



North Valley
Service Area

North Valley News

Approved by: Rosario Galvan

August 24, 2015



PUPIL FREE DAY: AUGUST 17
FIRST DAY OF INSTRUCTION: AUG. 18
CA ADMISSIONS DAY HOLIDAY: SEPT. 4
LABOR DAY HOLIDAY: SEPT. 7
TENTATIVE FOCUS GROUP MEETINGS:

PRINCIPAL'S

CORNER



Rosario Galvan

The first week of school was truly amazing! We have large numbers of students in almost every classroom. Several are already filled to capacity and we are taking names for the waiting lists! Kudos go to all Teachers, Advisors and Office personnel. You extra efforts made all this possible!

Classroom visitations will begin this week. My goal is to visit all classes at all sites at least twice this school year. These visits will primarily focus on classroom appearance, student engagement and overall instruction. The objective is to ensure that all programs taught at NVSA are aligned with the course outlines for each course. This process is very critical in order to prepare for our WASC visit in April 2016.

UPCOMING FAIR & EXPO

The Latino Expo

Panorama Mall

September 19, 2015 10am—4pm

The Valley Fair Hiring Spree

El Cariso Park and Community Center

September 17, 2015

For more info: www.lacoegain.org/hiringspreela/Home.aspx

FALL CHILD ABUSE AWARENESS TRAINING

All employees are auto-enrolled and are required to complete the Fall CAAT and assessment annually after the start of the school year, July 1. **This is a mandatory training and must be completed no later than September 30.** Please give Estela a copy of your certificate when you have completed the training.

ACCREDITATION

Instructors should be working on including their lesson plans and other materials that have been prepared for the students in the Accreditation notebook for review by the visiting Accreditation team.

We are working on completing the first draft for Chapter 1, the school characteristics chapter. We will have this available for staff to review at our first Focus Group meeting.

Leadership Team—please attending the following meeting.

LEADERSHIP TEAM MEETING

Wednesday, August 26

1:00—2:00 pm

Room 102

STAFF INFORMATION

Williams/Valenzuela

Complaint Procedure

The Williams/Valenzuela "Attachment A" is the second page of this bulletin. All public schools are required to provide equal access to instructional materials, safe and decent school facilities and qualified teachers. Please print out and post the "NOTICE TO PARENTS, ...IMPORTANT INFORMATION ABOUT YOUR COMPLAINT RIGHTS." Each classroom and office must have this posted and visible to staff, pupils, parents and other stakeholders.

The list of Mandatory bulletins is on page 3 of this bulletin for your reference.

OFFICE SUPPLIES



Commonly used office supplies are available at the NVOC bookstore for teaching staff. No requisition required for those supplies, teachers may go directly to the bookstore to request the supplies.

SIS

Although we have had some internet challenges, please continue to complete your attendance at the end of every class period. Be sure to log out when you are done entering your e-Attendance.

INTAKE ASSESSMENT TESTING

SCHEDULE FALL 2015

Campus	ESL Assessment
NVOC	M/W/F 8-11:00 am M/W 5-8:00 pm
EVSC	T/Th/F 8-11:00 am W/Th, 5-8:00 pm
Rinaldi	M/W/F 8-11:30 am
NHALC	T/Th 8:00 am-12:00 pm

Campus	Academic Assessment
NVOC	T/Th 8:00 am Th 5:00 pm
EVSC	T/W 8:00 am T/Th 5:00 pm
Rinaldi	T 8:30 am
NALC	W 8:30 am

ACADEMIC COUNSELING

CAHSEE 2015-2016 UPDATE

Please be aware that there is pending legislation that may allow for the postponement of the administration of the California High School Exit Exam (CAHSEE) as a high school diploma graduation requirement. Instructors and advisement staff should continue to teach CAHSEE Prep and program students as we did in the prior school year until we are officially notified of any postponement of the exam. If the CASHEE is cancelled or postponed, all academic instructors and advisors will be notified immediately so that effected students can be informed regarding any changes in their graduation status. Please stay tuned for future updates!

AVIATION MECHANICS EVENING

PROGRAM IS NOW OPEN

For more information visit the Counseling Office at NVOC or call 818-365-9645 Ext. 401, 326 or 327.

JOB OPPORTUNITIES

Customer Service Representative for Angelus Block Co., INC in Sun Valley needed. \$13 to \$14 an hour plus benefits. Bilingual English/Spanish is a must for this role. Experience working with building materials is preferred, but not required. Send your resume to Alejandro Sanchez at PHR-CA Human Resources Manager at Tuxford Plant 11374 Tuxford Street | Sun Valley, CA 91352 or email him at ASanchez@AngelusBlock.com. Visit www.AngelusBlock.com for more information.

Laborers needed! (\$11.00-\$12.50/hr.!). Visit www.clp.com

For job readiness training visit www.changeLives.org

Mission Statement

North Valley Service Area 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.



NOTICE TO PARENTS, GUARDIANS, PUPILS, TEACHERS AND OTHER STAKEHOLDERS

IMPORTANT INFORMATION ABOUT YOUR COMPLAINT RIGHTS WILLIAMS/VALENZUELA LEGISLATION

ATTACHMENT A

Pursuant to *California Education Code Section 35186*, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair. An adequate number of pupil restrooms should be open, clean, stocked and fully functional.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination (CAHSEE) by the end of the 12th grade are to be provided the opportunities to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site <http://achieve.lausd.net/eeco>. You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc/>.



