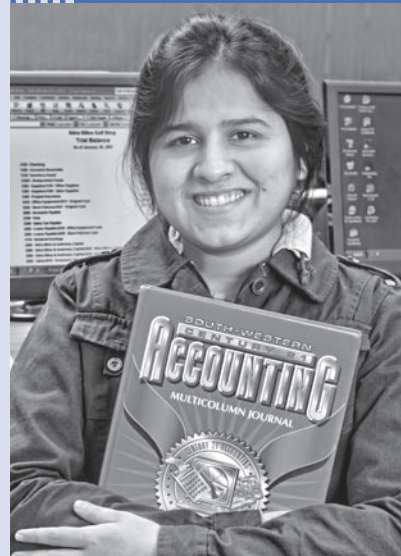
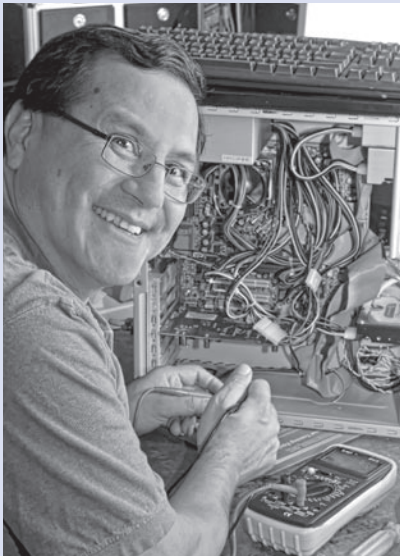


NORTH VALLEY OCCUPATIONAL CENTER - AVIATION CENTER

STUDENT HANDBOOK



WWW.NVOC.ORG

Los Angeles Unified School District
Division of Adult and Career Education

STUDENT HANDBOOK

NORTH VALLEY OCCUPATIONAL CENTER - AVIATION CENTER

11450 Sharp Avenue, Mission Hills, CA 91345

(818) 365-9645

TDD# (818) 365-7743

VRS# (818) 361-0405

FAX# (818) 365-2695

OUR MISSION

The mission of North Valley Occupational Center – Aviation Center is to offer educational opportunities that provide a diverse population of students with the ability to be career ready, technically skilled and educationally prepared.

OUR EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs)

After completion of training at North Valley Occupational Center-Aviation Center, students will be:

EFFECTIVE COMMUNICATORS WHO:

- Possess the ability to understand current industry terminology.
- Demonstrate effective written, verbal and listening skills.

LITERATE INDIVIDUALS WHO:

- Are able to use technology to further assess information about their chosen field.
- Utilize problem solving skills in related fields.

SELF-DIRECTED LEADERS WHO:

- Willingly continue their education.
- Set and complete short and long term goals.

COLLABORATIVE WORKERS WHO:

- Have the ability to work with a team.
- Can work with a diverse population.

All educational opportunities are offered without regard to race, color, national origin, gender, gender identity, sexual orientation, religion or disability.

LOS ANGELES UNIFIED SCHOOL DISTRICT – DIVISION OF ADULT AND CAREER EDUCATION

COURSE INFORMATION

OUR COURSES

Our curriculum has been certified by the California State Department of Education. We offer courses in career technical education (CTE), academics, (Adult Basic Education, High School Diploma and G.E.D.), and English as a Second Language (ESL). The career courses include: advertising design, air conditioning and refrigeration, automotive technology, business education, child care occupations, computer operations, computer aided drafting, computer repair A+ certification, construction and contractor's license preparation, data management & IC³ preparation, digital imaging, electrical, graphic design, health careers, machinist training, real estate, solar technology, web design, and welding.

LENGTH OF TRAINING

The length of training varies. Your completion will depend on curriculum guidelines, your previous experience, attendance, and individual ability. Students must meet all course competencies. Students may not re-enroll in courses that have previously been completed without administrator approval.

ATTENDANCE REQUIREMENTS

You are expected to come to every class session, be on time, stay the entire time, and participate fully. You may be dropped from your class for the following reasons:

- 1) failure to attend the first class meeting at the time class is scheduled to begin;
- 2) absent more than two consecutive class sessions in a semester without contacting the instructor;
- 3) unsatisfactory progress in a course;
- 4) irregular attendance;
- 5) continually arriving late to class or leaving early; or
- 6) violating school or District policies.

