

School Datebooks



COLLEGE REFERENCE PAGES

6.625" X 9"



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Protecting yourself from the things that can harm you is a skill you must learn to have a happy life. Drugs will harm you and those around you. The world needs you. You will be unavailable if you are messed up or sick from drugs. Choose to be a healthier, stronger human **(I)**, a better friend to others **(Us)**, and someone who can change the world **(All)** to the better.

I • Us • All

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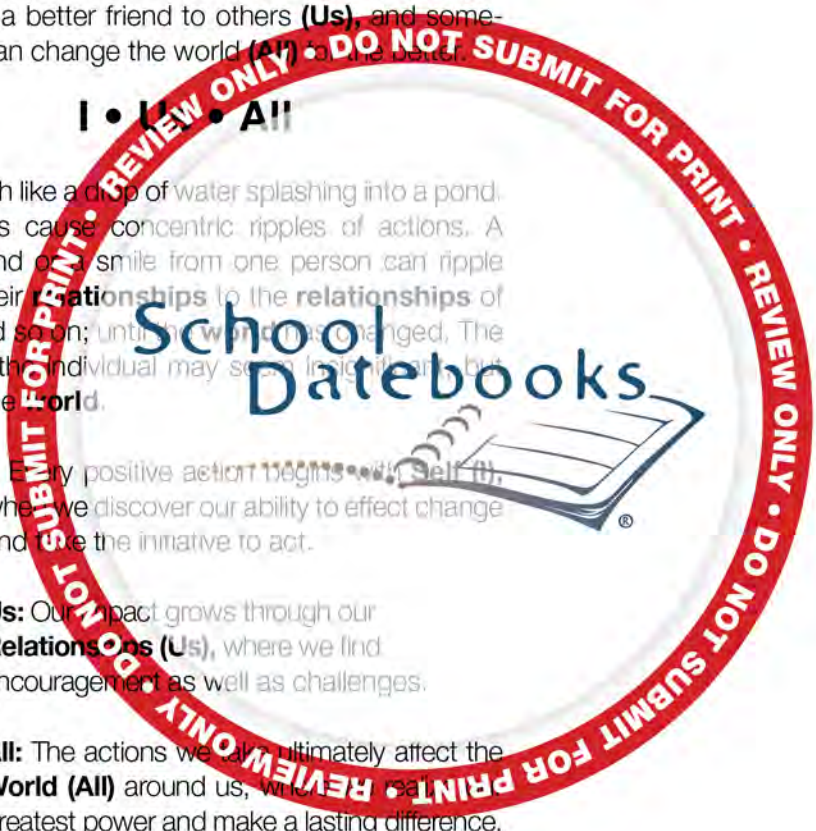


Us: Our impact grows through our **Relationships (Us)**, where we find encouragement as well as challenges.



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Look for the **I, Us, and All** symbols in your planner and supplements. They mark sections and ideas to help make positive ripples in your **self, relationships, and world**.





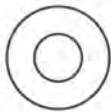
collegesupplement

Your college years have the potential to be a touchstone for the rest of your life. This is the time for you to stretch your intellect, open your mind to the thoughts and knowledge of others, and look into your future with hope and optimism. Change yourself! Make lifelong relationships. Make the world a better place. Yes, you can.

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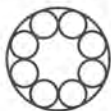
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conflict resolution

Learning how to solve disagreements and make good compromises will go a long way to make your life better. You will feel much happier about yourself **(I)**, your relationships with others **(Us)**, and the world you live in **(All)** when you can work through your conflicts with courage and clarity.

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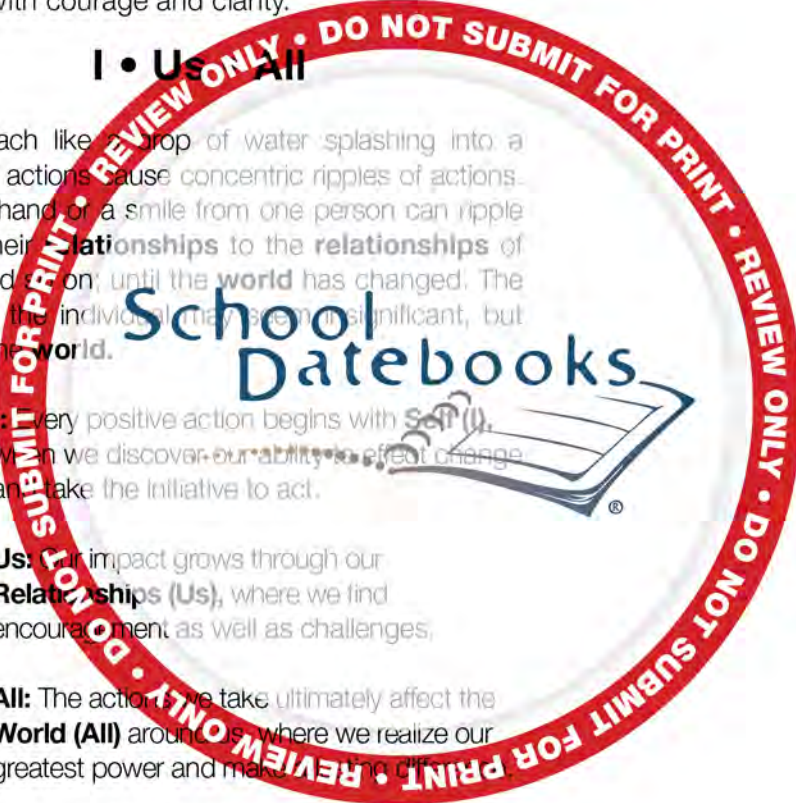


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COLLABORATION



When you collaborate, you use your strengths for the common good. You will make friendships and something new is created!

INCLUDE:

Invite and allow others to participate in your activity.

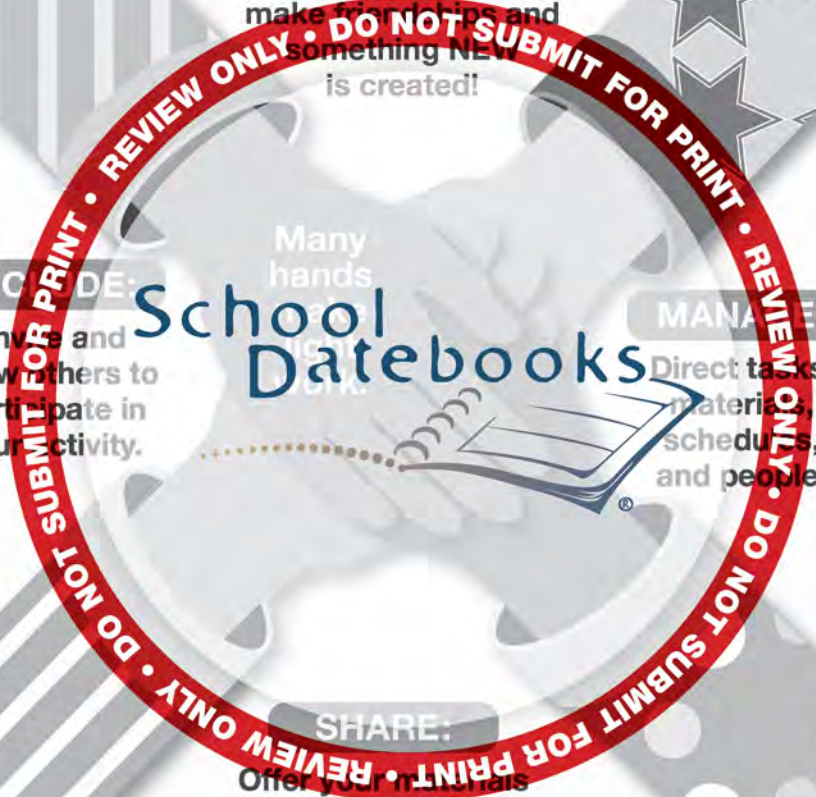
Many hands make light work.
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MANAGE:

Direct tasks, materials, schedules, and people.

SHARE:

Offer your materials and ideas for others to have, use, or borrow.





COMMUNICATION

Communication goes well beyond being liked. Good communication is essential for success: personal, social, professional.

Speak and be understood. Listen. The ideas and information of others is important.

Speak formally or informally to individuals or groups.

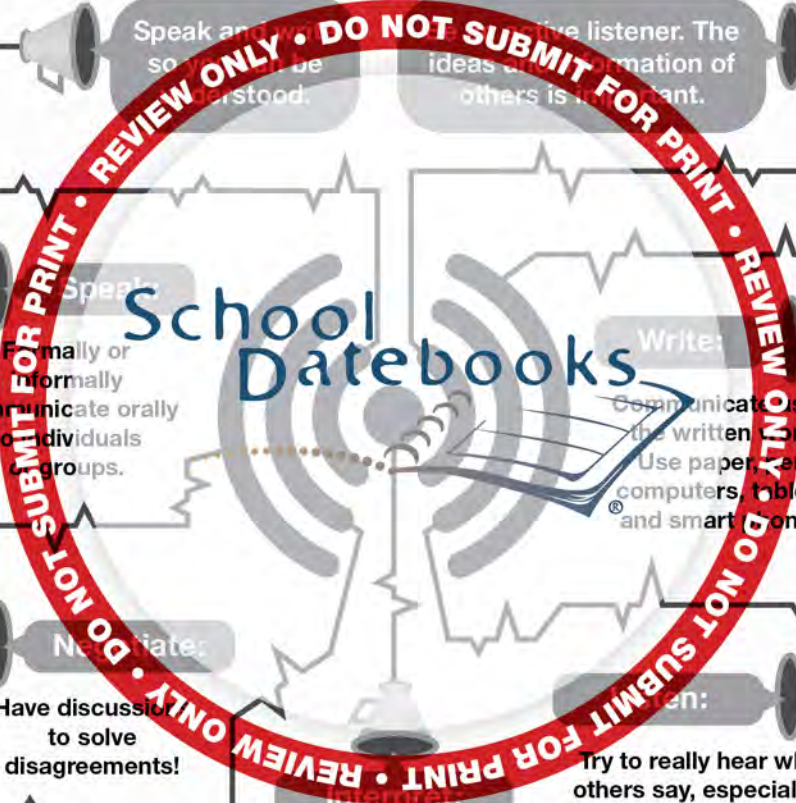
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Write: Communicate using the written word. Use paper, pen, computers, tablets, and smart phones.

Negotiate: Have discussion to solve disagreements!

Listen: Try to really hear what others say, especially if you are being spoken to directly.

Interpret: Restate words or ideas. OR Translate from one language to another.





CRITICAL THINKING



Critical thinking is reflective thinking to determine what is true in order to decide what to do next. It is one of the highest levels of thinking.

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CRITICAL THINKING

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PROBLEM SOLVING:

Defining a problem and thinking of ways to overcome obstacles. Good problem solvers must be persistent and creative.

ORGANIZING:

Arranging a thing in a particular way. Organizers have good spatial sense and can quickly see patterns.

CRITICAL THINKING IN SCHOOL:

- * Word Problems
- * Essay Questions
- * Role Playing
- * Simulations

EVALUATING:

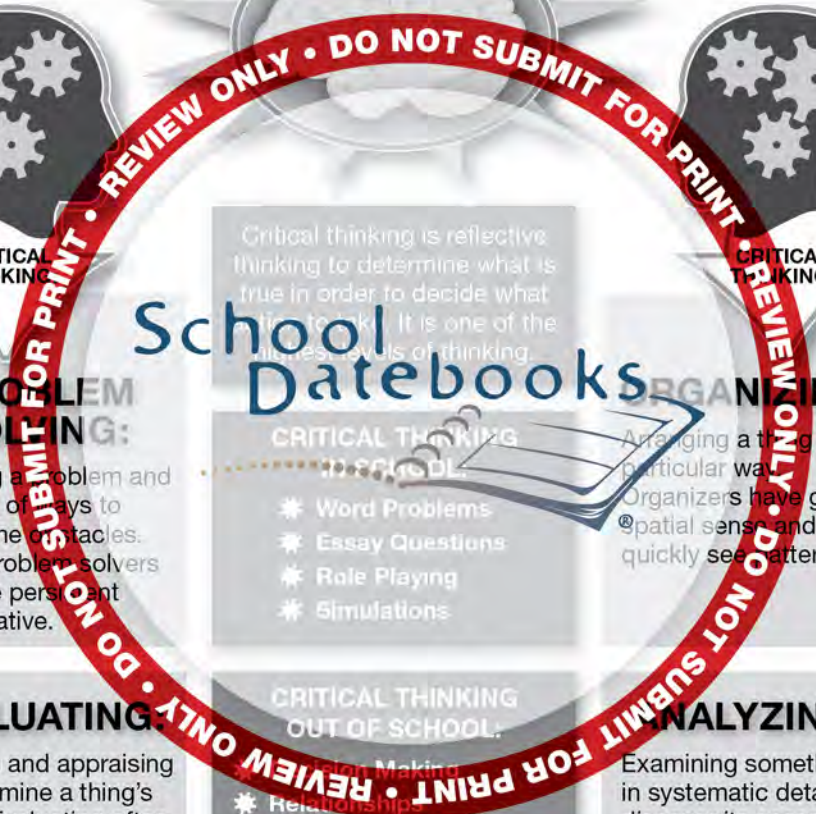
Judging and appraising to determine a thing's worth. Evaluating often includes ranking something first, second, third, etc. Good evaluators are careful observers and precise note takers.

CRITICAL THINKING OUT OF SCHOOL:

- * Decision Making
- * Relationships
- * Analyzing Life Events
- * Recognizing Differences
- * Describing Things
- * Explaining Things

ANALYZING:

Examining something in systematic detail to discover its essence or meaning. Analyzers gather as many facts as possible and document findings. Your final analysis is based on research.





INFORMATION LITERACY

Information Literacy refers to having a basic understanding of receiving, retrieving, evaluating, and sharing information of all kinds.

READ:

Decode and comprehend printed matter.

LEARN:

Gain knowledge through study, practice, or experience.

RECOGNIZE:

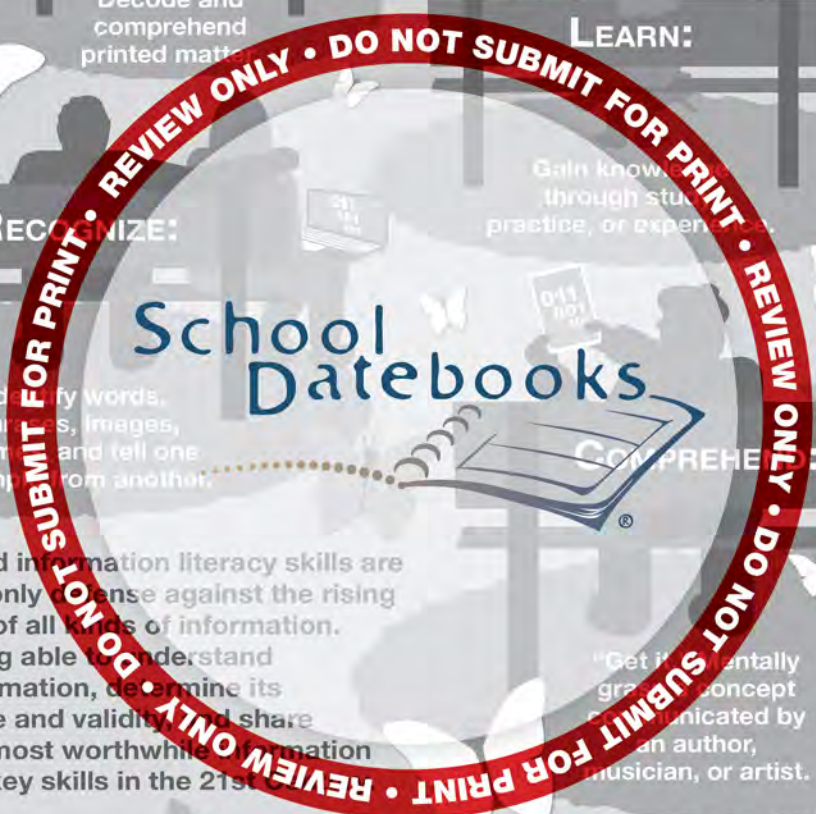
Identify words, phrases, images, themes, and tell one example from another.

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COMPREHEND:

"Get it" mentally grasp a concept communicated by an author, musician, or artist.

Good information literacy skills are the only defense against the rising sea of all kinds of information. Being able to understand information, determine its value and validity, and share the most worthwhile information are key skills in the 21st century.





INITIATIVE



THE FUEL
THAT
POWERS
PROGRESS

CREATE:

Bring something new into being that didn't exist before.

Be self-motivated to work toward achieving goals.

TRUST:

Strive to do your best. Pursue your goals.

PEOPLE WITH INITIATIVE:

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Lead the way. Raise their hands.

- ✔ Volunteer
- ✔ Complete projects
- ✔ Serve as role models
- ✔ Reach goals
- ✔ REALIZE DREAMS

WORK:

Apply yourself. Achieve your goals.

DISCIPLINE:

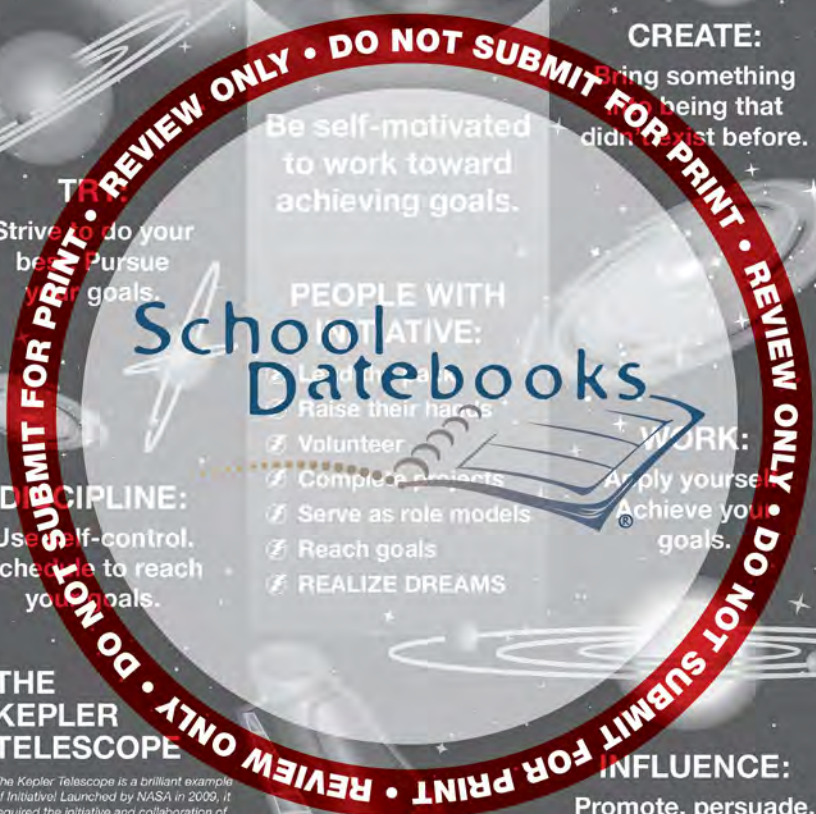
Use self-control. Schedule to reach your goals.

THE KEPLER TELESCOPE

The Kepler Telescope is a brilliant example of Initiative. Launched by NASA in 2009, it required the initiative and collaboration of NASA, Ball Aerospace, and the Ames Research Center. It was designed to survey our area of the Milky Way Galaxy to detect and characterize hundreds of Earth-sized and larger planets in or near the habitable zone.

INFLUENCE:

Promote, persuade, distribute, or sell a service or product.

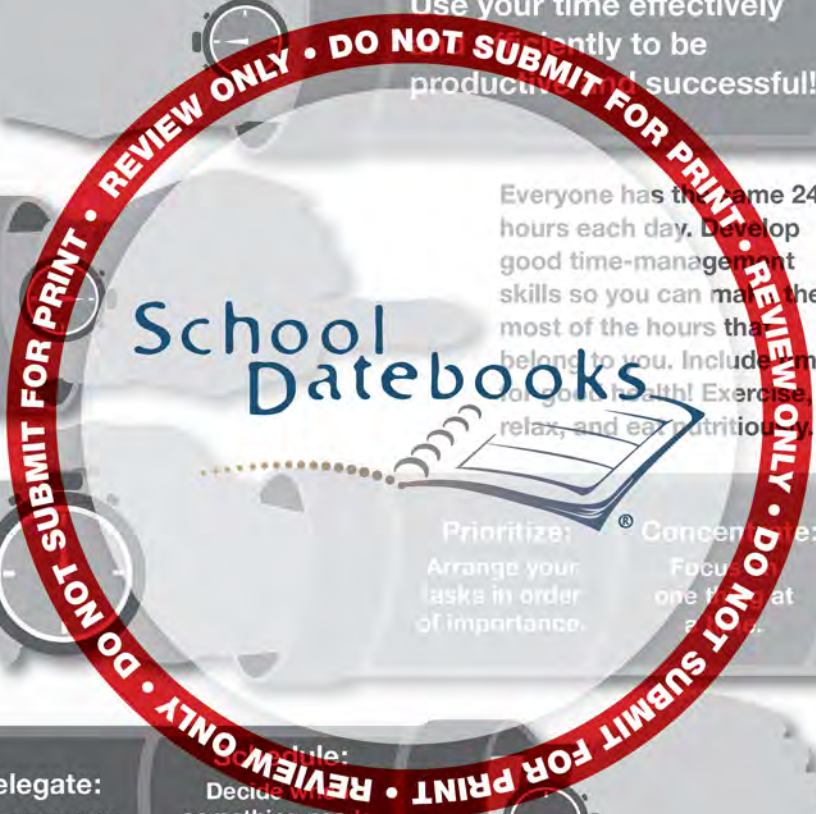




TIME MANAGEMENT



Use your time effectively and efficiently to be productive and successful!



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Everyone has the same 24 hours each day. Develop good time-management skills so you can make the most of the hours that belong to you. Include time for good health! Exercise, relax, and eat nutritiously.

Prioritize: Arrange your tasks in order of importance.
Concentrate: Focus on one thing at a time.

Delegate: Ask someone else to do a task.

Decide: Decide what something needs to get done and arrange it for that time.





Time management, whether addressed with a digital or a paper planner, is critical to academic success. Learning time management skills will have a powerful positive impact on your life. You will be able to get more done **(I)**, help others and improve relationships **(Us)**, and make a positive difference in the world around you **(All)**.

