuaj nuav luj npaum lecaag hab haj tseem yuav tsim teebmeem ntxiv luj npaum caag rua tug tub ntxhais lossis lwm tug. Txawm le ntawd los, kev kes yuav tshawb nrhav/hab teb tau rov tuaj lug ntawm lub District tej zag yuav tsi cuag ncuu vim thaum has tuaj tu ncaab tu ncuu. Lub District kev teb rov tuaj lug ntawm kev kws hais tuaj kws tsi sau ntawv tuaj txug kev cav cais txhum txuj cai nuav yuav tsum tau ua lawv le local UCP.

**Dlaim Ntawv Qha Txug Cov Qauv Kev Has Kev Tsis Txaus sab Txhua Xyoo (UCP) –  
Rua Xyoo Kawm Ntawv 2015-2016  
Nplooj Ntawv 4**

Tus tuabneeg tsis txaus sab moog foob tau txug qhov kev cav-cais, ua saib tsis taug, hem, hab thaab plaub lawv le lub xeev lossis tsoomfwv qebsab cov kevcai. Muaj qee zaaj, koj thov rov moog has tau dlua tau lawv le tug Education Code phaj 262.3. Ib tug tuabneeg tsis txaus sab moog foob tau lawv le txujcai saab nraum ntawm lub district txujkev has kev tsis txaus sab. Cov tuabneeg kws tsis txaus sab moog thov tau kev paab ntawm cov chaw paab dlawb teebmeem lossis ntawm cov kws lijchoj kws paab dlawb lossis ndlav nyaj. Ib txujkev khu lug ntawm lub tsev has plaub mas yuav muaj xwsle, tabsis tsis tag rua, kev xaaj kuas tsis txhob ua le ntawd ntxiv lawm hab zaam kuas txaav dleb ntawm tug tuabneeg ntawd.

Koj moog nqaa tau Elk Grove Unified School District dlaim UCP policy hab dlaim qauv qha kev has kev tsis txaus sab dlawb. Dlua le, tseem muaj ib copy ntawm dlaim Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures, nrug rua ib copy ntawm dlaim ntawv kws siv tau los sau kev has kev tsis txaus sab lawv le cov qauv has kev tsis txaus sab, nyob rua huv lub district qhov Internet web site ntawm egusd.net. Thaum koj moog nkaag tau qhov web site lawm, thov nas qhov links “Students & Parents” hab nas qhov “District Policies/Procedures/Notices”.

**Puas muaj lug nug**

Yog muaj lug nug ntxiv txug lub district cov qauv kev has kev tsis txaus sab lossis xaav tau kev paab txug ib txujkev tsis txaus sab lossis txujkev tshuaj xyuas, thov hu moog rua lub Chaw Saib Kev Ua Lawv Le Kevcai huv Phaab Saib Cov Tuabneeg Ua Haujlwm ntawm (916) 686-7795.