



Mrs. Houston's Monday Memo

Just be Nice Dude!

"Try to be a rainbow in someone's cloud," Maya Angelou



......

Born This Way Foundation's 2nd annual #BeKind21 Challenge invites young people, families, teachers, and every community member to build habits that foster kindness and promote the strength and wellness of their communities. Inspired by the idea that habits are formed by repeating an activity for 21 consecutive days, the challenge calls on participants to practice an act of kindness each day from September 1st to September 21st. Lexington will participate on September 3-24th.

Everyone who takes the pledge, and shares at least once about the Challenge on social media with the hashtag #BeKind21, will be entered to win a pair of tickets to an upcoming Lady Gaga show and other fun prizes! @ladygaga @btwfoundation #lexingtonlions



Upcoming Student Activities & Reminders

- 1st quarter sports: Flag Football, Boys 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.
- Make-up ID/School pictures: 9/5 in PE classes.
- Saturday Academy, 9/7/19, 8-12 noon.

Upcoming Parent information & Events

- No School 9/2 Monday: Labor day
- Coffee with the Principal, Tuesday 9/3: Aeries and Staying Connected Assistance
- 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 Counseling department chose SUPPORT as their focus word of the year!

THIS WEEK'S **TOP STORIES**

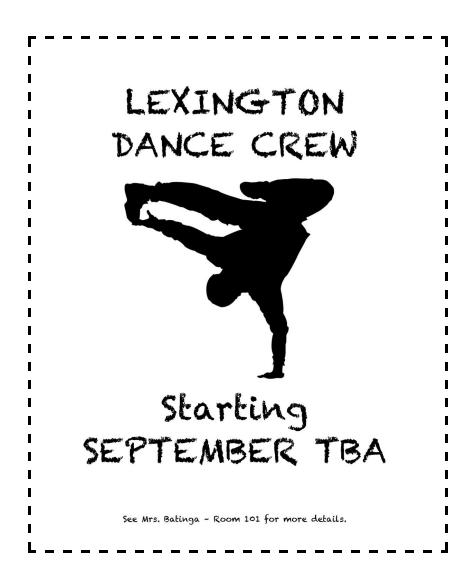
Saturday Academy

We have our first Saturday Academy of the school year coming up! On Saturday, September 7 from 8-12 noon. This is a great way to make up an absence and help the school regain some ADA. You must attend the entire duration. Students who have an absence will get a ticket in their period 6 class on Tuesday. Complete this ticket and return to Ms. Crumley in the Attendance Office by Friday 9/6 if you would like your student to attend. If you do not have any absences, but would like to attend-pick up a blank ticket from Ms. Crumley and get it back in. Saturday Academies are not punitive and will be academic enrichment.



Dance Goes Crew

Don't forget to listen to daily announcements for the start of our Dance Crew! We have hired a professional dance teacher---coming soon!



Lexington Leadership Team Revisioning

A team of 13 Lexington staff members attended our first workshop on Visioning! There will be a series of five workshops that we will be attending as a team throughout the first semester. In january, this team will then lead our entire school community in our new school vision! I think by the pictures below you can see we have a top notch set of lions ready to erupt some amazingness in all our school does! Thank you to Mr. C, Mr. McIver, Mrs. Cooley, Mr. Rae, Mr. Perales, Ms. Hind, Ms. Shandy, Mr. Dorosky, Ms. Giem, Mr. Jones, Mrs. Christensen, and Ms. Larsen!



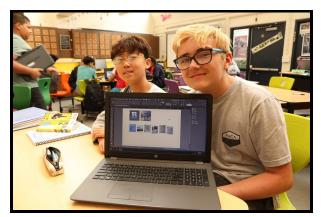




Photo and Yearbook

The students are using InDesign to manipulate their photos and create WORD! posters, which will share positive messages when they are posted around campus.

Below is the yearbook staff doing theme concept presentations...stay tuned for another awesome year captured!