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Understanding your financial resources and assuming responsibility for them will allow for you to have a better life. Your potential to positively effect your own life (**I**), your relationships (**Us**), and the world around you (**All**) will increase if you control your finances rather than allowing them to control you.

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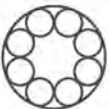
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romannumerals

I	1	XXVII	27	LIII	53	LXXIX	79
II	2	XXVIII	28	LIV	54	LXXX	80
III	3	XXIX	29	LV	55	LXXXI	81
IV	4	XXX	30	LVI	56	LXXXII	82
V	5	XXXI	31	LVII	57	LXXXIII	83
VI	6	XXXII	32	LVIII	58	LXXXIV	84
VII	7	XXXIII	33	LIX	59	LXXXV	85
VIII	8	XXXIV	34	LX	60	LXXXVI	86
IX	9	XXXV	35	LXI	61	LXXXVII	87
X	10	XXXVI	36	LXII	62	LXXXVIII	88
XI	11	XXXVII	37	LXIII	63	LXXXIX	89
XII	12	XXXVIII	38	LXIV	64	XC	90
XIII	13	XXXIX	39	LXV	65	XCI	91
XIV	14	XL	40	LXVI	66	XCII	92
XV	15	XLI	41	LXVII	67	XCIII	93
XVI	16	XLII	42	LXVIII	68	XCIV	94
XVII	17	XLIII	43	LXIX	69	XCV	95
XVIII	18	XLIV	44	LXX	70	XCVI	96
XIX	19	XLV	45	LXXI	71	XCVII	97
XX	20	XLVI	46	LXXII	72	XCVIII	98
XXI	21	XLVII	47	LXXIII	73	XCIX	99
XXII	22	XLVIII	48	LXXIV	74	C	100
XXIII	23	XLIX	49	LXXV	75	D	500
XXIV	24	L	50	LXXVI	76	M	1000
XXV	25	LI	51	LXXVII	77		
XXVI	26	LII	52	LXXVIII	78		

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Use your time in school to your best advantage. Learning about new ways to solve problems, express yourself, and interact with the world will make your life infinitely better. The way you relate to yourself (**I**), communicate with others (**Us**), and contribute to a better world (**All**) improve with your ability to study better and learn more.

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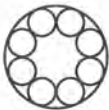
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CHARACTER *defining character*

What's **CHARACTER** all about?

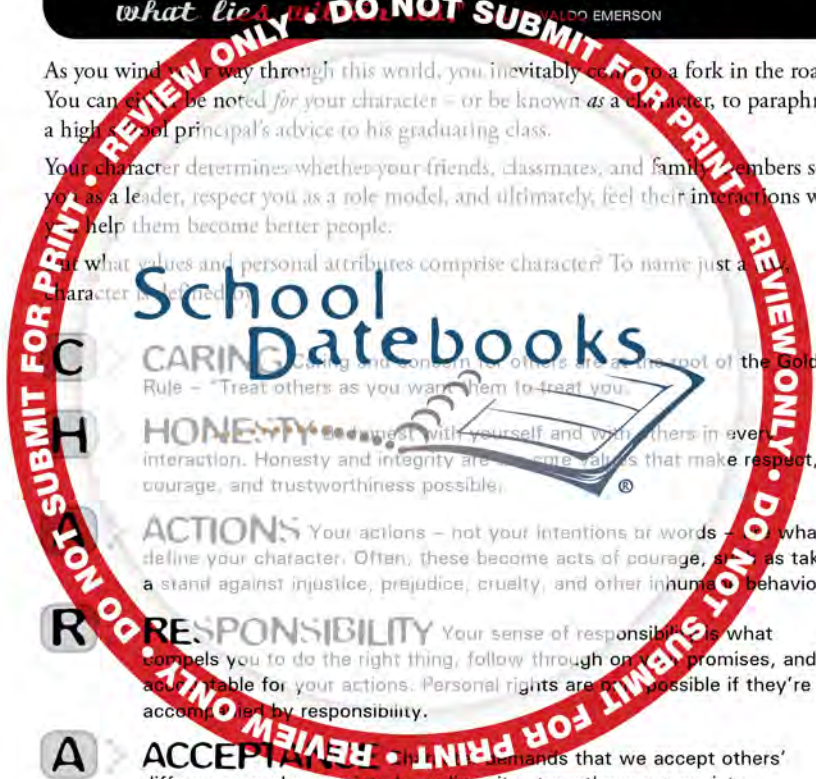
"Character is power." - BOOKER T. WASHINGTON

"What lies behind us and what lies before us are small matters compared to what lies within us." - WILDO EMERSON

As you wind your way through this world, you inevitably come to a fork in the road: You can either be noted for your character – or be known as a character, to paraphrase a high school principal's advice to his graduating class.

Your character determines whether your friends, classmates, and family members see you as a leader, respect you as a role model, and ultimately, feel their interactions with you help them become better people.

What values and personal attributes comprise character? To name just a few, character is defined by:



C > **CARING** Caring and concern for others are at the root of the Golden Rule – "Treat others as you want them to treat you."

H > **HONESTY** Honesty and integrity are some values that make respect, courage, and trustworthiness possible.

A > **ACTIONS** Your actions – not your intentions or words – are what define your character. Often, these become acts of courage, such as taking a stand against injustice, prejudice, cruelty, and other inhuman behaviors.

R > **RESPONSIBILITY** Your sense of responsibility is what compels you to do the right thing, follow through on your promises, and be accountable for your actions. Personal rights are not possible if they're accompanied by responsibility.

A > **ACCEPTANCE** Acceptance demands that we accept others' differences and appreciate how diversity strengthens our society.

C > **CITIZENSHIP** People of strong moral character don't sit on the sidelines. Contribute your "fair share" – participate fully as a concerned student, volunteer, and voter.

T > **TRUSTWORTHINESS** Trust can't be granted; it can only be earned. Deliver on your promises. Act honestly at every turn.

E > **EMPATHY** When you empathize with others, you go beyond kindness and caring; you truly begin to see the world from someone else's perspective.

R > **RESPECT** Respect for yourself and for others is an integral component of character. Without respect, caring and empathy are empty expressions. Respect is what enables us to accept and appreciate others' differences.



CHARACTER *people of character*

C H A R A C T E R

The qualities of a great man are "vision, integrity, courage, understanding, the power of articulation, and profundity of character."
~ PRESIDENT DWIGHT D. EISENHOWER

Good character is sometimes doing the right thing even when it's costly or hard.

Character is like a tree and
reputation like its shadow.

The shadow is what
we find in the tree
is the real thing.

~ PRESIDENT ABRAHAM LINCOLN

"The function of education is
to teach one to think intensively
and to think critically...intelligence
is the goal of a true education."
~ MARTIN LUTHER KING, JR.

*Every choice you make helps define the
kind of person you are choosing to be.*

"We learned about honesty and integrity – that the truth matters...
that you don't take shortcuts or play by your own set of rules... and
success doesn't count unless you earn it fair and square."
~ MICHELLE OBAMA



CIVICS *Bill of Rights*

AMENDMENT I

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.

AMENDMENT II

A well regulated militia, being necessary to the security of a free state, the right of the people to keep and bear arms, shall not be infringed.

AMENDMENT III

No soldier shall in time of peace be quartered in any house, without the consent of the owner; and in time of war, but in a manner to be prescribed by law.

AMENDMENT IV

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

AMENDMENT V

No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment of a grand jury, except in cases arising in the land or naval forces, or in the militia, when in actual service in time of war or public danger; nor shall any person be subject for the same offense to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

AMENDMENT VI

In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the state and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor, and to have the assistance of counsel for his defense.

AMENDMENT VII

In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury, shall be otherwise re-examined in any court of the United States, than according to the rules of the common law.

AMENDMENT VIII

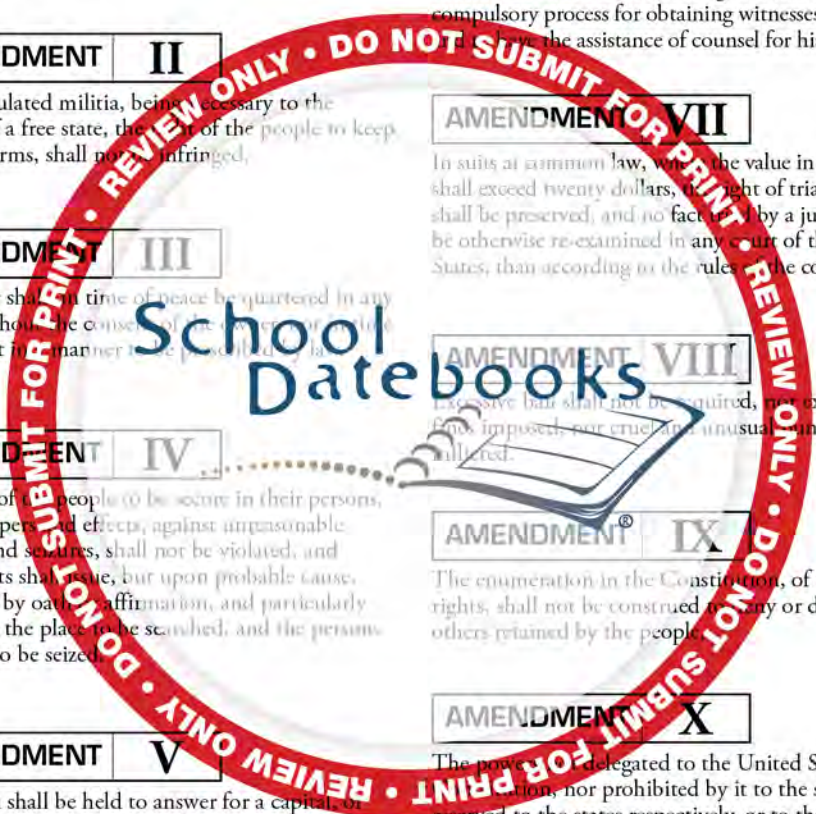
Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

AMENDMENT IX

The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people.

AMENDMENT X

The powers not delegated to the United States by the Constitution, nor prohibited by it to the states, are reserved to the states respectively, or to the people.





CIVICS *United States presidents*

No.	President	Party	Native State	Dates of term(s)	Vice President
{1}	George Washington	Unaffiliated	Virginia ¹	April 30, 1789-March 3, 1797	John Adams
{2}	John Adams	Fed.	Massachusetts ¹	March 4, 1797-March 3, 1801	Thomas Jefferson
{3}	Thomas Jefferson	Dem.-Rep.	Virginia ¹	March 4, 1801-March 3, 1805	Aaron Burr
{4}	Thomas Jefferson	Dem.-Rep.	Virginia ¹	March 4, 1805-March 3, 1809	George Clinton
	James Madison			George Clinton*	
{5}	James Monroe	Dem.-Rep.	Virginia ¹	March 4, 1809-March 3, 1813	Elbridge Gerry*
	James Madison			Daniel D. Tompkins	
{6}	John Quincy Adams	Dem.-Rep.	Massachusetts ¹	March 4, 1817-March 3, 1825	John C. Calhoun
{7}	Andrew Jackson	Dem.	Carolinas ¹	March 4, 1825-March 3, 1833	John C. Calhoun*
{8}	Andrew Jackson	Dem.	New York	March 4, 1833-March 3, 1837	Martin Van Buren
	Martin Van Buren			Richard M. Johnson	
{9}	William Henry Harrison*	Whig	Virginia ¹	March 4, 1841-April 4, 1841	John Tyler
{10}	John Tyler	Whig	Virginia	April 6, 1841-March 3, 1845	
{11}	James K. Polk	Dem.	North Carolina	March 4, 1845-March 3, 1849	George M. Dallas
{12}	Zachary Taylor*	Whig	Virginia	July 9, 1849-July 9, 1850	Millard Fillmore
{13}	Millard Fillmore	Whig	New York	July 10, 1850-Sept. 18, 1853	
{14}	Franklin Pierce	Dem.	New Hampshire	March 4, 1853-March 3, 1857	William R. King*
{15}	James Buchanan	Dem.	Pennsylvania	March 4, 1857-March 3, 1861	John C. Breckinridge
{16}	Abraham Lincoln	Dem.	Kentucky	March 4, 1861-March 3, 1865	Hannibal Hamlin
	Abraham Lincoln*			Andrew Johnson	
{17}	Andrew Johnson	Dem.	North Carolina	March 4, 1865-April 15, 1865	
{18}	Ulysses S. Grant	Rep.	Ohio	April 15, 1865-March 3, 1869	Schuyler Colfax
	Ulysses S. Grant			Reuben Wilson*	
{19}	Rutherford B. Hayes	Rep.	Ohio	March 4, 1869-March 3, 1873	William A. Wheeler
{20}	James A. Garfield	Rep.	Ohio	March 4, 1873-March 3, 1877	Chester A. Arthur
{21}	Chester A. Arthur	Rep.	Vermont	March 4, 1877-March 3, 1881	
{22}	Grover Cleveland	Dem.	New Jersey	Sept. 19, 1881-March 3, 1885	Thomas A. Hendricks*
{23}	Benjamin Harrison	Rep.	Ohio	March 4, 1885-March 3, 1889	Levi P. Morton
{24}	Grover Cleveland	Dem.	New Jersey	March 4, 1893-March 3, 1897	Allan E. Steiwer
{25}	William McKinley	Rep.	Ohio	March 4, 1897-March 3, 1901	Garret A. Hobart
	Theodore Roosevelt				
{26}	Theodore Roosevelt	Rep.	New York	March 4, 1901-Sept. 14, 1901	Theodore Roosevelt
{27}	Theodore Roosevelt	Rep.	Ohio	Sept. 14, 1901-March 3, 1905	Charles W. Fairbanks
	William Howard Taft			James S. Sherman	
{28}	Woodrow Wilson	Dem.	Virginia	March 4, 1913-March 3, 1917	Thomas R. Marshall
	Woodrow Wilson			Thomas R. Marshall	
{29}	Warren G. Harding*	Rep.	Ohio	March 4, 1921-August 2, 1923	Calvin Coolidge
{30}	Calvin Coolidge	Rep.	Vermont	August 2, 1923-March 3, 1925	Charles G. Dawes
	Calvin Coolidge			Charles G. Dawes	
{31}	Herbert Hoover	Rep.	Iowa	March 4, 1929-March 3, 1933	Charles Curtis
{32}	Franklin D. Roosevelt	Dem.	New York	March 4, 1933-Jan. 20, 1937	John N. Garner
	Franklin D. Roosevelt				
{33}	Franklin D. Roosevelt	Dem.	New York	Jan. 20, 1937-Jan. 30, 1945	Henry A. Wallace
	Franklin D. Roosevelt			Henry S. Truman	
{34}	Harry S. Truman	Dem.	Missouri	Jan. 20, 1945-April 12, 1953	Albert A. Acheson
{35}	Harry S. Truman	Dem.	Missouri	April 12, 1953-Jan. 20, 1957	Lyndon B. Johnson
	Dwight D. Eisenhower			Lyndon B. Johnson	
{36}	Dwight D. Eisenhower	Rep.	Texas	Jan. 20, 1953-Jan. 20, 1957	Richard M. Nixon
{37}	Dwight D. Eisenhower	Dem.	Massachusetts	Jan. 20, 1957-Jan. 20, 1961	Hubert H. Humphrey
	John F. Kennedy			Spiro T. Agnew*	
{38}	John F. Kennedy	Dem.	Massachusetts	Jan. 20, 1961-Nov. 22, 1963	Gerald R. Ford*
{39}	Lyndon B. Johnson	Dem.	Texas	Nov. 22, 1963-Jan. 20, 1965	Nelson Rockefeller
	Lyndon B. Johnson			Walter Mondale	
{40}	Richard M. Nixon*	Rep.	California	Jan. 20, 1969-Jan. 20, 1973	George H. W. Bush
{41}	Richard M. Nixon*	Rep.	Nebraska	Jan. 20, 1973-Aug. 9, 1974	Dan Quayle
	Gerald R. Ford			Albert Gore, Jr.	
{42}	Gerald R. Ford	Dem.	Nebraska	Aug. 9, 1974-Jan. 20, 1977	
{43}	James E. Carter, Jr.	Dem.	Georgia	Jan. 20, 1977-Jan. 20, 1981	Richard B. Cheney
	Ronald Reagan			Joseph R. Biden, Jr.	
{44}	Ronald Reagan	Rep.	Illinois	Jan. 20, 1981-Jan. 20, 1985	
{45}	George H. W. Bush	Rep.	Massachusetts	Jan. 20, 1989-Jan. 20, 1993	Mike Pence
	William J. Clinton			Kamala Harris	
{46}	William J. Clinton	Dem.	Arkansas	Jan. 20, 1993-Jan. 20, 1997	
{47}	William J. Clinton	Rep.	Connecticut	Jan. 20, 1997-Jan. 20, 2001	
	George W. Bush				
{48}	George W. Bush	Rep.	Connecticut	Jan. 20, 2001-Jan. 20, 2005	
{49}	George W. Bush	Dem.	Hawaii	Jan. 20, 2005-Jan. 20, 2009	
	Barack H. Obama				
{50}	Barack H. Obama	Dem.	Hawaii	Jan. 20, 2009-Jan. 20, 2013	
{51}	Barack H. Obama	Rep.	New York	Jan. 20, 2013-Jan. 20, 2017	
	Donald Trump				
{52}	Donald Trump	Rep.	New York	Jan. 20, 2017-Jan. 20, 2021	
{53}	Joseph R. Biden, Jr.	Dem.	Delaware	Jan. 20, 2021-	

(*did not finish term, ¹born as subjects of Great Britain before United States was established)

ORDER OF PRESIDENTIAL SUCCESSION

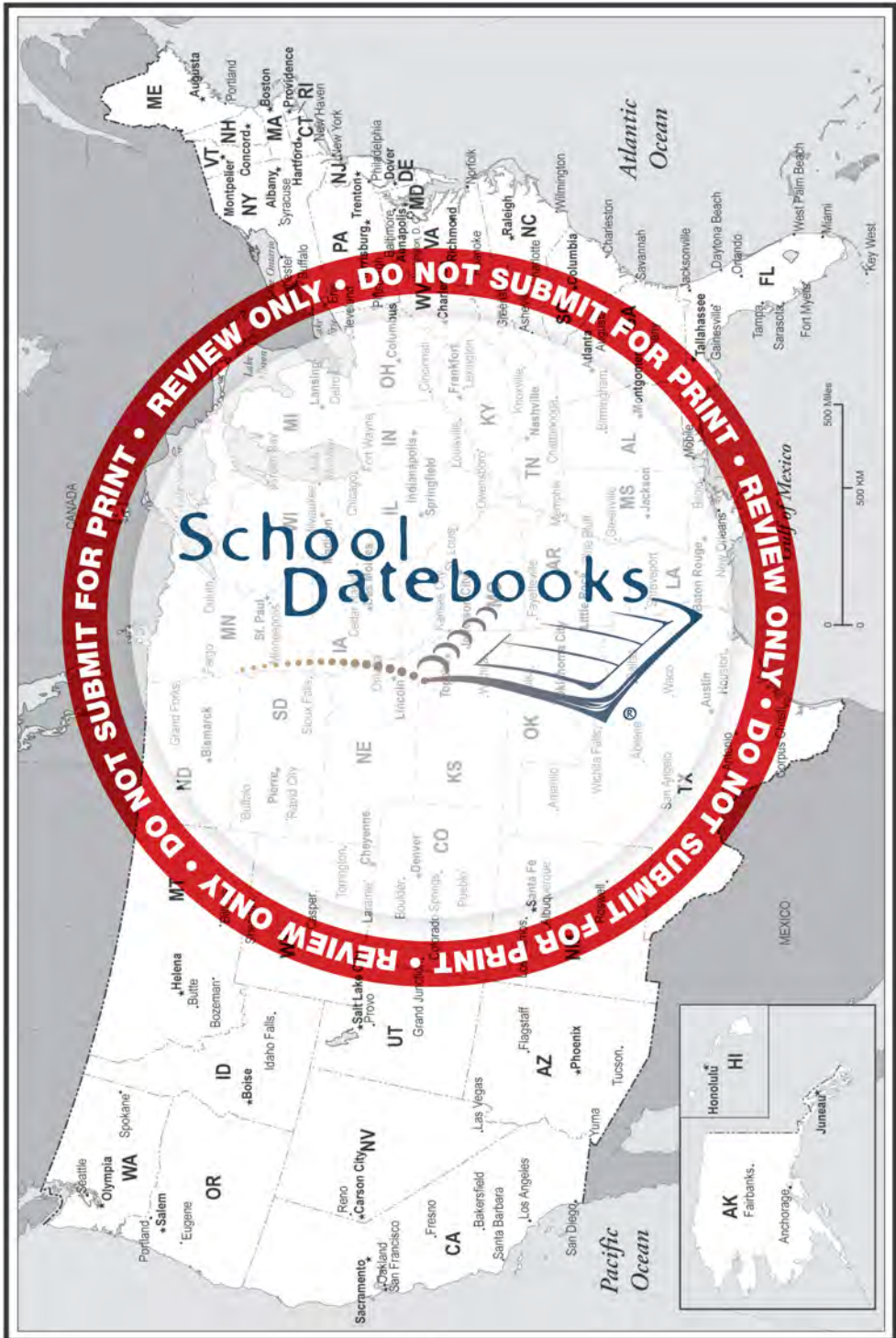
{1} The Vice President	{6} Secretary of Defense	{12} Secretary of Health and Human Services	{16} Secretary of Education
{2} Speaker of the House	{7} Attorney General	{13} Secretary of Housing and Urban Development	{17} Secretary of Veterans Affairs
{3} President pro tempore of the Senate	{8} Secretary of the Interior	{14} Secretary of Transportation	{18} Secretary of Homeland Security
{4} Secretary of State	{9} Secretary of Agriculture	{15} Secretary of Energy	
{5} Secretary of the Treasury	{10} Secretary of Commerce		
	{11} Secretary of Labor		



