



## Mrs. Houston's Monday Memo

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# Let's get it started!

Back to school. Back to school, to prove to Dad that I'm not a fool. -BillyMadison



by **Amber Houston** on August 19, 2019

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Well the excitement may have turned to a bit of exhaustion...lol! Our first full week and boy was it full! We had our first late start (which is every Tuesday), our after school athletics and tutoring has commenced, a coffee chat, facility walk and don't forget our Back to School Ohana Aloha Celebration on Friday. On top of that class has started---policies and procedures are in tact and the teaching has begun! In addition to academic practices, we also believe in social emotional excellence for our staff and students. We feel it is our charge to ensure all aspects of our students feel safe and ready to learn. It is not uncommon to see restorative justice circles, mindfulness and peer mediation. After all, we are helping to grow amazing, well-rounded humans, not just solely geniuses:)

As always it is an honor to serve the community of Lexington!



# Upcoming Student Activities & Reminders

- 1st quarter sports: Boys, Flag Football, Tennis. Girls, Volleyball. Listen for announcements in morning. Monday -Friday 2:30-4:00pm.
- Homework Club, Monday-Thursday weekly 2:30-3:30pm in Library.
- 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.
- Saturday Academy, 9/9/19, 8-12 noon.

# Upcoming Parent information & Events

- Back to School Night, Wednesday August 21.
- No School 9/2 Monday: Labor day
- Coffee with the Principal, Tuesday 9/3
- Saturday Academy, 9/7/19, 8-12 noon.



The Special Education team chose GROW as their focus word of the year!

# THIS WEEK'S TOP STORIES

## Welcome Back Celebration

Way to go ASB and Mr. Cornelius! What a fun and engaging afternoon to connect as a new campus family! Even the teachers got involved playing games and even a little human frogger dodging water balloons! What is very cool about this day is that not only do we have a DJ for dancing, but we have carnival games, a movie room, a karaoke room, art room and henna! All students find a place they enjoy! Our amazing PTSA provided the set up and snacks---which was a huge success! The kids love the shaved ice, pop corn, cotton candy---and a plethora of other yummy treats. Don't forget to become a member of PTSA by your donation of \$10 which goes to cool days like this for all of our kids!









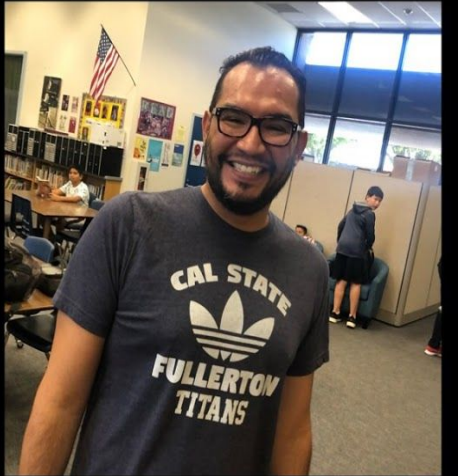
## Spirit Days

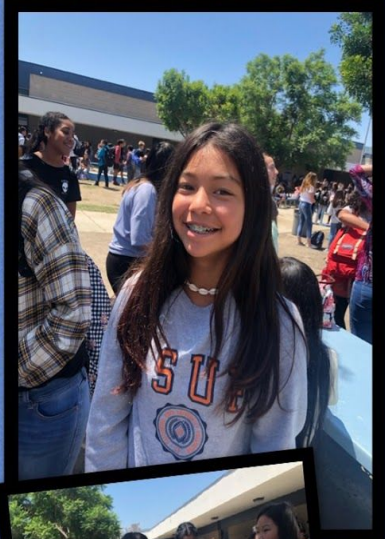
Every Monday we show our college and career going pride by wearing our college shirts! On Fridays we wear Lexington gear for school pride! But this Friday we wore ALOHA attire for our Back to School Aloha Celebration to PRIDE ohana!



**COLLEGE  
MONDAYS**









Aloha Day



## Back to School Night

We hope to see all of you at Back to School Night on Wednesday! Below is a schedule of the evening. We respectfully ask that this be a parent only event.

### LEXINGTON JUNIOR HIGH BACK-TO-SCHOOL NIGHT

**Wednesday, August 21, 2019**

5:00 to 5:45 PM ASB Dinner  
 5:00 to 5:30 PM Aeries Support: Library with Counselors and FaCES  
 5:00 to 6:00 PM Boys/Girls Club + Cypress Parks and Rec Tables  
 5:45 to 5:55 PM Principal Welcome and PTSA  
 6:00 to 7:42 PM Classroom Visitations  
 \*Parking will be on our lawn, please allow time.  
 \*Parents only.

