

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 want to do one final push for the LARAEC Conference on Saturday, March 10 at the Universal Sheraton. As you all know, LARAEC is the local funding source of the AEBG that provides a large percentage of our teaching budget. It is important that we attend as part of professional development and to support adult education. Also, you will receive information on the Pathways Professional Development Course that is done online on the Schoology website. This training will be available for certificated and classified staff who work with students on a daily basis. This PD is to be done on work time. Mr. Bakin and Mr. Rios will provide more information before week's end.

Job Shadow Day at Van Nuys Aviation

On February 22, 2018 over 70 students from Van Nuys High School and NVOC's Aviation Mechanic program were mentored by numerous Van Nuys Airport (VNY) tenants on aviation and airport related jobs. The activities were interactive and the students that participated were immersed in the day-to-day activities at the airport. The event was held in partnership with Junior Achievement of Southern California

Mentors from all over the Van Nuys Airport took the time off their work days to offer the highest quality mentorship to students. The businesses that participated included The Van Nuys Airport VNY, Active Pilot, Aerolease Associates, the Airtel Plaza Hotel, Castle & Cooke Aviation, Corsair Aviation, Helinet, LAFD Air Operations Station 114, Skybird Aviation, Sun Air Jets and the VNY staff. They provided a day with a view of a wide range and variety of aviation-related career possibilities and a wonderful lunch for everyone. Assistant Principal **Elizabeth Peñuela** said, "I'm always amazed to see first hand the passion, love and commitment the Van Nuys Airport and its tenants have for students."

REGISTER NOW LARAEC 2018 CONFERENCE

MARCH 10, 2018 | 8:00 A.M.-2:00 P.M. | SHERATON UNIVERSAL HOTEL
333 Universal Hollywood Dr., Universal City, CA 91608

DON'T STOP BELIEVING
Journeys to Student Success

NVOC Job Fair Planning Committee



The NVOC Annual Job Fair will take place on Friday, April 27, 2018 from 10:30 am to 1:30 pm. If you are part of the NVOC staff or belong to the NVOC's Student Council Cabinet and would like to be part of the Job Fair Planning Committee 2018, please join us at the planning meetings. The meetings will take place on: Mondays March 5th, 19th, 2018 and April 9th and 23rd 2018 at 12:15 pm in room 105 at NVOC. Please e-mail Ms. Peñuela at epenuel@lausd.net to confirm your participation.



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



WIOA/CASAS Update

Mandatory Bulletins

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:

CASAS student gains reports will be delivered this week. Please share results with your students. Please collect entry forms and pretest all new students.

ESL Teachers:

CASAS student gains reports have been delivered. Please share results with your students. All EL Civics-Employment tests are currently being graded. Results will be delivered soon after.

JAVIER FLORES VARIOUS SITES SCHEDULE:

M-F	8:00-8:45/1:00-2:30 pm	NVOC-Room 103A
M/W	9:00 am – 1:00 pm	EVSC – Room 201
T/TH	9:00 am – 1:00 pm	Rinaldi – Room 12
F	9:00 am – 1:00 pm	NHALC – Room 13

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)

NVOC Student Council

STUDENT COUNCIL 2017 - 2018

The Student Council depends on student representation from every classroom. Activities are designed to promote leadership skills and school pride. Teachers, make sure you do your best to encourage participation in Student Council. The NVOC Student Council meetings schedule is the following:

March 6	11:30 am	Tuesday	Room 8
March 7	7:30 pm	Wednesday	Room 9
April 3	11:30 am	Tuesday	Room 8
April 4	7:30 pm	Wednesday	Room 9
May 8	11:30 am	Tuesday	Room 8
May 9	7:30 pm	Wednesday	Room 9

All District employees have a responsibility to know and adhere to District policies. Use the list below to review the following policies. To obtain the full documents, please visit lauds.net and type in the policy, bulletin, or memo title or number.

Bullying and Hazing Bulletin 5212.2: Reported cases of bullying and hazing are taken seriously. Staff is responsible for modeling mutual respect, tolerance, civility and acceptance among students and staff. All administrators are Title IX Complaint Managers who respond and document alleged bullying and hazing complaints among others.

Code of Conduct with Students Bulletin 5167.0: While the District encourages the cultivation of positive relationships with students, employees and other individuals who work or have contact with students are reminded that we expect them to use good judgement and are cautioned to avoid situations that lead to perceptions of impropriety.

Discipline Bulletin 6231.0: Use proactive strategies to prevent discipline problems. Document interventions for incidents. Create counseling or discipline referrals. Follow progressive discipline.

Injury and Illness Prevention Program Bulletin 3772.3: Employees must comply with safe and healthy work practices, identify workplace hazards. Site administrators complete and file written IIPP

Visitors to Student Campuses Bulletin 6492.1: All campus visitors must have the consent and approval of the principal/designee. Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal/designee has been given.