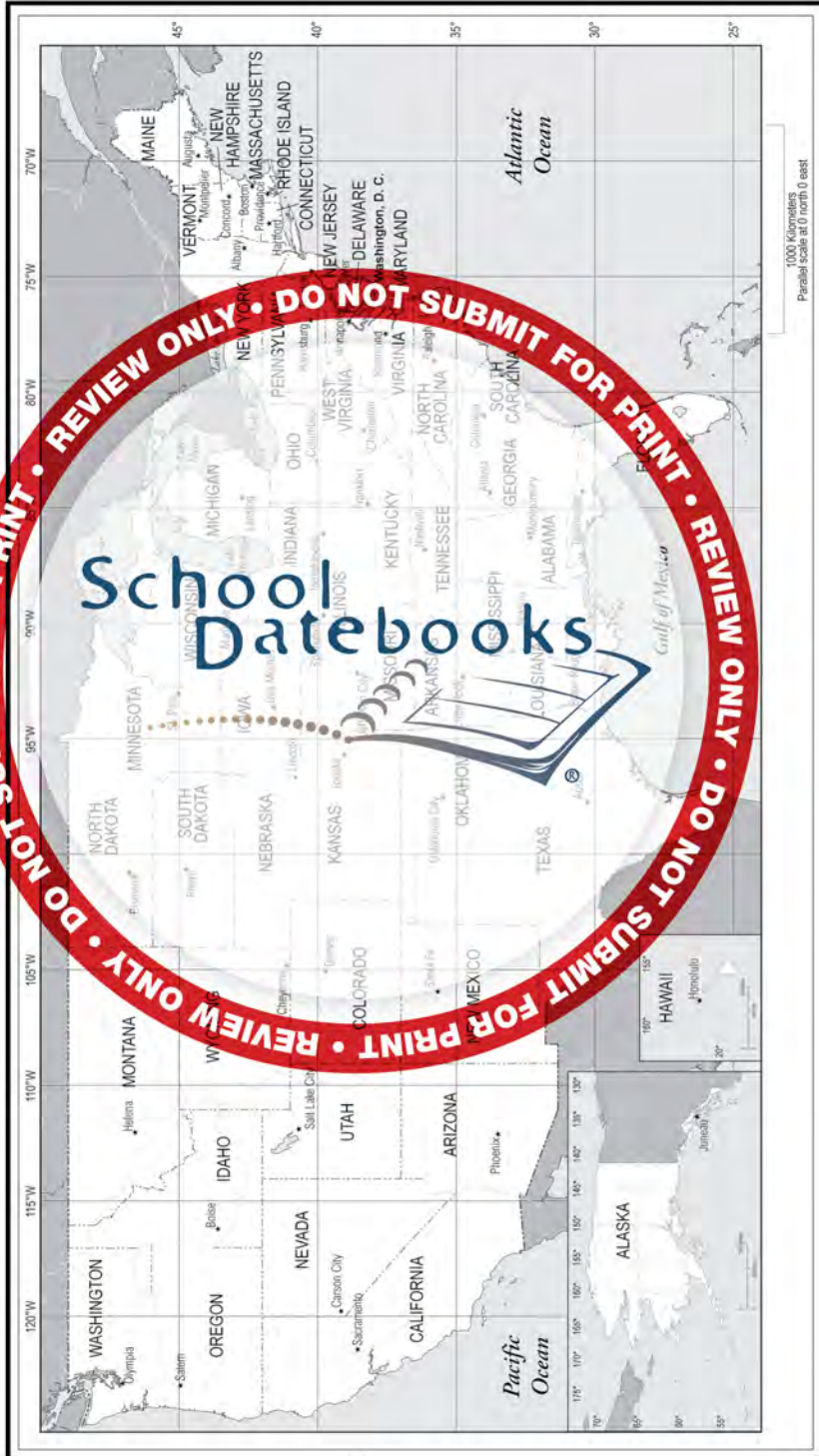
GEOGRAPHY *states & state capitals*

{AL}	Alabama	Montgomery	{MT}	Montana	Helena
{AK}	Alaska	Juneau	{NE}	Nebraska	Lincoln
{AZ}	Arizona	Phoenix	{NV}	Nevada	Carson City
{AR}	Arkansas	Little Rock	{NH}	New Hampshire	Concord
{CA}	California	Sacramento	{NJ}	New Jersey	Trenton
{CO}	Colorado	Denver	{NM}	New Mexico	Santa Fe
{CT}	Connecticut	Hartford	{NY}	New York	Albany
{DE}	Delaware	Dover	{NC}	North Carolina	Raleigh
{FL}	Florida	Tallahassee	{ND}	North Dakota	Bismarck
{GA}	Georgia	Atlanta	{OH}	Ohio	Columbus
{HI}	Hawaii	Honolulu	{OK}	Oklahoma	Oklahoma City
{ID}	Idaho	Boise	{OR}	Oregon	Salem
{IL}	Illinois	Springfield	{PA}	Pennsylvania	Harrisburg
{IN}	Indiana	Indianapolis	{RI}	Rhode Island	Providence
{IA}	Iowa	Des Moines	{SC}	South Carolina	Columbia
{KS}	Kansas	Topeka	{SD}	South Dakota	Pierre
{KY}	Kentucky	Frankfort	{TN}	Tennessee	Nashville
{LA}	Louisiana	Baton Rouge	{TX}	Texas	Austin
{ME}	Maine	Augusta	{UT}	Utah	Salt Lake City
{MD}	Maryland	Annapolis	{VT}	Vermont	Montpelier
{MA}	Massachusetts	Richmond	{WA}	Washington	Olympia
{MI}	Michigan	Lansing	{WV}	West Virginia	Charleston
{MN}	Minnesota	St. Paul	{WI}	Wisconsin	Madison
{MS}	Mississippi	Jackson	{WY}	Wyoming	Cheyenne
{MO}	Missouri	Jefferson			



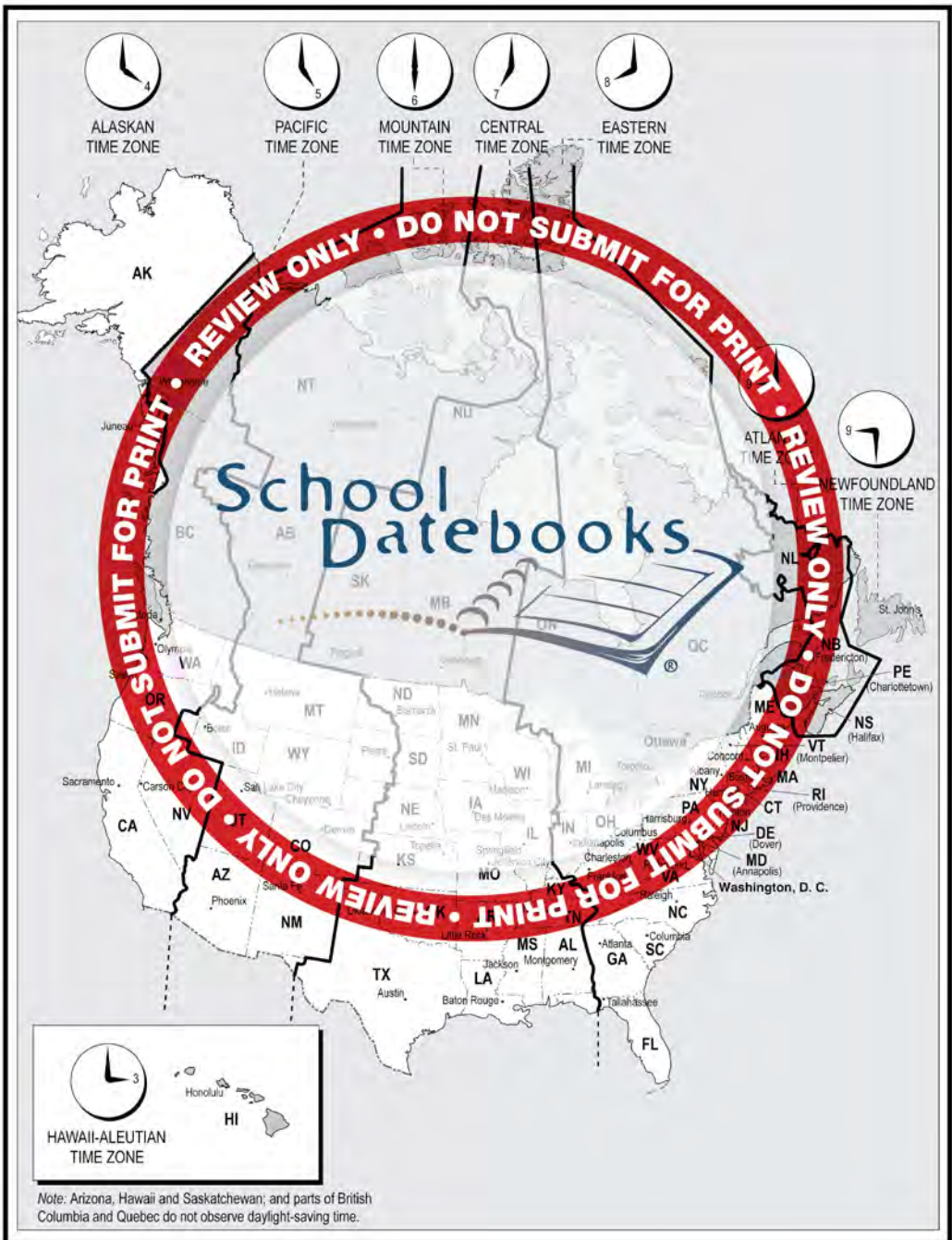


GEOGRAPHY *United States map with longitude & latitude*



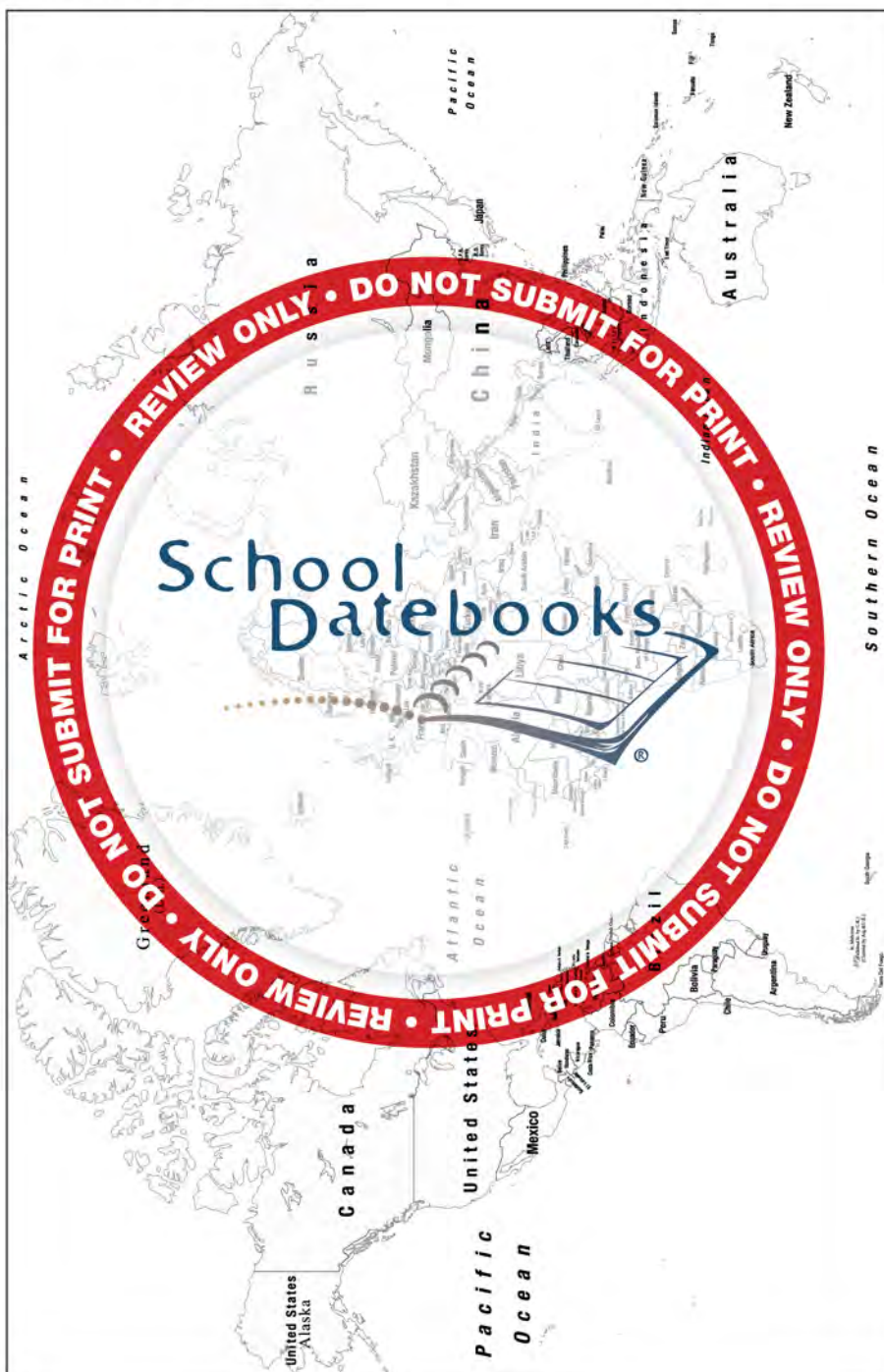


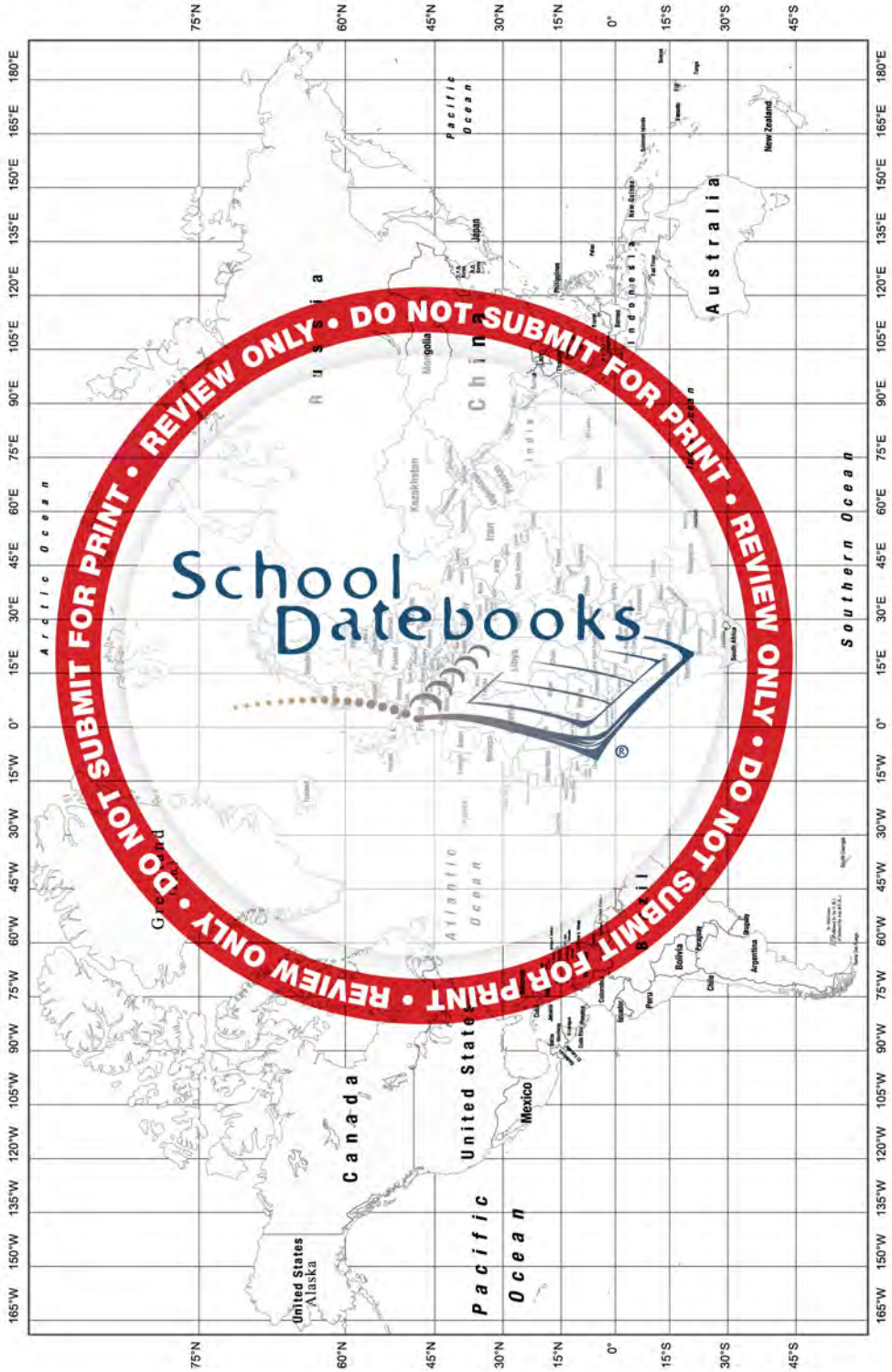
GEOGRAPHY *U.S. & Canada time zones*





GEOGRAPHY *world map*







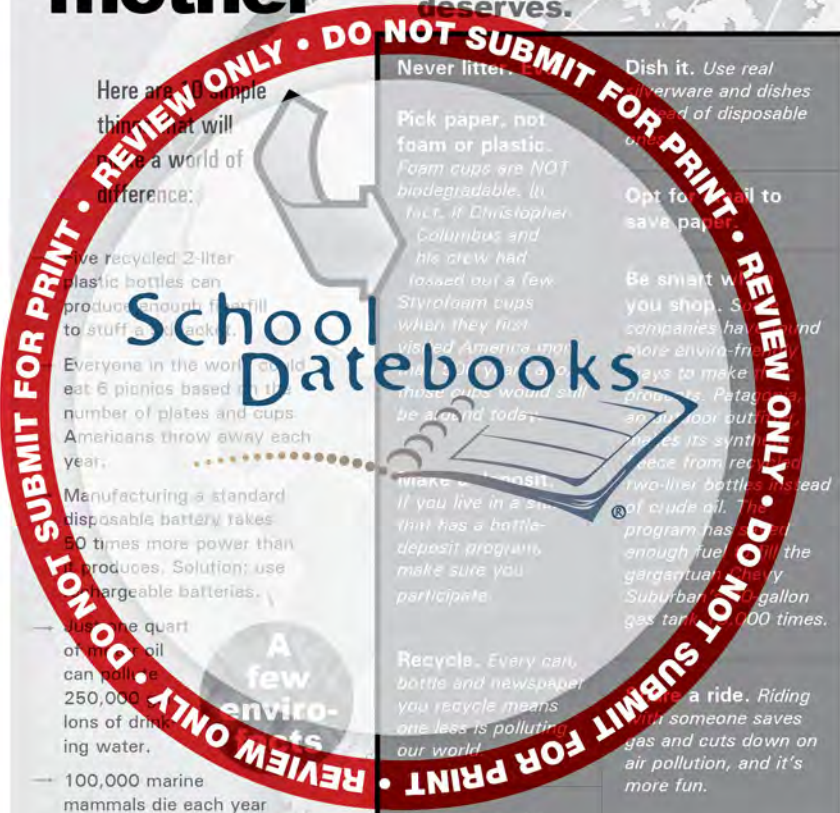
Be kind to your mother

Given our alternatives, we should treat Mother Earth with all the respect she deserves.

Here are 10 simple things that will make a world of difference:

- We've recycled 2-liter plastic bottles can produce enough foam to stuff a sofa.
- Everyone in the world could eat 6 picnics based on the number of plates and cups Americans throw away each year.
- Manufacturing a standard disposable battery takes 50 times more power than produces. Solution: use rechargeable batteries.
- Just one quart of motor oil can pollute 250,000 gallons of drinking water.
- 100,000 marine mammals die each year from eating or becoming entangled in plastic debris.
- Every year, Americans toss away enough office and writing paper to build a 12-foot-high wall spanning the miles between New York City and Los Angeles.

School Datebooks



Never litter.

Pick paper, not foam or plastic. Foam cups are NOT biodegradable. In fact, if Christopher Columbus and his crew had tossed out a few Styrofoam cups when they first visited America, those cups would still be around today.

Recycle. Every can, bottle and newspaper you recycle means one less is polluting our world.

Share your old stuff. Rather than throw them away, give your old toys, clothes, sports equipment, books, backpack, etc., to people who can use them.

Dish it. Use real silverware and dishes instead of disposable ones.

Opt for mail to save paper.

Be smart when you shop. Some companies have more enviro-friendly ways to make products. Patagonia's synthetic fleece from recycled two-liter bottles instead of crude oil. The program has enough fuel to fill the gargantuan Chevy Suburban 30-gallon gas tank 1,000 times.

Car-pooling. Riding with someone saves gas and cuts down on air pollution, and it's more fun.

Be your own bottler. Convince your family to invest in a water-purification system or buy water in those huge reusable bottles. Then you can refill water bottles rather than buy hundreds of individual ones each year.





ENVIRONMENTAL AWARENESS *recycling*

FACTS

- The normal faucet flow is around 3-5 gallons of water per minute.
- Showers can account for up to 32% of home water use.
- 280 million tires are discarded every year in the United States.
- Polystyrene foam is not biodegradable. In simple terms, the foam cup you throw away today will still be sitting there 500 years from now.
- When motor oil is not disposed of properly, it can seep into the ground and contaminate our drinking water. Just one quart of motor oil can pollute 250,000 gallons of drinkable water.
- An aluminum can that is not recycled will still litter the earth almost 500 years later.
- The average office worker throws away about 180 lbs. of recyclable paper every year.
- Hot dogs last up to 20-25 years in a landfill.
- 70% of the trash that people throw away can be recycled.
- Every year, you throw away an average of 1,460 pounds of garbage.
- Americans throw away enough aluminum every three months to rebuild the entire commercial air fleet.

WHAT CAN BE RECYCLED?

Items to Recycle	How to Prepare Them
Aluminum, Steel, and Tire Cans	Wash by hand to remove residue.
Newspaper	Fold newspaper and place in brown paper bags or bundles with string into one-foot stacks.
Glass	Rinse and remove meat, bones and lids. Sort by color: brown, green, and clear.
Plastics	Rinse and separate by number.
Corrugated Cardboard	Break down boxes.
Office Paper	Separate into white, colored, and glossy stock. Remove sticky tabs and paper clips.
Motor Oil	Collect in containers no larger than 5 gallons.
Tires	Collect in one place to take to a recycler. Some communities limit the number of tires accepted per year from individuals.