Parents – Please ask your student to write his or her schedule on the form below.

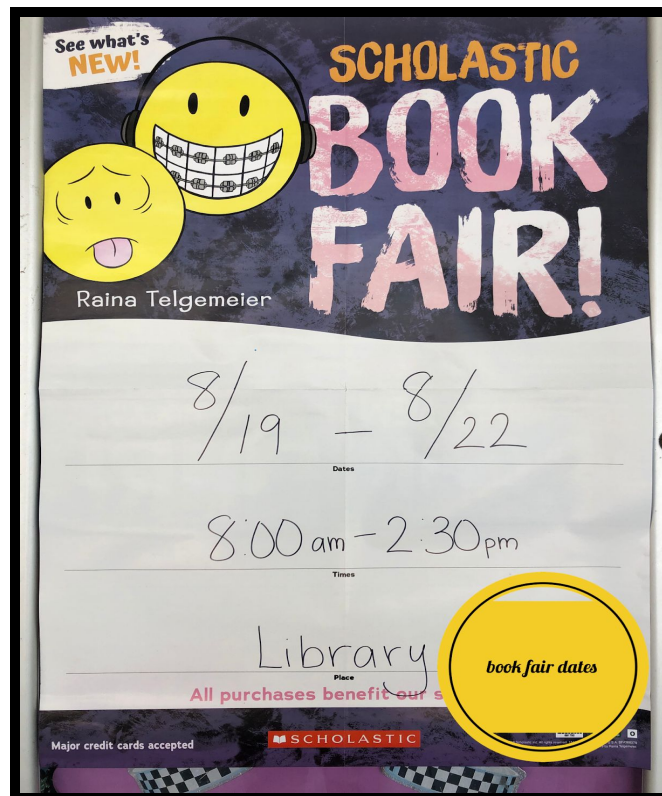
**Student ID #:**

Period	Time	Subject	Room	Teacher
Quad	5:00 -- 5:45PM ASB Sponsored dinner for Sale. Pizza, snack,drink,dessert.\$5.			
Quad	5:45-5:55PM Principal Welcome and PTSA			
1	6:00 - 6:18 PM			
2	6:22 - 6:32 PM			
3	6:36 - 6:46 PM			
4	6:50 - 7:00 PM			
5	7:04 - 7:14 PM			
6	7:18- 7:28 PM			
7	7:32 - 7:42 PM			

Make sure to support our school's FUN-RAISER! Skip cooking and enjoy dinner and treats from our ASB for a small cost!

# The Book Fair

The book fair is a wonderful way for students to buy books and give some profit back to our library! Thank you to Ms. Nguyen in our library and PTSA for all your work!



## REVIEW one last time---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.

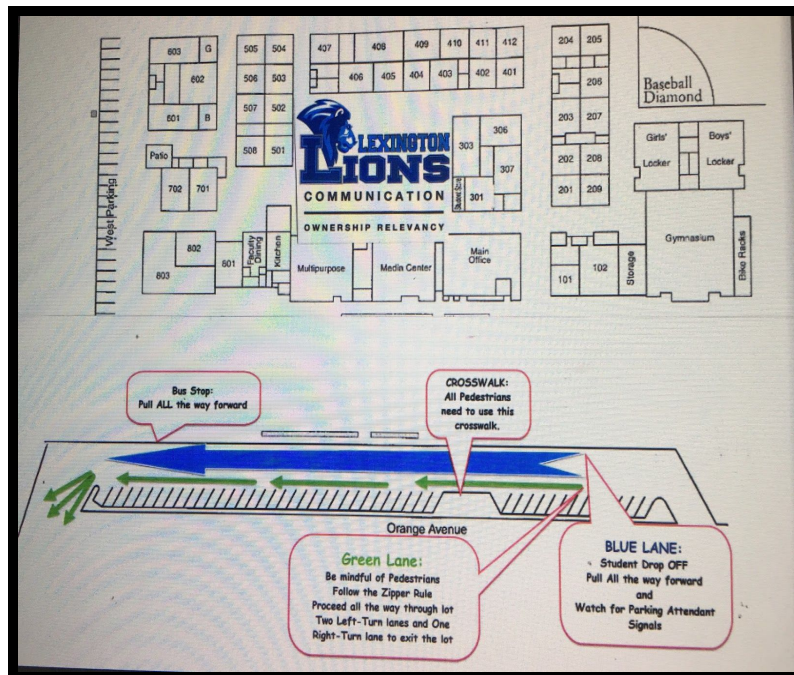
-You may NOT turn right into the parking lot in the second entrance---that is only for people making a left into the parking lot.