CLASS SCHEDULE

North Valley Occupational Center offers classes at various times (mornings, afternoons, evenings, and Saturdays) to accommodate student needs. Students may receive discounts for enrolling in more than one section in a subject category.

FEES

Registration and class fees are collected for most classes. Some students may qualify for an exemption for a portion of the fees. Textbooks and workbooks may be purchased from the NVOC Bookstore. Tools for training and/or uniforms may also be required in certain classes.

REFUNDS

Requests for class fee refunds must be made within seven days after the first possible day of attendance and must be accompanied by a paid receipt. A student who drops a class or classes will be assessed a \$15.00 drop fee per transaction. Class refunds may take up to three weeks to process if originally paid by check. Credit card refunds are credited to the original card only. There are no refunds for supplies purchased from the Bookstore. Books in their original condition may be returned within two days of purchase with a receipt.

HOW TO EARN A CERTIFICATE OR CREDIT

A certificate of competency and/or credit slip is issued when the course of study is completed. You must complete all the required assignments according to the standards set by the instructor, in accordance with the course outline. You must demonstrate completion and/or attainment of competencies required for the course. Counselors are available to help you plan your course work.

STUDENT SERVICES

- **Alternative Education Work Center (AEWC)**
- **Assessment Center**
- **Bookstore/Student Store**
- **Career/Academic Counseling**
- **Child Care Services for Evening ESL Students**
- **Community Based English Tutoring (CBET)**
- **Concurrently Enrolled High School Students**
- **Disabilities Support Program (DSP)**
- **Distance Learning (ESL, Citizenship, & GED)**
- **GED and CAHSEE Testing**
- **The Grill Cafeteria**
- **IMPACT College Prep Program**
- **Maxwell H. Gluck Child Care Center**
- **Parking on Campus**
- **Veterans Education Benefits Program**
- **Volunteer Opportunities**

ALTERNATIVE EDUCATION WORK CENTER (AEWC)

This is a dropout recovery program for youth 16 to 18 years of age who are not attending a high school program. Students can complete required high school courses through independent study. For requirements and enrollment information, contact the AEWC Coordinator.

ASSESSMENT CENTER

Students and the public may be referred to Room 11, Testing Center, for the following tests:

- TABE Reading Comprehension Test
- English Placement Test (EPT) for writing skills
- TABE Math Test
- ESL Placement Test
- CASAS Testing

Testing schedules are included in our schedule of classes and are posted on the door of Room 11. Contact the Counseling Office for more information. There is no charge for testing. Appointments are offered on a first come, first served basis. Students must arrive at the testing center on time (30 minutes early is recommended). If you arrive late, you may not be tested that day. If you have completed testing at another LAUSD adult school, let the staff know so that they can look up your scores. If scores are available, you will not need to retest in most cases.

BOOKSTORE/STUDENT STORE

The Bookstore services students by processing class registration and material fees, textbook sales, school supplies, school IDs, and shop sales. The Bookstore is open 8 am - 8 pm Monday-Thursday, 8 am - 4 pm Fridays, and Saturdays from 8 am to 12 pm.

CAREER AND ACADEMIC COUNSELING SERVICES

Counseling staff are available 8:30 am - 12 pm and 3 - 7:45 pm Monday-Thursday, and Saturdays from 10:30 - 11:30 am to assist you with transcript evaluation, program selection, testing issues, goal setting, graduation planning, class scheduling, registration, career information, and other support services and referrals to community resources.

CHILD CARE SERVICES FOR EVENING ESL STUDENTS

Babysitting is available on campus for evening ESL/CBET students' children from 5:45 - 9 pm Monday-Thursday. Children must be potty trained. The maximum age is 10 years old. Parent must be present on campus and regularly attending classes to utilize the babysitting services.

COMMUNITY-BASED ENGLISH TUTORING (CBET)

Adult ESL students with school age children are offered courses, lessons, and materials to enable them to tutor their children at home. Students may see their ESL instructor for more information.

