



Mrs. Houston's Monday Memo

Fun is the Name of the Game!

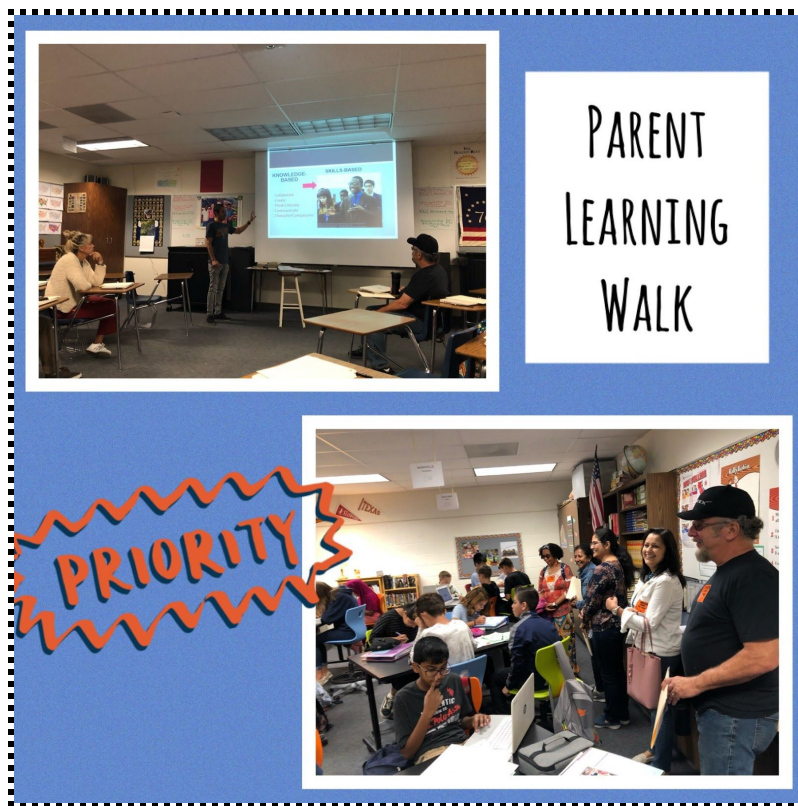
"Children want the same things we want. To laugh, to be challenged, to be entertained, and delighted."

Dr. Suess



by **Amber Houston** on August 26, 2019

This week was full of fun and progress! I love when routines start to establish and the staff, students and classes start to feel like home. Then I have to go and change it all up with the massive master schedule change due to increase in enrollment. My sincerest apologies. This was not good for anyone-but it had to be done. I can honestly say I have gotten only one or two students come to me about being unhappy. Which means----you have some resilient and positive kids that are awesome at adapting to change and open to new things! That is a huge compliment! Continue to stay up to date on information by reading the Monday Memo, checking us out on social media and getting connected on Aeries and Schoology!



I am Isaiah Alexis' grandmother. As a grandparent, you worry that your grandchild isn't getting a top-notch, quality education. When I came to the Parent Learning Walk on Monday, my worries were put to rest. I observed the teachers and students working together to make their educational experience one that will benefit the teacher and the student. In each class, the teacher made the lessons interactive. When lessons are interactive this enables students to work on their collaboration skills as well academic knowledge. I was impressed with the research that the students were doing in the history class, using primary source documents to write their essays. Another great practice I observed was the students incorporating technology in each classroom. This will definitely prepare them for high school and beyond.

