



Sun Prairie Area  
School District

Futures depend on us...every child, every day.

**CHEEB TSAM TSEV KAWM NTAWV  
TSAB NTAWV CEEB TOOM TXHUA XYOO NTAWV FAB KEV KAWM TSHWJ XEEB COV  
TXHEEJ TXHEEM UA NTAUB NTAWV XA MUS THIAB KEV LUJ XYUAS**

Nyob ntawm xav tau, Sun Prairie Area School District Cheeb Tsam Tsev Kawm Ntawv yuav tau luj xyuas tus me nyuam seb puas tsim nyog tau txais kev kawm tshwj xeeb. Qhov kev thov kom muab kev luj xyuas yog tsab ntawv xa mus. Thaum tsoom fvw tsev kawm ntawv tau txais tsab ntawv xa mus lawm, tsoom fvw tsev kawm ntawv mam li txib Ib Pab Neeg Npaj Kev Kawm Rau Qee Leej (IEP Team) los txiav txim xyuas seb tus me nyuam puas muaj kev nyuab kawm tsis tau, thiab seb tus me nyuam puas tsim nyog tau txais kev kawm tshwj xeeb. Tsoom fvw tsev kawm ntawv tshawb nrhiav, txheeb xyuas, thiab luj xyuas cov me nyuam txhua tus muaj kev nyuab kawm tsis tau uas lawv niam & txiv tau koj tuaj sau npe kawm rau hauv cov tsev kawm ntawv ntiav (xam cov tsev kawm ntawv teev hawm tib si), cov tsev kawm ntawv phaj pib, phaj nrab thiab phaj siab nyob rau hauv cheeb tsam tsev kawm ntawv.

Tus kws kho mob, tus neeg kho mob, tus psychologist, tus social worker, los yog tus thawj tswj ib lub koom haum khiav hauj lwm pab neeg uas nws ntseeg tias tus me nyuam tau koj tuaj rau nws muab kev pab ntawd yog ib tug me nyuam muaj kev nyuab kawm tsis tau, nws muaj cai xa tus me nyuam, xam tus me nyuam tsis muaj vaj tse nyob tib si, mus rau tsoom fvw tsev kawm ntawv ntawm cheeb tsam tus me nyuam nyob. Ua ntej yuav xa tus me nyuam mus, tus neeg yuav ua ntaub ntawv xa mus yuav tsum ceeb toom rau tus me nyuam niam & txiv tias yuav ua ntaub ntawv xa mus.

Lwm tus, xam niam txiv tib si, uas ntseeg tau tias tus me nyuam yog ib tug muaj kev nyuab kawm tsis tau, yuav xa tus me nyuam, xam tus me nyuam tsis muaj vaj tsev nyob tib si, mus rau tsoom fvw tsev kawm ntawv ntawm cheeb tsam tus me nyuam nyob los tau.

Kev xa mus yuav tsum yog sau ntawv xa mus thiab teev qhov txej xwm seb vim li cas tus neeg ntawd thiaj ntseeg tias tus me nyuam yog ib tug muaj kev nyuab kawm tsis tau. Kev yuav xa mus ntawd hais mus rau Jennifer Apodaca, Tus Thawj Sawv Qhov Kev Saib Cov Kev Pab Me Nyuam Kawm Ntawv (Director of Student Services), Sun Prairie Area School District Cheeb Tsam Tsev Kawm Ntawv, ntawm 608-834-6520, los yog sau ntawv mus rau nws ntawm 501 S. Bird Street, Sun Prairie, WI 53590.

**KEV NTXUB NTXAUG/CAIS/QUAB YUAM TUB NTXHAI**

Txwv tsis pub muaj kev ntub ntxaug, quab yuam, los sis cais ib tug tub ntxhais twg es tsis pub nkag rau txhua yam kev kawm, kev uasi tim tsev kawm ntawv los sis kev siv cov tuam tsev, txawm hais tias nws yog poj niam txiv neej, yog haiv neeg twg, xim tawv nqaj twg, tuaj teb chaws twg tuaj, muaj poj koob yawm txwv li cas, muaj kev tseeg li cas, muaj cuab yig li cas, muaj me nyuam li cas, muaj los tsis muaj tsev nyob, muaj kev nyuab siab li cas, xiam tes taw li cas, kawm ntawv qeeb li cas, los xij peem. Kev quab yuam yog ib yam ntub ntxaug uas peb yuav tsis pub muaj. Cov Thawj Tswj, nais khu, thiab tag nrho cov tub ntxhais yuav tau saib xyuas kom tsis txhob muaj tej yam ntub ntxaug los sis quab yuam li no. (SPASD Policy JB)



