

**HUMAN RESOURCE SERVICES**

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Lisa Allen, *Interim Superintendent*Cancy McArn, *Chief Human Resources Officer***Williams Tsab Ntawv Ceeb Toom Kev Tsis Txaus Siab Hauv Chav Kawm****Muaj Feem Nrog Zej Zog E 1312.4****Ceeb Toom rau Cov Niamtxiv/Tus Saibxyuas, Cov Menyuum Kawm Ntawv, Cov Xibfwb: Txoj Cai Tsis Txaus Siab**

Cov Niamtxiv/Tus Saibxyuas, Cov Menyuum Kawm Ntawv, thiab Cov Xibfwb:

**Tsab Cai Kawm Ntawv Education Code 35186** cov nqe lus hauv qab no yuav tsum muab tiv nyob rau hauv txhua txhua chav kawm:

1. Yuav tsum muaj cov phau ntawv thiab cov ntaub ntawv kawm kom txaus. Qhov no txhais hais tias txhua tus menyuum kawm ntawv, nrog rau cov tseem xyaum kawm Askiv, ib leeg yuav tsum muaj ib phau ntawv kawm lossis cov ntaub ntawv kawm, los yog ob yam huv tibi coj los siv nyob rau hauv chav kawm ntawv thiab nqa mus siv rau tom tsev thiaj yuav ua tau cov ntaub ntawv nram tsev uas yuav tsum tau ua.
2. Tej chaw nyob hauv tsev kawm ntawv yuav tsum tu huv si, nyob tau kaj siab lug, thiab kho tej vaj tse kom zoo. Qhov kho kom zoo txhais hais tias lub chaw kawm ntawv huv si tsis sw, nyob tau kaj siab lug, thiab tej cuab yeej ua haujlwm los zoo siv tau raws li hais los ntawm cov Saib Xyuas Phab Kho Vaj Tse.
3. Yuav tsum muaj xibfwb qhia ntawv kom puv npo lossis yuav tsum tsis txhob cia muaj cov xibfwb qhia ntawv tsis raws nws daim npav qhia ntawv (misassignment). Nyob rau hauv chav qhia ntawv yuav tsum muaj ib tug xibfwb qhia ntawv raug cai rau txhua chav kom txhob yog cov xibfwb tuaj hloov qhia ntawv (substitute) tas mus li xwb lossis txhob yog cov xibfwb qhia ntawv ib vuag xwb. Tus xibfwb yuav tsum muaj daim ntawv pov thawj raug cai los qhia ntawv thiab yuav tsum muaj daim ntawv thaj tsob raws cai yog nws qhia cov menyuum tseem xyaum kawm Askiv.

**Muaj xibfwb tsis txaus** txhais hais tias txoj haujlwm qhib no tsis muaj ib tug xibfwb muaj daim npav qhia ntawv los qhia nyob rau xyoo ntawd lossis, txoj haujlwm qhia ntawv no qhib qhia ib nrab xyoo xwb, tiamsis tsis muaj ib tug xibfwb muaj npav qhia ntawv los qhia kom tag rau ib nrab xyoo ntawd kiag.

**Xibfwb qhia ntawv tsis raws nws daim npav qhia ntawv (Misassignment)** txhais tau hais tias tus xibfwb qhia ntawv no tsis muaj npav qhia ntawv thaj tsob raws cai lossis tus xibfwb qhia ntawv no los qhia yam tsis tau muaj kev tso cai.

4. Yog koj pom hais tias yam hais tas los no tsis tau zoo txaus, mus muab tau daim ntawv sau txog kev tsis txaus siab (PSL-F089 Complaint Form) nyob hauv lub hoobkas ua haujlwm ntawm tsev kawm ntawv thiab ntawm hauv paus tsev kawm ntawv, losyog mus luam tawm hauv koog tsev kawm ntawv Sacramento City Unified School District phab vejxaij ntawm <http://www.scusd.edu/uniform-complaint-procedure>. Koj mus luam tawm tau daim ntawv sau txog kev tsis txaus siab nyob hauv Xeev California Chav Tuam Tsev Tswj Phab Kev Kawm lub vejxaij ntawm: <http://www.cde.ca.gov/re/cp/uc>

**Yog koj muaj lus nug, thov hu xovtooj mus rau cov Thawj Coj muaj npe li nram qab no:**

**Erin Hanson, Assistant Superintendent, Curriculum and Instruction ntawm (916) 643-9120, lossis Instructional Assistant Superintendents: Tuan Duong ntawm (916) 643-9263, Aprille Shafto ntawm (916) 643-2367, Enrique Flores ntawm (916) 643-9009, lossis Mary Hardin Young, Deputy Superintendent ntawm 643-9191.**