CONCURRENTLY ENROLLED HIGH SCHOOL STUDENTS

High school students may earn high school credit by enrolling in day, afternoon, evening, or Saturday classes. There is no charge for these classes. Student, student's high school counselor, and the parent/guardian must complete the Concurrent Student Enrollment Permit which can be obtained from the high school counselor, the Adult School Counseling Office or the NVOC website. New students are required to complete intake testing in the Assessment Center prior to enrollment in class. For information, students should contact their high school counselor or call the Adult Office Counseling Office.

DISTANCE LEARNING (ESL & GED)

ESL students can learn English and Citizenship at home using videos and workbooks. For GED Preparation Distance Learning students, DVDs and review materials are provided for the student to take home. A GED practice test is available through the program.

DISABILITIES SUPPORT PROGRAM (DSP)

This office assists adult students with disabilities. Support services are individualized and may include registration fee waivers, test accommodations, adaptive equipment, sign language interpreters, and agency referrals and liaison. Students must provide written verification of the disabling condition to qualify for services.

Students may qualify due to a history of special education classes, disability-based income, job-related injury/workers compensation, vocational rehabilitation, or disabled veteran rating. Disabling conditions include deafness/hearing loss, legal blindness, orthopedic impairment, learning disabilities, multiple sclerosis, cerebral palsy, paralysis, etc. For more information please contact the DSP staff at (818) 365-9645.

GED AND CAHSEE TESTING

The official GED exam is offered at least once per month at NVOC. The cost is \$150 for the complete exam and \$25 per section to retest. Students must present a valid picture ID to register, and be at least 17 years of age with supporting documentation as required if under 18 years old. Students are required to watch a mandatory DVD orientation and complete a Distance Learning (DL) orientation packet, demographic survey, and Student Intake form before they register for the exam. Students are strongly encouraged to take the GED practice test in class or through the GED DL program before paying to register for the official exam, as practice scores are a strong indicator of success on the official exam. See the Counseling Office, NVOC schedule of classes, or GED DL Office for scheduled dates, times and registration deadline dates.

The California High School Exit Exam (CAHSEE) is offered up to seven times per year at NVOC. Dates and exam times are published at the beginning of each new school year. The CAHSEE is free. To test, the examinee must be a currently enrolled adult school student. NVOC does not CAHSEE test high school students. Registration for the CAHSEE begins three weeks prior to the exam. Student must present a current valid picture ID to register. Adult students from schools other than NVOC must be referred by their adult school APACS.

THE GRILL CAFETERIA

The cafeteria on campus offers food and beverage items for the convenience of students and staff. The Grill is open for breakfast, lunch, and dinner Monday through Thursday, and for breakfast and early lunch on Friday and Saturday.

IMPACT COLLEGE PREP PROGRAM

Improving Adult College Transition (IMPACT) is designed for students planning to attend community college within a year of completing the program at NVOC. Students must have reading, writing and math skills at 9th grade levels or higher to enter the program. IMPACT provides English language arts and math courses that academically prepare students to enter college. College life survival skills are taught and integrated into the courses. Students receive assistance in college admissions, applying for financial aid, and accessing college resources. Completed IMPACT courses can be counted towards the high school diploma. The program offers counseling and ongoing case management services that track students for two years after completion of the program.

MAXWELL H. GLUCK CHILD CARE CENTER

Child care is available to all students on a first-come, first-serve basis. The center serves children who are toilet trained and are between the ages of 2 to 5 years old. It is open from 7:30 am to 5:00 pm weekdays. For requirements and costs, please contact the Gluck Child Care Center at (818) 898-3614.

PARKING ON CAMPUS

Parking on campus is free. Students should only park in the student lots. North Valley Occupational Center and Los Angeles Unified School District are not responsible for theft or damage to your car. Be sure to remove all valuables and lock your car before going to class.

VETERANS EDUCATION BENEFITS PROGRAM

Veterans may qualify for educational veterans' benefits by enrolling in programs approved by the Department of Veterans Affairs. Eligible students should make an appointment to see Elizabeth Penuela, AP Operations, for more information.