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## KEV QHIA TSIIS TAU RAU LEEJ TWG PAUB TXOG TEJ NTAUB NTAUV HAIS TXOG TUS KHEEJ UAS TAU KHAWS TSEG NYOB HAUV COV KEV TSHAWB NRHIAV ME NYUAM

Cov ntaub ntawv nyob hauv tsab ntawv luam tawm no kuj muaj ua lus Hmoob lawm.

Sun Prairie Area School District raug kom nrhiav, txheeb xyuas, thiab luj xyuas cov me nyuam txhua tus muaj kev nyuab kawm tsis tau, xws li cov me nyuam muaj kev nyuab kawm tsis tau uas tuaj kawm rau hauv cov tsev kawm ntawv ntiav hauv cheeb tsam tsev kawm ntawv, thiab cov me nyuam tsis tuaj vaj tsev nyob. Tus txheej txheem ntawm kev nrhiav, kev txheeb xyuas, thiab kev luj xyuas cov me nyuam muaj kev nyuab kawm tsis tau yog hu ua kev tshawb nrhiav me nyuam (child find). Lub koom haum no tsim muaj cov kev tshawb nrhiav me nyuam raws li ntawm no txhua xyoo:

Lub nroog tsev kawm ntawv (school district) muaj ib qho kev pab kuaj ntsuas txog qhov toob kas pab kawm txawv (special education screening program) kom pab txheeb (locate) thiab kuaj ntsuas (screen) tas nrho cov me nyuam muaj qhov xoom xaim muaj tej yam mob kawm tsis tau ntawv (suspected disabilities) nyob rau hauv lub nroog (district) thiab rawm kawm tsis tau tiav lub tsev kawm ntawv hoob kaum ob (high school). Thaum muaj qhov thov hais txog (request) lub nroog tsev kawm ntawv mam kuaj ntsuas (screen) tus me nyuam hauv zej zog (resident child) uas rawm kawm ntawv tsis tau tiav lub tsev kawm ntawv hoob kaum ob (high school) seb qhov ua ntaub ntawv pab kawm ntawv txawv (special education referral) puas toob kas (appropriate). Qhov thov ua ntaub ntawv (request) yuav muab ua tau yog tiv tauj Jennifer Apodaca, Tus Thawj Sawv Qhov Kev Saib Cov Kev Pab Me Nyuam Kawm Ntawv (Director of Student Services), Sun Prairie Area School District, ntawm 608-834-6520, los yog sau ntawv rau nws ntawm 501 S. Bird Street, Sun Prairie, WI 53590.

**Ib xyoos twg lub nroog (district) kuaj ntsuas (conducts) seb qhov loj hlob paub ua tau li cas (developmental screening) ntawm cov me nyuam pib kawm ntawv (preschool children).** Ib tug me nyuam kev siv lub cev (child's motor), hais lus sib tham (communication), thiab seb paub ua ub no li cas nrog lwm tus (social skills) raug muab ntsia saib xyuas (observed) nyob rau ob peb qho chaw ua si (play areas). Cov ntaub ntawv (information) kuj muab siv coj los tsim ib qho kev qhia (profile) cov niam txiv seb lawv tus me nyuam loj hlob paub ua li cas tam sim no (current development) thiab coj los mus tsim tswv yim (suggestions) pab-txhawb ub no ntxiv (follow-up activities). Cov niam txiv yuav kawm txog tej kev pab hauv zej zog (community services) muaj rau lawv. Cov ntaub ntawv (information) ntawm qhov kev kuaj ntsuas (screening) tsis tas li kuj muab siv coj los mus txiav txim (determine) seb tus me nyuam puas yuav tsum tau muab kuaj ntsuas (evaluated) seb nws puas muaj tej qho mob li cas kawm ntawv nyuab tsis tau (suspected disability). Thaum cov neeg ua hauj lwm ntawm tsev kawm ntawv (school staff) ntseeg tau tias (reasonably believes) tus me nyuam yog ib tug me nyuam uas mauj ib qho mob kawm ntawv nyuab tsis tau (disability), lawv yuav muab tus me nyuam ua ntaub ntawv xa (refer) rau qhov kev kuaj ntsuas (evaluation)

