



**Mrs. Houston's Monday Memo**

.....

# First Week of School!

You survived, the kids survived and we survived...only 37 weeks left.



by Amber Houston on August 12, 2019

We are so excited to start this school year with such amazing and positive vibes! The kids have been so respectful and eager to do well. We hope to continue and cultivate these attributes during their time at Lexington. Here at Lexington we were honored with the highest platinum award for our PBIS (Positive Behavior Incentive Systems), where we have established a matrix, ROAR (Respectful, Organized, Attitude [Positive], Responsible) to guide and lead our lions not only academically, but socially as well. Your students got to hear about it in their classes, as well as from the administration during their classes. We will hold celebratory events throughout the year rewarding students for displaying these attributes at school.

Our community means so much to all of us at Lexington and feel honored to serve as educators and adults in our students' lives. We always strive to grow the academic and personal excellence in all our students!

| Lexington Junior High               |                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                          |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lions R.O.A.R.                      | Classroom/Academics                                                                                                                                                                                                                                                                                   | Hallway                                                                                                                                                                                                                  | Lunch                                                                                                                                                                                                                                            | Locker Room                                                                                                                                                                                                              |
| are<br><b>R</b> espectful           | <ul style="list-style-type: none"> <li>Follow the Golden Rule</li> <li>Keep Lexington a bully/harassment free zone</li> <li>Use appropriate voice and language</li> <li>Keep hands, feet and body to yourself</li> <li>Be an active listener and follow directions</li> <li>Wait your turn</li> </ul> | <ul style="list-style-type: none"> <li>Follow the Golden Rule</li> <li>Keep Lexington a bully/harassment free zone</li> <li>Use appropriate voice and language</li> <li>Keep hands, feet and body to yourself</li> </ul> | <ul style="list-style-type: none"> <li>Follow the Golden Rule</li> <li>Keep Lexington a bully/harassment free zone</li> <li>Use appropriate voice and language</li> <li>Keep hands, feet and body to yourself</li> <li>Wait your turn</li> </ul> | <ul style="list-style-type: none"> <li>Follow the Golden Rule</li> <li>Keep Lexington a bully/harassment free zone</li> <li>Use appropriate voice and language</li> <li>Keep hands, feet and body to yourself</li> </ul> |
| are<br><b>O</b> rganized            | <ul style="list-style-type: none"> <li>Bring all the materials you need and keep them with you</li> <li>Keep things neat and clean up after yourself</li> <li>Use your binder reminder</li> </ul>                                                                                                     | <ul style="list-style-type: none"> <li>Bring all the materials you need and keep them with you</li> </ul>                                                                                                                | <ul style="list-style-type: none"> <li>Bring all the materials you need and keep them with you</li> <li>Keep things neat and clean up after yourself</li> </ul>                                                                                  | <ul style="list-style-type: none"> <li>Bring all the materials you need</li> <li>Lock up your valuables</li> <li>Dress quickly</li> <li>Get to your PE Number Quickly</li> </ul>                                         |
| Have a positive<br><b>A</b> ttitude | <ul style="list-style-type: none"> <li>Be responsible for your actions and take pride in yourself</li> <li>Be kind, polite and mindful of others</li> <li>Participate and include others</li> <li>Be a positive leader</li> <li>Do your best</li> </ul>                                               | <ul style="list-style-type: none"> <li>Be responsible for your actions and take pride in yourself</li> <li>Be kind, polite and mindful of others</li> </ul>                                                              | <ul style="list-style-type: none"> <li>Be responsible for your actions and take pride in yourself</li> <li>Be kind, polite and mindful of others</li> <li>Participate and include others</li> <li>Be a positive leader</li> </ul>                | <ul style="list-style-type: none"> <li>Be responsible for your actions and take pride in yourself</li> <li>Be kind, polite and mindful of others</li> <li>Act mature</li> </ul>                                          |
| are<br><b>R</b> esponsible          | <ul style="list-style-type: none"> <li>Be in the right place at the right time</li> <li>Ask for help when you need it</li> <li>Complete your own work and turn it in on time</li> <li>Make up work from absences</li> <li>Take charge of your own learning</li> </ul>                                 | <ul style="list-style-type: none"> <li>Be in the right place at the right time</li> <li>Use the restroom, finish eating, and get a drink before the bell rings</li> </ul>                                                | <ul style="list-style-type: none"> <li>Be in the right place at the right time</li> <li>Ask for help when you need it</li> </ul>                                                                                                                 | <ul style="list-style-type: none"> <li>Be in the right place at the right time</li> <li>Ask for help when you need it</li> <li>Keep an eye on your things</li> <li>Dress out daily</li> </ul>                            |

# Upcoming Student Activities & Reminders

- 1st quarter sports: Boys, Flag Football, Tennis. Girls, Volleyball. Listen for announcements in morning. They will start 8/12, after school Monday -Friday 2:30-4:00pm.
- Homework Club starts 8/12, Monday-Thursday weekly 2:30-3:30pm in Library.
- Administration Policy Talks with students in PE. 8/13.
- Back to School Dance 1-2:30pm in Quad all students invited.
- Club Rush: Friday, August 23 @lunch in the MPR. Students can check out all the clubs we have on campus!
- Make-up ID/School pictures: 9/5 in PE classes.