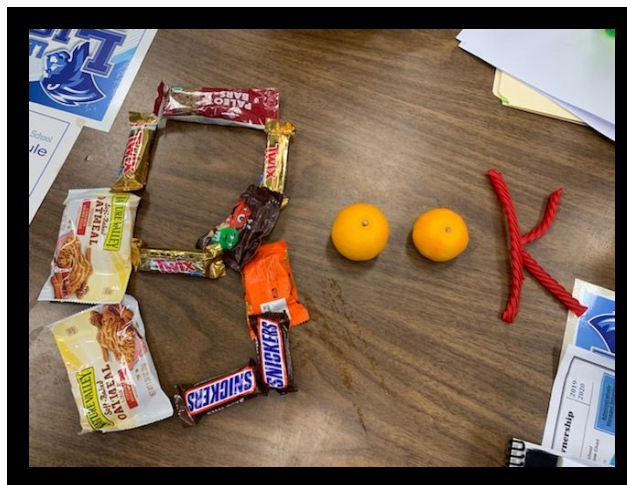
-Gwen Alexis

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

- No School 9/2 Monday: Labor day
- Coffee with the Principal, Tuesday 9/3
- Saturday Academy, 9/7/19, 8-12 noon.
- PTSA: The Spirit Store will be open on Sunday (today) for people to purchase items. We won't open the store again until December so make sure to get your spirit wear needs met now!! We have socks, hats, tumblers, shirts and sweatshirts!! Items will be delivered to the students' classrooms at the end of September. If you already purchased items they will be delivered the week of the 26th to the students in their classes. <https://lexington365.itemorder.com/sale>



The Math department chose BOOK as their focus word of the year!

THIS WEEK'S TOP STORIES

Dance Goes Crew

Ms. Stewart our dance and English 8HP teacher has taken a position at Cypress High School. She will be greatly missed, but we are all so happy that she is taking this leap towards developing as an educator! We had to collapse her dance sections, which was painful and hard to do as I know how many students love this class. However, our amazing choir/guitar teacher Mrs. Batinga, has figured out how to keep these dancers involved. We are in the process of hiring a professional dance teacher to come after school and work with our dance students. Please stay tuned for information on when this will start! Mrs. Batinga has also opened up her class to the dancers and vows to utilize their talents in her shows! Thank you!