-No speeding---look for kids!

-Students must use the crosswalk to cross.

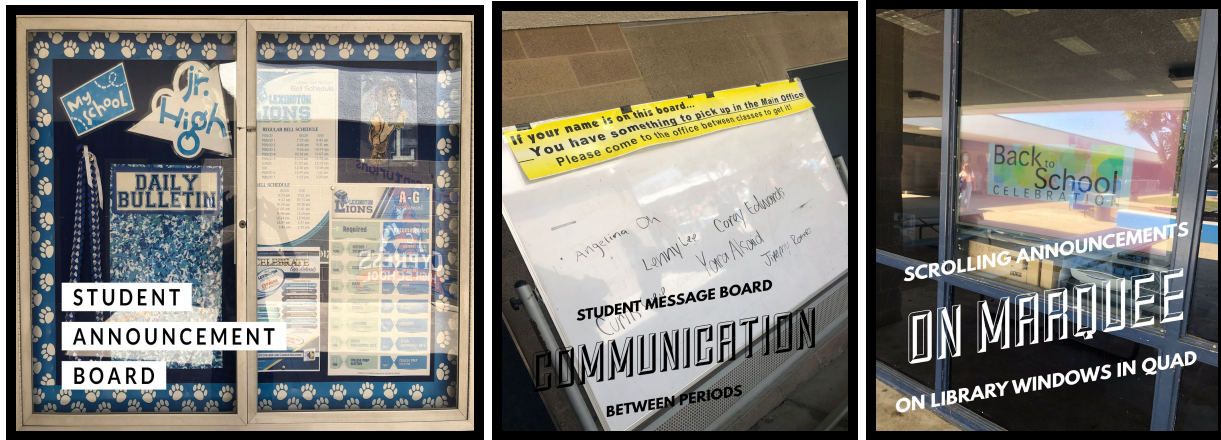
-Do not park in nurse spot or bus area. Do not park at Arnold or on street.

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



## REVIEW one last time---Communication and Announcements

Parents make sure you remind your children that there are three 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.



## ASB Leads to School

Did you know that we have an amazing ASB led by award winning Mr. Cornelius. This class is compiled of our leaders who went through an extensive interview process last year. Introducing our 2019 ASB cabinet---congratulations ladies!



# Announcements and Information for School and District



## 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







# LEXINGTON JR. HIGH SCHOOL

2019-2020

## FAMILY ENGAGEMENT OPPORTUNITIES

### BACK TO SCHOOL NIGHT

August 21

### COFFEE WITH THE PRINCIPAL

An opportunity to meet with the principal and learn about several topics related to your student.

August 13

September 3

October 1

November 5

February 4

April 7

May 5

**\*All meetings in Library at 9:00 AM\***

### ENGLISH LEARNER ADVISORY COMMITTEE

Parents of English Learners are encouraged to attend these joint meetings with Cypress High School and Lexington Jr. High to better understand and support the need of their students.

TBD

### SCHOOL SITE COUNCIL

Provide your input to a group of nominated teachers, parents, classified employees, and students that work with the principal to develop, review and evaluate school improvement programs and school budgets.

September 24

November 12

March 17

**\*All meetings in Library at 3:00 PM\***

### OPEN HOUSE

April 1

### PARENT LEARNING WALK

Learn how you can help your student at home by visiting 6-8 classrooms to better understand the skills, tasks, and expectations students must meet and demonstrate. Space is limited and only parents who register are able to participate.

TBD

### LUNCH WITH A LION

Bring your student lunch and enjoy a great meal with them on the athletic field. Our ASB will be playing music, selling snacks and hosting fun games for you to join!

September 10

January 16

May 14

### PARENT LEADERSHIP ACADEMY

Help your student prepare for academic success by learning more about the importance of family engagement, high school graduation requirements, financial aid and much more!

TBD

Dates and times of events are subject to change.

For the most updated information, refer to the school website or the Monday Memo.

LEXINGTON JR. HIGH SCHOOL  
4351 Orange Ave. Cypress, CA 90630  
714-220-4201

# The Power of Family Engagement

## What is Family Engagement?

When families take an active interest in their child's learning, students display a more positive attitude toward school. Children learn best when their parents play a variety of roles in their learning:

- ◆ Helping at home
- ◆ Volunteering at school
- ◆ Planning their child's future
- ◆ Participating in key decision making

Middle and high school students whose families remain involved make a better transition and are more successful.