# Upcoming Parent information & Events

- Coffee with the Principal: Tuesday, 8/13 @ 9am in the MPR. Come meet the principal, ask questions and get to know about Lexington!
- CyberPatriot Robotics Team Meeting: 8/13 @ 5:30pm in Room 307.
- Band Orientation Meeting: 8/13 @ 7pm in the Band Room 102.
- 8/16 Friday, Principal Houston will host a Facility Walk @Lexington. 8:30 and 10:30am.
- 8/17, Saturday. AUHSD Community Colloquium at the Anaheim Convention Center.
- Back to School Night, Wednesday August 21.



The Administration chose their department word as CARING----we found it in hidden places around campus!





Our Administration team would like to formally welcome you to the PRIDE.

### Assistant Principals:

Mr. Dorosky L-Z [dorosky\\_d@auhsd.us](mailto:dorosky_d@auhsd.us)

Mr. Pfeiffer A-K [pfeiffer\\_s@auhsd.us](mailto:pfeiffer_s@auhsd.us)

Principal: Mrs. Houston [houston\\_a@auhsd.us](mailto:houston_a@auhsd.us)

# THIS WEEK'S TOP STORIES

## The Parking Lot Protocols

Parking lots anywhere are just a thorn in our heels. I refuse to go to Long Beach Town Center just because I feel like my life expectancy lowers in that parking lot. I totally get it---I make my own sons walk to/from school for the main reason: sanity and efficiency. I do know that it is unrealistic for some students to walk/ride bikes/skateboards. Maybe try a carpool, nearby location to meet up or have your child hang out in the library until traffic dies down. However, if you are using our parking lot---see below for traffic protocols.

-The right lane is for student load/unload. Pull all the way down the lot towards busses then stop and load/unload. Please tell your student to not load/unload at the front of the lot-it causes jams. Students may start waiting from the Gym down to the exit of lot.

-No load/unload in left lane!!!! Safety issues. The left lane does not stop-it flows.

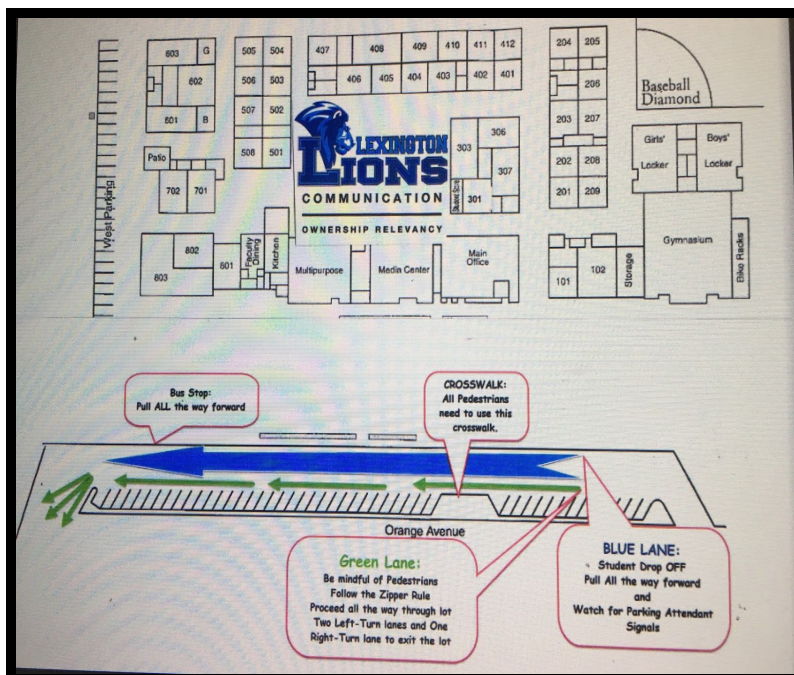
-You may NOT turn right into the parking lot in the second entrance---that is only for people making a left into the parking lot.

-No speeding---look for kids!

-Students must use the crosswalk to cross.

-Do not park in nurse spot or bus area. Do not park at Arnold or on street.

