

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.

Vision Statement

North Valley Occupational Center's vision is to be a highly effective school that prepares its students to achieve their goals toward academic excellence, career and college preparation, and success in a global economy.

WEEKLY NEWSLETTER



Message from the Principal

Welcome back all staff from the Thanksgiving holiday. The temperature is colder, the days are shorter but the constant is our dedication to our students. There are three weeks left in the year and five weeks left in the term. Let's end the year strong with meeting our school goals by

- Connecting the course with your students' goals
- Encouraging attendance and improving persistor rates
- Providing positive, constructive feedback
- Checking in with your students' progress

The key is not in doing these things, but in making them a recurring practice. Positive actions have more effect with sustained efforts.

We know December is a short but busy month and time for many celebrations. As a public school, we accept diversity. We understand the beliefs, customs and values of others. When planning a holiday celebration, please exercise care in respecting diversity. Avoid religious doctrines in your lessons and celebrations. All students and staff should feel included and welcomed. A holiday event or celebration should not prevent or compel students to participate. In planning the decoration of classrooms and offices, keep in mind that safety must be followed. Light cords, extensions, garlands or other decorations must not interfere with walking around. Placement of electric lights must avoid water sources and must be turned off at the end of the class. If you have any questions, please see the site administrator.

Lastly, thanks to all the staff for completing the Workplace Harassment Awareness Training video and submitting the certificate. Have a wonderful and productive week.

CTE Certificates of Completion



The new DACE-SIS system has changed the way we do many things. Requesting certificates of completion is one way that has changed. In the past, requesting certificates was done through SIS or

through Office Technician **Elizabeth Montalvo**. DACE-SIS is the new attendance program replacing SIS and Elizabeth is now happily retired. The new procedures for requesting certificates of completion for individual CTE students are:

- Go to the nvoc.org website
- Click on the "STAFF" tab
- Select CTE Certificate Request Form
- Click on the campus where your CTE class is located
- Sign in with your single-user account
- Fill out the google document for every student

This procedure is only for CTE students who finish their courses before the end of the term. You may still be wondering about requesting certificates for a class at the end of the term. This information is forthcoming from the DACE-SIS office. Certificates of completion for Aviation and Medical Assistant students are requested through the CTE Advisor. Real Estate and EMT certificates are requested through the instructor and processed at the district level.

If you have questions about DACE-SIS, please contact our DACE-SIS Coordinator, **Delmy Walker** at (818) 256-1400 ext. 1341.

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



Program Performance CASAS/EL Civics

CTE Teachers:

- CTE class that received CASAS Entry and/or Update forms need to return them to the WIOA office this week.

Academic Teachers:

- Thank you for your cooperation during our last round of CASAS e-testing. We will provide you with the student gains report and individual skills profile.

ESL Teachers:

- Our last EL Civics test for this semester begins this week.
- Employment tests will be given to all 8:00 a.m. and 6:15 p.m. classes.
- DMV tests will be given to all 10:15 a.m. classes.
- Teachers will have two weeks to test, Nov. 18-22 and December 2-6.
- Please return all testing materials by Friday, December 6.
- CASAS Listening e-testing will take place this week and next week followed by the last round of CASAS reading e-testing.

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, **Claudia Salinas**, extension 1401, is available for CASAS/EL Civics testing materials. You can also contact your ESL advisor.

Gustavo Cubias- gac84281@lausd.net

(NVOC-day) Room 104- 818-256-1329

Joe Alvarez- jma70461@lausd.net

(NVOC- T-F day/M evening) Room 104 - 818-256-1381

Javier Flores- [ffj8560@lausd.net](mailto:fjf8560@lausd.net)

(EVSC- M/W * Rinaldi- T/TH * NHALC - F)

Medical Assistant Student Returns

Linda Rosas completed the Medical Assistant class at North Valley Occupational Center on January 18, 2018. Instructor **Ms. Carol Govier** is happy to report that she is a CCMA, or Certificated Clinical Medical Assistant and went on to complete her Phlebotomy license. Linda is currently working for North East Valley Health Corporation as a full time phlebotomist. *Linda Rosas* was kind enough to accept an invitation to come to the NVOC Medical Assistant classroom on 10/24/2019 to give the current class a lecture and assist with hands on non-intrusive phlebotomy techniques just before the class attended their externship. All the students learned a great deal from **Linda Rosas** and were grateful for her time and knowledge. The Medical Assistant class is offered every semester. The current class will conclude in January and students will take their certification exams on the last day. Any student wanting to take the MA class should visit the counseling office and take the assessment tests and get on the waiting list.

Attending Meetings

During the school year, there are many mandatory meetings that employees must attend. Some meetings are at the school site. Others are scheduled at a different location. If you are going to attend a meeting at a site other than the school site where your assignment is, remember to do the following.

Inform **Karla Budde**, SAA, of the meeting you will attend. Provide her with documentation of the meeting. This can be in the following form:

- Email of the meeting announcement
- Save the date flyer
- Agenda of the meeting

SAA and timekeepers are required to keep documentation of any changes to an employee's regular attendance record. Please submit documentation of your meeting prior to attending the meeting. Reporting to a meeting without documentation may result in non-payment for the day and will delay the correct payment. Please help our timekeepers correctly report your attendance by giving them prior notice of any meeting you will attend.

WIOA Technology Workshop

Throughout the semester, Mr. Bakin has been offering workshops to help teachers incorporate more technology in their lessons. If you have not attended a workshop, there is still time. The last two WIOA Workshops are happening this month. See below for the schedule and workshop topics.

Friday, December 6,
12:45 p.m. to 2:15 p.m.

GOOGLE Apps for Education as Instructional Tools—Part 3

Friday, December 20,
12:45 p.m. to 2:15 p.m.

Leveraging Your Students' Mobile Phones as Instructional Tools (Quizlet, Remind, Kahoot, Schoology!)

East Valley Skills Center

Holiday Toy & Food Drive 2019

for **M.E.N.D.**
(Meet Each Need with Dignity)




December 2 – 11

Pick-up Thursday morning 12/12




- Boxes available in the Main Office for participating classes.
- Toys should be **new, unwrapped toys** for all ages of children.
- Please make sure food items are non-perishable & not expired.

Event Sponsored by Your East Valley Student Council Members