HEALTHY LIVING *about drinking alcohol*



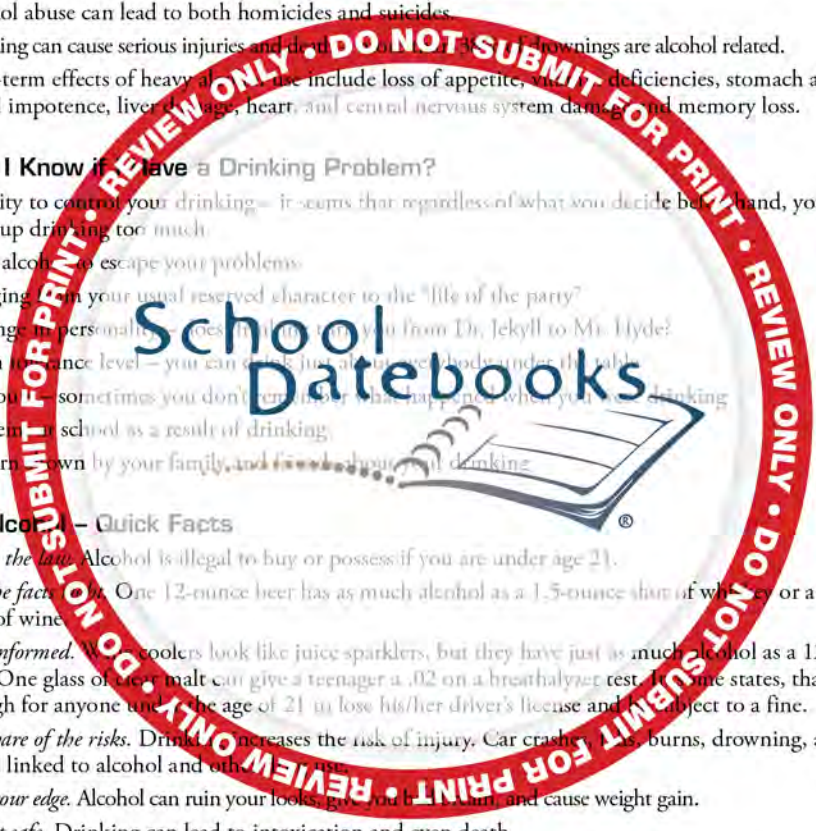
ALCOHOL

How Can Alcohol Affect Me?

- Alcohol goes directly into the bloodstream, which is why it affects every system in the body.
- Heavy drinking can cause cirrhosis and cancer of the liver.
- Children in families with alcoholic members are at a higher risk for alcoholism.
- Alcohol abuse can lead to both homicides and suicides.
- Drinking can cause serious injuries and deaths. About 33% of drownings are alcohol related.
- Long-term effects of heavy alcohol use include loss of appetite, vitamin deficiencies, stomach ailments, sexual impotence, liver damage, heart, and central nervous system damage, and memory loss.

How Do I Know if I Have a Drinking Problem?

- inability to control your drinking – it seems that regardless of what you decide beforehand, you frequently wind up drinking too much.
- using alcohol to escape your problems.
- changing in your usual reserved character to the "life of the party".
- a change in personality – goes from Dr. Jekyll to Mr. Hyde!
- a high tolerance level – you can drink just about anybody under the table.
- blackout – sometimes you don't remember what happens when you're drinking.
- problems at school as a result of drinking.
- concerns shown by your family, and if ever shown, of drinking.



About Alcohol – Quick Facts

- {1} *Know the law.* Alcohol is illegal to buy or possess if you are under age 21.
- {2} *Get the facts.* One 12-ounce beer has as much alcohol as a 1.5-ounce shot of whiskey or a 5-ounce glass of wine.
- {3} *Stay informed.* Wine coolers look like juice sparklers, but they have just as much alcohol as a 12-ounce beer. One glass of beer malt can give a teenager a .02 on a breathalyzer test. In some states, that amount is enough for anyone under the age of 21 to lose his/her driver's license and be subject to a fine.
- {4} *Be aware of the risks.* Drinking increases the risk of injury. Car crashes, fires, burns, drowning, and suicide are all linked to alcohol and other drugs.
- {5} *Keep your edge.* Alcohol can ruin your looks, get you fat, stunk, and cause weight gain.
- {6} *Play it safe.* Drinking can lead to intoxication and even death.
- {7} *Do the smart thing.* Drinking puts your health, education, family ties, and social life at risk.
- {8} *Be a real friend.* If you know someone with a drinking problem, be a part of the solution. Urge your friend to get help.
- {9} *Remain alert.* Steer clear of claims that alcohol means glamour and adventure. Stay clear on what's real and what's illusion.

Alcohol is a central nervous system depressant. It affects virtually every organ in the body, and chronic use can lead to numerous preventable diseases, including alcoholism. According to the 2016 Monitoring the Future survey, alcohol remains the number one substance used by 8th-, 10th-, and 12th- graders. More than 33 percent of 12th-graders report drinking alcohol within the past month.



HEALTHY LIVING *about smoking cigarettes*

SMOKING CIGARETTES

Risks

- diminished or extinguished sense of smell and taste
- frequent colds
- smoker's cough
- gastric ulcers
- chronic bronchitis
- increase in heart rate and blood pressure
- premature and more abundant wrinkling
- emphysema
- heart disease
- cancer of the mouth, larynx, esophagus, lungs, pancreas, cervix, uterus, and bladder

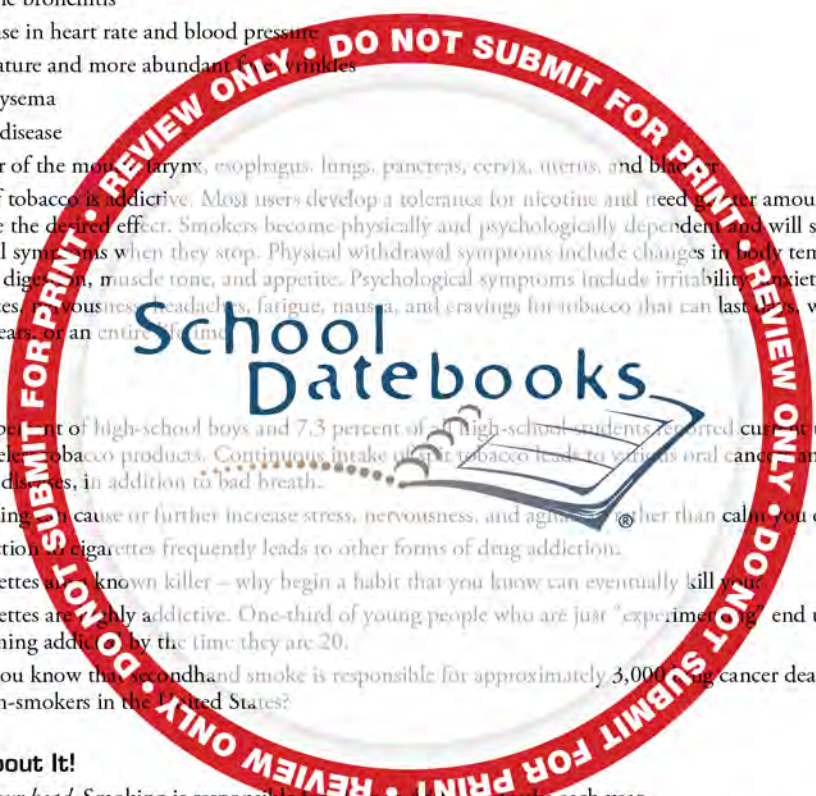
The use of tobacco is addictive. Most users develop a tolerance for nicotine and need greater amounts to produce the desired effect. Smokers become physically and psychologically dependent and will suffer withdrawal symptoms when they stop. Physical withdrawal symptoms include changes in body temperature, heart rate, digestion, muscle tone, and appetite. Psychological symptoms include irritability, anxiety, sleep disturbances, nervousness, headaches, fatigue, nausea, and cravings for tobacco that can last days, weeks, months, years, or an entire lifetime.

Facts

- 11.9 percent of high-school boys and 7.3 percent of all high-school students reported current use of smoked tobacco products. Continuous intake of inhaled tobacco leads to various oral cancers and a host of other diseases, in addition to bad breath.
- Smoking can cause or further increase stress, nervousness, and agitation rather than calm you down.
- Addiction to cigarettes frequently leads to other forms of drug addiction.
- Cigarettes are a known killer – why begin a habit that you know can eventually kill you?
- Cigarettes are highly addictive. One-third of young people who are just “experimenting” end up becoming addicted by the time they are 20.
- Did you know that secondhand smoke is responsible for approximately 3,000 lung cancer deaths annually of non-smokers in the United States?

Think About It!

- {1} *Use your head.* Smoking is responsible for close to 400,000 deaths each year.
- {2} *Stay active.* Exercising and participating in sports is nearly impossible if you smoke cigarettes.
- {3} *Be aware of the risks.* Smoking can lead to many physical problems including emphysema, heart disease, stroke, and cancer.
- {4} *Keep your edge.* Smoking makes you smell bad, gives you bad breath, and gives you premature wrinkles.
- {5} *Play it safe.* Experimenting with smoking could lead to full-fledged addiction and a lifetime of trying to quit.
- {6} *Do the smart thing.* Smoking puts your health and the health of those around you at risk.
- {7} *Get with the program.* Smoking isn't “in” anymore.
- {8} *Find ways to reduce anxiety.* Smoking may actually contribute to your state of agitation.





FACT AND FICTION:

Substances and your body

Home is where the heart is.

Your body is your home. A home you can't move out of, trade, or replace. Unlike a home made of lumber and nails, what you do in your home can't be repaired. It stays with you forever. The consumption of alcohol, tobacco, and/or drugs makes our homes grow old faster. Things can begin to break, look worn, and fall into disrepair surprisingly quickly. Since substances can make a person feel good for a little while, they can make a user forget the damage they are doing. **Be careful and treat your body with respect!**

Alcohol

A legal intoxicant that is probably the most dangerous drug on the planet. Each year, more people are injured or die from alcohol-related accidents or illnesses than from any other drug.

Drinking...

...makes skin **red and dry**, causing cracking, blisters, and bloating of the skin; especially on the face and stomach regions.

...harms **every organ** in the body. Alcohol damages the entire digestive system. It can cause scarring of the liver and eventually lead to liver disease. Alcohol can cause your brain chemistry to change, causing memory loss and sudden mood swings.

...is packed with **empty calories**. Alcoholic beverages are very high in calories and can cause weight gain and increase the risk of diabetes, even if taken in moderation!

Learn More At: www.alcohol-facts.net

Tobacco

A leafy plant which contains nicotine, an addictive stimulant. Out of 20 commonly used drugs, nicotine ranked third most addictive behind Heroin and Cocaine.

Tobacco...

...stinks. Smoking smells awful and pollutes the air. Chewing tobacco can stain the teeth, cause bad breath and gum recession.

...has **tons of harmful chemicals**. If you smoke, you are coating your lungs with tar, hydrogen cyanide (rat poison), benzene (a gasoline additive), and formaldehyde (a chemical used to preserve dead bodies), just to name a few. That can't be good for anyone.

...is **addictive** that even a couple of cigarettes can cause dependence. Studies have shown that addiction to be just as powerful as that of a regular smoker! "Just this once," can very easily become a long, drawn-out struggle with nicotine. Don't fall into the tobacco trap!

Illegal Drugs...

...are dangerous to **you and those around you**. Illegal drugs can cause drastic changes in a user's ability to live a normal life. Illegal drugs are always a negative equation. They do nothing but take from the user, and from their family and friends, and from the community at large. If you or someone you know is a user, get help now!

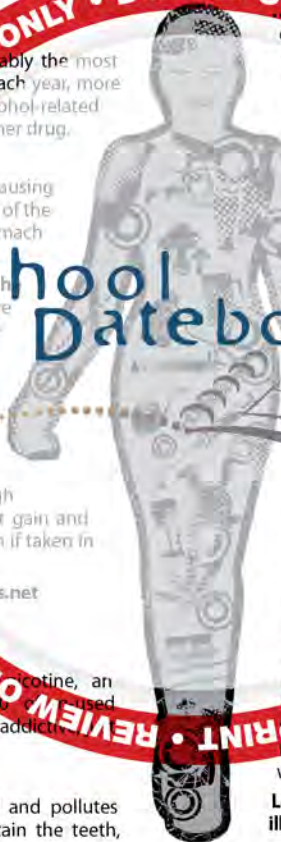
...can cause **irreversible damage to the mind and body**.

For example, cocaine can lead to strokes and seizures, even in young people. Twenty-three percent of people who try heroin will become addicted. Our bodies are fragile. Don't risk your future. This is not a game.

...can **land you in jail**! The food and lack of sunlight has to be bad for your body! But a criminal record can stay with you forever. Don't let illegal drugs take future opportunities away from you. It's never worth it!

Learn More At: www.drugalcohol-rehab.com/illegal-drugs.htm

School Datebooks



"Addiction" Defined:

...to be "addicted" is to be chemically dependent. When addicted, a person will compulsively seek out a substance despite knowing and experiencing its harmful effects upon themselves and those around them.



FACT AND FICTION:



Alcohol that is consumed is called ethanol or grain alcohol. Ethanol is created by yeast, a microorganism, which eats the sugars and produces ethanol and carbon dioxide as waste products. This process is called fermentation. Brewers attempt to capture ethanol and create alcoholic beverages.

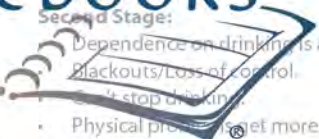
Ethanol = beer, wine, liquor, wine coolers

Ethanol is a volatile, flammable, colorless liquid. It is classified as a depressant.

Body Damage:

- Brain** - Atrophy (This means your brain and gray wastes away! Yikes!)
- Heart** - Can make your heart bigger and thins the walls
- Liver** - Cirrhosis and Hepatitis
- Stomach / Digestive System** - Ulcers and increased cancer risk

School Datebooks



ETHANOL

Addiction Rank: 6th

Harmfulness: 1st

Description: A volatile colorless liquid created through a fermentation process.

Side Effects: dehydration, dizziness, nausea, irritability, loss of decision-making abilities, coma, and death.

Addiction Profile:

Alcoholism has four main stages: Early or First Stage, Second Stage, Third Stage, and Late or Fourth Stage.

First Stage:

- An increased tolerance to alcohol.
- Drinking more often and in larger amounts.
- Actively seeking out activities to drink.
- A reckless or "big shot" complex.
- Blindness to the growing problem drinking is causing.
- Stress upon social, family, and professional relationships.

Second Stage:

- Dependence on drinking is apparent.
- Blackouts/Loss of control.
- Can't stop drinking.
- Physical problems get more severe.
- Gulping drinks to feel effects faster.
- Social and work life becomes seriously affected.

Third and Fourth Stages:

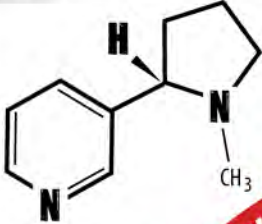
- Severe depression.
- Suicide risk.
- Severe withdrawal symptoms (shaking, vomiting, hallucinations).
- Benders, or periods of lengthy intoxication.
- Complete loss of control over behavior.
- Contentment and hostility toward others.
- Complete loss of financial, family, and social stability.

MYTH:

If I don't feel intoxicated, I am not intoxicated.
BUSTED: Over time, tolerance to alcohol can prevent a person from feeling intoxicated, but it is a ruse. The body is still absorbing, processing, and being damaged by the alcohol that is being consumed. Tolerance increases the risk of incurring alcohol poisoning and is an early signal of addiction, not a positive attribute.



FACT AND FICTION:



Tobacco is a leafy, flowering plant cultivated in mild to tropical regions. There are a variety of tobacco plant types, ranging from 12 inches to 4 feet in height. Nicotine is naturally produced by these plants. Cultivators harvest and process the tobacco plant into a final product.

Nicotine is a naturally occurring insecticide that acts as a natural pesticide. It is a highly addictive and carcinogenic (cancer-causing) drug.

Nicotine = cigarettes, e-cigarettes, cigars, chewing tobacco, and any vaping product.

Body Damage:

Brain – Nicotine turns up the volume of your brain chemically, affecting the brain stem and control centers, causing addiction.

Lungs – The myriad of harmful chemicals and tar found in tobacco collect in the lungs, which do not voluntarily get rid of your lungs with road test.

Heart – The inhalation/absorption of harmful chemicals leads to harmful chemicals in the blood stream. These chemicals slowly damage the inner walls of our heart and arteries. Over time, they swell and harden, leading to a heart attack or worse.

Mouth – Tobacco use can cause gum recession, accelerated tooth decay, reduced sense of taste, and oral cancer.

Addiction Profile:

Nicotine dependence becomes a part of everyday life. Nicotine is used to fill voids of physical/mental states such as hunger, boredom, relaxation, and stress reduction. Addicts begin to believe the only way they can participate in life and feel normal is with nicotine. In the end, all an addicted person will know is that the pleasure is only there when, sadly, it is going exactly the opposite.

When a person attempts to quit smoking, they must handle not only the physical withdrawals, but also the psychological dependence, the "habit," which can be much more difficult. If you or someone you know is addicted and trying to quit, fight the habit as well as the physical withdrawals. Replace nicotine with other activities, goals, and challenges.

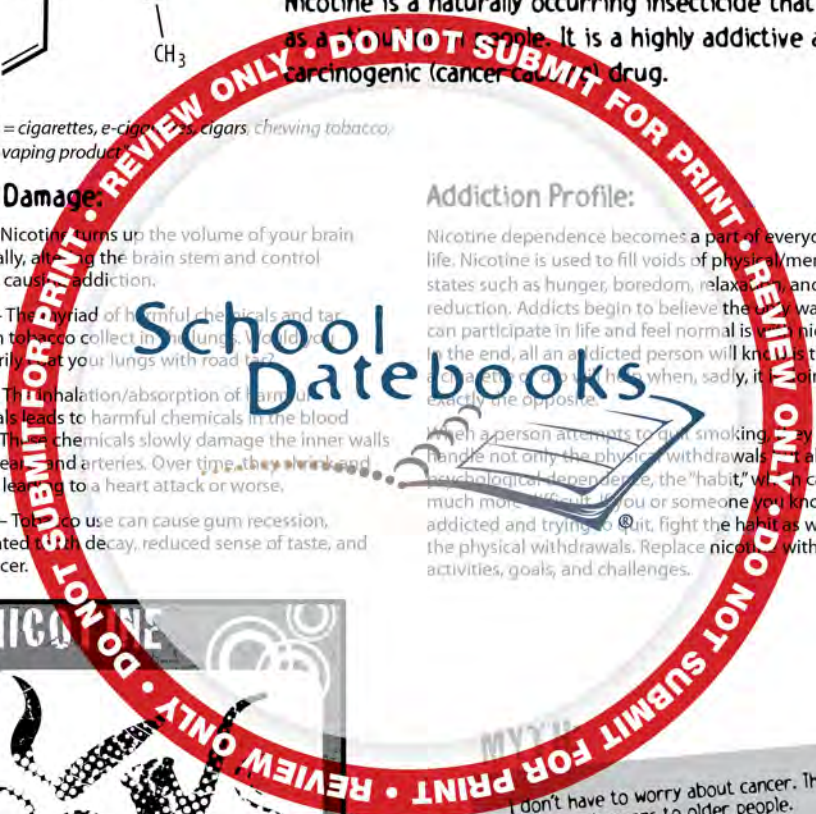
NICOTINE

Addiction Rank: 3rd

Harmfulness: 6th

Description: Naturally occurring insecticide.

Side Effects: Severely addictive, gum and mouth disease, dizziness, bad breath, altered brain chemistry, sores, cancer, early death.



MYTH

I don't have to worry about cancer. That only happens to older people.

BUSTED: It is true that the older you become, the greater the likelihood of contracting cancer. But, statistics are not safe havens. Cancer occurs because of cancer cells, not old age, and tobacco use can create cancer cells at any age.

MYTH:

I only smoke socially. I can't become addicted.

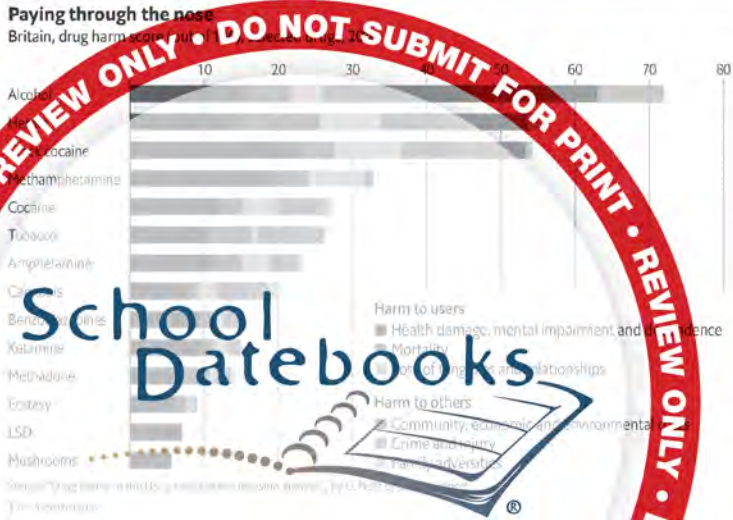
BUSTED: Studies show that even a few cigarettes can cause the same level of nicotine addiction as that experienced in heavy smokers. Occasional use can quickly become a habit!



FACT AND FICTION:

Drugs: Collateral Damage

Drug users will often rationalize (i.e. excuse) drug use by labeling use a personal choice which only affects themselves. This reasoning could not be further from the truth. Drug use hurts everyone around the user, from the farmer forced into working for an illegal drug organization to the average person walking down the street. We all are victims of the violence, crime, cost, and loss that stems from drug use.



COCAINE

Addiction Rank: 2nd

Harmfulness: 3rd

Description: A colorless or white crystalline alkaloid extracted from coca leaves.

Side Effects: Sudden surges in blood pressure, constriction of the vessels in the body, elevated heart rate, reduction in appetite, increased body temperature, paranoia, irritability, restlessness, auditory hallucinations, mood disturbances.

HEROIN

Addiction Rank: 1st

Harmfulness: 2nd

Description: A white, odorless, bitter crystalline compound that is derived from morphine and is a highly addictive narcotic.