LEXINGTON
DANCE CREW

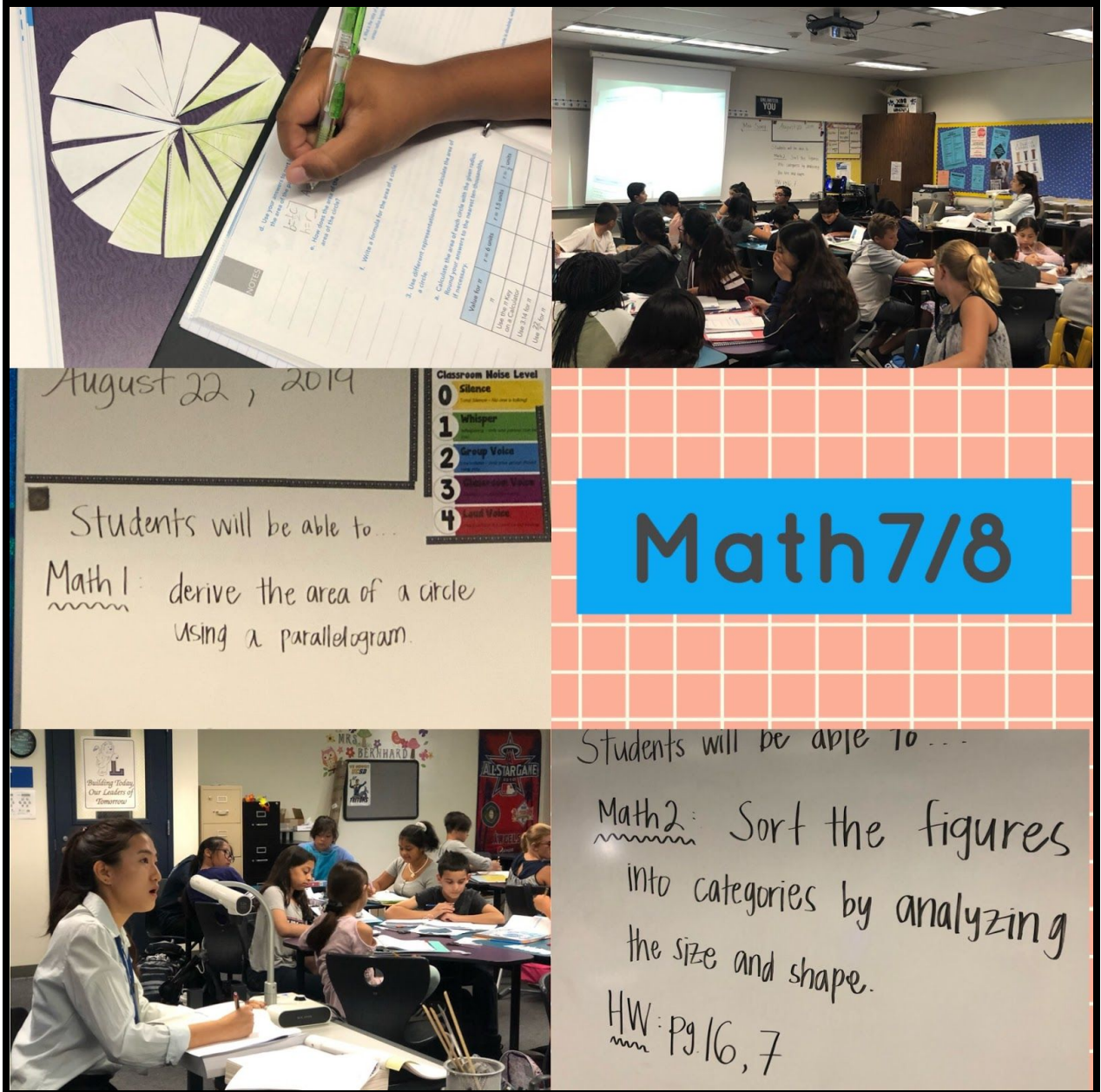


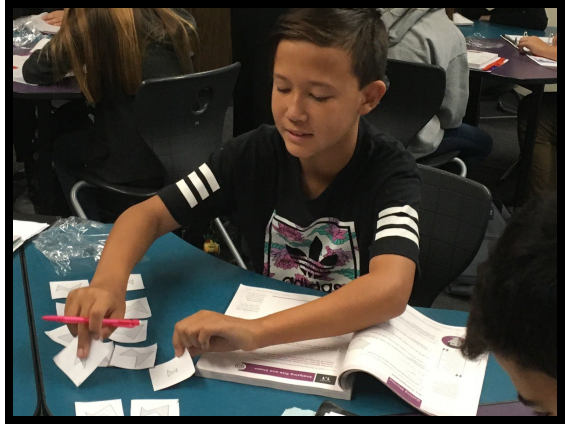
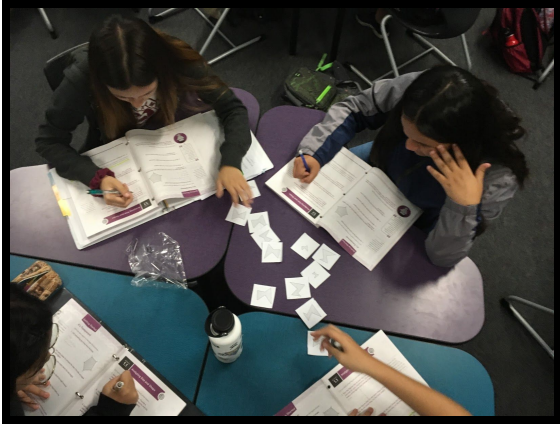
Starting
SEPTEMBER TBA

See Mrs. Batinga - Room 101 for more details.