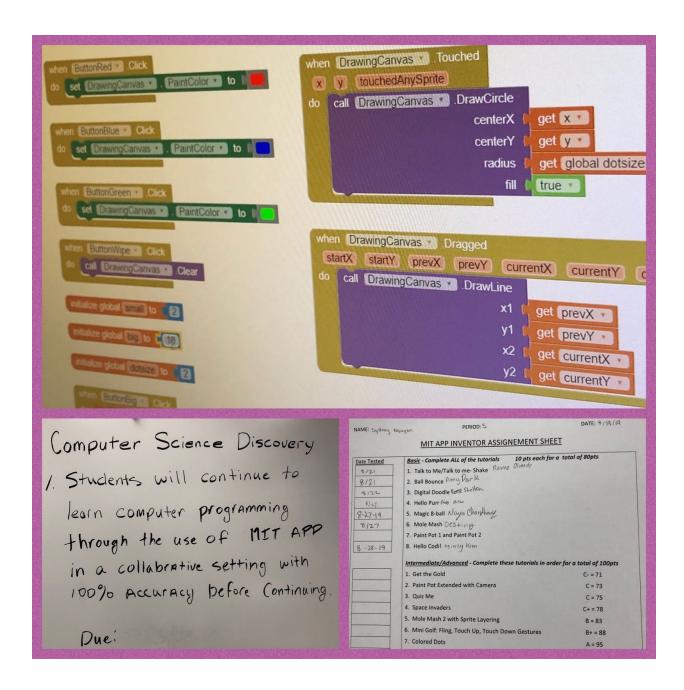


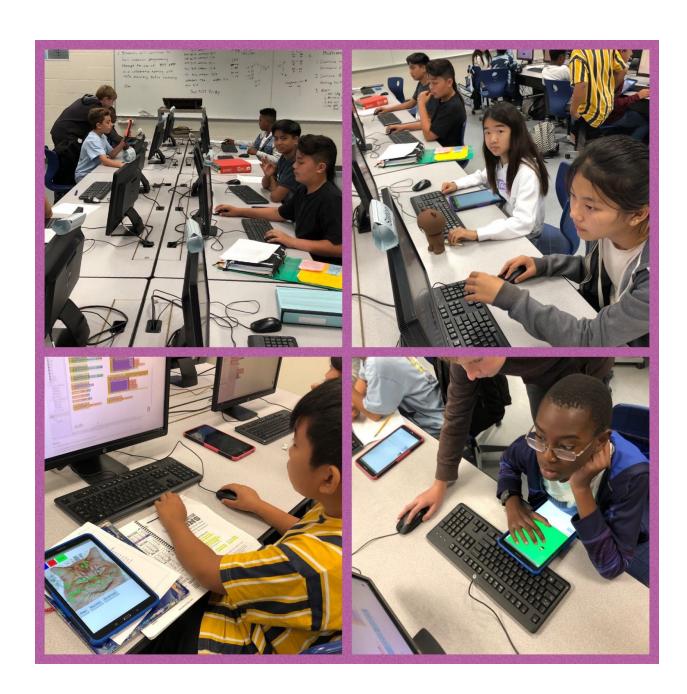




Computer Class Spotlight

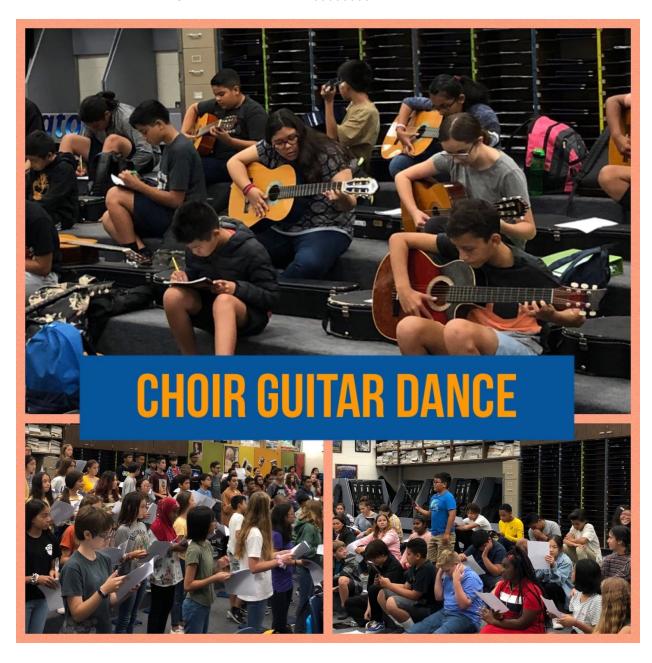
Mr. Day is getting real in his computer class---look at these cool and innovative tasks they are doing in class! We have some future programmers on our hands here!





Choir and Guitar Rocks

- > Guitar practicing...
- > Mixed choir auditioning for solos...
- > Advanced choir learning new music!!!! Oh-Myyyyyyy!