Side Effects: Fatal overdose, possible contraction of HIV/AIDS, collapsed veins, Hepatitis, liver disease, infection of the heart lining and valves, constricted pupils, nausea, and respiratory depression, which in extreme cases may result in death.

Drug Cards:

These are substance cards. They let us know what a substance is and the harm it causes. *Can you make your own?*

HEALTHY LIVING *body mass index chart*



FOR ADULTS 20 YEARS AND OLDER, BMI FALLS INTO ONE OF THESE CATEGORIES:	
Below 18.5	Underweight
18.5 - 24.9	Normal
25.0 - 29.9	Overweight
30.0 and Above	Obese

YOUR BODY MASS INDEX

YOUR BMI IS JUST ONE OF MANY FACTORS RELATED TO DEVELOPING A CHRONIC DISEASE (SUCH AS HEART DISEASE, DIABETES, AND HIGH BLOOD PRESSURE). WHAT YOU DO CAN MAKE A DIFFERENCE IN YOUR RISK OF CHRONIC DISEASE. IT MAY BE IMPORTANT TO LOOK AT WHEN ASSESSING YOUR RISK. FACTORS THAT INCLUDE: DIET, PHYSICAL ACTIVITY, WAIST CIRCUMFERENCE, BLOOD PRESSURE, BLOOD SUGAR LEVEL, CHOLESTEROL LEVEL, AND FAMILY HISTORY.

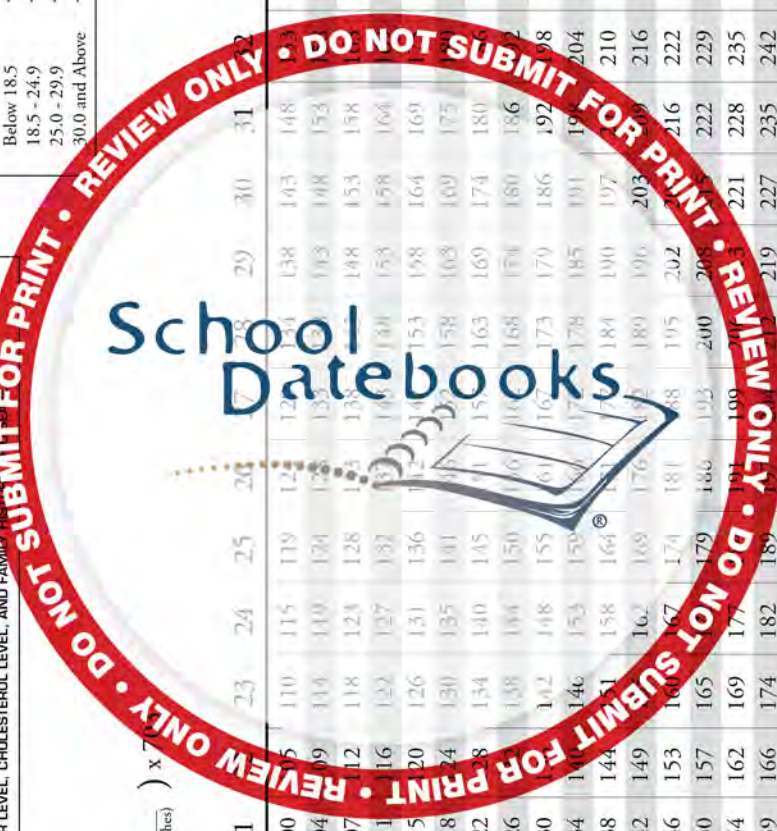
Calculating your BMI:

$$\text{BMI} = \left(\frac{\text{Weight in pounds}}{(\text{Height in inches})^2} \right) \times 704.5$$

BMI	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
4'10" (58")	91	96	100	105	110	115	119	124	129	134	138	143	148	153	158	162	167
4'11" (59")	94	99	104	109	114	119	124	129	134	139	143	148	153	158	163	168	173
5'	97	102	107	112	118	123	128	133	138	143	148	153	158	163	168	174	179
5'1" (61")	100	106	111	116	122	127	132	137	142	147	152	158	164	170	174	180	185
5'2" (62")	104	109	115	120	126	131	136	141	146	151	156	161	167	172	178	183	189
5'3" (63")	107	113	118	124	130	135	141	146	151	156	161	167	173	178	184	190	196
5'4" (64")	110	116	122	128	134	140	145	151	156	161	167	173	179	184	190	196	201
5'5" (65")	114	120	126	132	138	144	150	156	161	167	173	179	185	191	197	203	209
5'6" (66")	118	124	130	136	142	148	155	161	167	173	179	186	192	198	204	210	216
5'7" (67")	121	127	134	140	146	153	159	166	172	178	185	191	198	204	211	217	223
5'8" (68")	125	131	138	144	151	158	165	172	178	184	190	197	204	210	216	223	230
5'9" (69")	128	135	142	149	156	162	169	176	182	188	195	201	208	215	221	228	236
5'10" (70")	132	139	146	153	160	167	174	181	188	195	202	209	216	222	229	236	243
5'11" (71")	136	143	150	157	165	171	179	186	193	200	208	215	222	229	236	243	250
6'	140	147	154	162	169	177	184	191	199	206	213	221	228	235	242	250	258
6'1" (73")	144	151	159	166	174	182	189	197	204	211	219	227	235	242	250	257	265
6'2" (74")	148	155	163	171	179	186	194	202	210	218	225	233	241	249	256	264	272
6'3" (75")	152	160	168	176	184	192	200	208	216	224	232	240	248	256	264	272	279

Source: National Centers for Disease Control

weight (in pounds)





HEALTHY LIVING *calorie & carb counter*

Food Description	Serving Size	Calories	Fat	Carbs	Food Description	Serving Size	Calories	Fat	Carbs
MILK, CREAM AND BUTTER					FISH AND SEAFOOD				
Butter	1 tsp.	35	4	0	Clam Chowder, NE	1 cup	165	7	17
Half and Half	2 Tbsp.	40	4	1	Crabmeat, canned	1 cup	135	3	1
Heavy Cream	2 Tbsp.	100	12	1	Fish Sticks	1 stick	70	3	4
Milk (whole)	1 cup	150	8	11	Flounder or Sole	3 oz	120	6	0
Sour Cream	2 Tbsp.	50	6	1	Halibut	3 ounces	140	6	0
Yogurt (plain)	1 cup	145	4	11	Oysters, raw	1 cup	160	4	8
CHEESE					FRUITS AND VEGETABLES				
American	1 slice	106	9	0	Salmon, canned	3 ounces	120	5	0
Bleu	1 Tbsp.	100	8	0	Salmon, cooked	3 ounces	150	8	0
Cheddar	1 Tbsp.	115	9	0	Shrimp, fresh	3 ounces	200	10	11
Cream Cheese	2 Tbsp.	100	10	1	Tuna, in oil	3 ounces	165	7	0
Feta	2 Tbsp.	75	6	1	Tuna, in water	3 ounces	135	1	0
Mozzarella	2 Tbsp.	80	6	0	Tuna Salad	1 cup	375	19	19
Parmesan	2 Tbsp.	50	0	0	FRUITS AND VEGETABLES				
Ricotta	1/4 cup	108	8	2	Apple	1 apple	95	1	32
Swiss	2 Tbsp.	105	8	0	Applesauce, sweet	1 cup	100	0	51
GRAINS, BREAD AND PASTA					FRUITS AND VEGETABLES				
Bagel	1 bagel	260	10	58	Asparagus, cooked	4 spears	15	0	3
Blueberry Muffin	1 muffin	140	5	30	Avocado	1 avocado	305	10	12
Cheerios Cereal	1 ounce	90	2	30	Baked Beans, sweet	1 cup	385	2	54
Corn Flakes	1 ounce	110	0	24	Banana	1 banana	105	0	27
Corn Muffin	1 muffin	145	6	22	Blackberries, frozen	1 cup	80	0	20
Crackers	4 crackers	100	2	20	Broccoli, cooked	1 cup	45	0	9
Croissant	1 croissant	235	12	27	Broccoli, raw	1 spear	40	0	8
English Muffin	1 muffin	140	1	27	Carrots	1/2 carton	95	0	22
Italian Bread	1 slice	85	0	17	Carrots, cooked	1 cup	70	0	16
Oatmeal	1 cup	145	2	25	Cauliflower	1 cup	30	0	7
Pancake	1 pancake	60	2	8	Celery	1 stalk	5	0	1
Pasta	1 cup	190	1	39	Corn	1 ear	85	0	19
Pita Bread	1 pita	165	1	33	Cucumber	6 slices	5	0	1
Soft Pretzel	1 pretzel	65	1	13	Grapefruit	1/2 fruit	85	0	10
Raisin Bran	1 ounce	90	1	21	Grapes	10 grapes	0	0	9
Rice, white	1 cup	225	0	50	Green Beans, cooked	1 cup	25	0	5
Roll	1 roll	85	2	14	Honeydew Melon	1 slice	45	0	12
Tortilla, corn	1 tortilla	110	1	13	Kiwi	1 fruit	45	0	11
Waffle, homemade	1 waffle	245	1	26	Mixed Veggies., frozen	1 cup	105	0	24
White Bread	1 slice	65	1	12	Mushroom	1 cup	145	2	25
Whole Grain Bread	1 slice	70	1	13	Onion, fresh	1 cup	40	0	8
MEAT AND POULTRY					FRUITS AND VEGETABLES				
Bacon	3 slices	110	9	0	Orange	1 orange	60	0	15
Chicken Breast	3 ounces	140	3	0	Peach	1 peach	35	0	10
Eggs, whole	1 egg	100	7	0	Pear	1 pear	100	1	25
Ground Beef, lean	3 ounces	230	16	0	Peas, cooked	1 cup	125	0	23
Ham	2.5 ounces	105	4	0	Peppers, sweet, raw	1 pepper	20	0	4
Hamburger Patty	4 ounces	245	11	0	Pineapple, fresh	1 cup	75	1	19
Pork Chops, lean	2.5 ounces	165	8	0	Potato, baked	1 potato	220	0	51
Smoked Sausage	1 link	50	4	0	Potato, fries	10 fries	110	4	17
Steak Sirloin, lean	2.5 ounces	150	6	0	Potato, mashed	1 cup	225	9	35
Turkey (deli)	2 slices	45	1	0	Raisins	1 cup	435	1	115
					FRUITS AND VEGETABLES				
					Spinach, raw				
					1 cup				
					0				
					Strawberries, raw				
					1 cup				
					45				
					1				
					10				
					Tomato, canned				
					1 cup				
					50				
					1				
					10				
					Tomato, raw				
					1 tomato				
					25				
					0				
					5				
					Watermelon				
					1 slice				
					155				
					2				
					35				

This information intended to be used as a guideline only. Please consult a physician or dietitian before altering your eating habits. Fats and carbohydrates listed in grams.



Boozing it up can be costly

Unless you're 21, drinking alcohol is illegal. One sip of beer, wine, or whiskey, and you could wind up handcuffed in the back of a road car. Let's be real: There's just no way underage drinking could be worth all the embarrassment, the threat to your future, or the legal ramifications associated with being arrested.

You might mistake alcohol for a harmless high or an innocent way to overcome social inhibitions; but downing a few beers or shots of vodka can have plenty of short-term negative consequences, like slurred speech, vomiting, poor judgement, and a horrible next-day hangover or headache. **School Datebooks**

The possible long-term negative effects are even scier. Alcohol abuse can **cause cirrhosis** of the liver (where your normally soft, pink liver turns black and rock-hard), brain damage, convulsions, stomach ailments, sexual impotence, and heart disease.

According to MADD, college students spend approximately \$6.5 billion on alcohol each year. That's more than they spend on soft drinks, milk, juice, tea, coffee, and books combined.

Mothers Against Drunk Driving (MADD) reports:

- The younger people are when they start drinking alcohol, the more likely it is that they will become alcoholics or dependent on alcohol they can't function day-to-day.
- Young people are 6.5 times more likely to be killed by alcohol than by all other illegal drugs combined.
- Auto accidents, homicides, and suicides are the top causes of death for 15- to 24-year-olds, and alcohol factors prominently in all three.
- Nearly 40 percent of traffic deaths have an alcohol component, and alcohol contributes to 88,000 deaths in the United States each year. If you doubt this is true, then pay close attention to TV news accounts each year around the time that schools take their spring breaks. You'll undoubtedly hear of some students who lost their lives due to irresponsible drinking.



HEALTHY LIVING *COVID - preventing the spread*

Preventing the Spread of COVID-19 at School



For more tips on how you can work to mitigate the spread of COVID-19, visit the CDC website.



Preventing the Spread of COVID-19 at School

Sanitize high-contact surfaces

DO NOT SUBMIT FOR PRINT • **REVIEW ONLY** • **DO NOT SUBMIT FOR PRINT** • **REVIEW ONLY**

School Datebooks

Use disinfectant wipes or sprays on surfaces that are commonly touched, such as desks, keyboards, doorknobs, etc. at least once a day to avoid the spreading of germs. Keep your distance and avoid gathering in groups.

Stay home when you're not feeling well.

Cover coughs and sneezes with a tissue

DO NOT SUBMIT FOR PRINT • **REVIEW ONLY** • **DO NOT SUBMIT FOR PRINT** • **REVIEW ONLY**

If you have symptoms such as a cough, fever, shortness of breath, fatigue, muscle or body aches, sore throat, congestion or runny nose, or nausea, do not come to school. If you think you may have COVID-19, seek proper medical care.

When coughing or sneezing, do so into a tissue. Immediately dispose of the tissue in the trash can and wash your hands or use hand sanitizer.

National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases. (2020, May 19). Considerations for Schools. Retrieved from Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

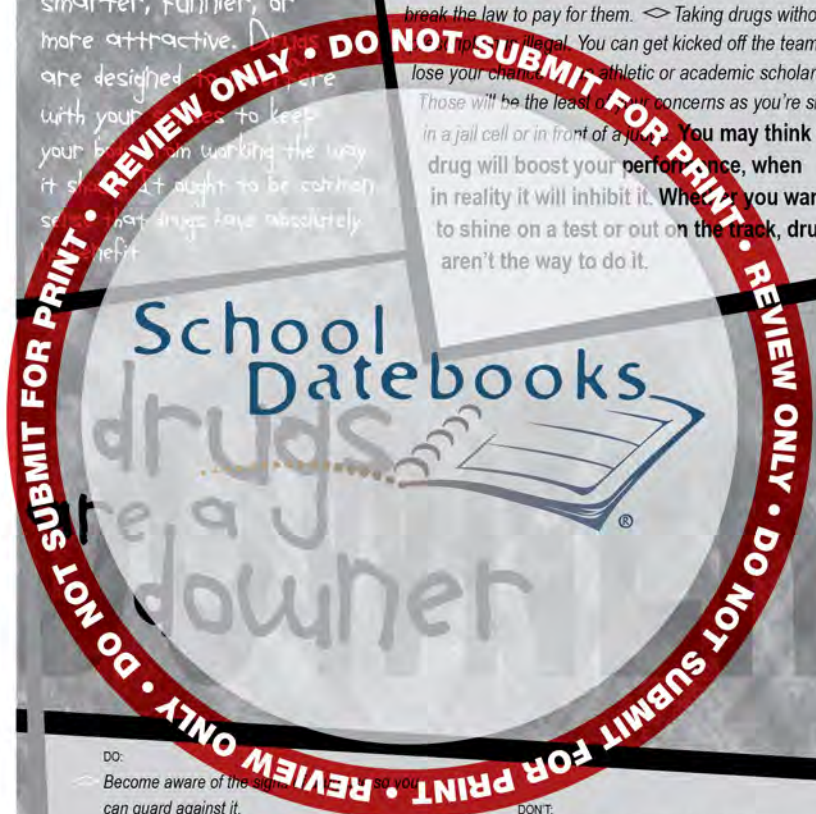
National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases. (2020, April 24). How to Protect Yourself & Others. Retrieved from Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>



HEALTHY LIVING *drugs are a downer*

Don't let anybody dupe you! Illegal drugs won't make you happier, healthier, smarter, funnier, or more attractive. Drugs are designed to interfere with your ability to keep your brain from working the way it should. It ought to be common sense that drugs have absolutely no benefit.

Regardless of their short-term effects – like euphoria, a false sense of self-confidence, serenity, or silliness – **illegal drugs will bring you down.** \diamond Some drugs are addictive. Some cause you to gain weight, while others cause you to lose it uncontrollably. Some give you acne. **Some, like ecstasy, cocaine, crack, or glue can kill you on the spot.** Some drugs are so addictive and expensive that people break the law to pay for them. \diamond Taking drugs without a prescription is illegal. You can get kicked off the team and lose your chance for an athletic or academic scholarship. Those will be the least of your concerns as you're sitting in a jail cell or in front of a judge. You may think that a drug will boost your performance, when in reality it will inhibit it. When you want to shine on a test or out on the track, drugs aren't the way to do it.



- DO:
- \diamond Become aware of the signs so you can guard against it.
 - \diamond Alert an adult if you see or hear of illegal drug activity.
 - \diamond Confront your friends whom you suspect are using drugs – out of concern for their health.
 - \diamond Talk to someone you can trust if you think you may have a drug problem.
 - \diamond Be a good role model for younger kids.
 - \diamond Practice saying “no.”
 - \diamond Remember: People who try to entice or force you to do drugs aren't your friends.
 - \diamond Talk openly with your parents about any peer pressure you encounter.

- DON'T:
- \diamond Ignore drug use, hoping it will go away.
 - \diamond Excuse drug users because they say they are “lonely,” “depressed,” “overachievers,” etc.
 - \diamond Think you are “narking” if you seek out help for someone who is using drugs.
 - \diamond Succumb to the myth that drugs will make you a happier person.
 - \diamond Feel you have to drink or do drugs to have fun.



HEALTHY LIVING *emergency action steps*

EMERGENCY ACTION STEPS *Adult Life-Saving Steps* → IN THE PANIC OF AN EMERGENCY, YOU MAY BE FRIGHTENED OR CONFUSED ABOUT WHAT TO DO. STAY CALM, YOU CAN HELP. THE THREE "EMERGENCY ACTION STEPS" WILL HELP YOU ORGANIZE YOUR RESPONSE TO THE SITUATION.

1	2	3
CHECK	CALL	CARE
<ul style="list-style-type: none"> → Check the scene for safety. → Check the victim for consciousness, breathing, and bleeding. 	<ul style="list-style-type: none"> → Call 9-1-1 for your local emergency number. → Be prepared to give the dispatcher the exact address or location of the emergency. 	<ul style="list-style-type: none"> → Care for the victim.

Always care for life-threatening conditions first. If there are none:

- Watch for changes in the victim's breathing or consciousness.
- Keep the victim from getting chilled or overheated.
- Help the victim rest as comfortably as possible.
- Reassure the victim.

School Datebooks

If victim is unable to speak, cough, or breathe: Give abdominal thrusts (if person is conscious)

If victim is not breathing: Give rescue breathing




Place fist above the navel and give quick upward thrusts until the obstructing object is dislodged.

Tilt head back and lift chin.

Pinch nose shut. Give one breath about every 5 seconds.

If air won't go in – Give abdominal thrusts:



Give up to 5 abdominal thrusts.



Look for and clear any objects from mouth.




Tilt head back and reattempt breaths. Repeat steps until breaths go in.


If not breathing and no pulse – Give CPR



Find hand position on center of breastbone.



Compress chest 30 times.
Give 2 slow breaths.
Repeat sets of compressions and breaths until ambulance arrives.

Courtesy of:  American Red Cross



HEALTHY LIVING *hotlines & helplines*

GENERAL CRISIS		
<i>7 Cups of Tea</i>	Online listeners	www.7cups.com
<i>Boys Town Hotline</i> (24 hrs.)	800-448-3000	www.boystown.org
<i>Crisis Call Center (National Suicide Prevention Lifeline)</i> (24 hrs.)	800-273-8255	www.crisiscenter.org
<i>I'm Alive (Online Crisis Network)</i>	Online chat	www.imalive.org
<i>Lifeline Crisis Chat (National Suicide Prevention Lifeline)</i> (24 hrs.)	Online chat	suicidepreventionlifeline.org
<i>National Center for Missing and Exploited Children</i> (24 hrs.)	800-843-5678	www.missingkids.com
<i>National Runaway Safeline</i> (24 hrs.)	800-RUNAWAY	www.1800runaway.org
<i>Teen Line</i>	800-852-8336	www.teenlineonline.org
<i>Youth America Hotline Your Life Counts</i>	800-455-7454	www.yourlifecounts.org
ALCOHOL/SUBSTANCE ABUSE		
<i>Al-Anon/Alateen (For Families & Friends of Problem Drinkers)</i>	888-4A1-ANON	www.al-anon.alateen.org
<i>Alcoholics Anonymous</i>	914-870-3400	www.aa.org
<i>American Council on Alcoholism</i>	800-527-7440	www.americanalcoholism.org
<i>Narcotics Anonymous</i>	815-773-9999	www.na.org
<i>National Institute on Alcohol Abuse and Alcoholism</i>	800-451-6233	www.niaaa.nih.gov
ABUSE & HEALTH INFO		
<i>American Heart Association</i>	800-AHA-USA-1	www.heart.org
<i>CDC National HIV/AIDS Contact Center</i>	800-CDC-INFO	www.cdc.gov
<i>CDC National STD Contact Center</i>	800-CDC-INFO	www.cdc.gov
<i>National Cancer Institute</i>	800-4-CANCER	www.cancer.gov
<i>Childhelp National Child Abuse Hotline</i> (24 hrs.)	800-4-A-CHILD	www.childhelp.org
<i>National Organization for Rare Disorders</i>	800-551-9673	www.rarediseases.org
<i>Office on Women's Health</i>	800-993-6343	www.womenshealth.gov
<i>American Association of University Women</i>	800-272-1122	www.aauw.org
<i>Rape, Abuse and Incest National Network (RAINN) 24 hrs.</i>	800-656-4HOPE	www.rainn.org
<i>Youth Violence Prevention</i>	800-LDC-INFO	www.cdc.gov/violenceprevention
MENTAL HEALTH		
<i>Depression and Bipolar Support Alliance Helpline</i>	800-826-1632	dbpsa.org
<i>Mental Health America</i>	800-900-6642	www.mentalhealthamerica.net
<i>National Alliance on Mental Illness Helpline</i>	800-950-NAMI	www.nami.org
<i>National Mental Health Consumers Self-Help Helpline</i>	selfhelpmental.org	www.mhsselfhelp.org
<i>National Eating Disorders Association Helpline</i>	800-931-2377	www.nationaleatingdisorders.org
<i>SAFE Alternatives (Self Abuse Finally Ends)</i>	800-DONT-CUT	www.selfinjury.com
SEXUAL ORIENTATION/GENDER IDENTITY		
<i>Lesbian, Gay, Bisexual, and Transgender National Youth Talkline</i>	800-246-7743	www.glbthotline.org/talkline.html
<i>LYRIC (Center for LGBTQQ Youth)</i>	415-703-6150	www.lyric.org
<i>The Trevor Project Lifeline (LGBTQ Ages 13-24)</i> (24 hrs.)	866-488-7386	www.thetrevorproject.org

ASKING FOR HELP IS A SIGN OF STRENGTH, NOT WEAKNESS.





