



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.

NEWSLETTER



Principal's Message



Welcome back to an exciting new school year! There is no doubt that we needed a little break, but it feels so, so good to be back!

Our WASC accreditation was a complete success! NVOOC was awarded a full six-year term, with a two-day visit in three years. We have a lot of work to do before the team returns, but we are right on track. First on the Agenda is to focus on instruction and student outcomes. This will be a recurring theme as we continue to improve our overall school performance. Working together, we can achieve any goal we set for ourselves.

Here's wishing all a truly wonderful and successful year!

Principal,
Rosario Galvan

Calendar of Events/Important Dates

Back-To-School Meeting—August 15, 2016

- * Pupil-Free Day— Teacher Meeting at NVOOC
8:00 am — 12:00 pm
- Tuesday, Aug. 16—First Day of Instruction



Fri. Sept. 2 CCAE Fundraiser—Dodger's Baseball

- * Dodgers vs. Padres 7:00 pm \$35 ticket
- * Send checks made out to CCAE Metro-LAM to Mariam Straitman at ELA Skill Ctr or call (323)224-5970 for more information

Friday, Sept. 2—No School (Admissions' Day)

Monday, Sept. 5—No School (Labor Day)

Child Abuse Awareness Training

All employees are auto-enrolled and required to complete the Fall CAAT and assessment annually between July1 and no later than September 30.

If you need help signing into your single sign-on for the training, please follow these steps in under email services, LAUSD Single Sign-On Self Service Console:

1. Enter your eight-digit employee number (usually with the two zeros at the front, e.g. 00723671), your date of birth following the format MM/DD/YYYY, and the last four digits of your social security number.
2. You will see a screen showing you the email address you have on file. Now, you can select a password of choice where it says New Password, enter it again where it says Confirm Password, and press next.
3. You will see a screen that says your account was set up successfully. If you do not see this screen and are met with any error message, try repeating the steps above paying careful attention to the password guidelines.

For assistance with this process, contact the IT HelpDesk (213) 241-5200 (Option 1 for password help).

Staff Reminders

Visitors: All visitors must check-in at the Main Office. Students may not bring visitors with them to class. If you have a visitor in your class, please send that person to the Main Office.

Timecards: All staff are required to sign-in and sign-out on a daily basis. Please sign-in when you arrive and sign-out when you leave.

Keys: Keys are to be picked-up in the main office and returned at the end of your shift on a daily basis. This is especially important when you share a classroom as there is only one set of keys available for each classroom.

LAUSD Email Account: Every employee is provided with an email account which is a central tool to facilitate work-related communications. Regardless of work duties, every employee is responsible for monitoring his/her email account regularly for official correspondence and notices. Please direct any concerns to your site administrator.

Absences: All staff should notify the main office of an absence where you are assigned. If you are assigned at more than one school please notify both site. When you return from an absence be sure to fill out the **Certification of Absence** form and return to the main office promptly. You should notify the main office staff as soon as you know that you are going to be out for a non-doctor appointment illness but please do not do so days or weeks in advance of an illness.

Substitutes: Teachers should not call substitutes directly to sub for a class. Please let the main office staff know your preference for a substitute and we will make every effort to secure your requested sub.

Copying: Please do not violate copyright infringement laws by copying large portions of copyrighted materials. When making copies please do not leave your copies or materials behind. If there is a problem with a copier notify the office staff so that a service call may be placed.

STUDENT LEARNING OUTCOMES (SLOs)

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

Joseph Stark Named Executive Director of Adult Ed



The Los Angeles Board of Education has approved the appointment of Joseph Stark as executive director of Adult Education for the nation's second largest school district.

"Our vision is to increase the profile of Adult Education in the region, focusing on enhancing quality of programs and strengthening student support such as counseling, individual student plans, and assistance as they make the transition to higher education and work," Mr. Stark said.

Passionate about this specialty, he began his career 18 years ago in a classroom teaching English as a Second Language at Venice Community Adult School.

