



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

Our first week back was fantastic! Most of our classes have a good number of students and the parking lots are packed! It's a great feeling to see our students excited about their classes and ready to work on reaching their Academic and Career Training goals. To better assist teachers, the newly formed Technology Committee has had its first meeting. We had a great discussion on the needs of the school and how we could meet those needs. We will be communicating with several teachers some of the ideas that were proposed. Our work in this area of technology will surely result in higher student outcomes. Kudos to all teachers and staff for your help in getting through the first week! Thank you so much!

Principal,
Rosario Galvan

Calendar of Events/Important Dates

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)

Email Etiquette

Email can be an effective time-saving form of communication. Please remember that the quality of your written communications reflects on the District, the Division of Adult and Career Education, as well as you. Listed below are some rules that will help in keeping the use of email professional, effective and efficient:

- Use appropriate language and tone
- Respond to emails in a timely manner
- Protect student and employee privacy
- Forward Emails appropriately
- Be discriminate when sharing information
- Use an appropriate, specific subject and formal signature
- Remember that LAUSD accounts are not personal accounts
- Be respectful of email size
- Limit the use of unnecessary emails
- Use appropriate punctuation, proper layout and structure
- Do not send an email when talking is an appropriate option
- Be concise

Staff Reminders

Teachers please make every effort to be in class on time. Students are waiting for you to arrive and start learning. You will set the example of punctuality if you are on time as well.

We need everyone to sign-up upon arrival, sign-out at the end of their shift, and check their mailbox daily. Teachers also need to leave their keys before they leave. If you forget we will leave a reminder on your time-card.

REMINDER
NAME: _____

SIGN IN BEFORE CLASS
 SIGN OUT AFTER CLASS
 LEAVE YOUR KEYS
 CHECK YOUR MAILBOX

IT IS REQUIRED TO BE DONE ON A DAILY BASIS

Thank you!!

Teachers need to record their student count on daily basis in the "Student Count" notebook available on the main office counter at all sites. NVOC teachers should check the counter starting Monday for the notebook. This helps us get a quick snapshot of the daily class enrollment.

Parking

Please remind your students that there is no parking along the sidewalk in front of NVOC. There are posted "NO PARKING FROM 7:00 AM TO 5:00 PM ON SCHOOL DAYS" signs. Parking enforcement will come along periodically and ticket cars.

Please be courteous when parking in the school lots. Be sure to leave enough room between the cars so people can easily enter and exit their vehicles. Speeding around the school and in the parking lot is dangerous and can cause an accident.

There are a limited number of spots for faculty. Park only in the designated spots and not in areas that block access to the buildings.



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

CASAS/WIOA

ABE Reading and Math Teachers:

CASAS pretesting of new students with no previous records should take place as soon as revised Entry/Forms are delivered.

ESL Teachers:

The WIOA office is preparing to start our first round of CASAS testing for the current school semester. We will begin on August 29th.

II Labs Teachers:

CASAS pretesting of new students with no previous records should take place as soon as revised Entry/Forms are delivered.

Please direct your concerns and questions to the WIOA/CASAS team.

NVOC Room 104

818-365-9645 Extension 381

Gustavo Cubias- gac84281@lausd.net (NVOC)

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

Karla Galleguillos- kvg8203@lausd.net (NVOC)

Maura Sakhakorn-maura.sakhakorn@lausd.net (Rinaldi and Whipple)

Back-to-School Meeting

Please remember to sign and return the required forms distributed at the Back-to-School meeting. We also need everyone's emergency card and the Child Abuse Awareness Training certificate as soon as possible. You may turn these signed forms into the main office at the your site.

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 and 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 an questions regarding political advocacy

DON'Ts—We may not:

- Utilize district resources an *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