HEALTHY LIVING 2022-2023 NCAA Banned Drugs List

It is the student-athlete's responsibility to check with the appropriate or designated athletics staff before using any substance.

The NCAA bans the following drug classes.

1. Stimulants.
2. Anabolic agents.
3. Alcohol and beta blockers (banned for rifle only).
4. Diuretics and masking agents.
5. Narcotics.
6. Cannabinoids.
7. Peptide hormones, growth factors, related substances, and mimetics.
8. Hormone and metabolic modulators.
9. Beta-2 agonists.

Note: Any substance chemically/pharmacologically related to any of the classes listed above is also banned. All drugs within the banned-drug class shall be considered to be banned regardless of whether they have been specifically identified. Examples of substances under each class can be found at ncaa.org/drugtesting. There is no complete list of banned substances.

Substances and methods subject to restrictions:

1. Blood and gene doping.
2. Local anesthetics (permitted under certain conditions).
3. Manipulation of urine samples.
4. Tampering of urine samples.
5. Beta-2 agonists (permitted only by inhalation with prescription).

NCAA nutritional/dietary supplements:

Before using any nutritional/dietary supplement product, a student-athlete should review the product and its label with the appropriate athletics department and/or medical staff.

1. Many nutritional/dietary supplements are contaminated with banned substances not listed on the label.
2. Nutritional/dietary supplements (including vitamins and minerals) are not well-regulated and may contain a "positive drug list."
3. Student-athletes are tested post- and pre-competition using nutritional/dietary supplements.
4. Any product containing a nutritional/dietary supplement is banned if it is not on the list.

As part of its responsibility to provide accurate drug testing information, the athletics department will continue to provide information about supplement use and the importance of having nutritional/dietary products analyzed and certified before use. The NCAA has identified Drug Free Sport AXIS™ (AXIS) as a service designated to facilitate a student-athlete's and coach's responsibility to check for banned substances and nutritional/dietary supplements. Contact AXIS at 816-474-7321 or dfsaxis.com (password: ncaa1, ncaa2 or ncaa3).

THIS IS NO COMPLETE LIST OF BANNED SUBSTANCES. DO NOT RELY ON THIS LIST AS EXHAUSTIVE OR TO CONFIRM OR RULE OUT ANY LABEL INGREDIENT THAT MAY CONTAIN A POTENTIAL BANNED SUBSTANCE.

Many nutritional/dietary supplements are contaminated with banned substances not listed on the label. It is the student-athlete's responsibility to check with the appropriate or designated athletics staff and/or medical staff before using any substance.

Some examples of substances in each NCAA banned drug class:

Stimulants:

Amphetamine (Adderall), Caffeine (Guarana), Cocaine, Dimethylbutylamine (DMBA; AMP), Dimethylhexylamine (DMHA), Octodrine, Ephedrine, Heptaminol, Hordenine, Methamphetamine, Methylhexanamine (DMAA), Forthane), Methylphenidate (Ritalin), Methedrone (bath salts, Madaffi), Octopamine, Phenethylamines (PEA), Terbutaline, Synephrine (bitter orange).

Exceptions: Phenylephrine and Pseudoephedrine are not banned.

Anabolic agents:

Androstenedione, Boldenone, Clenbuterol, Clostebol, DHCMT (Dra-Turnadol), DHEA (7-Keto), Drostanolone, Epitrenbolone, Etiocbolanolone, Methandienone, Methasterone, Nandrolone (19-nortestosterone), Norandrostenedione, Oxandrolone, SARMS [Ligandrol (LGD-4033); Ostarine; RAD140; S-23], Stanazolol, Stenbolone, Testosterone, Trenbolone.

Alcohol and beta blockers (banned for rifle only):

Alcohol, Atenolol, Metoprolol, Nadolol, Pindolol, Propranolol, Timolol.

Diuretics and masking agents:

Bumetanide, Spironolactone (Canrenone), Chlorothiazide, Furosemide, Hydrochlorothiazide, Probenecid, Triamterene, Trichlormethiazide.

Exception: Finasteride is not banned.

Narcotics:

Euphorphine, Dextromoramide, Diamorphine (heroin), Fentanyl, and its derivatives, Hydromorphone, hydromorphone, Methadone, Morphine, Nicotinicotine, Oxycodone, Oxycodone, Oxycodone, Oxycodone, Pentazocine, Pethidine.

Cannabinoids:

Marijuana, Synthetic cannabinoids (Spice; K2, JWH-018; JWH-073), Tetrahydrocannabinol (THC; Delta-8).

Peptide hormones, growth factors, related substances and mimetics:

Human Growth Hormone (hGH), Human Chorionic Gonadotropin (hCG), Erythropoietin (EPO), IGF-1 (colostrum; deer antler velvet), Ibutamoren (MK-677).

Exceptions: Insulin, Synthroid and Forteo are not banned.

Hormone and metabolic modulators (anti-estrogens):

Anti-Estrogen (Fulvestrant), Aromatase Inhibitors [Anastrozole (Arimidex); ATD (androstatrienedione); Formestane; Letrozole], PPAR-d [GW1516 (Cardarine); GW0742], SERMS [Clomiphene (Clomid); Raloxifene (Evista); Tamoxifen (Nolvadex)].

Beta-2 agonists:

Bambuterol, Formoterol, Higenamine, Norcoclaurine, Salbutamol, Salmeterol.

Any substance that is chemically/pharmacologically related to one of the above drug classes, even if it is not listed as an example, is also banned.

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting AXIS at 816-474-7321 or dfsaxis.com (password: ncaa1, ncaa2 or ncaa3).



HEALTHY LIVING *smoking is a drag*

Smoking is a drag.

There's nothing attractive or noble about yellow teeth, a nasty cough, cancer, smelly clothes, and smoker's breath. And you can be sure that hacking up phlegm

is a turnoff. The longer you start smoking, the more likely that you'll become a full-time smoker and that you'll suffer from some sort of smoking-related illness, says the Centers for Disease Control.

You see, cigarettes (and other tobacco products like "chew" and snuff) contain tar, nicotine, and nicotine is addictive. Don't believe it? Ask a long-time smoker who is trying to quit and ask them very carefully how coughy, tired, nervous, and irritable they feel.

In fact, many ex-smokers still miss cigarettes years and years after they've given them up.

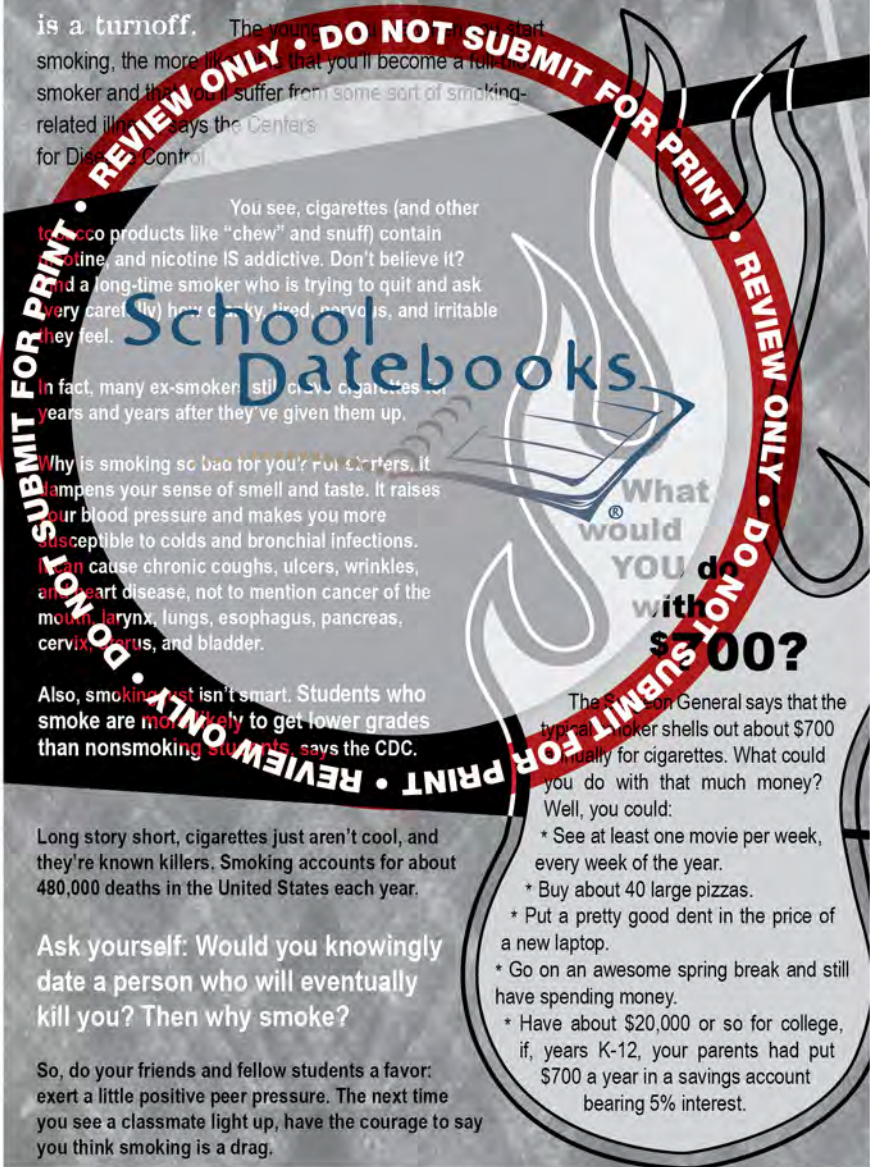
Why is smoking so bad for you? For starters, it dampens your sense of smell and taste. It raises your blood pressure and makes you more susceptible to colds and bronchial infections. It can cause chronic coughs, ulcers, wrinkles, and heart disease, not to mention cancer of the mouth, larynx, lungs, esophagus, pancreas, cervix, uterus, and bladder.

Also, smoking just isn't smart. Students who smoke are more likely to get lower grades than nonsmoking students, says the CDC.

Long story short, cigarettes just aren't cool, and they're known killers. Smoking accounts for about 480,000 deaths in the United States each year.

Ask yourself: Would you knowingly date a person who will eventually kill you? Then why smoke?

So, do your friends and fellow students a favor: exert a little positive peer pressure. The next time you see a classmate light up, have the courage to say you think smoking is a drag.



School Datebooks

What would YOU do with \$700?

- The School General says that the typical smoker shells out about \$700 annually for cigarettes. What could you do with that much money? Well, you could:
- * See at least one movie per week, every week of the year.
 - * Buy about 40 large pizzas.
 - * Put a pretty good dent in the price of a new laptop.
 - * Go on an awesome spring break and still have spending money.
 - * Have about \$20,000 or so for college, if, years K-12, your parents had put \$700 a year in a savings account bearing 5% interest.



LANGUAGE ARTS *APA style of documentation*

YOUR REFERENCE LIST	YOUR REFERENCE LIST SHOULD APPEAR AT THE END OF YOUR ESSAY. IT PROVIDES THE INFORMATION NECESSARY FOR A READER TO LOCATE AND RETRIEVE ANY SOURCE YOU CITE IN THE ESSAY. EACH SOURCE YOU CITE IN THE ESSAY MUST APPEAR IN YOUR REFERENCE LIST. LIKEWISE, EACH ENTRY IN THE REFERENCE LIST MUST BE CITED IN THE TEXT.
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BASIC RULES

According to the seventh edition of the *Publication Manual of the American Psychological Association*:

- Indent your reference list one-half inch from the left margin, excluding the first line of each reference, which should remain flush left. This is called a hanging indent.
- Double-space all references.
- Capitalize only the first word of a title or subtitle of a work. Capitalize all major words of journal titles. Italicize titles of books and journals. Note that the first word in these entries includes commas and periods.
- Invert authors' names (last name first); give the name and initials for all authors of a particular work, unless the work has more than six authors (in this case, give the first six authors and then et al. after the sixth author's name to indicate the rest of the authors). Alphabetize by author or authors' names letter by letter. If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 2008 article would appear before a 2009 article). When an author appears as a sole author and again as the first author of a group, list the one-author entries first. If an author is given for a particular source, alphabetize by the title of the piece in the reference list. Use a shortened version of the title for parenthetical citations within the text.
- Use "&" instead of "and" before the last author's name when listing multiple authors of a single work.

BASIC FORMS FOR PERIODICALS

An article in a periodical (such as a journal, magazine, newspaper, or magazine)

→ Author, A. A., Author, B. B., & Author, C. C. (publication year, month day). Title of article. *Title of periodical*, volume number (issue number), pages.

You need to list the volume number if the periodical uses continuous pagination throughout a year or a volume. If the issue begins with page 1, then you should list the issue number as well. → Author, A. A. (2008, January 15). Title of article. *Journal of Psychology*, 134(1), 1-10.

A nonperiodical (such as a book, report, brochure or audiovisual media)

→ Author, A. A. (Year of publication). Title of work. Capitalize only the first word of the title. (Edition). Publisher.

Do not include the location of the publisher in the citation.

Part of a nonperiodical (such as a book chapter or an article in a collection)

→ Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Publisher.

When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the number. (pp. 1-21). This abbreviation, however, does not appear before a page number in periodical references, except for newspapers.

BASIC FORMS FOR ELECTRONIC SOURCES

A web page

→ Author, A. A. (Date of publication or revision). Title of page. Site name. URL

An online journal or magazine

→ Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of journal, volume number (issue number), page range. doi:0000000/000000000000

Since online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are unique to their documents and consist of a long alphanumeric code.

An online journal or magazine (with no DOI assigned)

→ Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of journal, volume number (issue number), page range. URL

Email

Because email is a personal communication, not easily retrieved by the general public, no entry should appear in your reference list. Instead, parenthetically cite in text the communicator's name, the fact that it was personal communication, and the date of the communication: The novelist has repeated this idea recently (S. Rushdie, personal communication, May 1, 1995).



LANGUAGE ARTS *capitalization & plurals*

CAPITALIZATION THE FOLLOWING CHART PROVIDES A QUICK OVERVIEW OF CAPITALIZATION RULES.

All proper nouns → Shannon O'Connor, Orlando, Bill of Rights
All proper adjectives → Kraft cheese, Bounty paper towels, Phillips screwdriver
The first word in every sentence → Her dress is stunning.
Races, languages, nationalities → Asian, French, African-American
Nouns/Pronouns that refer to a supreme being → God, Allah, Yahweh
Days of the week → Sunday, Monday, Tuesday
Formal epithets → Ivan the Terrible
Bodies of water → Amazon River, Lake Huron, West Nile
Cities, towns → Houston, Lafayette, Dearborn
Countries → Tippecanoe, Cork
Countries → U.S.A, Mexico, Canada
Continents → Africa, North America
Landforms → Mojave Desert, the Appalachians
Holidays and holy days → Veterans Day, Christmas, Yom Kippur
Months → January, February
Official documents → Emancipation Proclamation
Official titles → President Obama, Mayor Bradley
Periods and events in history → Middle Ages, Renaissance
Planets, heavenly bodies → Mars, Jupiter, Milky Way
Public areas → Yellowstone National Park
Sections of a country or continent → the Southwest, the Middle East
Special events → Battle of Lexington
Streets, roads, highways → Rodeo Drive, Route 66, Interstate 65
Trade names → Honda Accord, Kellogg's Corn Flakes



PLURALS THE FOLLOWING CHART PROVIDES A QUICK OVERVIEW OF PLURALIZATION RULES.

The plurals of most nouns are formed by adding *s* to the singular.
 → *Examples:* pie = pies | desk = desks | machine = machines

The plurals of nouns ending in *s*, *sh*, *x*, *z*, and *ch* are made by adding *es* to the singular.
 → *Examples:* bus = buses | fish = fishes | bus = buses | jazz = jazzes | church = churches

The plurals of common nouns that end in *y* preceded by a consonant are formed by changing the *y* to *i* and adding *es*.
 → *Examples:* fly = flies | copy = copies

The plurals of words that end in *y* preceded by a vowel are formed by adding only *s*.
 → *Examples:* holiday = holidays | monkey = monkeys

The plurals of words ending in *o* preceded by a vowel are formed by adding *s*.
 → *Examples:* studio = studios | rodeo = rodeos

The plurals of words ending in *o* preceded by a consonant are formed by adding *s* or *es*.
 → *Examples:* hero = heroes | banjo = banjos | tomato = tomatoes | piano = pianos

The plurals of nouns ending in *f* or *fe* are formed in one of two ways:
1) If the *f* sound is still heard in the plural form, simply add *s*.
 → *Examples:* roof = roofs | chief = chiefs
2) If the final sound in the plural is a *ve* sound, change the *f* to *ve* and add *s*.
 → *Examples:* wife = wives | knife = knives

Foreign words and some English words form the plural by taking on an irregular spelling.
 → *Examples:* crisis = crises | criterion = criteria | goose = geese | ox = oxen

The plurals of symbols, letters, and figures are formed by adding an *s*.
 → *Examples:* 5 = 5s

The plural of nouns that end in *ful* are formed by adding *s* at the end of the word.
 → *Examples:* handful = handfuls | pailful = pailfuls | tankful = tankfuls



LANGUAGE ARTS *exploring Chinese Mandarin*

GREETINGS

Hello | 你好 nǐ hǎo
Good morning | 早上好 zǎo shàng hǎo
Good afternoon/evening | 下午好 / 晚上好 xià wǔ hǎo / wǎn shàng hǎo
Good night | 晚安 wǎn ān
Goodbye | 再见 zài jiàn
See you later | 再会 / 一会见 zài huì / yī huì jiàn
How are you? | 你好吗? nǐ hǎo ma?

I'm... | 我... wǒ
(very) well | (很) 好 hěn hǎo
(very) bad | (很) 不好 hěn bù hǎo
How's it going? | 最近怎么样? zuì jìn zěn me yàng?

It's okay. | 还行 hái xíng
Not bad. | 还不错 hái bù cuò
And you? | 你呢? nǐ ne?

INTRODUCTIONS

What's your name? | 你叫什么名字? nǐ jiào shén me míng zì?
My name is... | 我叫... wǒ jiào...
Pleased to meet you. | 很高兴认识你! hěn gāo xìng rèn shi nǐ
Likewise. | 我也很高兴。 wǒ yě gāo xìng
I'd like you to... | 我想介绍... wǒ xiǎng jiè shào...
This is... | 这位... zhè wèi...

PLEASANTIES

Please | 请 qǐng
Thank you | 谢谢 xièxie
You're welcome. | 不客气 bù kè qì
No problem. | 没问题 wú wèn tí.
Excuse me! | 不好意思! bù hǎo yì sī!
Sorry | 对不起 duì bù qǐ

RESPONSES

Yes | 对 / 是 duì / shì
No | 不对 / 不是 / 没有 bú duì / bú shì / méi yǒu
I don't know. | 我不知道。 wǒ bù zhī dào.
I don't remember. | 我不记得了。 wǒ bù jì dé le.
Of course. | 当然。 dāng rán.
OK | 好 / 行 hǎo xíng
Maybe | 可能 / 也许 kě néng / yě xǔ
Absolutely | 绝对的 / 肯定的 jué duì de / kěn dìng de

TITLES

Miss/Ms. | 小姐 / 女士 xiǎo jiě / nǚ shì
Mrs./Ma'am | 太太 / 女士 tài tài / nǚ shì
Mr./Sir | 先生 xiān shēng

BASICS

Who | 谁 shuí
Where | 在哪里 zài nǎ lǐ
When | 什么时候 shén me shí hòu
Why | 为什么 wèi shén me
What | 什么 shén me
How | 怎么样 zěn me yàng
Which | 哪一个 nǎ yí gè

Also | 也 yě
A lot | 很多 hěn duō / xǔ duō
The | 那个 / 这个 nà ge / zhè ge

PHRASES

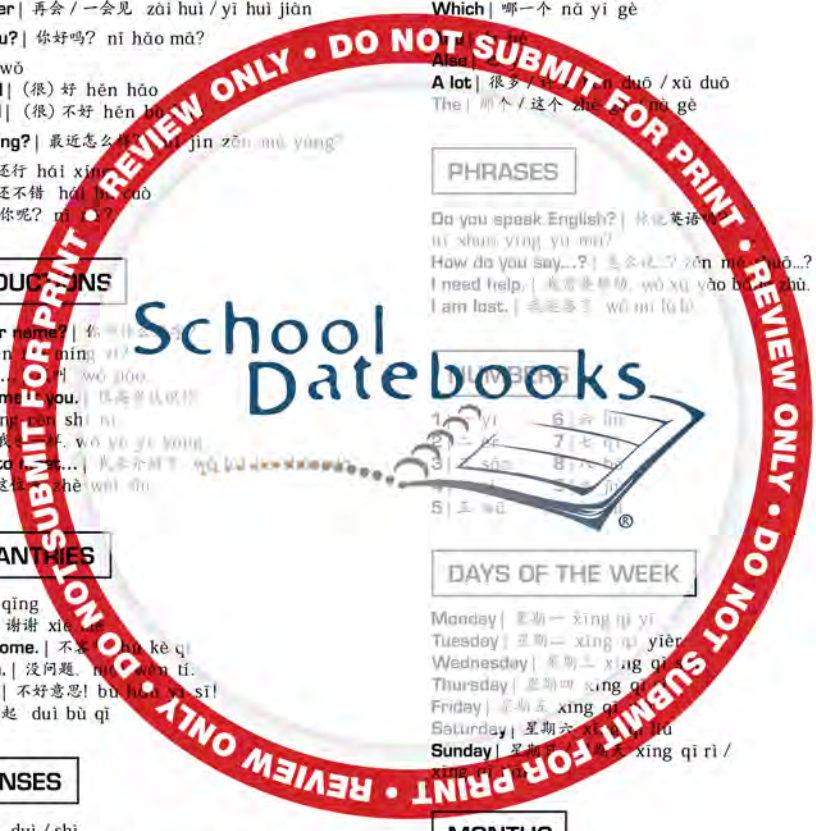
Do you speak English? | 你会说英语吗? nǐ huì shuō yīng yǔ ma?
How do you say...? | 怎么说? zěn me shuō...?
I need help. | 我需要帮助。 wǒ xū yào bāo zhù.
I am lost. | 我迷路了。 wǒ mí lù le

DAYS OF THE WEEK

Monday | 星期一 xīng qī yī
Tuesday | 星期二 xīng qī yīèr
Wednesday | 星期三 xīng qī sān
Thursday | 星期四 xīng qī sì
Friday | 星期五 xīng qī wǔ
Saturday | 星期六 xīng qī liù
Sunday | 星期日 xīng qī rì / xīng qī

MONTHS

January | 一月 yī yuè
February | 二月 èr yuè
March | 三月 sān yuè
April | 四月 sì yuè
May | 五月 wǔ yuè
June | 六月 liù yuè
July | 七月 qī yuè
August | 八月 bā yuè
September | 九月 jiǔ yuè
October | 十月 shí yuè
November | 十一月 shí yī yuè
December | 十二月 shí èr yuè





LANGUAGE ARTS *exploring French*

GREETINGS

Hello/Good morning/Good afternoon | Bonjour
Good evening | Bonsoir
Hi/Bye | Salut **Bye** | Ciao
Goodbye | Au revoir

How are you doing? | Comment allez-vous?
 (Informal: Comment vas-tu?)
 I'm... | Je vais...