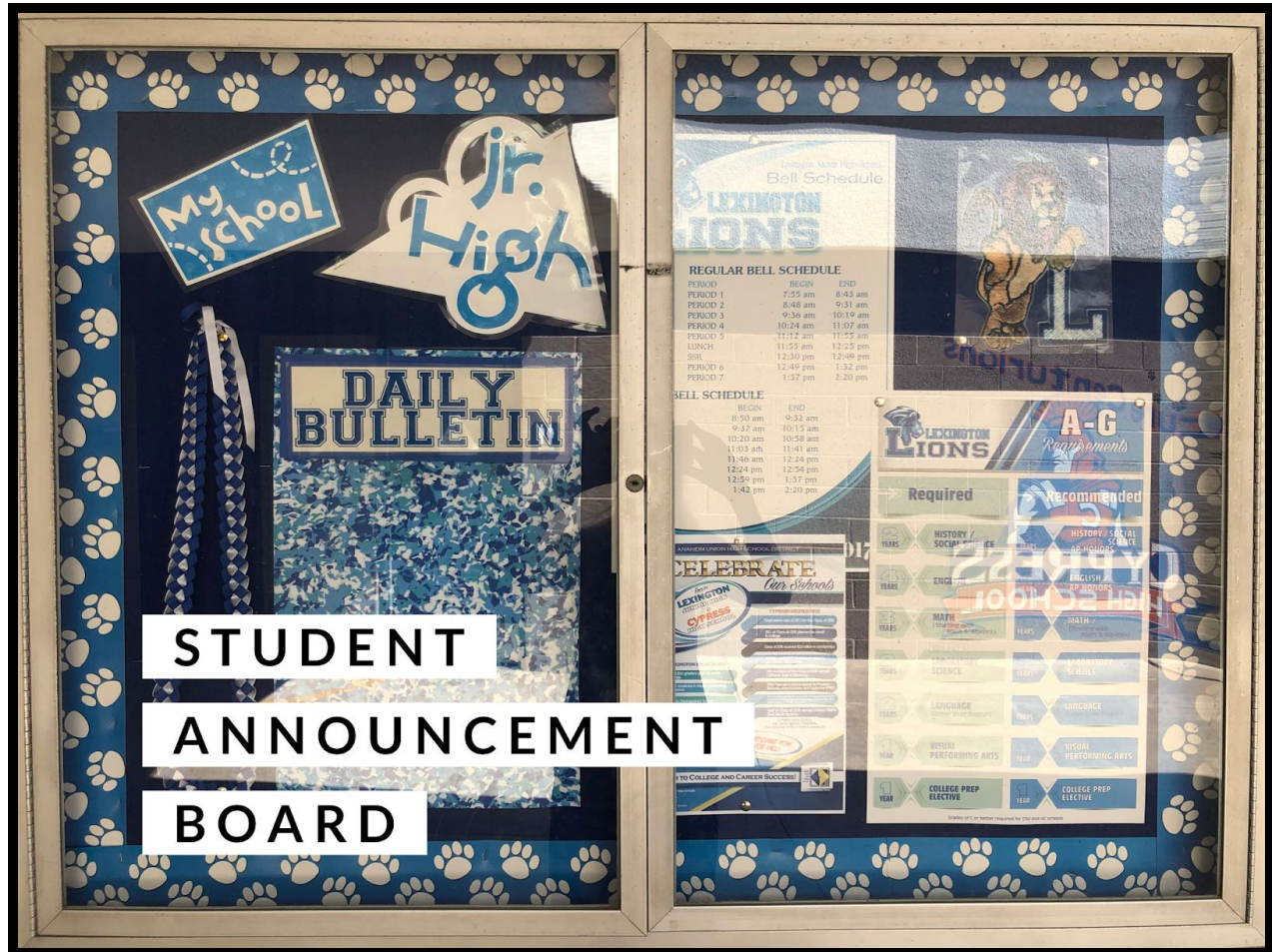
-Please: Be patient, be kind, smile, laugh wave at me and be polite to all Lexington Staff trying to help direct traffic!





## Communication and Announcements

Parents make sure you remind your children that there are two key places for them to get information. They are located behind the office in the hallway towards the quad. Our morning announcements, bell schedules and more are in a display case. We also have a large whiteboard next to it where we write names on students who have a message, or item in the Main Office. In addition we have a scrolling screen in our library windows in quad. We do this so we are not interrupting classes pulling them out. Students should check this board if they are awaiting stuff that you may be dropping off etc.



**If your name is on this board...**  
**You have something to pick up in the Main Office**  
**Please come to the office between classes to get it!**

Angelina Oh  
Lenny Lee  
Corey Edwards  
Yara Alsaad  
Jimmy Romeo

**STUDENT MESSAGE BOARD**

**COMMUNICATION**

**BETWEEN PERIODS**







## Welcome Back Celebration

We strive to make everyone feel connected and find their place at the PRIDE. All students will get to have fun at our Back to School Celebration Culture Building event next Friday!

# August 16th Back to School Dance and Celebration Day



On August 16th, the school will be on a modified schedule to celebrate the 2019-2020 school year. Our ASB will be hosting an all school dance in the MPR with amazing activities taking place around the school. Students will go to periods 1-5, lunch, and then periods 6 and 7. The celebration will take place from 1:10 until 2:10. All backpacks will be left in the 7th period classes. At 2:10,

students will return to their **7th** period classes until the final bell rings.

The schedule and job duties are below and on the back of this sheet.

## Schedule

|             |                                  |
|-------------|----------------------------------|
| 7:55-8:39   | First Period and Announcements   |
| 8:39-8:44   | passing                          |
| 8:44-9:19   | Second Period                    |
| 9:19-9:24   | passing                          |
| 9:24-9:59   | Third Period                     |
| 9:59-10:04  | passing                          |
| 10:04-10:39 | Fourth Period                    |
| 10:39-10:44 | passing                          |
| 10:44-11:19 | Fifth Period                     |
| 11:19-11:49 | Lunch                            |
| 11:49-11:54 | passing                          |
| 11:54-12:29 | Sixth Period                     |
| 12:29-12:34 | passing                          |
| 12:34-1:09  | Seventh period                   |
| 1:09-1:10   | Announcements about Celebration  |
| 1:10 -2:10  | Dance/Activities and Celebrate   |
| 2:10 -2:15  | Passing back to 7th period class |
| 2:20        | Dismiss                          |

## Spirit Days

Every Monday we show our college and career going pride by wearing our college shirts!  
On Fridays we wear Lexington gear for school pride!