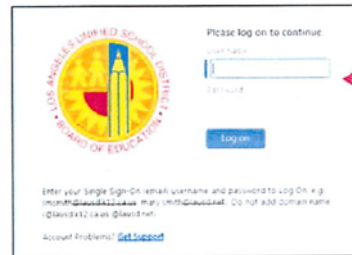
The L.A. Unified Division of Adult and Career Education (DACE) enrolls more than 86,000 adults and secondary students who are in and out of high school. For older students, the most popular programs are learning English, pursuing the equivalent of a high school diploma and career training. Younger students often take courses for credit recovery to graduate from high on time or to prepare for college or employment. Returning students focus on earning a high school or equivalent, learning English or job training. All students benefit from affordable instruction, conveniently scheduled day and evening classes at locations throughout the District.

Mr. Stark is current the administrator for the division. He returned to L.A. Unified after serving as the Director of Adult Education for Burbank Unified School District. He was also one of the original executive team members of the newly formed for Los Angeles Regional Adult Education Consortium, and a key author of a regional plan that emphasizes collaboration, rigorous instruction and supportive services for students.

Adult SIS has a New Look

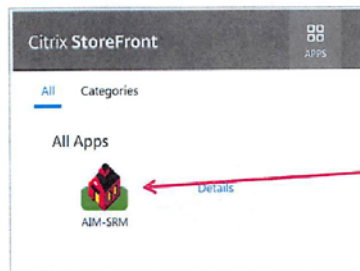
Adult SIS login screens will have a new look due to an ITD change. There are no changes to the screens or procedures once you are logged in. Please refer to the instructions below for login help (after you have selected the "Adult SIS" shortcut on your desktop. Please contact Delmy Walker or Merlie Boylan in SIS if you need further assistance.

1. The new (Citrix) login screen:



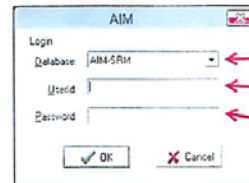
Enter your Single Sign-on username and password here (LAUSD email without "@lausd.net" and email password).

2. The new Application Screen:



Click on the AIM-SRM icon.

3. AIM Login:



Select "AIM-SRM" in the Database dropdown.

In Userid enter: Usually is your initials and the last 4 digits of your employee #

Enter your AIM password.



Accreditation Update

The ACS WASC Commissioners have determined **North Valley Occupational Center meets the ACS WASC criteria for accreditation**. The accreditation is based on all of the information provided by the school, including the self-study report, and the satisfactory completion of the on-site accreditation visit. **The Commission granted a Six-Year Accreditation Status with a Mid-Cycle Two-day Visit through June 2022**. North Valley Occupational Center is required to prepare a Mid-cycle Progress Report for the Mid-Cycle Visit. The report and visit should determine that the school has:

- Addressed the critical areas for follow-up through the school-wide action plan
- Made appropriate progress on the implementation of the schoolwide action plan
- Improved student achievement relative to the schoolwide learner outcome and academic standards

As we go forward the Professional Learning Communities will be instituted in all program areas to analyze data and instruction to focus on student achievement and outcomes.

All instructors should have lessons that address the Student Learning Outcomes along with daily agendas and long range lesson plans.

The Leadership Team will be meeting to discuss the action plan and to monitor the implementation of the action plan. The action plan will be revisited and updated at the end of the school year.

Election Do's and Don'ts for LAUSD Employees

Summary of Legal Requirement—Key Takeaways:

- Public funds (e.g. time, resources, equipment, vehicles and/or facilities) may not be used to support or to advocate for any candidate
- However an individual may donate their time to support a candidate during off-duty hours

DO's—We are allowed to:

- Work on a candidate's campaign when it's kept off-day time
- Make contributions to a candidate with *personal* funds
- Clarify for the public when we are doing so in our *personal* capacity
- Contact the Ethics Office or the Office of the General Counsel with any questions regarding political advocacy

DON'Ts—We may not:

- Utilize district resources at *any* time (including off-duty) for campaign work
- Place campaign materials on bulletin boards, web pages or other LAUSD premises
- Add any link from LAUSD's website(s) to a campaign website
- Exchange campaign-related emails or call on LAUSD equipment
- Advocate on behalf of a candidate during duty hours
- Ask subordinates or other LAUSD staff to work on campaign materials
- Conduct fundraising activities during duty hours
- Drive a district vehicle to a campaign event

You should always contact LAUSD's General Counsel or Ethics Office, if there are any questions at all about a given course of conduct.

OGC: (213) 241-7500

Ethics Office: (213) 241-3330