Many educational studies show that when parents & families are involved, students tend to:

- ◆ Achieve more regardless of ethnic and/or racial background, socioeconomic status, or parent education level.
- ◆ Achieve better grades, test scores, and attendance
- ◆ Consistently complete homework
- ◆ Have better self-esteem, are more self-disciplined, and show higher aspirations and motivation towards school
- ◆ More likely to graduate and go onto higher education

## How Can YOU Become Involved?

1. Provide Support and leadership through active engagement in your child's education.
2. Work collaboratively with your school's administration, teachers and your Family & Community Engagement Specialist to learn about all aspects of the school's structure and share this information with other parents.
3. Remember that together everyone achieves more. Continue to support your child's learning at home by working with their teacher's to help them develop good homework and study habits.
4. Talk with your child's teachers and school principal to learn about opportunities to get involved in your school's advisory councils as a method to make your talents, skills, and availability to assist known.



## Family & Community Engagement Specialist (FaCES)

In an effort to make sure that we engage all of our student's families and increase their success on their campus, our Family & Community Engagement Specialist (FaCES) is here to help!

Your FaCES at Cypress High School can assist you with:

- ◆ Referral to Community Resources
- ◆ Various Parent Trainings
- ◆ English/Spanish Interpretation Assistance
- ◆ Online Aeries Support
- ◆ Information and Engagement Opportunities within existing advisory committees like:
  - ◆ Local Control & Accountability Plan (LCAP)
  - ◆ English Language Advisory Committee (ELAC)
  - ◆ District English Language Advisory Committee (DELAC)
- ◆ Registration Assistance



**Jonathan Barba**  
Family & Community Engagement Specialist (FaCES)

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

Phone: 714-220-4201 ext. 44952  
Email: Barba\_J@auhsd.us

### References:

1. <https://www.ptoday.com/pto-today-articles/article/399-involvement-matters-what-to-tell-parents>
2. <http://www.auhsd.us/district/index.php/parents/parent-involvement/parent-involvement-overview>





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**JOIN US FOR A GOOD CAUSE  
WITH A SIDE OF FISH TACOS.**

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Come in and enjoy our sustainable grilled seafood,  
chicken or steak served in tacos, burritos, salads and more.



Original Fish Taco®  
Salsa Verde Shrimp Taco  
Grilled Fish Taco

**FUNDRAISER  
— IN SUPPORT OF —**

**LEXINGTON JUNIOR HIGH SCHOOL BAND BOOSTERS**

We will donate 30% of the proceeds from your meal to this cause. Present this flyer when you dine in,  
take food to go, or pick up a Catering order (24 hours notice requested for Catering orders).

Please note that online orders do not apply to fundraisers at this time.

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**DATE:** 08/19/2019

**TIME:** 02:00 PM - 09:00 PM

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**LOCATION:** 7063 Katella Avenue - Stanton, CA 90680

# CYPRESS HIGH SCHOOL FOOTBALL

## FREE ADMISSION TO HOME GAMES

Lexington Jr. High students will receive free admission to all Cypress High School regular season home football games. Must present a 2019-2020 Lexington Jr. High student ID.

### 2019 HOME GAMES



\* GAME STARTS AT 7:00 PM AT HANDEL STADIUM  
\*\* GAME STARTS AT 7:00 PM AT GLOVER STADIUM  
^ HOMECOMING GAME



ANAHEIM UNION HIGH SCHOOL DISTRICT

SAVE *The* DATE

★ COLLEGE

and CAREER

Fair

WEDNESDAY

OCTOBER 2, 2019

Anaheim  
Convention  
Center

5:00 PM - 8:00 PM

★  
FREE  
ADMISSION & PARKING

UNLIMITED YOU

ANAHEIM UNION HIGH SCHOOL DISTRICT

# Announcements and Information for Community and City

**CITY OF LA PALMA AND CYPRESS RECREATION & COMMUNITY SERVICES**  
PRESENT

**OK TO POST**

AUG 12 2015

*Stephen Key, Ed.D.*

**APPROVED**

# NEON TEEN DANCE

**7TH AND 8TH GRADERS**

**When:**  
Saturday, September 7  
6:00 - 9:00pm

**Where:**  
La Palma Community Center  
7821 Walker Street

**Tickets \$10.00**  
**Snacks & Drinks \$1.00**

**Ticket Procedures:**

- Tickets available beginning Monday, Sept. 2! Tickets are limited.
- Teen and parent/legal guardian must be present to purchase ticket.
- Must live (provide proof) or attend school in Cypress or La Palma.
- Must show a valid school ID card or verification through Aeries portal to purchase ticket and to enter dance.