**WEAR COLLEGE ATTIRE  
EVERY MONDAY!  
#AUHSDUNLIMITEDYOU**





ON FRIDAYS WE WEAR BLUE  
#LEXINGTONATTIRE

# Photo Captures Campus

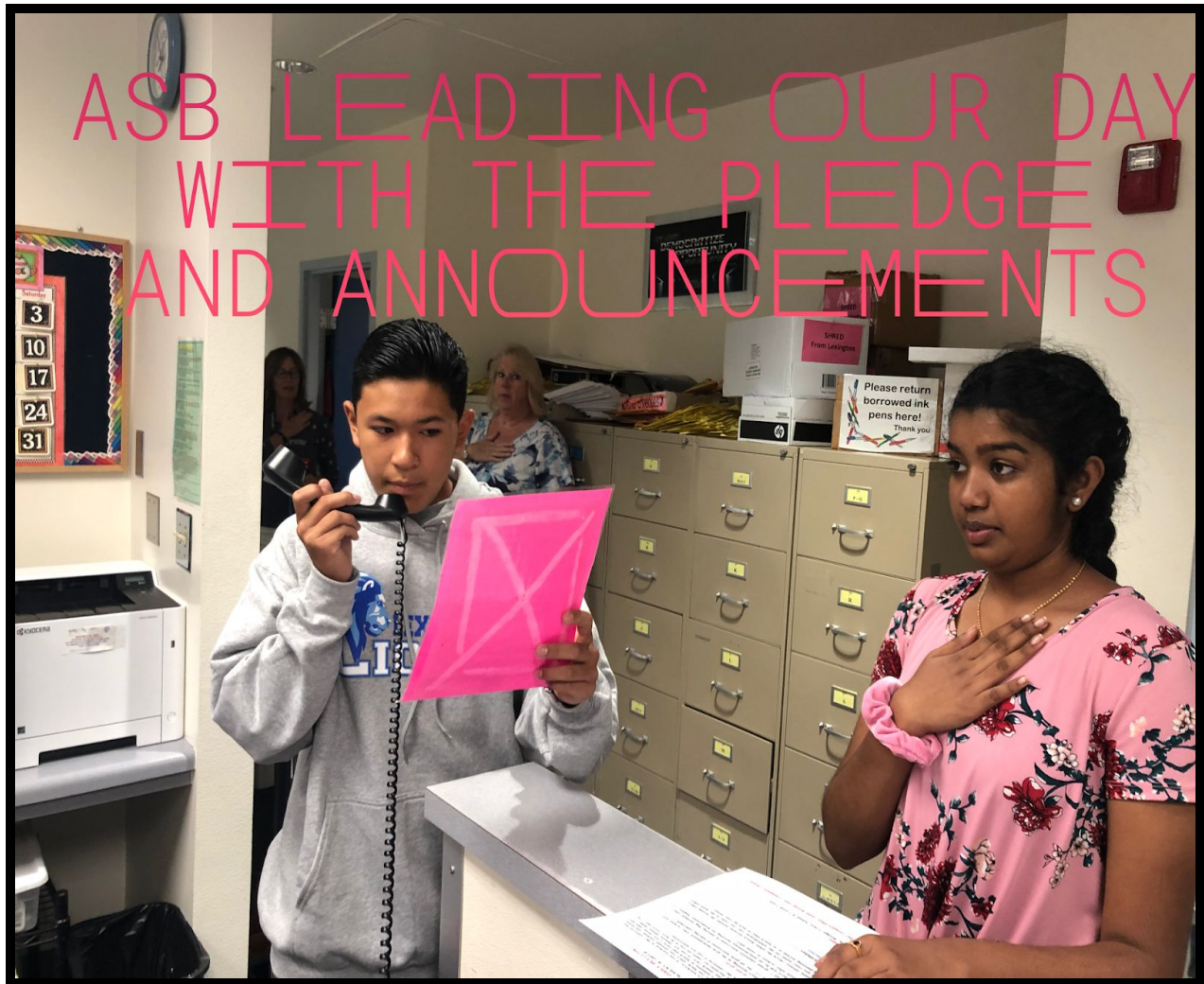
Our intro to photo students are already busy capturing our moments on campus! Way to go students and teacher, Ms. Hind. You will see their work weekly in the Monday Memo!





## ASB Leads to School

Did you know that we have an amazing ASB led by award winning Mr. Cornelius. This class is compiled our leaders who went through an extensive interview process last year. Mr. Cornelius creates such relevant and meaningful experiences for these students: from morning announcements, to leading lunch time events, dances and student engagement campaigns. Way to go ASB!



## STOPit APP Safety

AUHSD adopted a new safety APP entitled STOPit. This is a resource for students to report dangerous things that may occur. This APP allows it to be anonymous or named. Although this could be beneficial, it can also present a set of issues if students do not use it properly or seriously. Any false claims or lies will be subject to progressive discipline. In addition, students should not be using their phone for this APP during class or during school hours. Anything that is an emergency should be reported to an adult on campus immediately. We appreciate your attention and support!

The poster features a group of diverse students and a male teacher standing in a school hallway. The background includes a clock and a signature. The text is arranged in a clear, hierarchical manner, starting with the school name and slogan, followed by the main message, a list of reportable incidents, and finally, the app's availability and access code.

**LEXINGTON JHS** Empower a culture of acceptance  
safety throughout your school  
community with STOPit

**BE A LEADER  
AND STOP IT.**

Use the STOPit mobile app to anonymously report incidents to your school.  
Reporting is completely anonymous. You can include text, images, or video.