(very) well | (très) bien
(very) poorly | (très) mal
So-so. | Comme-ci, comme-ça.

How's it going? | Ça va?
It's okay. | Ça va.

It's going well. | Ça va bien.
It's going poorly. | Ça va mal.

Not bad. | Pas mal.
And you? | Et vous. (Informal: Et toi?)

INTRODUCTIONS

What's your name? | Comment vous appelez-vous?
 (Informal: Comment t'appelles-tu?)
My name is... | Mon nom s'appelle...
Pleased to meet you. | Enchanté(e)...
I'd like you to meet... | Je vous présente...
 (Informal: Je te présente...)
This is... | Voici...

PLEASANTIES

Please | S'il vous plaît. (Informal: S'il te plaît)
Thank you | Merci
You're welcome. | Je vous en prie.
 (Informal: Je t'en prie.)
No problem. | De rien.
Excuse me. | Excusez-moi. (Informal: Excuse-moi.)

RESPONSES

Yes | Oui
No | Non
I don't know. | Je ne sais pas.
Of course. | Bien sûr.
OK | D'accord.
Maybe | Peut-être

TITLES

Miss | Mademoiselle
Mrs./Ma'am | Madame
Mr./Sir | Monsieur

BASICS

Who | Qui
Where | Où
When | Quand
Why | Pourquoi
What | Quoi
How | Comment

And | Et
Also | Aussi
A lot | Beaucoup

PHRASES

Do you speak English? | Parlez-vous anglais?
How do you say...? | Comment dit-on...?
I need help. | J'ai besoin d'aide.
Help! | Au secours!
I am lost. | Je suis perdu.

NUMBERS

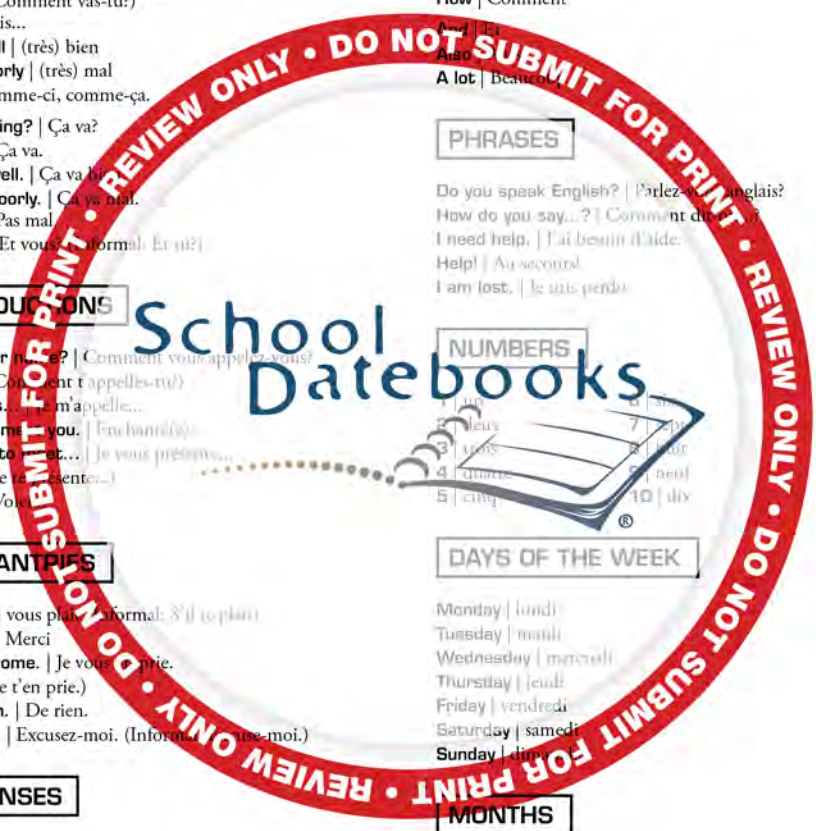
1 | un
 2 | deux
 3 | trois
 4 | quatre
 5 | cinq
 6 | six
 7 | sept
 8 | huit
 9 | neuf
 10 | dix

DAYS OF THE WEEK

Monday | lundi
Tuesday | mardi
Wednesday | mercredi
Thursday | jeudi
Friday | vendredi
Saturday | samedi
Sunday | dimanche

MONTHS

January | janvier
February | février
March | mars
April | avril
May | mai
June | juin
July | juillet
August | août
September | septembre
October | octobre
November | novembre
December | décembre





LANGUAGE ARTS *exploring German*

GREETINGS

Hello/Good morning/Good afternoon | Tag/Guten Morgen/
Guten Tag

Good evening | Abend/Guten Abend

Hi | Hi/Hallo/

Goodbye | Tschüss.

How are you doing? | Wie geht es Ihnen?
(Informal: Wie geht's dir?)

I'm... | Mir geht's...

(very) well | (sehr) gut

(very) bad | (sehr) schlecht

I'm ok. | Es geht.

How's it going? | Wie geht's?

It's okay. | Es geht.

It's going well. | Es geht gut.

It's going poorly. | Es geht so gar nicht.

Not bad. | Nicht schlecht.

And you? | Und du?

INTRODUCTIONS

What's your name? | Wie heißen Sie?
(Informal: Wie heißt du?)

My name is... | Ich heiße...

Pleased to meet you. | Freut mich.

I'd like you to meet... | Ich möchte Ihnen...

This is... | Das ist...

PLEASANTIES

Please | Bitte

Thank you | Danke

You're welcome. | Bitte.

No problem. | Kein Problem.

Excuse me. | Entschuldigen Sie.

RESPONSES

Yes | Ja

No | Nein

I don't know. | Ich weiß es nicht.

Of course. | Natürlich.

OK | Zustimmung

Maybe | Vielleicht

TITLES

Miss | Fräulein

Mrs./Ma'am | Frau/ gnädige Frau

Mr./Sir | Herr/ mein Herr

BASICS

Who | Wer

Where | Wo

When | Wann

Why | Warum

What | Was

How | Wie

How many | Wie viele

Also | Auch

A lot | Viel

PHRASES

Do you speak English? | Sprechen Sie Englisch?

How do you say...? | Wie sagen Sie...?

I need help. | Ich brauche Hilfe.

I am lost. | Ich bin verloren.

NUMBERS

one | eins

two | zwei

three | drei

four | vier

five | fünf

six | sechs

seven | sieben

eight | acht

nine | neun

ten | zehn

DAYS OF THE WEEK

Monday | Montag

Tuesday | Dienstag

Wednesday | Mittwoch

Thursday | Donnerstag

Friday | Freitag

Saturday | Samstag

Sunday | Sonntag

MONTHS

January | Januar

February | Februar

March | März

April | April

May | Mai

June | Juni

July | Juli

August | August

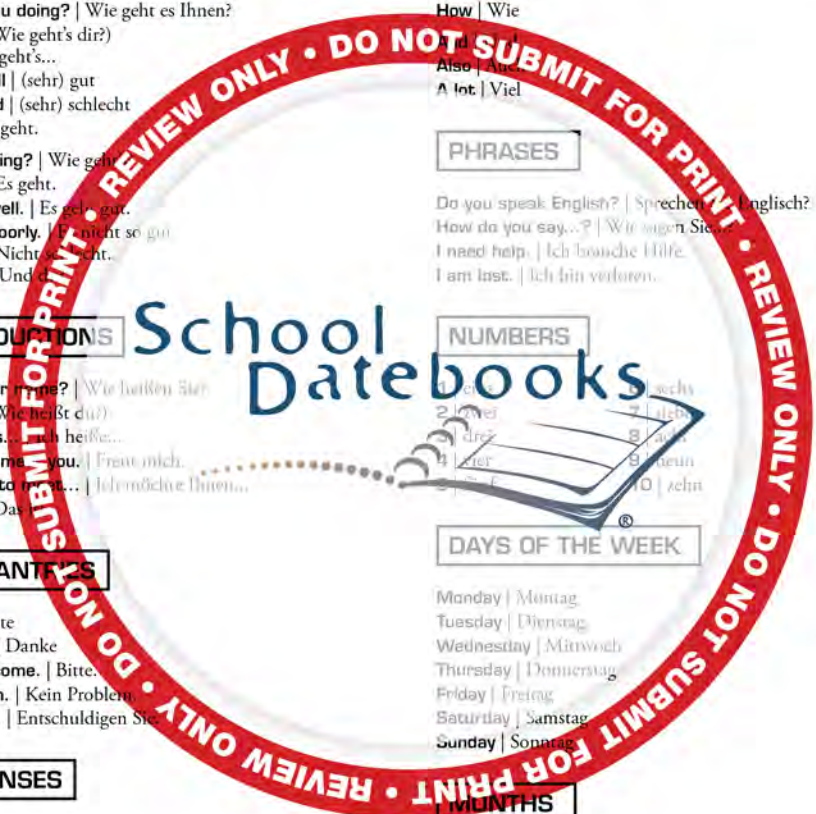
September | September

October | Oktober

November | November

December | Dezember

School Datebooks





LANGUAGE ARTS *exploring Spanish*

GREETINGS

Hello | Hola
 Good morning | Buenos días
 Good afternoon/evening | Buenas tardes
 Good night | Buenas noches
 Goodbye | Adiós/Chao
 See you later | Hasta luego/Nos vemos
 How are you? | ¿Cómo estás?
 I'm... | Estoy...
 (very) well | (muy) bien
 (very) bad | (muy) mal
 How's it going? | ¿Cómo vas?
 It's okay | Está bien.
 Not bad | No está mal.
 And you? | ¿Y usted/tú?

INTRODUCTIONS

What's your name? | ¿Cómo se llama usted?
 My name is... | Mi nombre es...
 Pleased to meet you | Encantado/a de conocerlo/a.
 Likewise | Igualmente.
 I'd like you to meet... | Me gustaría que conozcas a...
 This is... | Esto es...

PLEASANTIES

Please | Por favor
 Thank you | Gracias
 You're welcome | De nada.
 No problem | No hay problema.
 Excuse me! | ¡Disculpen!
 Sorry | Perdón

RESPONSES

Yes | Sí
 No | No
 I don't know. | No sé.
 I don't remember | No me acuerdo.
 Of course | Por supuesto.
 OK | Bueno
 Maybe | Quizás/De pronto
 Absolutely | Claro

TITLES

Miss/Ms. | Señorita (Srta.)
 Mrs./Ma'am | Señora (Sra.)
 Mr./Sir | Señor (Sr.)

BASICS

Who | ¿Quién?
 Where | ¿Dónde?
 When | ¿Cuándo?
 Why | ¿Por qué?
 What | ¿Qué?
 How | ¿Cómo?
 Which | ¿Cuál?
 Also | También
 A lot | Mucho
 The | El, La, Los, Las

PHRASES

Do you speak English? | ¿Habla Inglés?
 How do you say...? | ¿Cómo se dice...?
 I need help | Necesito ayuda.
 I am lost | Estoy perdido(a).

NUMBERS

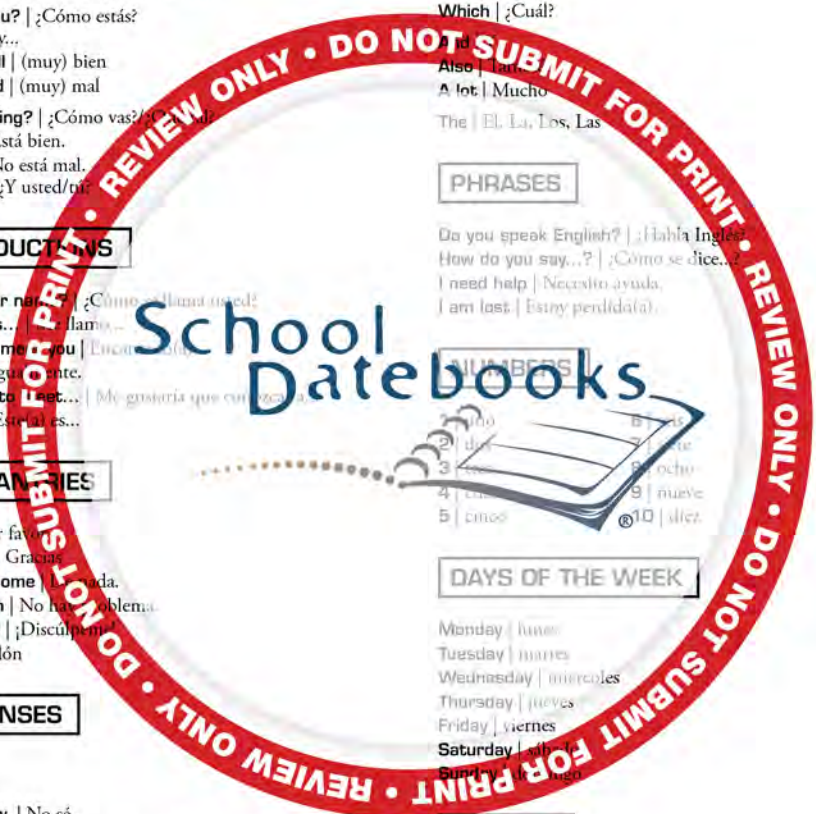
1 | uno
 2 | dos
 3 | tres
 4 | cuatro
 5 | cinco
 6 | seis
 7 | siete
 8 | ocho
 9 | nueve
 10 | diez

DAYS OF THE WEEK

Monday | lunes
 Tuesday | martes
 Wednesday | miércoles
 Thursday | jueves
 Friday | viernes
 Saturday | sábado
 Sunday | domingo

MONTHS

January | enero
 February | febrero
 March | marzo
 April | abril
 May | mayo
 June | junio
 July | julio
 August | agosto
 September | septiembre
 October | octubre
 November | noviembre
 December | diciembre





LANGUAGE ARTS *frequently confused words*



accept | to agree to something or receive something willingly

except | not including

→ *Examples:* Jonathon will *accept* the job at the restaurant.

Everyone was able to attend the ceremony *except* Phyllis.

capital | chief, important, excellent. Also the city or town that is the official seat of government of a state or nation

capitol | the building where a state legislature meets

the Capitol | the building in Washington, D.C., in which the United States Congress meets

→ *Examples:* The *capital* of France is Paris.

The *capitol* of Indiana is a building in Indianapolis.

The vice president arrived at the *Capitol* to greet the arriving senators.

hear | to listen

here | in this place

→ *Examples:* Do you *hear* that song over there?

The juice is *here* in the refrigerator.

it's | the contraction for *it is* or *it has*

its | shows ownership or possession

→ *Examples:* It's early time to leave. *Its* early start helped the team win the game.

The wagon lost a wheel in the mud.

lead | a heavy, gray metal

lead | to go first or ahead

led | the past tense of *lead*

→ *Examples:* Water pipes in many older homes are made of *lead*.

This path will *lead* us to the top of the fall.

Bloodhounds *led* the police to the dog's court.

loose | free or not tight

lose | to misplace or suffer the loss of something

→ *Examples:* Since she lost weight, many of her clothes are *loose*.

If you *lose* your money, you will not be able to get into the park.

principal | the first or most important. It also refers to the head of a school.

principle | a rule, truth, or belief

→ *Examples:* Pineapple is one of the *principal* crops of Hawaii.

One *principle* of science is that all matter occupies space.

quiet | free from noise

quite | truly or almost completely

→ *Examples:* Our teacher insists that all students are *quiet* during a test.

This enchilada is *quite* spicy.

their | belonging to them

there | at that place

they're | the contraction for *they are*

→ *Examples:* *Their* new puppy is frisky.

They placed all of the newspapers over *there*.

They're going to be here later tonight.

to | in the direction of

too | also or very

two | the whole number between one and three

→ *Examples:* The paramedics rushed *to* the scene of the accident.

This meal is delicious, and it is low in fat, *too*.

Only *two* of the 10 runners were able to complete the race.

weather | the state of the atmosphere, referring to wind, clouds, rain, temperature, etc.

whether | a choice or alternative

→ *Examples:* We are hoping for warm, sunny *weather* for our family reunion.

We don't decide *whether* we will drive or fly to the reunion.

Who's | the contraction for *who is* or *who has*

Whose | the possessive form of *who*

→ *Examples:* *Who's* in charge of the lighting for the stage?

Whose bicycle is out in the rain?

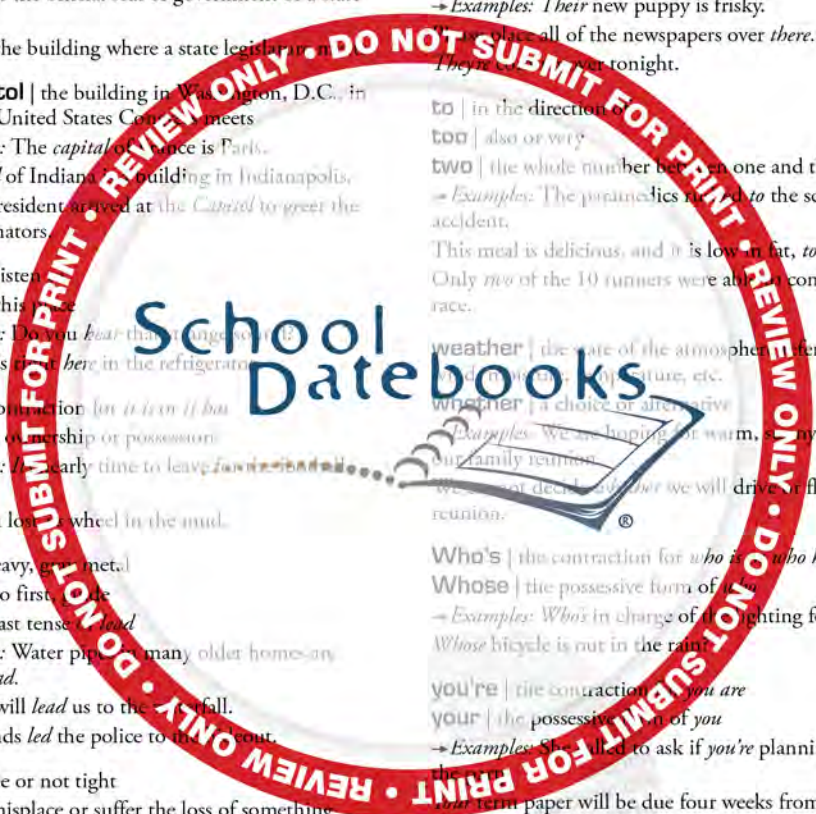
you're | the contraction for *you are*

your | the possessive form of *you*

→ *Examples:* She called to ask if *you're* planning to attend the event.

Your term paper will be due four weeks from today.