Math Spotlights

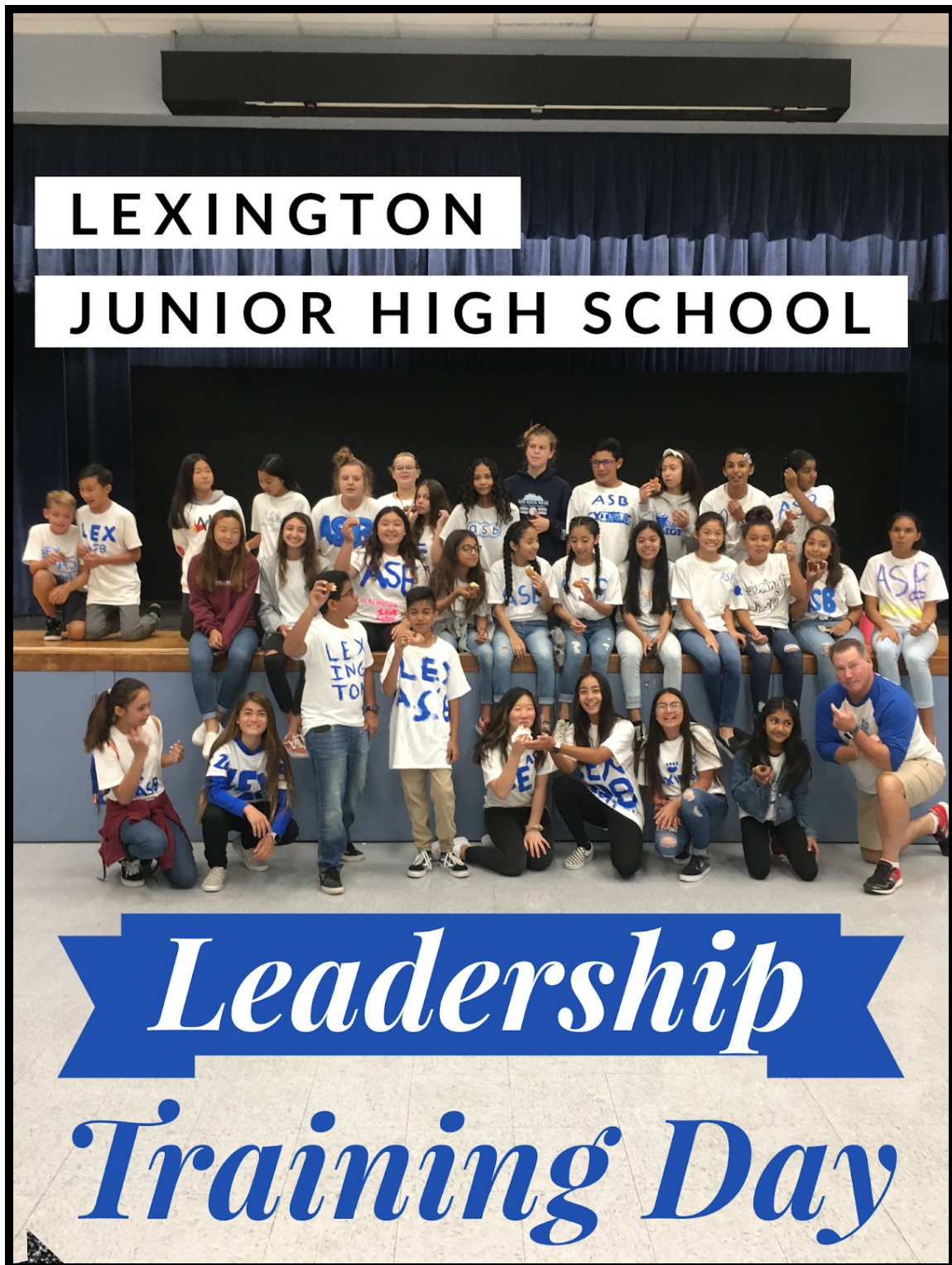
Math has geared up and already breaking into the curriculum. Here are some pictures from our classes using manipulatives to analyze size, shape and area of a circle. 8th Grade is working on geometric transformation. I would also like to introduce our long term sub, Michelle Song, who is a Lexington alumni who is stepping in for Mrs. Bernhard while she is a teacher on special assignment at Cypress first semester.





ASB Leadership Day

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!