**Report incidents such as:**

- Vaping
- Bullying
- Cyberbullying or cyber abuse
- Harassment
- Violence, threats, or weapons possession
- Alcohol or drug related issues
- Hazing
- Discrimination
- Ethics violations such as cheating or plagiarism

**Access Code:**  
#1898LEXINGTON

STOPit makes it easy  
to do the right thing.

Download STOPit for free from iTunes or Google Play.

Download on the  
App Store

GET IT ON  
Google Play



# Announcements and Information for School and Community



## COFFEE WITH THE PRINCIPAL

9:00 AM - 10:00 AM

Library

- \*August 13th - Welcome to Lexington
- September 3rd- Aeries 101
- October 1st- Being Successful in Jr. High
- November 5th- Mental Health
- February 4th- AUHSD Educational Pledge
- April 7th- State Testing
- May 5th- Cypress HS Admin Visit

\* Meeting will be in MPR



**Cypress**  **College**

# Cyber Patriot Program

Start training today for the upcoming cyber defense competition presented by the Air Force Association! Take advantage of this amazing opportunity to learn new cybersecurity skills in a team environment!



**Mentorship!**



**Training!**



**Team Activities!**

## Monthly Summer Meetings:

July 13<sup>th</sup> 9:00 - 12:00pm

August 17<sup>th</sup> 9:00 - 12:00pm

September 21<sup>st</sup> 9:00 - 12:00pm

## Competition Dates:

October 26<sup>th</sup> 9:00 - 3:00pm

November 16<sup>th</sup> 9:00 - 3:00pm

December 7<sup>th</sup> 9:00 - 3:00pm

January 25<sup>th</sup> 9:00 - 3:00pm

Email: [cyberpatriots@cypresscollege.edu](mailto:cyberpatriots@cypresscollege.edu)

Phone: (714) 484-6021





## LEXINGTON ROBOTICS CLUB

Hello!

We are so very excited to have your student here at Lexington JH. This year we have several different types of robotics competitions your student can compete in. The first competition I'd like to introduce you to is the US Air Force CyberPatriot hacking competition. We teach your student how to prevent black hat hackers (bad guys) from getting into computer systems...to strengthen systems. Your student will learn how to harden Linux, Cisco, and various Windows programs.

CyberPatriot is the National Youth Cyber Education Program created by the Air Force Association to inspire K-12 students toward careers in cybersecurity or other science, technology, engineering, and mathematics (STEM) disciplines critical to our nation's future. The US Air Force CyberPatriot program we compete in is in conjunction with Cypress College. This is a terrific opportunity for your student to learn TRUE 21<sup>st</sup> century skills. If you are wondering about the program you can look at the following sites:

US Air Force's CyberPatriot Competition

- Website= <https://www.uscyberpatriot.org/>
- Informational site= <https://www.youtube.com/watch?v=m113QcHhnMI>

We are having an introductory meeting on Tuesday night at 5:30pm in room 307. Cypress has had such a demand for this program that they are only allowing each school to have 4 teams of 5 students each team. That means that only 20 kids will be on the competition teams! With that being said, it is very, very important that each student commit to attending all of the meetings at both Lexington JH and Cypress College. Students must also be willing to put in extra time on their own. A commitment letter will need to be signed by both student and parent stating that they will attend all of the meetings and that they understand that missing multiple meetings will result in them being dropped from the program. Those students not on the competition teams will be attending the Wednesday trainings only. Those students may be asked to join the competition teams if another student is found to not be committed.

Commitment needed:

\*attend weekly meetings from 2:30-4:30 pm at Lexington JH on Wednesdays

\*attend monthly meetings/trainings/competitions at Cypress



College

Thanks for being awesome parents & guardians!  
RoseZetta B. Cummings  
Lexington JH STEM Robotics, Science 8 HP, and Science  
8teacher



