

**North Valley Occupational Center – Aviation Center  
Faculty/Staff Certification Form**

My signature below certifies that North Valley Occupational Center – Aviation Center (NVOC) has disseminated\* the items below. It is my responsibility to review and follow the policies and procedures in Section I.

Section I: Required Policy Memoranda and Bulletins:

- Antibullying Policy/Reporting Procedures
- Code of Conduct with Students (MEM-4773.0)
- Ethics Policies (BUL-4748.0)
- Hate-Motivated Incidents and Crimes Policy/Reporting Procedures
- Nondiscrimination Statement (MEM-4695.0)
- Sexual Harassment Policy – Employee-to-Employee (BUL-1893.1)
- Sexual Harassment Policy – Student-to-Student, Adult-to-Student, and Student-to-Adult (BUL-3349.0)
- Student and Employee Security
- Uniform Complaint Procedures (MEM-4697.0)

In addition, the following information has been disseminated\* to me in the North Valley Occupational Center – Aviation Center Faculty/Staff Handbook. It contains a thorough review of policies and procedures at NVOC.

Section II: Faculty/Staff Handbook

- Mission Statement and ESLRs
- Classroom Instruction
- Employee Attendance & Absences
- Credits, Completions & Certificates
- Adult Student Information System (SIS)
- TOPS and CASAS Procedures
- Requisitions & Reimbursements
- Illness & Injury Prevention
- Emergency Procedures
- Frequently Asked Questions (FAQs)

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Print Name

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Signature

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Date

**RETURN TO ANGIE REGALADO BY FRIDAY, SEPTEMBER 30, 2011**

\*Items covered on this certification form can be found in full text at [www.lausd.net](http://www.lausd.net). Printed sets are available for review at school offices. On the following pages are summaries of required policies.