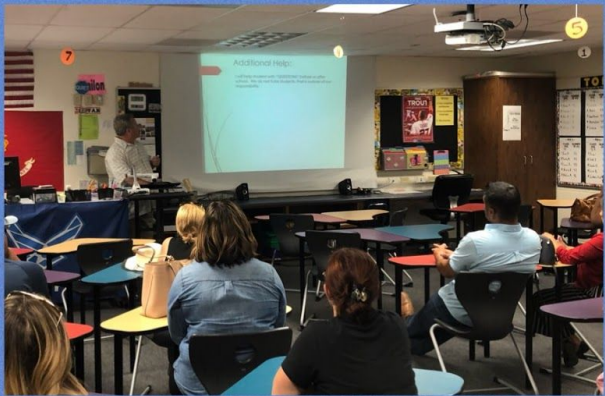


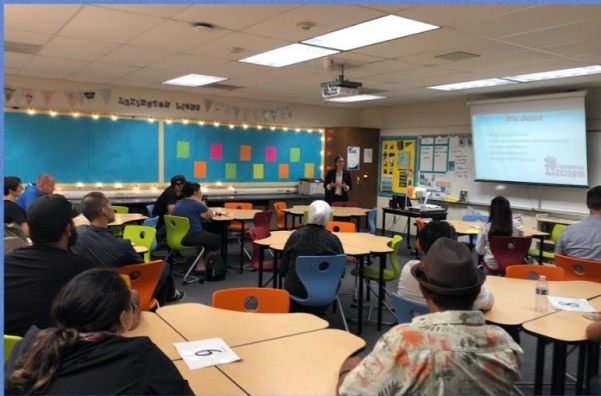
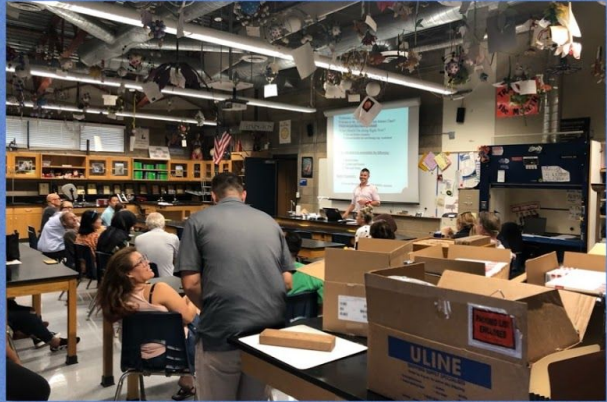
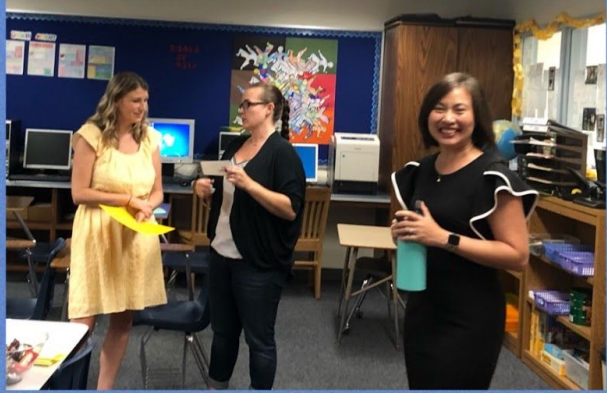


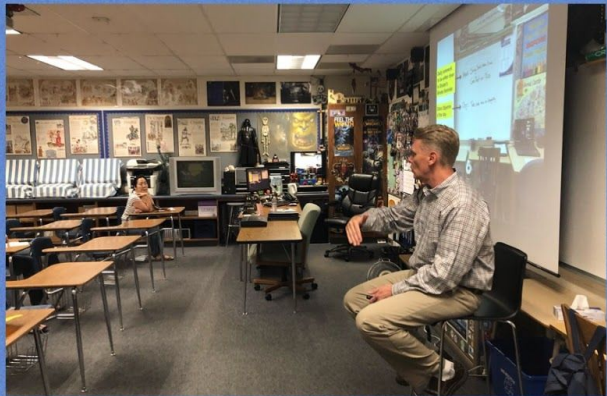
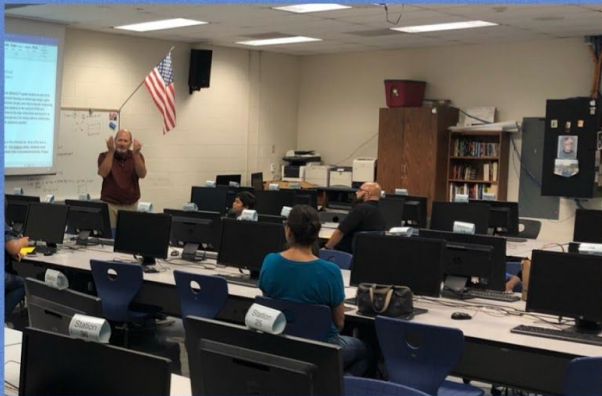
Back to School Night

What a cool night to get to meet teachers and each other while walking in the shoes of your student. We had over 700 people attend BTSN 2019. Thank you for your support!