**UNLIMITED YOU** 

ANAHEIM UNION HIGH SCHOOL DISTRICT

# **FACILITY LEARNING WALKS**

**Friday, August 16, 2019**

**Anaheim HS - 9:00am and 1:00pm**

**Cypress HS - 9:00am and 1:00pm**

**Hope School - 9:30am and 1:00pm**

**Katella HS - 9:00am and 1:00pm**

**Kennedy HS - 8:00am and 1:00pm**

**Loara HS - 8:15am and 1:15pm**

**Oxford Academy - 9:00am and 1:00pm**

**Magnolia HS - 8:30am and 1:00pm**

**Savanna HS - 9:00am and 1:00pm**

**Western HS - 8:30am and 1:15pm**

**Ball JHS - 9:00am and 3:00pm**

**Brookhurst JHS - 8:30am and 10:00am**

**Dale JHS - 9:00am and 3:00pm**

**Lexington JHS - 8:30am and 10:30am**

**South JHS - 8:30am and 3:00pm**

**OrangeviewJHS - 8:15am and 1:15pm**

**Sycamore JHS - 9:00am and 1:00pm**

**Walker JHS - 8:15am and 10:15am**

**Gilbert & Polaris HS - 8:15am and 1:00pm**



# Anaheim Union High School District

## District Campus

501 Crescent Way  
P.O. Box 3520  
Anaheim, CA  
92803-3520 .....(714) 999-3511

## High Schools

**Anaheim High**  
811 West Lincoln Avenue  
Anaheim, CA 92805-2499 ..(714) 999-3717

**Cypress High**  
9801 Valley View Street  
Cypress, CA 90630-3994 ... (714) 220-4144

**Katella High**  
2200 East Wagner Avenue  
Anaheim, CA 92806-4999 ....(714) 999-3621

**John F. Kennedy High**  
8281 Walker Street  
La Palma, CA 90623-2196 ... (714) 220-4101

**Loara High**  
1765 West Cerritos Avenue  
Anaheim, CA 92804-6198 ... (714) 999-3677

**Magnolia High**  
2450 West Ball Road  
Anaheim, CA 92804-5298 ....(714) 220-4221

**Savanna High**  
301 North Gilbert Street  
Anaheim, CA 92801-5099 ... (714) 220-4262

**Western High**  
501 South Western Avenue  
Anaheim, CA 92804-1699 ....(714) 220-4040

## Junior High Schools

**Ball Junior High**  
1500 West Ball Road  
Anaheim, CA 92802-1626 ....(714) 999-3663

**Brookhurst Junior High**  
601 North Brookhurst Street  
Anaheim, CA 92801-3879 ....(714) 999-3613

**Dale Junior High**  
900 South Dale Avenue  
Anaheim, CA 92804-4097 ... (714) 220-4210

**Lexington Junior High**  
4351 Orange Avenue  
Cypress, CA 90630-2799 ... (714) 220-4201

**Orangeview Junior High**  
3715 West Orange Avenue  
Anaheim, CA 92804-2899 ... (714) 220-4205

**South Junior High**  
2320 East South Street  
Anaheim, CA 92806-4599 ... (714) 999-3667

**Sycamore Junior High**  
1801 East Sycamore Street  
Anaheim, CA 92805-3486 ... (714) 999-3616

**Walker Junior High**  
8132 Walker Street  
La Palma, CA 90623-2097 ....(714) 220-4051

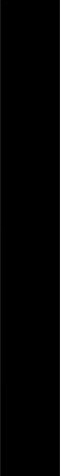
## Magnet School

**Oxford Academy**  
5172 Orange Avenue  
Cypress, CA 90630 .....(714) 220-3055

## Education Centers

• **Hope School**  
*Grades 7-12*  
7901 Knott Avenue  
Buena Park, CA 90620-2469 ... (714) 220-4198

**Trident Education Center**  
1800 West Ball Road  
Anaheim, CA 92804



• **Gilbert High** .....(714) 999-3738  
*Grades 9-12*

• **Polaris High** .....(714) 999-3738  
*Grades 9-12*

# JOIN OUR 2019-2020 TEEN PROGRAM



the **CLUB**

BANDAI TEEN CENTER



\$50/month program fee  
\$50 registration fee



Transportation available from multiple  
Jr. High and High Schools for \$170/month  
(Monthly program fee is waived if taking Club transportation)

- Career Development
- Leadership Opportunities
- Art & Dance Classes
- Homework Help
- Community Service
- College Exploration
- STEAM Clubs & Classes
- Fun After-Hours Events
- Field Trips



LOCATED AT  
10161 MOODY STREET  
CYPRESS, CA 90630

**HOURS** 2:00 - 6:30 pm

For More Information

**CALL** 714-527-2697

**WEB** [www.bgccypress.org](http://www.bgccypress.org)



**BOYS & GIRLS CLUBS**  
OF GREATER  
ANAHEIM-CYPRESS



# DAILY SCHEDULE



BOYS & GIRLS CLUBS  
OF GREATER  
ANAHEIM-CYPRESS

- 2:45 - 3:30 Check-in / Free and Paid Snack, Games Room Open
- 3:30 - 3:40 Announcements
- 3:40 - 4:25 Power Hour Homework Help / Enrichment Activity
- 4:25 - 5:10 Group Activities & Clubs- Art, Sports, Dance  
Leadership/Keystone Club, etc.
- 5:00 - 5:30 Social Hour - Video Games, Arts and Crafts,  
Board Games, Karaoke, etc.
- 5:45 - 6:30 Movie



Additional rates apply for  
holidays and school closure dates  
(Spring Break, Winter Break, etc.)



the  
**CLUB**  
BANDAI TEEN CENTER

OPEN 7 00 AM - 6 30 PM

SCHOOL  
YEAR  
DATES

AUGUST 8, 2019 -  
MAY 22, 2020



CLOSURE  
DATES

9/2, 11/28, 11/29  
12/24, 12/25, 12/31, 1/1/20  
5/25 - 5/29/20

[www.bgccypress.org](http://www.bgccypress.org)

# TEEN VOLUNTEER OPPORTUNITIES



**Apply/schedule at the Service Desk.**

## **TAB** (Teen Advisory Board)

**1st & 3rd Thursdays** Sep 5/19  
Oct 3/17  
**3:30-5:00pm** (1.5 hrs) Nov 7/21  
Dec 5/19

TAB is an excellent chance to explore your talents and leadership aptitude. Develop the hard and soft skills that will carry into your personal and professional lives. Make a lasting, positive impact on children and peers, and build relationships with library staff to earn an ever-important letter of recommendation (think: college applications and next job or career). Encourage your friends and classmates to join!

First Thursday: Decide and plan programs for kids and teens with staff collaboration: three each in Fall and Spring semesters.

Third Thursdays: Run the awesome programs you planned. See the rewards of your efforts and abilities come to fruition, and learn from any mistakes or improvements.

Other Days: Help library staff with library programs and tasks: prepping arts and crafts, processing library materials or organizing collections, checking in and assisting program participants, and more!