**LIMITED  
TICKETS**

FOR MORE INFORMATION:  
LA PALMA: (714) 690-3350 CITYOFLAPALMA.ORG // CYPRESS: (714) 229-6780 CYPRESSREC.ORG



**APPROVED**

CITIES OF LA PALMA AND CYPRESS  
RECREATION AND COMMUNITY SERVICES

PRESENT

*Stephen Kelly, Ed.D.*

**OK TO POST**

**AUG 12 2019**

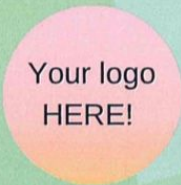


# TEEN JOB WORKSHOP

TEENS AGES 15-18 ARE WELCOME!  
EXPECT TO LEARN TIPS AND TRICKS TO EFFECTIVE JOB SEARCH,  
INTERVIEW, AND OVER-ALL PROFESSIONAL DEVELOPMENT!  
YOU MIGHT EVEN LAND A PART-TIME JOB!

**\*FREE EVENT\***  
**When: October 10, 2019**  
**Time: 5:00 PM - 7:00 PM**  
**Where: La Palma Community Center**  
**7821 Walker Street**  
**\*Must Pre-Register by October 8, 2019**

Meet our event Sponsors:



To register for this event, sign-up at either/or:  
[www.cityoflapalma.org](http://www.cityoflapalma.org) - Class #9267  
[www.cypressca.org](http://www.cypressca.org) - Class #9267

APPROVED



CITIES OF CYPRESS AND LA PALMA RECREATION & COMMUNITY SERVICES

# 2019-20 TEEN EVENTS

FOR 13-18 YEAR OLDS

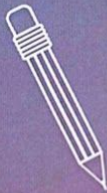
## OPEN MIC SHOWCASE:

Saturday, September 21 @ 5:00pm  
La Palma Central Park, 7821 Walker St.  
FREE EVENT, Must Pre-register.



## NEW!!! TEEN JOB WORKSHOP:

Thursday, October 10 from 5:00-7:00pm  
La Palma Community Center, 7821 Walker St.  
Job search tips, interview skills, and overall  
professional development. Ages 15-18 years.  
FREE EVENT, Must Pre-Register!



## MARCH MADNESS

### 3 ON 3 BASKETBALL:

Friday, March 13 @ 6:00pm  
La Palma Central Park,  
7821 Walker St.  
\$10 per team, Must Pre-Register.



## TEEN FASHION SCENE:

Saturday, April 4 @ 6:00pm  
Cypress Community Center,  
5700 Orange Ave.  
\$5 per ticket.

## SKATE NIGHT:

Friday, May 1 @ 6:00pm  
Veterans Park,  
4554 Avenida Granada  
Free!



FOR MORE INFORMATION:

CYPRESS (714) 229-6780 [CYPRESSREC.ORG](http://CYPRESSREC.ORG),  
LA PALMA (714) 690-3350 [CITYOFLAPALMA.ORG](http://CITYOFLAPALMA.ORG)



RECEIVED

CITIES OF CYPRESS AND LA PALMA RECREATION & COMMUNITY SERVICES

AUG 09 2019

ASSESSMENT & EVALUATION

# 2019-20 TEEN DANCES

7TH AND 8TH GRADERS ONLY!  
MUST LIVE (PROVIDE PROOF) OR ATTEND SCHOOL  
IN CYPRESS OR LA PALMA

APPROVED

LA PALMA COMMUNITY CENTER

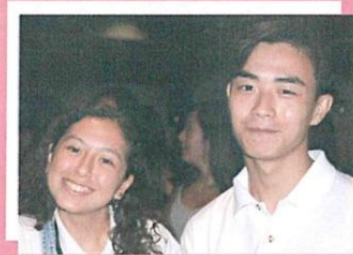
7821 WALKER STREET

6:00-9:00PM

\$10 PER TICKET

AUG 12 2019

*Stephen Heng, Ed.D.*



## NEON DANCE:

Saturday, September 7th

## NEW YEAR DANCE:

Saturday, January 11th

## UNDER THE SEA DANCE:

Saturday, May 9th



# 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 (noshow). (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



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



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