ntawm lub nroog tsev kawm ntawv (school district) pawg neeg Saib Tsim Kev Pab Kawm Ntawv Rau Ib Tug Neeg Twg (Individualized Education Program (IEP) team). Saib xyuas (watch) cov vas thib (dates) ntawm koj lub tsev kawm ntawv hauv zeg zog (local school) los yog tiv tauj Colleen Deal ntawm 608-478-5187.

Tsab ntawv ceeb toom no qhia rau cov niam txiv hais txog cov ntaub ntawv cheeb tsam tsev kawm ntawv yuav npaj thiab khaw cia raws li yog ib feem ntawm nws cov kev tshawb nhriav me nyuam. Tsab ntawv ceeb toom no kuj qhia rau cov niam txiv txog lawv txoj cai hais txog txhua yam ntaub ntawv tau npaj.

Tsoom fwm tsev kawm ntawv mus muab tej ntaub ntawv keeb tiv hais txog tus kheej ntawm txhua tus me nyuam uas koom rau hauv cov kev tshawb nrhiav me nyuam. Cov niam txiv, cov xib fwb, thiab lwm cov neeg ua hauj lwm uas muab tau tej ntsiab lus rau tsev kawm ntawv hais txog tus me nyuam txoj kev kawm, tus cwj pwm coj, thiab kev noj qab nyob zoo. Cov ntsiab lus no raug siv los txiav txim xyuas seb tus me nyuam puas tsim nyog tau txais kev kawm tshwj xeeb. Cov ntaub ntawv keeb tiv hais txog tus me nyuam uas tsev kawm ntawv tau muab khaws cia yog tus me nyuam cov ntaub ntawv ceev tseg. Tus me nyuam cov ntaub ntawv ceev tseg xws li cov ntaub ntawv ceev tseg rau hauv computer, duab video thiab tej suab kaw, tej yeeb yaj kiab, tej microfilm, thiab microfiche. Cov ntaub ntawv khaws cia rau tus xib fwb tau siv thiab yuav muab tsis tau rau lwm tus saib, thiab cov ntaub ntawv uas yog cia rau cov neeg muaj feem xyuam muab kev kho (psychological treatment) rau tus me nyuam tau siv xwb no ces **tsis** yog tus me nyuam cov ntaub ntawv ceev tseg.

**Tsoom fwm tsev kawm ntawv khaws cia me nyuam kawm ntawv ntau hom ntaub ntawv ceev tseg.**

- "Cov ntaub ntawv ceev tseg hais txog txoj kev kawm" xws li cov qhab nee, cov ntaub ntawv tus me nyuam kawm, tus me nyuam cov ntaub ntawv hais txog kev tuaj kawm, cov ntaub ntawv txhaj tshuaj tiv thaiv, cov ntaub ntawv ntsuam xyuas seb puas muaj lead, thiab cov ntaub ntawv hais txog lwm yam kev kawm hauv tsev kawm ntawv. Cov ntaub ntawv ceev tseg hais txog txoj kev kawm yuav tsum khaws cia tsawg kawg nkaus tsib xyoos tom qab tus me nyuam tso ntawv tseg tsis kawm.
- "Cov ntaub ntawv ceev tseg hais txog tus cwj pwm coj" xws li cov ntaub ntawv ntsuam xyuas lub siab coj (psychological tests), cov kev luj xyuas txog tus kheej kev coj, cov ntaub ntawv ceev tseg hais txog cov lus sib tham, cov nqe lus sau tseg hais txog tus me nyuam kawm ntawv tus cwj pwm coj, cov ntaub ntawv ntsuam xyuas hais txog tej qhov kev kawm tau zoo los yog kev ntsuas txog qhov kev muaj peev xwm, cov ntaub ntawv ceev tseg hais txog tus kheej kev noj qab nyob zoo uas tsis yog cov ntaub ntawv hais txog kev txhaj tshuaj tiv thaiv thiab kev ntsuam xyuas seb puas muaj lead xwb, tub ceev xwm cov ntaub ntawv, thiab me nyuam kawm ntawv lwm yam ntaub ntawv uas tsis yog "cov ntaub ntawv ceev tseg hais txog txoj kev kawm". Tub ceev xwm cov ntaub ntawv muab nws khaws cia rau nws ib qho chaw ntawm me nyuam kawm ntawv cov ntaub ntawv ceev tseg. Cov ntaub ntawv ceev tseg hais txog tus cwj pwm coj yuav muab khaws cia tsis ntev tshaj ib xyoos tom qab tus me nyuam kawm tiav los yog tso ntawv tseg tsis kawm, ntshe yog niam txiv sau ntawv tuaj kom khaws cov ntaub ntawv cia kom ntev dua ntawd xwb. Tsoom fwm tsev kawm ntawv yuav ceeb toom los rau niam txiv thaum yuav tsis khaws tus me nyuam kawm ntawv cov ntaub ntawv ceev tseg rau fab kev kawm tshwj xeeb lawm. Thaum tus me nyuam niam thiab txiv teb rov tuaj lawm, tsoom fwm tsev kawm ntawv yuav muab cov ntaub ntawv tsis siv lawm rhuav pov tseg.
- "Cov ntaub ntawv teev tseg txog tus kheej" xws li muaj tus me nyuam kawm ntawv npe, chaw nyob, xov tooj, hnub yug thiab qhov chaw yug, lub hom phiaj kev kawm, kev koom