VOLUNTEER OPPORTUNITIES

Volunteering at NVOC allows students and community members the opportunity to learn skills and knowledge in a classroom or office setting that they can apply in a real work environment. Students receive unpaid, on-the-job training experience, and/or can use their volunteer service hours for community service or school projects. Volunteers must be at least 18 years of age. An application and TB test must be completed, and the volunteer must be registered with the LAUSD Volunteer Office.

POLICY ON STUDENT CONDUCT

STUDENT RULES OF CONDUCT

The rules of conduct at North Valley Occupational Center are to ensure safety and legal compliance for all. Failure to follow rules of conduct may result in dismissal.

1. Treat staff, students, and visitors with courtesy and respect at all times.
2. Avoid unnecessary talking in class.
3. Do not use a cell phone in class.
4. Throw trash in trash cans and receptacles.
5. Leave all areas you use clean and neat, including classrooms, restrooms, and outdoor areas.
6. Do not spit on the ground.
7. Do not smoke anywhere on campus including in your car parked on campus.
8. Do not eat or drink in the classrooms.
9. Do not take minor children to class or leave them unattended on campus.
10. Pets are not allowed on campus. Service animals are exempted.
11. Do not loiter.
12. Visitors must report to the Main Office upon arrival to receive an approved visitor's pass.
13. Follow all traffic signs on campus and drive less than 10 miles per hour.
14. Do not ride a skateboard, rollerblade, or bicycle on campus.
15. Students should only park in designated student parking spaces.
16. The following may result in immediate dismissal and/or arrest (per California Education Code Section 48900):
 - a. Using or coming to school under the influence of drugs or alcohol
 - b. Possession of alcohol, drugs, or weapons, including knives
 - c. Fighting
 - d. Causing or threatening to cause physical injury to another person
 - e. Destroying or damaging property belonging to the school or another person
 - f. Stealing or attempting to steal
 - g. Cheating or forgery
 - h. Foul or abusive language or actions
 - i. Intimidating or disruptive behavior
 - j. Engaging in harassment and/or hate-motivated behavior
 - k. Unsafe driving

DRESS CODE

Students should dress appropriately for the class or profession for which they are training. Inappropriate attire includes, but is not limited to, the following: revealing clothing (e.g. bare midribs), gang clothing (e.g. oversize pants), and clothing with inappropriate words or pictures (e.g. nude pictures).

NON-DISCRIMINATION POLICY

Federal law prohibits anyone at your school from discriminating against you or harassing you on the basis of race, color, national origin, gender, gender identity, sexual orientation, religion, or disability.

In addition, laws protect you from sexual harassment. This means that no student, teacher, administrator, or other school employee can make unwelcome sexual advances to you or request sexual favors from you. They cannot touch you or speak to you in a sexual manner at school or at a school-sponsored event.

If you find that any of your rights under the law are being violated on campus, you should report it to an administrator immediately.

Title IX Coordinator is: Melissa McCarthy.

WHERE TO GO WITH CONCERNS

The Administration of North Valley Occupational Center firmly believes that each student has the right to visit with a counselor or administrator to discuss his/her concerns. Your ideas and opinions are of value to us. Please make an appointment to see us with concerns and suggestions.

To express your concerns, please follow these guidelines:

Class, Instructor or Program Concerns:

- Talk to your instructor first.
- If your issue is still not resolved, please speak to the administrative supervisor for the program.

Campus Concerns:

- For urgent matters, notify the administration immediately.
- For non-urgent matters, call or make an appointment to see the administrator on duty.