## **HOMEWORK HELP**

**Mon, Tue, Wed**  
**3:20-4:35pm** (1.25 hrs)

Help children in grades K-8 with daily homework assignments or reading practice. Must be encouraging, kind, and comfortable talking to kids. To avoid turning anyone away, focused time-limits will be implemented by grade:  
[K-2] <20min, [3-5] <30min, [6-8] <45min

## **WEEKLY SHELVING**

**Flexible Days/Times**  
(1-2 hours per week)

You know that uninviting feeling? When you come to the library to check out the books you're excited to read? AND the shelves are sloppy and out of order? If you love organization and tidiness, and are detail-oriented, this vital job is for you!



**CYPRESS LIBRARY**  
5331 Orange Ave  
Cypress, CA 90630  
(714) 826-0350

MON - THURS 10-7  
FRIDAY CLOSED  
SAT - SUN 9-5

Subject to change.  
Contact us for the  
latest updates.



Orange County, CA  
**Public Libraries**  
Open Doors. Free Access. Community.



## PERSONAL BELONGINGS

The library cannot be responsible for any personal items that are lost or stolen. Be mindful and leave valuable items at home. We will not have any storage facilities available. All food should be sealed, packed away, and consumed outdoors.

## EATING/DRINKING

Food is not allowed to be eaten inside the library by patrons or volunteers. Plan to have your snacks and meals outside the facility before or after your shift. You may bring in closed drinks with lids. Please eat something before your shift to stay alert.

## WHAT DO I DO IF I GET SICK OR THERE'S AN EMERGENCY AND I HAVE TO GO HOME?

In the case of emergency (sudden illness, etc), or you need to leave before your scheduled shift is completed, notify a staff member, and sign out.

## OTHER ISSUES

### PUBLIC BUILDING / PATRON BEHAVIOR

If you see something, say something! Anyone can come into a library, be observant and aware. Immediately report any suspicious behavior to library staff, including anyone that makes you uncomfortable.

### CUSTOMER SERVICE: WHAT DO I ANSWER?

Yes: simple, directional questions. No: library material and research questions. To offer patrons a high level of service, direct questions, comments, or complaints to library staff.

## LIBRARY STAFF CONTACTS

Jessica Brandt, Children's & Teen Services Librarian  
Ashley Dalle, Adult Services Librarian  
Cyrise Smith, Branch Librarian

### Library Assistants:

- Yuka Kobayashi, Teen Volunteer Coordinator
- Mayra Marquez, Teen Volunteer Support, Baby & Family Storytime, ESL, Book Club
- Glenda Gombert, Storytimes, Book+Bites

7/29/19

## PROGRAMS

### HOMEWORK HELP 3:20-4:35pm (1.25 hours)

**Mondays, Tuesdays, Wednesdays**

Fall: September 3—December 11, 2019

Spring: January 6—April 22, 2020

Grade limits: (K-2) <20min, (3-5) <30min, (6-8) <45min

- Must be in high school (grades 9-12).
- Greet students, encourage them, be attentive.
- Help students organize and understand their homework or reading assignments during timed sessions.
- Check their work.
- Ask for peer backup when you're stuck.
- Reading: support vocabulary pronunciation; engage to confirm they understand unfamiliar words or stories.
- Be mindful about your language, especially teasing.

### TEEN ADVISORY BOARD (TAB)

**3:30-5pm (1.5 hours) 1st & 3rd Thursdays**

**& Programs (see calendar & shift schedule)**

Fall: Sep 5 & 19, Oct 3 & 17, Nov 7 & 21, Dec 5 only

Spring: Jan 9 & 16, Feb 6 & 20, Mar 5 & 19, Apr 2 & 16

- 1st Thurs: Decide and plan programs for kids and teens with staff collaboration (STEAM, etc).
- 3rd Thurs: Run the awesome programs you planned! See the rewards of your efforts and abilities come to fruition, and learn from any mistakes or improvements.
- Program days: check in and assist program participants, aid staff as directed.

### WEEKLY SHELVING/TASKS

**FLEXIBLE! Schedule your shifts with staff.**

- Tasks: prep arts and crafts, create artwork, process library materials or organize library collections.
- Shelving: if you love organization and tidiness, and are detail-oriented, this vital job is for you!
- If you know you are introverted, unsocial, or uncomfortable talking to kids or adults, this may be a less stressful role. (Remember, you still need to talk to us, the friendly library staff!).

# CYPRESS LIBRARY TEEN VOLUNTEER PROGRAM

(GRADES 8-12)



## 2019-2020 GUIDE

### CYPRESS LIBRARY

5331 Orange Ave, Cypress, CA 90630

714-826-0350 • [www.ocpl.org](http://www.ocpl.org)

[ocpl.cypress@occr.ocgov.com](mailto:ocpl.cypress@occr.ocgov.com)

<http://www.ocpl.org/libloc/cyp/calendar>



Orange County, CA  
**Public Libraries**  
Open Doors. Free Access. Community.

Thank you for your interest in volunteering at the Cypress Library, OC Public Libraries! Without the help of teens like you, we would not be able to provide valuable programs nor an inviting space to our community.

This guide should be read fully so that you are clear on your role and duties.

### WHAT WILL I BE DOING?

You will be interacting with and talking to people!

You may sign up to assist with programs, projects, shelving/lidying, or other staff requests and tasks as needed. No experience necessary. We will train you.