rau hauv tej kev kawm thiab kev rag txuj uas muaj kev hawm tseg, qhov hnyav thiab qhov siab ntawm cov neeg hauv pab tub ntxhais rag txuj, cov hnuv tuaj kawm, cov duab, cov degrees thiab tej phaj tshab tau txais, thiab lub npe ntawm lub tsev kawm ntawv tus me nyuam kawm ntawv tau mus kawm yav tas los.

- "Tus me nyuam kawm ntawv cov ntaub ntawv hais txog kev noj qab nyob zoo", xam tej ntaub ntawv txhua yam hais txog tus me nyuam kev noj qab nyob zoo, xws li tus me nyuam cov ntaub ntawv txhaj tshuaj, daim npav kho mob hnyav, cov lus teev tseg hais txog tej kev pab caw thiab tej tshuaj tau muab rau tus me nyuam kawm ntawv noj, daim npav tso cai rau rag txuj, cov ntaub ntawv hais txog tus me nyuam qhov kev muaj peev xwm koom rau hauv qhov kev kawm, txhua yam ntaub ntawv ntsuam xyuas tau kom ua, cov ntsiab lus ntsuam xyuas tau los ntawm tej kev ntsuam xyuas, xws li tej kev ntsuam xyuas txog qhov hnuv lus, qhov pom kev los yog qhov khoov pob (tus txha caj qauv nkhaus), thiab txhua yam ntaub ntawv ntsuam xyuas taug qab, thiab lwm yam ntaub ntawv hais txog kev noj qab nyob zoo, raws li tau txiav txim xyuas los ntawm xeev tus tuam thawj tuav tsev kawm ntawv. Me nyuam kawm ntawv cov ntaub ntawv txhua yam cuam tshuam txog tus me nyuam kev noj qab nyob zoo, txawm tsis yog tus me nyuam kawm ntawv cov ntaub ntawv ceev tseg hais txog kev noj qab nyob zoo los yuav tau ceev kom zoo tib yam li tus neeg mob cov ntaub ntawv kho mob nyob rau Wisconsin Tsab Cai tshooj 146.81 txog 146.84. Me nyuam kawm ntawv cov ntaub ntawv ceev tseg txhua yam hais txog kev ntsuam xyuas HIV los yuav tau ceev kom zoo raws li hauv Wisconsin Tsab Cai tshooj 252.15.

