



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

We are beginning the third week of the school year with the same commitment to District goals and improving student learning, however we are faced with four shortened weeks and we must maximize instruction. Let's not lose sight that every day of instruction brings students closer to their goals. By now, teachers are aware of students who have not shown up to class. It is time to give them a call, find out why they have not attended, and drop those who are not going to attend. If you need help calling students, please notify your site administrator for assistance. Teachers, do not forget to write in your attendance totals at the end of the day. The CASAS/WIOA team has begun their efforts in data collecting that is crucial for funding. Please be mindful of deadlines to submit Entry Records and follow testing schedules for your classroom. Everyone have a great week. Please remind your students there will be no class this Friday, August 31 nor Monday, September 3 but classes resume on Tuesday, September 4.

Clay Lacy Awards Aviation Center



Pictured above, left to right: Scott Cutshall, VP Brand Development, Ed Mirzakhanian, VP Maintenance & Business Development, Ellen Baker, Principal, NVOC, Refugio Rios, APO, Laura Hockemeyer, Marketing Manager

Ordering Procedures

NVOC wants to support teachers ordering supplies and textbooks for their classroom. Remember to follow these procedures:

- Fill out a requisition form completely and provide vendor information, item number and unit cost
- Attach a printout of a quote if ordering from companies that do not have accounts with LAUSD
- Get the approval of your program administrator

Before ordering items with your funds, get the principal's approval first to make sure you will get reimbursed.

NVOC is extremely proud to receive a grant from Clay Lacy Aviation to be used for student scholarships in the NVOC Aviation program. Clay Lacy, considered to be the world's most experienced operator of private jets with locations in 16 U.S. cities, has provided NVOC students with scholarships in the last few years. Last Thursday, Ellen and Refugio visited Clay Lacy Aviation in Van Nuys and received a generous grant for scholarships totaling \$10,100. Aviation students can apply for scholarships by contacting their instructors. The deadline to return completed applications is October 18. On November 2, the scholarship recipients will be announced. The scholarships will be awarded at the Scholarship and Veteran's Day Ceremony. Thank you Clay Lacy for supporting NVOC's Aviation program and students.

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



News from the WIOA/CASAS Office

CTE Teachers

- Starting this week, please complete a CASAS entry form for each student enrolled in your class. Detailed instructions and contact information were included in your GRAY folders, which are due back in the WIOA office by Friday, September 7.

Academic Teachers

- Our first round of CASAS entry/test is taking place this week. Detailed instructions and contact information were included in your BLUE folders, which are due back in the WIOA office by Friday, September 7.
- Please keep in mind that we started using the new CASAS reading GOALS 900 series in the summer. Please box up the old CASAS test booklets (185R/186R/187R/188R/513R/514R) and let us or your Academic Advisor know when they are ready to be picked up.
- Only the reading tests have changed; we will continue to use the same tests for math.

ESL Teachers

- Starting this week, please complete the CASAS entry forms and test your students August 27-30. If needed, schedule make-ups with your ESL Advisor during the week of September 4.
- Detailed instructions and contact information were included in your Blue folders.
- Please return all entry/test forms in the corresponding BLUE folder to your site ESL Advisor or the WIOA Office by Friday, September 7.
- SUCCESSFUL LEARNERS and HEALTH EL CIVICS preparation materials will be distributed the week of September 4.

Reminders for all Staff

It's a brand new school year, so please do not forget to fill out all the compliance forms that must be on file for every LAUSD employee. If you have not already done so, please read, sign, and deliver the following documents to our Office Tech, Elizabeth Montalvo:

- Child Abuse Awareness Training Certificate
- Mandated District Policies and Bulletins
- Employee Acknowledgement of Suspected Child Abuse
- Responsible Use Policy for District Computer Systems
- Copy of Current Credential
- Emergency Cards

Accessing the CAAT Online

Are you having trouble accessing the online Child Abuse Awareness Training? Worry no more. Mr. Bakin has added a new link to the MyPLN training site on the Staff Tab at NVOC.org. You should read the browser and pop-up blocker notes and make sure you are using the required browser. Once you are at the home page of MyPLN, click on "Active Learning" in the "Transcript" box. You will then see the CAAT course listed.

PLC Schedule Update

We are in the process of rescheduling some PLC dates due to other meetings that have been set by the District. The September PLC has been cancelled. We will continue our PLCs in October. Keep an eye out in the bulletins for the new PLC schedule!

Tech Support is Available

Any teacher needing tech support should request it through nvoc.org. On the main page, move the cursor over the STAFF tab and click on Tech Support. You will sign on and the electronic form pictured below will appear.



Back to School HiSET® Promotion Retest for free

Begins September 4th and ends Wednesday, October 31st, 2018

In order to qualify for this limited time promotional offer, you must do the following:



Step 1: Enroll in a preparation class at the counseling office. (Bring letter from HiSET Office if you received one)

Step 2: Complete a minimum of 20 hours in HiSET preparation course to earn a Merit Certificate

Step 3: Bring your official Merit Certificate to make your appointment for the HiSET exam.