Band

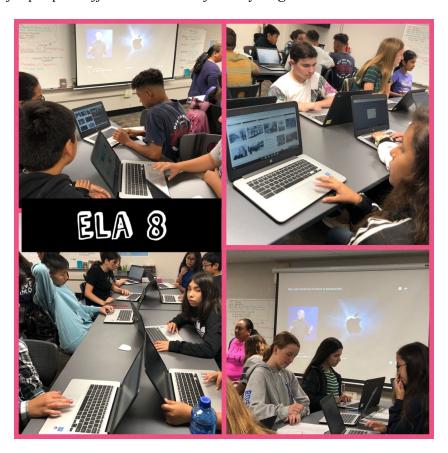
Below are some awesome captured moments of our beginning Percussion class getting started up.

The other one is our newly-elected Advanced Band officers. From left to right, Librarian Ryan Lee, President Jayden Choi, Secretary Joseph Pai, and Treasurer Yanni Lee. The student leadership in period 1 really sets the tone for the whole band. Way to go Mr. Graves!



ELA

ELA 8 was collaborating in groups today on their Anne Frank unit presentation. They watched some model slides and videos of good presentations to help guide them on their own coming up! I loved listening to them dialogue on which images were better, how to start and draw their audience in. The content/Language objective: How does a focused theme or specific purpose affect author's craft? Way to go Ms. Diaz!



Tiger Woods Learning Center

Tiger Woods Learning Center is a great option for after school care and academic enrichment---they love our AUHSD family and provide an array of services for our students. There is also transportation! Check out their website for all the class offerings! Check out the video link below!

For More Information:

GYLA BELL

Senior Director, Programs

TGR Learning Lab | TGR Foundation – A Tiger Woods Charity

P: 714.765.8000
One Tiger Woods Way, Anaheim, CA 92801
TGRFoundation.org | @TGRFound

https://bcove.video/2HNX7ym



Home Ec/Young Living

Home Ec got "sew" busy this week on their unit of SEWING! These students learned all about how to select fabric, chart it out, measure lengths and put it together to create their apron which they will use for the remainder of the year when they are cooking and crafting! What a meaningful skill to have in life--Great job Mrs. Harpst!















Announcements and Information for School and District

COFFEE WITH THE PRINCIPAL

TUESDAY, SEPTEMBER 3 9:00 AM LEXINGTON LIBRARY

AERIES 101

LEARN THE BASIC FEATURES AND FUNCTIONS OF AERIES. SET UP WEEKLY PROGRESS REPORTS AND UPDATE NOTIFICATION SETTINGS FOR DISTRICT, SCHOOL, ATTENDANCE, AND CLASS MESSAGES.





Lunch With A Lion

Parents...

On Tuesday, Sept. 10, we will have our annual Lunch with a Lion. At the event, you get to bring your child lunch and enjoy a great meal with them on the back field.

Our ASB department will be playing music and having fun raffle games.

If you are interested in coming, please fill out this form and return it to the main office by Sept. 6th. Each family member coming on campus will receive a bracelet for the event. If a person does not have a bracelet from the main office, they will not be allowed on campus. Parking will be available on the field.

ITEMS TO BRING- food, drinks, something to sit on (blankets or chairs), shade covering (if you do not like the sun), bracelet from the main office, and good knowledge of music from the 80's, 90's and 2000's.

Event: Lunch with a Lion (your student)
Date and Time: Tuesday, Sept. 10th at 12:04 to 12:54
Items to Bring: Lunch for you and your child, something to sit on and shade if needed.

Child's Name ______
Child's 5th Period Teacher _____
Parent's Name _____
Number of family members besides student _____

RETURN TO THE MAIN OFFICE BY Sept. 6, 2019

OUR FIRST LUNCH WITH A LION



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!





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.

TRD

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*

<u>open house</u>

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.

TBI

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 collaborately 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 FαCES 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

- https://www.ptotoday.com/pto-todayarticles/article/399-involvement-matters -what-to-tell-parents
- http://www.auhsd.us/district/index.php/ parents/parent-involvement/parentinvolvement-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.



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



If you would like to purchase discounted tickets to the Orange County Auto Show in October, you can follow this link https://autoshowoc.com and do so online. Enter the code below and our Band program will receive \$12 for every ticket purchased! The promo code for Lexington Band Boosters is **LJHB**.