**Tsab Cai Tswj Tsev Neeg Txoj Cai Hais Txog Kev Kawm Txuj thiab Tus Kheej (FERPA), Tsab Cai Tswj Txoj Kev Kawm Rau Qee Leej Muaj Kev Nyuab Kawm Tsis Tau (IDEA), thiab Wisconsin Tsab Cai tshooj 118.125, muab cov cai raws li ntawm no nrog rau txoj kev sib fwm rau cov ntaub ntawv ceev tseg rau cov niam txiv thiab cov me nyuam kawm ntawv hnuv nyoog siab dua 18 xyoo ("cov me nyuam kawm ntawv tsim nyog tau txais kev pab"):**

- **Txoj cai rau tshawb xyuas thiab txheeb xyuas tus me nyuam kawm ntawv cov ntaub ntawv ceev tseg hais txog kev kawm txuj nyob rau hauv 45 hnuv ntawm qhov tau txais tsab ntawv thov.** Cov niam txiv los yog cov me nyuam kawm ntawv tsim nyog tau txais kev pab ntawd yuav tau xa ib tsab ntawv thov mus rau tsev kawm ntawv tus tuam thawj xib fwb [los yog tsev kawm ntawv ib tug neeg ua hauj lwm] teev meej meej cov ntaub ntawv lawv xav tshawb xyuas rau hauv. Tus tuam thawj xib fwb mam teem caij rau tuaj thiab mam ceeb toom rau niam txiv los yog tus me nyuam kawm ntawv tsim nyog tau txais kev pab txog lub sij hawm thiab qhov chaw uas yuav tuaj txheeb xyuas cov ntaub ntawv ceev tseg ntawd. Tsoom fwm tsev kawm ntawv yuav ua kom tau raws li tsab ntawv thov tuaj tsis pub theem thiab ua kom tau ua ntej lub rooj sib tham hais txog qhov kev kawm muab rau qee leej (IEP), los yog lub rooj sib hais, thiab tsis pub kom ntau tshaj 45 hnuv tom qab tau ua tsab ntawv thov tuaj ntawd. Yog tias tej cov ntaub ntawv ceev tseg ntawd piav txog coob dua ib leeg me nyuam ua ke rau hauv, cov niam txiv ntawm cov me nyuam tsuas muaj cai tshawb xyuas thiab txheeb xyuas tau cov ntaub ntawv hais txog lawv tus me nyuam xwb los yog tsuas muab tau qhov xav paub ntawd qhia rau lawv xwb. Nyob ntawm xav tau, tsoom fwm tsev kawm ntawv yuav muab ib tsab ntawv ceev tseg hais txog kev kawm thiab ib tsab ntawv ceev tseg hais txog tus cwj pem coj rau niam txiv los yog tus me nyuam tsim nyog tau txais kev pab. Nyob ntawm xav tau, tsoom fwm tsev kawm ntawv yuav muab ib daim ntawv teev hom ntaub ntawv ceev tseg thiab cov chaw tsoom fwm tsev kawm ntawv mus muab tau cov ntaub ntawv ceev tseg los, qhov chaw tsoom fwm tsev kawm ntawv khaws cia los yog qhov chaw tsoom fwm tsev kawm ntawv siv cov ntaub ntawv ntawd rau fab kev kawm tshwj xeeb. Tsoom

fwv tsev kawm ntawv yuav muab lus teb rau cov lus nug tsim nyog los piav thiab txhais cov ntaub ntawv ceev tseg. Tus sawv cev ntawm niam txiv yuav tshawb xyuas thiab txheeb xyuas cov ntaub ntawv ceev tseg los tau.