Student and Employee Safety: Staff is responsible for reporting to Main office prior to proceeding to assigned classrooms or work areas. Use caution when working in isolated areas. Maintain supportive, positive professional, and non exploitative relationships with students at all times. Adhere to all mandated reporting requirements when you become aware of incidents jeopardizing students' physical or emotional well being.

Internet Safety: State and Federal laws require K-12 institutions to provide a safe learning environment , which includes Internet use at schools. School personnel should ensure District data systems are used in a responsible, efficient, ethical, and legal manner and that such use be in support of the District's business and educational objectives.

Employee Attendance Policy: Employees are to maintain regular attendance, work every hour assigned. Absences for illness include injury, disability, medical appointment, accident, occupational illness/injury or act of violence, employee's pregnancy-related innless/disability, parental leave (birth of a child/newly adopted/new foster care), illness/injury/disability of employee's family member. Non-illness absences include. Non-illness absences include accident/imminent danger to employee's property, accident to employee's family members' property, automobile failure if required for work performance, registration or final exam in higher education, religious holiday of employee's faith, bereavement, District-approved conferences, the District, Jury Duty or Subpoena.



College Entrance Exam Workshop



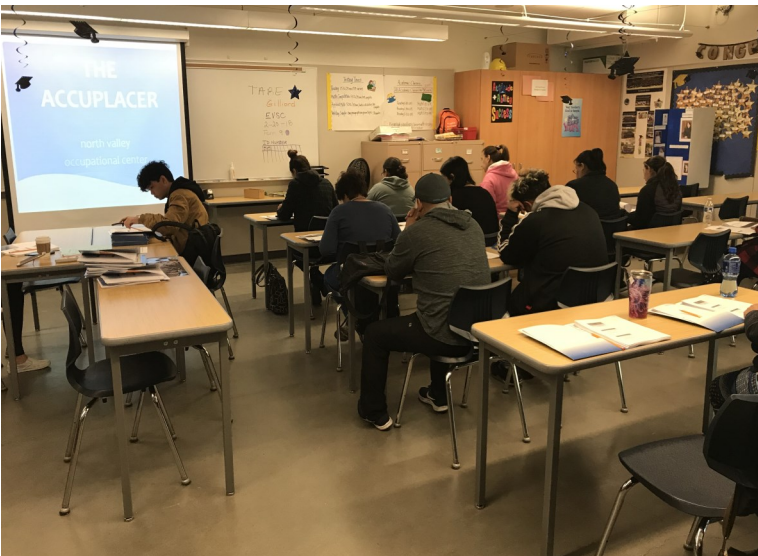
ACCUPLACER PREPARATION WORKSHOP

NVOC Campus / Tuesday, March 6, 2018 in Room 102
EVSC Campus / Tuesday, February 28, 2018 in Room 119
9:30-10:30 AM and 7:00-8:00 PM

- How do I prepare for the community college entrance exam (ACCUPLACER)?
- What level of English and Math questions will I be asked on the test?
- Is the ACCUPLACER accepted at any community college?
- Sign up for upcoming college field trips to take the ACCUPLACER at the college, or here at NVOC, this semester.

Have all of your questions answered so you are prepared to take the official ACCUPLACER.

The ACCUPLACER workshop was held at EVSC this Tuesday, February 27, 2018. Ms. Albers and Ilona Brewster facilitated the workshop, in both the morning and evening. There was a fantastic turn-out. The workshop is designed to help students understand what is on the ACCUPLACER test and how to study and prepare for it. NVOC will be having the next workshop, which will be on Tuesday, March 6, 2018. 9:30-10:30 AM and 7:00-8:00 PM in Room 102.



HiSET Registration Thursday, March

HiSET registration will be held at NVOC on Thursday, March 8, 2018, at 5:00pm, in the Counseling Office. The official exam is scheduled for Wednesday and Thursday, March 21 and 22, 2018 at 5:00pm. Interested students should come prepared with 1) A valid picture ID; 2) their ETS ID #; and 3) \$150 cash or cashiers check only.

Time Change this Weekend



On Sunday, March 11, 2018, Daylight Saving Time Starts. At 2:00 am as clocks are turned forward **1 hour**. The main purpose of Daylight Saving Time (called "Summer Time" in many places in the world) is to make better use of daylight. We change our clocks during the summer months to move an hour of daylight from the morning to the evening. Countries have different change dates. Daylight savings time began in 1895 but the United States did not begin using DSL until 1942. Most areas of the United States observe daylight saving time (DST), the exceptions being Arizona (except for the Navajo, who do observe daylight saving time on tribal lands), Hawaii, and the overseas territories of American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the United States Virgin Islands.

New Hotline Number

Employees can report sexual harassment and other forms of employment harassment, discrimination and retaliation through a new hotline.

ENSURING SAFETY in the Workplace



Harassment and Discrimination Reporting Hotline for Employees
213.241.7676

Bathroom Fire Hazards



Recently, lit matches were found in the student restrooms. Please remind students and staff members that lighting matches inside the bathroom is a fire hazard and prohibited in all District schools. Everyone must follow safety guidelines.