You can also purchase physical tickets from any band student.

Go to AutoShowOC.com to purchase a \$12 discounted ticket using promo code LJHB

and 100% of the TICKET PRICE IS DONATED to Lexington Band Boosters!

It's as easy as 1-2-3:

- 1. Click on BUY TICKETS at AutoShowOC.com
 - 2. Then Click to unlock hidden ticket
- 3. Enter LJHB, so 100% of the fundraiser ticket goes to Lexington Band Boosters!



AUHSD'S TOWN HALL

\$EPTEMBER I\$ \$UICIDE 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

Ouestions?

· Office: 714-999-7734

REGISTER AT THIS LINK:

TOWN HALL: SUICIDE PREVENTION

https://tinyurl.com/y3bjgyvk

August 19, 2019



Announcements and Information for Community and City





TEEN OPEN MIC SHOWCASE APPLICATION



Please completely fill out this application and submit no later than September 18th, 2019, by 5:00 P.M. at the La Palma Community Center, 7821 Walker Street, La Palma, CA 90623

This event was created to showcase your talent and dazzle the crowd, so invite as many friends and family as you would like and get everyone to support you and the other performers!

In the chance of rain, this event will be cancelled. Participants must be between 13-18 years of age. A minimum of 5 participants are needed to continue the event.

Type of Talent:	
Vocalist (Solo or Group)Acoustic MusicianPoetInstrument	al
Musician	
Other:	
Contact Information:	
Name of Person/Group:	
Contact Person: Phone Number: ()	
Address: Zip Code:	
Age: School:	
Group Members (if any):	
Name: Age: School:	
Name: Age: School:	
Briefly describe the talent you are going to showcase and perform:	
	A POLICE
Items that must be turned in with this application:	
Completed Application	
Copies of all School I.D.'s or Driver's License who are participating	
*Email youtube links, CD, or DVD (Including all songs that will be performed) email	
to: ivans@cityoflapalma.org*Typed Lyrics/poems (Approval under staff's discretion)	
*if it applies to your showcase	
ii it applies to your showcase	

Performances cannot go over 7 minutes

Applications are due by 5:00 P.M., Wednesday, September 18, 2019, at the La Palma Community Center For more information: La Palma: (714) 690-3353 www.cityoflapalma.org or Cypress: (714) 229-6780 www.cypressrec.org



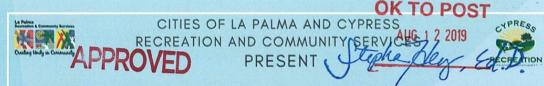
Ticket Procedures:

- 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.ORC



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:

Your logo HERE!

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Your logo HERE! Your logo HERE! Your logo HERE!

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

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.

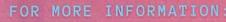


TEEN FASHION SCENE:

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





RECEIVED

CITATES 9 2016 YPRESS AND LA PALMA RECREATION & COMMUNITY SERVICES

2019-20 TEEN DANCES

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

LA PALMA COMMUNITY CENTERS 1 2 2019
7821 WALKER STREET Lighte Devy Ed.D.
6:00-9:00PM
\$10 PER TICKET





NEON DANCE: Saturday, September 7th

NEW YEAR DANCE:Saturday, January 11th

UNDER THE SEA DANCE:

Saturday, May 9th





JOIN 2019-2020 TEEN PROGRAM



\$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

CALL 714-527-2697

WEB www.bgccypress.org



DAILY SCHEDULE



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.)

OPEN 7 00 AM - 6 30 PM



SCHOOL YEAR DATES

AUGUST 8, 2019 -MAY 22, 2020



CLOSURE 12/24, 12/25, 12/31, 1/1/20
DATES 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!

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

<u>Third Thursdays</u>: 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 timelimits will be implemented by grade:

[K-2] <20min, [3-5] <30min, [6-8] <45min

WEEKLY SHELVING Fexible 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 FRIDAY SAT - SUN 10-7 CLOSED

Subject to change. Contact us for the latest updates.



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 Brandi, 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 Gomberg, Storytimes, Book+Bites

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 partici-
- pants, 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



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/tidying, 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 paper-work from school (Aeries or counselor). Do not delay!

If you were an outstanding volunteer for one year or

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 vou 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.

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



Lexington Junior High School

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Phone: 714-220-4201 Fax: 714-761-4989

Check us out

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

Lexingtonjhs.org

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.