- **Txoj cai rau thov pauv tus me nyuam cov ntaub ntawv ceev tseg uas niam txiv los yog tus me nyuam tsim nyog tau txais kev pab ntseeg tau tias tsis raug lawm los yog yuam kev lawm.** Cov niam txiv los yog tus me nyuam tsim nyog tau txais kev pab yuav thov kom Sun Prairie Area School District Cheeb Tsam Tsev Kawm Ntawv pauv ib qho hauv cov ntaub ntawv ceev tseg uas lawv ntseeg tias tsis raug los yog yuam kev lawm los tau. Lawv yuav tsum sau ntawv mus rau tsev kawm ntawv tus tuam thawj xib fwb, teev meej meej txog suam ntawm cov ntaub ntawv lawv xav kom pauv, thiab teev meej meej seb yog vim li cas nws thiab tsis raug los yog yuam kev. Yog tias tsoom fwv tsev kawm ntawv txiav txim siab tsis pauv cov ntaub ntawv, tsoom fwv tsev kawm ntawv mam ceeb toom rau niam txiv los yog tus me nyuam tsim nyog tau txais kev pab txog qhov kev txiav txim siab thiab txoj cai mus sib hais txog qhov kev thov kom pauv. Mam muab lwm yam ntaub ntawv hais txog cov txheej txheem mus sib hais los rau niam txiv los yog tus me nyuam tsim nyog tau txais kev pab thaum ceeb toom txog txoj cai mus sib hais ntawd.
- **Txoj cai rau muab kev tso cai tso tawm tej ntaub ntawv keeb tiv hais txog tus kheej hauv tus me nyuam kawm ntawv cov ntaub ntawv ceev tseg, tsuas yog tsoom nom tswv thiab xeev txoj cai thiab tso cai tau rau tso tawm uas tsis tas tau kev tso cai xwb.** Cov kev zam uas tau teev tseg rau hauv Tsab Cai Tswj Tsev Neeg Txoj Cai Hais Txog Kev Kawm Txuj thiab Tus Kheej tshooj 34 CFR 99.31; Tsab Cai Tsi Pub Ib Tug Me Nyuam Poob Qab (NCLB) tshooj 9528, PL107-110; thiab Wisconsin Tsab Cai tshooj 118.125(2)(a) txog (m) thiab sub. (2m). Ib qhov kev zam cia rau tso tawm uas yog tsis tas tau kev tso cai yog cov kev tso tawm rau tsev kawm ntawv cov neeg uas hauj lwm uas muaj kev txaus siab txog kev kawm txuj raws txoj cai. Tsev kawm ntawv ib tug neeg ua hauj lwm yog tus neeg raug ntiav los ntawm tsoom fwv tsev kawm ntawv raws li yog ib tug thawj tswj, ib tug muab kev saib xyuas, ib tug xib fwb, los yog ib tug neeg ua hauj lwm pab (xws li cov neeg ua hauj lwm saib xyuas feem kev noj qab nyob zoo los yog kev mob nkeeg thiab feem tswj fwm kev ruaj ntseg cov neeg ua hauj lwm); ib tug neeg khiav hauj lwm rau tsoom fwv tswj kev kawm; ib tug neeg los yog ib lub tuam txhab uas tsoom fwv tsev kawm ntawv tau cog lus nrog ua tej yam hauj lwm tshwj xeeb ua ke (xws li tus kws lij choj, tus neeg tswj fwm nyiaj txiag, tus neeg muab kev sab laj txog kev mob nkeeg, los yog tus neeg kho mob); los yog ib tug niam txiv los yog ib tug me nyuam kawm ntawv khiav hauj lwm rau hauv ib pab neeg tuav hauj lwm, xws li pab neeg muab kev qhuab qhia los yog pab neeg saib xyuas kev tsis ncaj ncees, los yog muab kev pab lwm tus neeg ua hauj lwm hauv tsev kawm ntawv ua nws tes hauj lwm. Tsev kawm ntawv ib tug neeg ua hauj lwm muaj kev txaus siab raws txoj cai yog tias tus neeg ua hauj lwm ntawd xav txheeb xyuas cov ntaub ntawv ceev tseg kom duav tau nws qhov kev pov plob ua hauj lwm. Nyob ntawm xav tau, tsoom fwv tsev kawm ntawv yuav tso tawm cov ntaub ntawv ceev tseg uas tsis tas tau kev tso cai mus rau cov neeg ua hauj lwm ntawm lwm qhov cheeb tsam tsev kawm ntawv uas tus me nyuam kawm ntawv npaj siab yuav mus sau npe kawm rau hauv. Tsis tas li ntawd, tsoom fwv tsev kawm ntawv yuav tso tawm “cov ntaub ntawv teev txog tus kheej” uas tsis tas tau kev tso cai, ntshe yog niam txiv ho ceeb toom rau tsoom fwv tsev kawm ntawv tias tsis pub tso tawm yog tsis tau niam txiv kev tso cai ua ntej no mas thiab tsis tso tawm xwb.
- **Txoj cai rau mus teev qhov kev tsis txaus siab rau tom U. S. Feem Kev Kawm Txuj (U. S. Department of Education) hais txog qhov Tsoom Fwv Tsev Kawm Ntawv tsis ua raws tej yam yuav tau ua hauv FERPA.** Lub npe thiab chaw nyob ntawm Tsoom Thawj Tswj hauv FERPA yog: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.