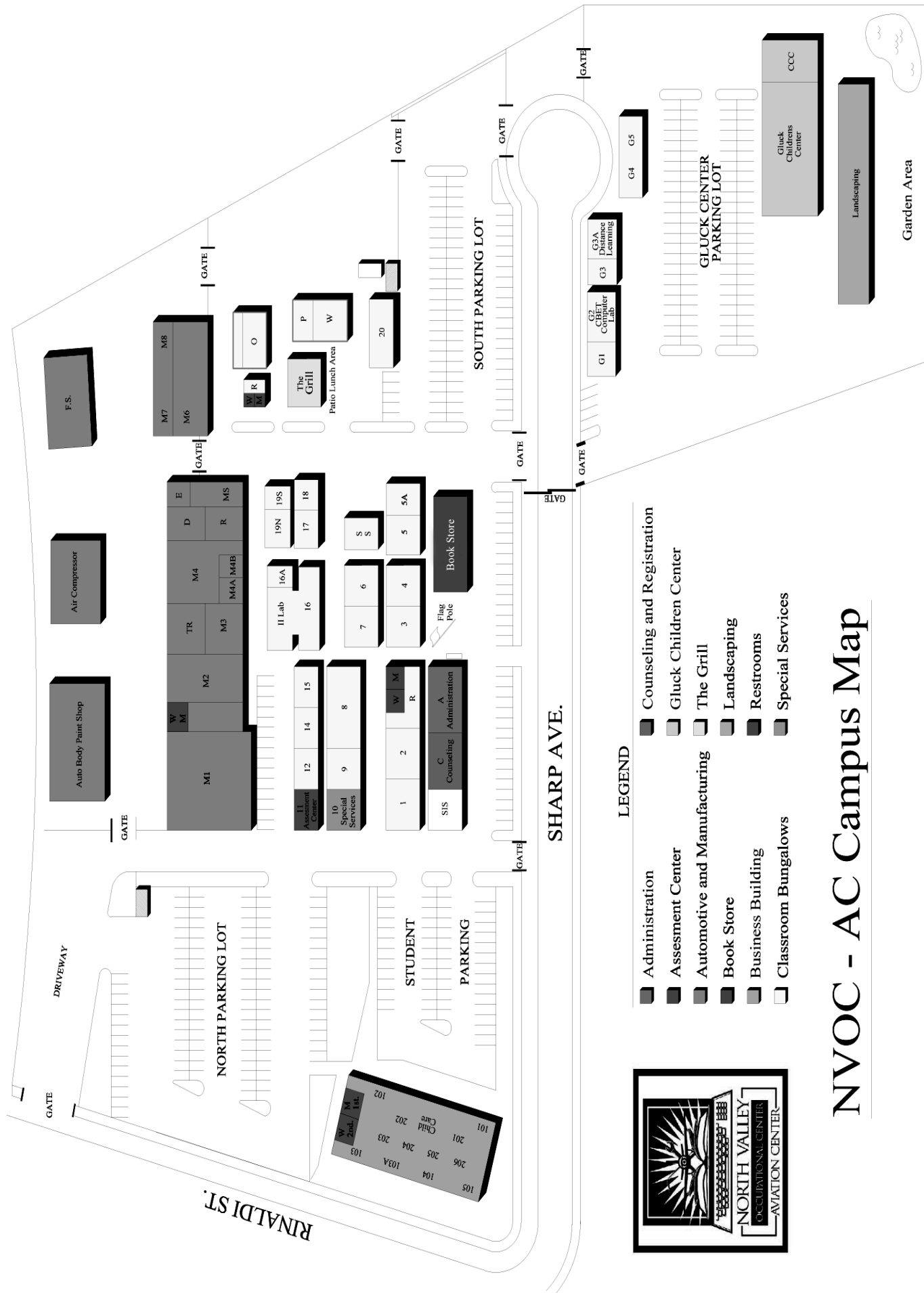
Personal Concerns:

- Go to the Counseling Office to speak to a counselor.

Employment Concerns:

- Talk your instructor for resume help and job leads.
- Visit the Counseling Office to review current job postings and/or to speak to a counselor.
- Visit a local WorkSource Center Office. The Counseling Office can provide you with a list of local offices.

MAP OF NORTH VALLEY OCCUPATIONAL CENTER



LEGEND

- Administration
- Assessment Center
- Automotive and Manufacturing
- Book Store
- Business Building
- Classroom Bungalows
- Counseling and Registration
- Gluck Children Center
- The Grill
- Landscaping
- Restrooms
- Special Services

NVOC - AC Campus Map