Social Studies Spotlight

Mrs. Wilson's social studies classes really got in touch with the 5Cs (specifically communication and collaboration) while working on their vocabulary for the next unit!

7th Grade started with a geography review and will then embark on ROME. 8th grade started with a review of the colonies and American Revolution.



Band

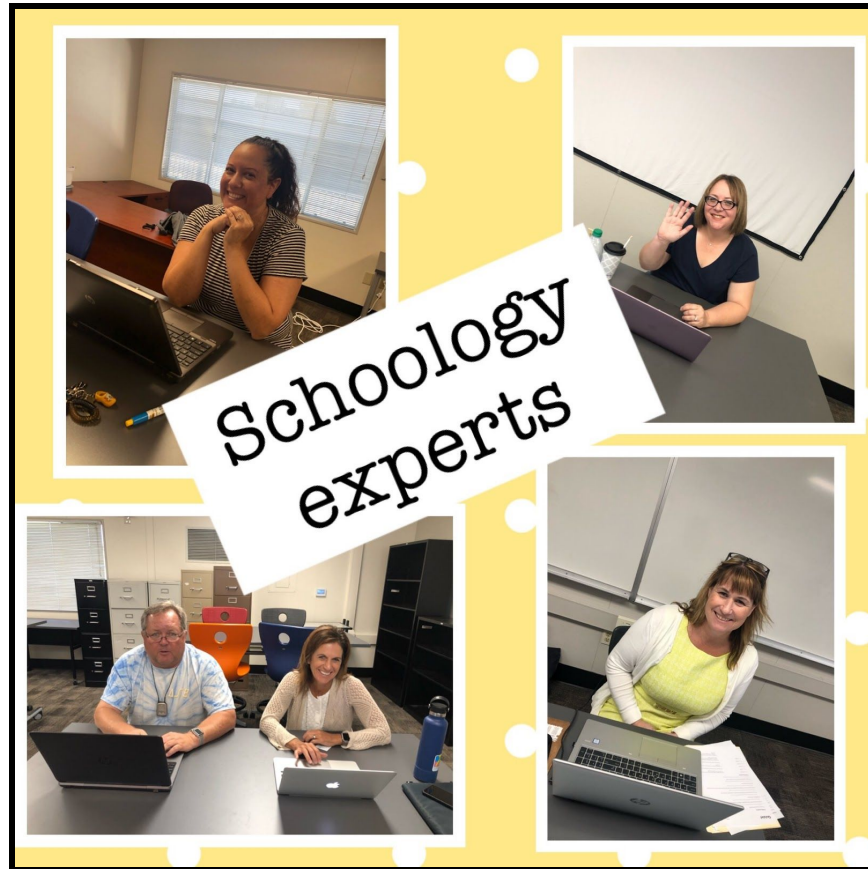
Yesterday, all of our beginners were finally issued their instruments. Today is their first day to play in class. Before that, all of our period 1 Advanced Band students volunteered their time after school to come out and mentor our beginners, giving them their first lesson in making sounds and providing them with a head start to their first day playing in class! It was a great peer tutoring and leadership session!

We also wanted to thank all of the community members who came out to support the band by dining out at Rubio's this past week - it was a big success!



