



North Valley Occupational Center

Mission Statement

North Valley Occupational Center offers educational and training opportunities that provide a diverse population of students with skills to participate more effectively in the family, at work and in the community.

WEEKLY NEWSLETTER



Message from the Principal

I hope everyone was safe during the wildfires and did not experience any problems. There are administrators and counselors available to provide assistance for those staff and students directly affected by the fire. Teachers if you are aware of a student that may be in need of assistance, please encourage the student to come to main or counseling office for information on district and other resources available to assist individuals and families. A big thank you to our Plant Manager, Armando Roman, and the custodial staff who worked through the weekend to get the facilities ready for the return to classes on Monday. If there is any additional assistance needed with clean-up, please notify your site administrator or leave a note for Mr. Roman so that we can address the concern.

Happy Holidays to students and staff! Enjoy your winter break. Teachers, please remind your students that we will return on January 8 to finish out the fall semester.

LAUSD Employees Using Self Service

Due to the unsafe weather conditions related to the Creek Fire in Sylmar, NVOC was ordered closed on December 5th through the 8th was **Connect-Ed** messages were sent out alerting staff and students of the school closures. The message came from either the old NVOC number or the new one. If you did not receive a **Connect-Ed** message, it is possible LAUSD does not have your current telephone number. In cases like this, it is important that your contact information is current. Every employee should check by logging on to selfservice@lausd.net then clicking on My Profile to update/change personal information. Please note it will take a week to update in the system once you make changes to your profile. Students who did not get a Connect-Ed message should also update with phone number with their teacher who can notify the ASIS office about the changes.

NVOC's New Logo



Aviation Student Hired at JPL

Amelia Asamoto is a graduate from the Aviation Program at North Valley Occupational Center's Aviation Center. She is now working for Pasadena's Jet Propulsion Lab (JPL). JPL has sent her to a Mechanical Assembly class where she was given a project to assemble from a Blue Print. Pictured below is a copy of the finished project. The Aviation graduates will be assigned to assemble parts of the flight hardware for the 2020 Mars Rover. Amelia was one of the brightest aviation students. All the instructors at the Aviation Section are very proud of her.



Happy Holidays!



STUDENT LEARNING OUTCOMES (SLOs)

- Utilize current technology and/or resources to enhance subject area learning
- Develop effective reading, writing, listening and speaking skills
- Demonstrate problem solving skills through individual and collaborative work
- Set and complete short and long term goals



CASAS/WIOA Information

CTE Teachers:

Please contact Patrick Wickham, CTE Program Adviser, at 818-256-1325 or ross.wickham@lausd.net if you have any questions.

Academic Teachers:

Please continue to pretest any new students and fill out the entry form. Your current students should have been informed of their CASAS test results already. Our next CASAS round of testing will begin on December 11.

ESL Teachers:

CASAS testing is taking place this week. Please administer these tests assigned to your students and fill out the Update forms. Your students will be able to provide reliable information to help with section 9 related to learner results and WIOA milestones.

NVOC Payment Points Update

Accumulated by December 31, 2016. Last Year's Quarter 2 Report	As of 12/01/2017 30 days until This Year's Quarter 2 Report
2,720 payment points	4,005 payment points (Great Job!!!)

THANK YOU and feel free to call, e-mail, or come by the WIOA/CASAS Office (Room 104) with any questions or needed support. In the evening at NVOC, Gloria Booth, extension 1401, is available for CASAS/EL Civics testing materials. You can also contact your ESL adviser.

Gustavo Cubias- gac84281@lausd.net (NVOC-day)
Room 104- 818-256-1329

Joe Alvarez- jma70461@lausd.net (NVOC- T-F day/
Monday evening) Room 104 - 818-256-1381

Javier Flores- fjf8560@lausd.net (Various sites)

Holiday Toy Drive

Students, faculty and staff.

Many families live in poverty and are unable to celebrate holidays. A simple way to help families is by donating to those in need.

Toy drives make all the difference!

Help make a difference for thousands of families in need this holiday season by donating to our Holiday Toy Drive. Boxes will be provided for all classrooms.

All our holiday toy drive donations will go MEND and will be picked up on December 12th.

GIFT IDEAS FOR CHILDREN IN NEED:

(unwrapped toys for ages newborn to 14)

- *Dolls
- *Action Figures
- *Remote Control Cards
- *Sports Equipment
- *Purses/Tote Bags
- *Craft Sets
- *Board Games
- *Football/Basketballs
- *Educational Baby Toys
- *Body Lotion/Spray Kits
- *Toy Cars
- *Music Players
- *Building Blocks
- *Skateboards
- *Puzzles

Sponsored by your NVOC Student Council 2017-2018



MEND is a 501(C)3 nonprofit organization, serving low income families in the Northeast San Fernando Valley. For more information, visit MEND at www.mendpoverty.org or call (818)896-0246



LARAEC Save the Date

LARAEC
Los Angeles Regional Adult Education Consortium

SAVE THE DATE

2018 LARAEC Conference

MARCH 10, 2018
Conference: 8:00 to 2:00 p.m.
LARAEC Open Meeting: 2:00 to 4:00 p.m.
Location: TBD

This is from the LAUSD Attendance Policy that is required to share with all staff annually. While the vast majority of employees have a strong commitment to their work and excellent attendance, it is also clear that unnecessary absenteeism has a negative impact upon student achievement due to interruption of the continuity of instruction, and results in reduced productivity, loss of service, and significant costs to the Los Angeles Unified School District ("LAUSD"). The LAUSD Board of Education expects:

- Employees to maintain regular attendance and avoid absenteeism;
- Employees to work every hour that they are assigned;
- Employees to be at their work stations on time every working day;
- Employees to comply with legal restrictions, LAUSD policy and procedures, and the respective collective bargaining rules regarding reporting of absence and providing appropriate documentation;
- Supervisors to explain and insist upon regular attendance, maintain accurate employee attendance records, monitor employee attendance, provide performance feedback to employees and enforce all employee attendance policies and standards through employee performance evaluations and discipline processes.
- The District will make every attempt to avoid scheduling activities that contribute to staff absenteeism.

LAUSD seeks to assist administrators and supervisors to efficiently manage attendance, improve employee effectiveness through reduced absenteeism, and guide employees in appropriate use of illness and personal necessity time. Illness leaves are provided to ease the financial burden on employees who are unavoidably required to be absent from duty due to legitimate illness, injury, or personal necessity. Personal necessity leaves are provided for only eleven specific causes. Employees who use illness and personal necessity leaves for unauthorized reasons are in violation of District policy and related laws. Failure to comply with this policy can result in appropriate disciplinary action, up to and including termination.