### GENERAL QUALIFICATIONS

✓ Enjoys working with children. ✓ Wants to be a good role model. ✓ Has a positive attitude, is actively willing to help where needed. ✓ Is motivated, dependable, punctual. ✓ Is organized, a quick learner, can work independently.

### WHEN DOES VOLUNTEERING START AND END?

August 1, 2019—May 31, 2020 (school year). Library Hours: Mon-Th 10am-7pm, Fri Closed, S-Su 9am-5pm

### HOW LONG WILL I BE VOLUNTEERING?

A full semester commitment. Each shift is 1.25-3 hours long, depending on the program. Preferably, you limit yourself to 1 or 2 days per week. Your school loads are full and we don't want you to get burned out.

### WHAT'S IN IT FOR ME?

Aside from giving back to your community, you meet graduation requirements for community service, gain work and interpersonal "soft skills" experience for college applications and that first job application or career, and likely qualify for a letter of recommendation. College admissions panels love seeing a solid record of volunteer service on applications.

### HOW TO SCHEDULE SHIFTS

Once we have your completed application, you may

## PROCEDURES

### ATTENDANCE

We ask that you treat your volunteer work as a **real job**, much like you complete and return your own application. We are counting on you to work at your scheduled time, and promptness and communication are expected. **If you must be absent, notify the library as soon as possible (LATE is better than never!) by email [ocpl.cypress@occr.ocgov.com](mailto:ocpl.cypress@occr.ocgov.com) or by phone 714-826-0350.** Please do not email specific library staff about absences. Do not use your @auhsd email.

### ACCOUNTABILITY

Three strikes and you're out. (A) You will have **three chances** to fall short of expectations (behavior) or miss a shift *without* notification (no-show). (B) You will have **three chances** to be absent *with* notification (same-day approved absences). When you strike out, you will be dismissed from the volunteer program.

### TIME SHEET & RECORD KEEPING

Your time sheet will be kept in alphabetical order by *last name* in the "Teen Volunteer" binder. YOU are responsible for logging your **start/end shift times**, and for having a **staff member initial** your log before you leave. You will receive service credit for your total scheduled shift hours, unless staff permits extra time. If you are late or leave early, you are expected to accurately record this on your time sheet. Be truthful!

Time sheets serve as official service records. Hours are tracked and saved to a database, and records are stored for five years from the last service date.

### SERVICE LETTERS & LETTERS OF REC

Fill out a service letter request at the end of each term (summer, semester, school year) or bring your paperwork from school (Aeries or counselor). Do not delay!

If you were an outstanding volunteer for one year or more at the Cypress Library and need a recommen-

## POLICIES & EXPECTATIONS

### CONDUCT

As a library volunteer, the public sees you as a representative of the library. It is **important** to be and act **professional, pleasant, and courteous** to everyone, including other teen volunteers and library staff. Eye contact, a smile, friendly "do you have a question?" or "may I help you?" greetings are a great start... as well as updating staff when you've completed a project, asking if we need more help, or asking us if and when you need help.

You may see friends or family while working. Keep visits to a minimum as to not interfere with your work. We hold respectfully high expectations and know that you can meet them! Inappropriate language, poor behavior, lackluster effort, disrupting patrons/staff, or disregarding library policies/procedures are not tolerated.

### DRESS

A general guideline is, if it's not appropriate for school, it's also not appropriate for working at the library. You **MUST** wear close-toed shoes for safety, or we will send you home.

### VOLUNTEER BADGES / NAME TAGS

Name badges are to be worn by all library personnel, including volunteers, while on duty. Badges should be worn high up by the collar to be easily visible, and so that we can address you by your name; we appreciate you! Pick up your badge when you sign in for the day and return it when your shift has completed. If you accidentally take it home with you, bring it back on your next shift.

### MOBILE DEVICES / HEADPHONES / LAPTOPS

All personal devices must be **SILENCED** and **NOT USED** while volunteering. Wait until your shift is over to use them. Inform us of any exceptions needed. We expect you to always be alert, to be ready to meet and



ANAHEIM CENTRAL LIBRARY

# SCIENCE TALK

## EXO-PLANETS: SEARCHING 4 EXTRA-SOLAR PLANETS AND SIGNS OF LIFE

*Get ready to learn, be amazed, and explore!*

**AUGUST 15, 2019**

**6-7:30 PM**

With more than 4,000 confirmed extra-solar planets, Howard Andrews, NASA/JPL Solar System Ambassador, will take you on an exciting journey through the short history of exo-planet discovery, the variety of scientific methods used to find them and the different types of exo-planets. A review of proposed search objectives and equipment will lead to a discussion of the markers associated with the search for life.

Anaheim Central Library, 500 West Broadway, Anaheim, CA 92805 | 714-765-1880

Call 714-765-1880 at least 72 hours in advance if special ADA accommodations are needed.

**NASA@**  
My Library





ANAHEIM UNION HIGH SCHOOL DISTRICT

SAVE *The* DATE

COLLEGE

and CAREER

Fair

WEDNESDAY

OCTOBER 2, 2019

5:00 PM - 8:00 PM

FREE  
ADMISSION & PARKING

Anaheim  
Convention  
Center

UNLIMITED YOU 

ANAHEIM UNION HIGH SCHOOL DISTRICT





[Check out more information  
on our website!](#)



Lexington Junior High School  
4351 Orange Ave., Cypress, CA 90630