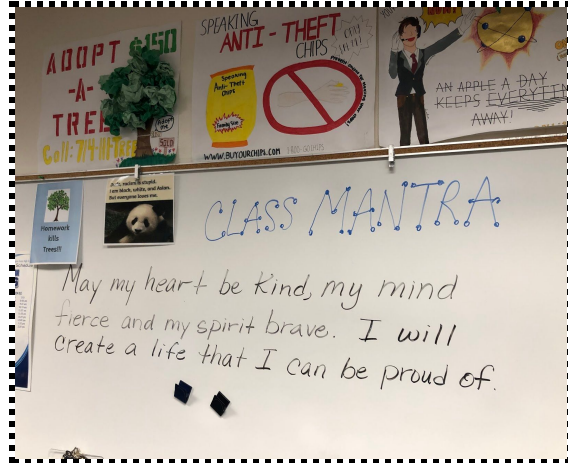
Schoology Experts

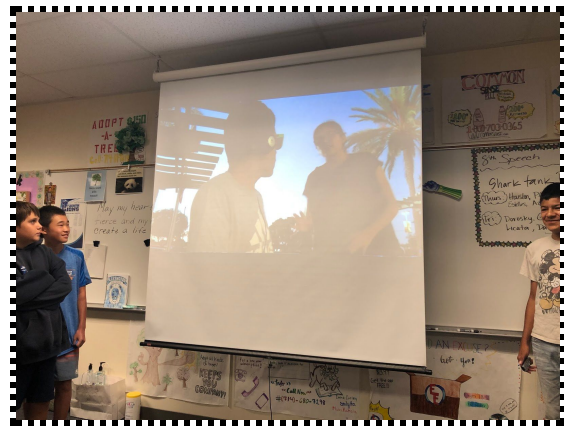
Schoology is our new PowerSchool/Haiku---it is a wonderful education resource for teachers, students and parents. Many teachers post their assignments and resources to this website. Every student has a log in (gmail account and PW). This is a great way for parents to stay connected and really know if your child has homework or not! Lol Parents you log on with your student's email/password. If you have trouble -contact larsen_s@auhsd.us. Susan Larsen, our tech coach. Below are a team of teachers who trained all day on how to make this school wide and amazing!



Speech Class 7/8 Grade

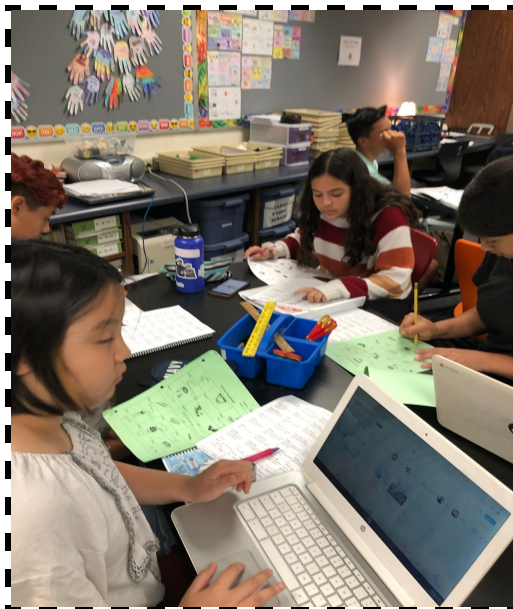
Speech a quarter long elective class for every 7th grader and 8th graders can take it has a full year elective. I love this class-it is ran with so much student voice and choice. They take ownership of their learning. This week I got to visit it twice---one was especially fun being a “shark” as we modeled the show shark tank with students’ business proposals in inventions they created with their team. 5Cs truly in play here! Mrs. Heck has created an award winning program. But don’t worry if your student did not take these classes-they can still join Speech and Debate Team after school!





Home Ec/Young Living

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



The Achieving Creative Excellence (ACE) program was created by teachers at Lexington Junior High School to recognize students who go above and beyond in the creative arts and technologies. Our program aligns with the school's vision for promoting communication, personal responsibility, and real world relevance.

HAVE AN IDEA → GET A MENTOR → MAKE IT HAPPEN!!!



ACE lets students make creative and STEAM projects with a teacher mentorship!

Students choose their project based on their talents and interests!

Students can work alone or in groups!

Students present their projects publicly and have a final reflective interview!



Students who complete an ACE project will be recognized with a Certificate of Distinction at the Lion Awards in May! Outstanding projects will receive high honors and a medal.