AVISO A LOS PADRES, TUTORES, ALUMNOS, MAESTROS Y OTROS INTERESADOS INFORMACION IMPORTANTE SOBRE SUS DERECHAS DE QUEJA LEGISLACION DE WILLIAMS/VALENZUELA

De conformidad con el *Artículo 35186 del Código de Educación* de California, por la presente se les comunica que:

1. Debe haber suficientes libros de texto y materiales didácticos. Esto significa que cada alumno, incluidos los que aprenden el idioma inglés, deben tener un texto o materiales didácticos o ambos para utilizar en la clase y para llevar a casa o utilizar después de clase.
2. Las instalaciones escolares deben estar limpias, ser seguras y mantenerse en buen estado. Un número adecuado de baños estudiantiles deberán estar abiertos, limpios, equipados y debidamente funcionando.
3. No debería haber vacantes ni asignaciones inadecuadas de maestros. Debería haber un profesor asignado a cada clase y no una serie de suplentes u otros profesores temporales. El profesor debería tener la credencial apropiada para impartir la clase, incluida la certificación obligatoria para enseñarles a los alumnos del idioma inglés, si los hay.

La vacante de un profesor significa un puesto al que no se le ha asignado un solo empleado certificado al principio del año para todo el año, o si se trata de un puesto para un curso de un solo semestre, un puesto al que no se le ha asignado un empleado certificado y designado al principio del semestre para un semestre entero.

La asignación inadecuada significa la asignación de un empleado certificado a un puesto de enseñanza o servicios para el que el empleado no tenga un certificado o una credencial legalmente reconocidos o la asignación de un empleado certificado a un puesto de enseñanza o servicios que el empleado no esté autorizado de otra manera a ocupar legalmente.

4. A los alumnos, incluidos los del idioma inglés, que no hayan aprobado una o ambas partes del examen de egreso de la preparatoria (CAHSEE) para el fin del 12º grado se les deben brindar las oportunidades de recibir enseñanza y servicios intensivos por hasta dos años académicos consecutivos después de terminar dicho grado.
5. Se puede obtener un formulario para presentar una queja en la oficina de la escuela, la oficina del distrito o se puede bajar el formulario del sitio web del Distrito Escolar: <http://achieve.lausd.net/eeco>. También se puede bajar una copia del formulario para presentar una queja del Departamento de Educación de California en el siguiente sitio web: <http://www.cde.ca.gov/re/cp/uc/>.

MANDATED DISTRICT BULLETINS

August 17, 2015

TABLE of CONTENTS – *The bulletins listed below can be accessed through LAUSD.net, resources – Elibrary:*

➤ BUL – 1347.2 Child Abuse and Neglect Reporting Requirements	July 1, 2011
➤ BUL – 1893.1 Sexual Harassment Policy (Employee to Employee)	August, 1, 2005
➤ BUL - 2047.0 Responding to and Reporting Hate-Motivated Incidents and Crimes	October 10, 2005
➤ BUL – 2368.2 Student and Employee Security	April 29, 2010
➤ BUL – 2521.1 Title IX Policy/Complaint Procedures	June 7, 2006
➤ BUL – 3349.0 Sexual Harassment Policy (Student to Student, Adult to Student, Student to Adult)	November 29, 2006
➤ BUL – 3349.0 Uniform Complaint Procedures (Tri-Fold) 2006 – 2007	August 2006
➤ BUL – 3349.0 Uniform Complaint Procedures Spanish (Tri-Fold) 2006 – 2007	August 2006
➤ BUL-3927.1 Mandated Reporting of Certain Student Behavior	March 3, 2008
➤ BUL – 4692.0 Section 504 and Students/Other Individuals with Disabilities	May 15, 2009
➤ BUL – 4748.0 Ethics Policies	May 8, 2009
➤ BUL – 4759.1 Williams/Valenzuela Complaint Procedures	July 1, 2011
➤ BUL – 5159.1 Uniform Complaint Procedures (UCP)	July 1, 2011
➤ BUL – 5167.0 Code of Conduct with Students - Distribution and Dissemination	July 1, 2010
➤ BUL – 5167.0 Code of Conduct with Students – Flyer English	July 15, 2008
➤ BUL – 5167.0 Code of Conduct with Students – Flyer Korean	July 15, 2008
➤ BUL – 5167.0 Code of Conduct with Students – Flyer Spanish	July 15, 2008
➤ BUL - 3638.0 Discipline Foundation Policy: School-Wide Positive Behavior Support	March 27, 2007
➤ BUL - 3772.2 Injury and Illness Prevention Program Requirements	June 4, 2012
➤ BUL - 5212.1 Bullying and Hazing Policy (Student-to-Student and Student to Adult)	September 17, 2012
➤ BUL - 5688.0 Social Media Policy for Employees and Associated Persons	February 1, 2012
➤ BUL – 999.5 Acceptable Use Policy (AUP) for District Computer and Network Systems	May 1, 2012
➤ DACE Personnel – Teacher Guide	2004
➤ Injury Illness Prevention (Powerpoint)	