Sample projects

Animated or Live Action Film	Original Dance	Scene
Work	Interior Design	
Cooking Demonstration or Class	Catered Event	Graphic
Novel	Floral Design	
App Design	Original Artwork	Poetry
Anthology	Landscaping	

Come to one of our informational meetings on Wednesday, August 28th – 7:25 a.m. or 2:25 p.m. in Room 702!

ACE IS
THE
PLACE



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>



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





UNLIMITED YOU
ANAHEIM UNION HIGH SCHOOL DISTRICT

AUHSD'S TOWN HALL

SEPTEMBER IS SUICIDE PREVENTION AWARENESS MONTH

THE PURPOSE IS TO RAISE AWARENESS
ABOUT THE FOLLOWING:

- ❖ Suicide Prevention Efforts
 - The role that districts have in identifying and supporting students at risk
- ❖ School Based Mental Health Services
 - Community based resources

WHEN & WHERE

- ❖ Kennedy High School
 - Tuesday, Sept. 10, 2019
- ❖ Anaheim High School
 - Wednesday, Sept. 11, 2019
- ❖ Savanna High School
 - Thursday, Sept. 12, 2019

Time: 6:00pm -8:00pm

A Parent and Community Event

Choose a location below

KENNEDY H.S.

Tuesday, Sept. 10, 2019
Performing Arts Center
(KPAC)
8281 Walker St.
La Palma, CA 90623

ANAHEIM H.S.

Wednesday, Sept. 11, 2019
Cook Auditorium
811 W. Lincoln Ave.
Anaheim, CA 92805

SAVANNA H.S.

Thursday, Sept. 12, 2019
Savanna Auditorium
301 N. Gilbert St.
Anaheim, CA 92801

PROGRAM LEAD

Dr. Adela Cruz, LCSW,
Coordinator School Mental
Health

Questions?

• Office: 714-999-7734

**REGISTER AT THIS
LINK:**

**TOWN HALL: SUICIDE
PREVENTION**

<https://tinyurl.com/y3bjgyvk>

August 19, 2019

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 King, Ed.D.

OK TO POST

AUG 12 2019

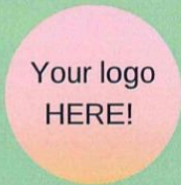
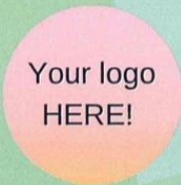


TEEN JOB WORKSHOP

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 - Class #9267
www.cypressca.org - Class #9267

APPROVED



CITIES OF CYPRESS AND LA PALMA RECREATION & COMMUNITY SERVICES

2019-20 TEEN EVENTS

FOR 13-18 YEAR OLDS

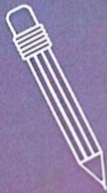
OPEN MIC SHOWCASE:

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,
LA PALMA (714) 690-3350 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

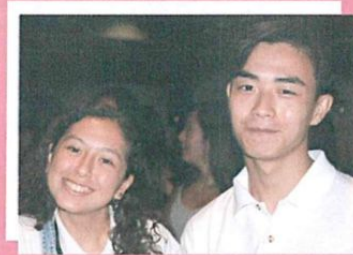
AUG 12 2019

7821 WALKER STREET

6:00-9:00PM

\$10 PER TICKET

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



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

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

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 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



OUR SCHOOL VISION

At Lexington Junior High School, we believe that to be successful educators we must create a high interest level in learning and maintain cross-curricular collaboration with enthusiasm for our subject areas. We are dedicated to maintaining high expectations for ourselves and for our students and to utilizing a variety of instructional strategies so all students are actively engaged in relevant learning and are successful in our classes. We set professional goals annually and frequently re-examine our effectiveness through peer collaboration and the sharing of best practices. Our collaborative and enthusiastic spirit maintains our focus on continuous improvement with the intent to help all students achieve academically and socially at Lexington.

Lexington Junior High School

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Cypress, CA 90630

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Check us out

houston_a@auhsd.us
Like us on Facebook
Follow us on Instagram

Lexingtonjhs.org