School Datebooks





LANGUAGE ARTS *frequently misspelled words*

absence	cinnamon	enough	here	obedience	reference	therefore
absorb	climbed	entertain	history	occasion	referring	they
accept	climbing	envelope	hoping	occur	rein	they're
accidentally	clothes	equipment	hospital	occurred	reign	thief
accompany	colonel	equipped	humor	occurrence	relative	thoroughly
accuse	college	escape	humorous	occurring	relief	thought
ache	column	especially	hungry	often	religion	through
achieve	commercial	etc.	identify	opinion	remember	tobacco
acquaintance	committee	everybody	imagine	opportunity	repetition	together
acquire	completely	everywhere	immediate	opposite	repellent	tomorrow
affect	concentrate	exaggerate	immediately	original	reservoir	tragedy
afraid	conscientious	exceed	incident	other	restaurant	tried
against	conscious	excellently	independent	parallel	rhyme	trouble
aggression	continue	except	Indian	parallel	rhythm	truly
aggressive	continuous	excitement	incompetent	parallel	ridiculous	two
all right	convenient	exciting	independently	parallel	ridiculous	unique
a lot	count	existence	independently	parallel	ridiculous	until
already	countdown	experiments	independently	parallel	ridiculous	unusual
always	courage	experience	independently	parallel	ridiculous	usually
amateur	courageous	expertise	independently	parallel	ridiculous	vaccinate
ambition	countless	excitement	independently	parallel	ridiculous	vacuum
among	countless	exciting	independently	parallel	ridiculous	vegetable
apology	countless	existence	independently	parallel	ridiculous	village
apparent	countless	excitement	independently	parallel	ridiculous	villain
appearance	countless	exciting	independently	parallel	ridiculous	weather
appreciate	countless	existence	independently	parallel	ridiculous	Wednesday
arctic	countless	excitement	independently	parallel	ridiculous	weight
argument	countless	exciting	independently	parallel	ridiculous	weird
article	countless	existence	independently	parallel	ridiculous	were
associate	countless	excitement	independently	parallel	ridiculous	we're
athlete	countless	exciting	independently	parallel	ridiculous	where
attendance	countless	existence	independently	parallel	ridiculous	whether
attitude	countless	excitement	independently	parallel	ridiculous	which
author	countless	exciting	independently	parallel	ridiculous	whole
awful	countless	existence	independently	parallel	ridiculous	whose
beautiful	countless	excitement	independently	parallel	ridiculous	witch
beauty	countless	exciting	independently	parallel	ridiculous	woman
because	countless	existence	independently	parallel	ridiculous	women
beginning	countless	excitement	independently	parallel	ridiculous	wonderful
believe	countless	exciting	independently	parallel	ridiculous	wreck
benefit	countless	existence	independently	parallel	ridiculous	writing
bicycle	countless	excitement	independently	parallel	ridiculous	written
biscuit	countless	exciting	independently	parallel	ridiculous	wrote
boundary	countless	existence	independently	parallel	ridiculous	your
Britain	countless	excitement	independently	parallel	ridiculous	you're
brilliance	countless	exciting	independently	parallel	ridiculous	
brilliant	countless	existence	independently	parallel	ridiculous	
bureau	countless	excitement	independently	parallel	ridiculous	
business	countless	exciting	independently	parallel	ridiculous	
captain	countless	existence	independently	parallel	ridiculous	
career	countless	excitement	independently	parallel	ridiculous	
carrying	countless	exciting	independently	parallel	ridiculous	
cemetery	countless	existence	independently	parallel	ridiculous	
certain	countless	excitement	independently	parallel	ridiculous	
challenge	countless	exciting	independently	parallel	ridiculous	
chief	countless	existence	independently	parallel	ridiculous	
children	countless	excitement	independently	parallel	ridiculous	
chocolate	countless	exciting	independently	parallel	ridiculous	
chosen	countless	existence	independently	parallel	ridiculous	
Christian	countless	excitement	independently	parallel	ridiculous	
		entertain	here	obedience	reference	
		envelope	history	occasion	referring	
		equipment	hoping	occur	rein	
		equipped	hospital	occurred	reign	
		escape	humor	occurrence	relative	
		especially	humorous	occurring	relief	
		etc.	hungry	often	religion	
		everybody	identify	opinion	remember	
		everywhere	imagine	opportunity	repetition	
		exaggerate	immediate	opposite	repellent	
		exceed	immediately	original	reservoir	
		excellently	incident	other	restaurant	
		except	independent	parallel	rhyme	
		excitement	Indian	parallel	rhythm	
		exciting	incompetent	parallel	ridiculous	
		existence	independently	parallel	ridiculous	
		experiments	independently	parallel	ridiculous	
		experience	independently	parallel	ridiculous	
		expertise	independently	parallel	ridiculous	
		excitement	independently	parallel	ridiculous	
		exciting	independently	parallel	ridiculous	
		existence	independently	parallel	ridiculous	
		excitement	independently	parallel	ridiculous	
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		existence	independently	parallel	ridiculous	
		excitement	independently	parallel	ridiculous	
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		excitement	independently	parallel	ridiculous	
		exciting	independently	parallel	ridiculous	
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LANGUAGE ARTS *MLA style of documentation*

YOUR WORKS-CITED LIST	Your works-cited list should appear at the end of your essay. It provides the information necessary for a reader to locate and retrieve any source you cite in the essay. Each source you cite in the essay must appear in your works-cited list; likewise, each entry in the works-cited list must be cited in the text.
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According to the *Modern Language Association Handbook for Writers of Research Papers, 8th edition*:

- {1} Double-space all entries.
- {2} Begin the first line of an entry flush with the left margin, and indent lines that follow by one-half inch.
- {3} List entries in alphabetical order by the author's last name. If you are listing more than one work by the same author, alphabetize the works according to title. Instead of repeating the author's name, type three hyphens followed by a period, and then give the title.
- {4} Italicize the titles of works published independently, such as novels, long poems, pamphlets, periodicals, and films are all published independently.
- {5} If the title of a book you are citing is the title of another book, italicize the main title but not the other title.
- {6} Use quotation marks to indicate titles of short works included in larger works: song titles, titles of unpublished works.
- {7} Separate the author, title, and publication information with a period followed by one space.
- {8} Use lowercase abbreviations to identify parts of a work (for example, vol. for volume), a name of translator (trans.), and a named editor (ed.), however when these designations follow a period, the first letter should be capitalized.
- {9} Use the shortened forms for the publisher's name. When the publisher's name includes the name of a person, cite the last name alone. When the publisher's name includes the name of more than one person, cite only the first of these names.
- {10} Use the phrase "Accessed 5 Jan. 2019" instead of listing the date in the abbreviation "n.d."

ANY CITATION (GENERAL GUIDELINES)	Author. Title. Title of container (self-contained if book). Other contributors (optional). Version (edition). Number (vol. and/or issue). Publisher. Date of publication. Date of access (if applicable). URL (DOI). School Datebooks
PAGE OR WEBSITE	"How to Change Your Oil." <i>How to Change Your Oil</i> . 25 Apr. 2018. www.ehow.com/how_2018_how-oil.html . Accessed 7 Jan. 2019.
ARTICLE IN A JOURNAL FROM A WEBSITE (ALSO IN PRINT)	Doc, Jim. "Laws of the Open Sea." <i>Maritime Law</i> , vol. 3, no. 6, 2018, pp. 595-600. www.maritimelaw.org/article . Accessed 8 Feb. 2017.
ARTICLE IN A PERIODICAL (GENERAL GUIDELINES)	Author's last name, first name. "Article title." <i>Periodical title</i> , Day Month Year, pages.
BYLINED ARTICLE FROM A DAILY NEWSPAPER	Barbara. "Where America Is Going: Signs of the Future." <i>New York Times</i> , 7 Mar. 2018, p. A12.
UNBYLINED ARTICLE FROM A DAILY NEWSPAPER	"Infant Mortality Down; Race Disparity Widens." <i>Washington Post</i> , 12 Mar. 2018, p. A12.
ARTICLE FROM A MONTHLY OR BIMONTHLY MAGAZINE	Willis, Garry. "The Words that Remade America: Lincoln at Gettysburg." <i>Atlantic</i> , June 2019, pp. 57-79.
ARTICLE FROM A WEEKLY OR BIWEEKLY MAGAZINE	Hughes, Robert. "Futurism's Farthest Frontier." <i>Time</i> , 9 July 2019, pp. 58-59.
EDITORIAL	"A Question of Medical Sight." Editorial. <i>Plain Dealer</i> , 11 Mar. 2019, p. 6B.



LANGUAGE ARTS *outlining*

OUTLINING OUTLINES CAN HELP YOU ORGANIZE YOUR IDEAS. YOU MIGHT USE AN OUTLINE TO PLAN A SPEECH, COMPOSITION, OR TERM PAPER. YOU ALSO MIGHT USE AN INFORMAL OUTLINE TO TAKE NOTES.

formal

informal

A **formal outline** lists the main points of a topic and shows the relative importance of each and the order in which these points are presented. It also shows the relationships among them.

An **informal outline** uses as few words as possible. Supporting details are written below each heading. Numerals, letters, or dashes may be used. Informal outlines are especially useful for taking notes.

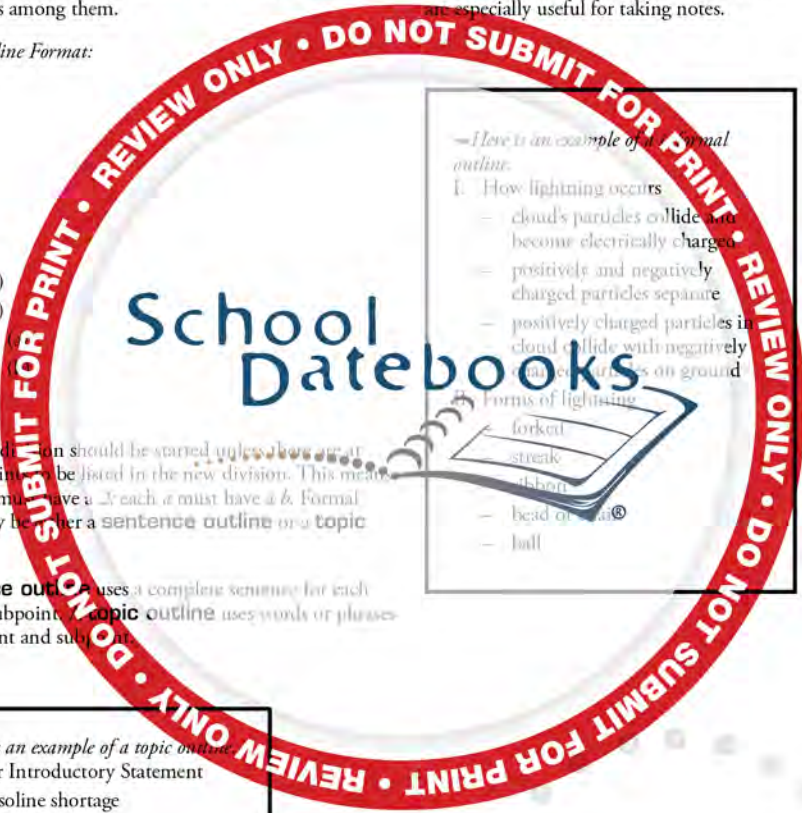
Formal Outline Format:

- I.
- A.
- B.
- 1.
- 2.
- a.
- b.
- (1)
- (2)

II.

No new sub-division should be started unless there are at least two points to be listed in the new division. This means that each I must have a 2; each a must have a b. Formal outlines may be either a **sentence outline** or a **topic outline**.

A **sentence outline** uses a complete sentence for each point and subpoint. A **topic outline** uses words or phrases for each point and subpoint.



→ Here is an example of a **formal outline**.

- I. How lightning occurs
 - cloud's particles collide and become electrically charged
 - positively and negatively charged particles separate
 - positively charged particles in cloud collide with negatively charged particles on ground
- II. Forms of lightning
 - forked
 - streak
 - sheet
 - bead or ball
 - ball

→ Here is an example of a **topic outline**.

Thesis or Introductory Statement

- I. Gasoline shortage
 - A. Long lines
 - B. Gas "rationing"
- II. Voluntary energy conservation
 - A. Gasoline
 - B. Electricity
 - C. Home heating fuel
- III. Forced energy conservation
 - A. Fuel allocation
 - B. Speed limit
 - C. Airline flights
 - D. Christmas lighting

Conclusion





LANGUAGE ARTS *parts of speech*

NOUN	A WORD THAT NAMES A PERSON, PLACE, THING, QUALITY, ACT, OR FEELING.
-------------	---

Common nouns are general and do not refer to a specific person, location, or object.

→ *Examples:* man, city, tonight, honesty, happiness

Proper nouns are capitalized and refer to a particular person, place, or thing.

→ *Examples:* Reggie, Market Square Arena, Saturday

PRONOUN	A WORD THAT TAKES THE PLACE OF A NOUN.
----------------	--

Nominative Case Pronouns replace the subject of a sentence or clause.

→ *Examples:* She took the bus to visit Aunt Jane. We are looking forward to visiting Oregon.

Objective Case Pronouns receive a verb's action or follow a preposition.

→ *Examples:* Please give me the papers.

Timothy's outstanding service earned him the award.

Possessive Case Pronouns show ownership or possession.

→ *Examples:* The sugar escaped from the jar. Their car slid off the icy road.

VERB	A WORD THAT EXPRESSES ACTION OR STATE OF BEING. IT ALSO INDICATES THE TIME, ACTION OR DATE OF BEING. A VERB HAS DIFFERENT FORMS DEPENDING ON ITS NUMBER, PERSON, VOICE, TENSE, AND MOOD.
-------------	--

Number indicates whether a verb is singular or plural. The verb and its subject must agree in number.

→ *Examples:* One dog barks. Two dogs bark.

Person indicates whether the subject of the verb is 1st or 3rd person and whether the subject is singular or plural. Verbs usually have a different form only in third person singular of the present tense.

→ *Examples:*

	Singular	Plural
1 st Person:	I stop.	We stop.
2 nd Person:	You stop.	You stop.
3 rd Person:	He/She/It stops.	They stop.

Voice indicates whether the subject is the receiver of the action verb.

→ *Examples:* Cathy wrote the letter. (active voice)
The letter was written by Cathy. (passive voice)

Tense indicates when the action or state of being is taking place.

→ *Examples:* We need the information now. (present)
Reggie shot the ball. (past)
You will enjoy the school play. (future)

ADVERB	A WORD THAT DESCRIBES OR MODIFIES A VERB, AN ADJECTIVE, OR ANOTHER ADVERB. AN ADVERB TELLS HOW, WHEN, WHERE, WHY, HOW OFTEN, AND HOW MUCH.
---------------	--

→ *Examples:* The ball rolled slowly around the rim. Soccer scores are reported daily in the newspaper.

ADJECTIVE	A WORD THAT DESCRIBES OR MODIFIES NOUNS AND PRONOUNS. ADJECTIVES SPECIFY COLOR, SIZE, NUMBER, AND THE LIKE.
------------------	---

→ *Examples:* red, large, three, gigantic, miniature

Adjectives have three forms: **positive**, **comparative**, and **superlative**.

The **positive** form describes a noun or pronoun without comparing it to anything else.

→ *Example:* My apple pie is good.

The **comparative** form compares two things.

→ *Example:* Aunt Betty's apple pie is better than mine.

The **superlative** form compares three or more things.

→ *Example:* Mom's apple pie is the best of all!

PREPOSITION	A WORD (OR GROUP OF WORDS) THAT SHOWS HOW A NOUN OR PRONOUN RELATES TO ANOTHER WORD IN A SENTENCE.
--------------------	--

→ *Example:* The man walked over to the store.

The horse leaped over the fence.

His team won the most visible of several games being injured.

CONJUNCTION	A WORD THAT CONNECTS INDIVIDUAL WORDS OR GROUPS OF WORDS.
--------------------	---

Coordinating conjunctions connect a word to a word, a phrase to a clause, or a phrase to a phrase. The sentence elements joined by a coordinating conjunction must be equal. Common coordinating conjunctions are: *and, but, or, nor, for, so.*

Coordinating conjunctions used in pairs are called **correlative conjunctions**. Common correlative conjunctions are: *either/or, neither/nor, not/only, but/also; both/and; whether/or.*

→ *Example:* Both classrooms and soccer fields frequently invade our bird feeders.

Neither Mary Ann nor Julie were able to go with you.

Subordinating conjunctions connect and show the relationship between two clauses that are not equally important. Common subordinate conjunctions are: *until, unless, since, before, as, if, when, although, after, because, while, as long as, as if, though, whereas.*

→ *Examples:* Until you decide to study, your grades won't improve.

If I hadn't already made plans, I would have enjoyed going to the mall with you.

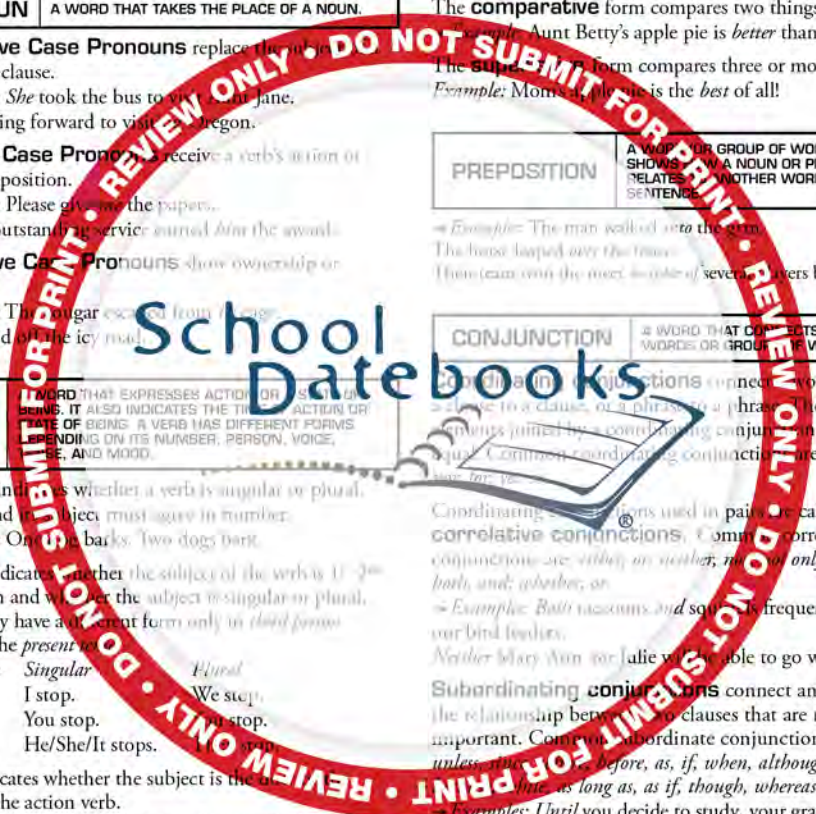
INTERJECTION	A WORD THAT IS USED IN A SENTENCE TO COMMUNICATE STRONG EMOTION OR SURPRISE. PUNCTUATION IS USED TO SEPARATE AN INTERJECTION FROM THE REST OF THE SENTENCE.
---------------------	---

→ *Examples:* Hooray! We finally scored a touchdown.

Oh, no! I forgot the picnic basket.

Yes! Her gymnastic routine was perfect.

Ah, we finally get to stop and rest.





LANGUAGE ARTS *punctuation*



PERIOD ●

Use: to end a sentence that makes a statement or that gives a command not used as an exclamation.

→ *Example:* Go to your room, and do not come out until dinner.

Use: after an initial or an abbreviation.

→ *Example:* Mary J. Jones, Mr., Mrs., Ms.

COMMA ,

Use: to separate words or groups of words in a series.

→ *Example:* I used worms, minnows, larva, blood balls, and bacon for bait.

Note: Some stylebooks and teachers require a comma before “and” in a series.

→ *Example:* He ran, jumped, and yelled.

Use: to separate an explanatory phrase from the rest of the sentence.

→ *Example:* Esports, or *multiplayer* video game play, is becoming a popular activity.

Use: to distinguish between an address and a location.

→ *Examples:* John Doe, 290 Main St., Midtown, IN 48105
September 20, 160

Use: to separate a title or an initial that follows a name.

→ *Example:* John Jones, Ph.D.

QUESTION MARK ?

Use: at the end of a direct or indirect question.

→ *Example:* Did your relatives invite you to visit them this summer?

Use: to punctuate a short question within parentheses.

→ *Example:* I am leaving tomorrow (if possible) to visit my cousins in France.

APOSTROPHE ’

Use: to show that one or more letters or numbers have been left out of a word to form a contraction.

→ *Examples:* do not = don’t | I have = I’ve

Use: followed by an *s* is the possessive form of singular nouns.

→ *Example:* I clearly saw this young *man’s* car run that stop sign.

Use: possessive form of plural nouns ending in *s* is usually made by adding just an apostrophe. An apostrophe and *s* must be added to nouns not ending in *s*.

→ *Example:* bosses = bosses’, children’s

COLON :

Use: after words introducing a list, quotation, question, or example.

→ *Example:* Sarah dropped her book bag and out spilled everything: books, pens, pencils, homework, and makeup.

SEMICOLON ;

Use: to connect two independent sentences that are not connected with a conjunction.

→ *Example:* It’s elementary, my dear Watson; the butler is clearly responsible.

Use: to separate groups of words.

→ *Example:* I packed a toothbrush, deodorant, and perfume; jeans, a turtleneck, and sweatsuits; and boots and tennis shoes.

QUOTATION MARKS “ ”

Use: to frame direct quotations in a sentence. Only the beginning and ending quotation marks are enclosed within the quotation marks.

→ *Example:* “I don’t know,” he said, “if I will be able to stand the variation.”

Use: to distinguish a word that is being discussed.

→ *Example:* Mr. Jones suggested I replace the word “always” with “often” in the text.

Use: to indicate that a word is slang.

→ *Example:* Julie only brought that outfit to show that she’s with it.

Use: to punctuate titles of poems, short stories, songs, lectures, course titles, chapters, books, and articles found in magazines, newspapers, and encyclopedias.

→ *Examples:* “You Are My Sunshine,” “Violence in Our Society,” “The Road Not Taken”

SINGLE QUOTATION MARK ‘ ’

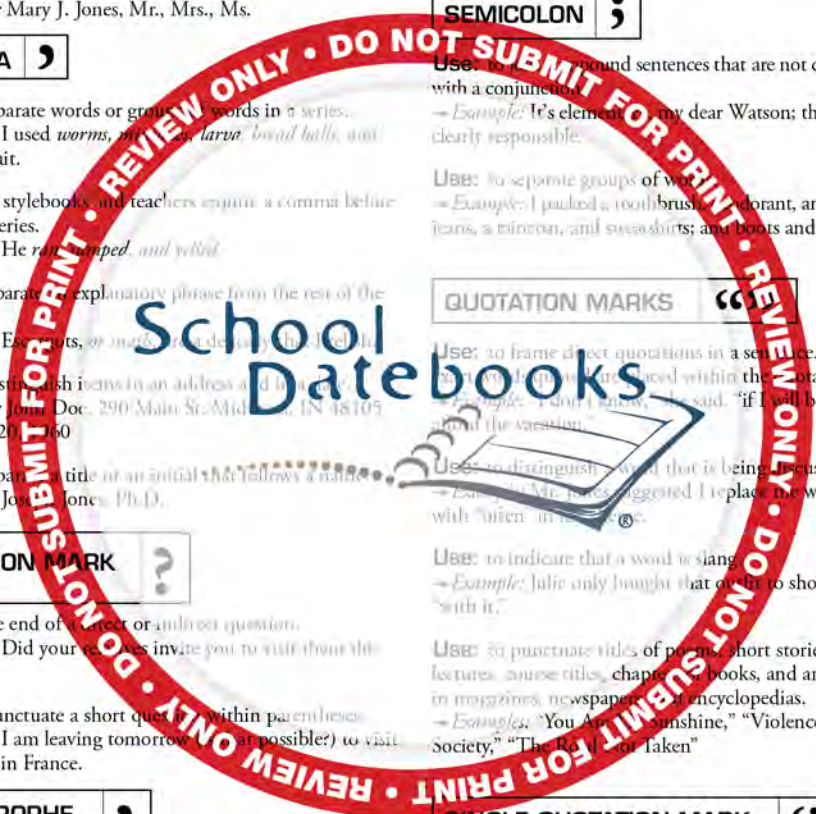
Use: to punctuate a quotation within a quotation.

→ *Example:* “My favorite song is ‘I’ve Been Working on the Railroad,’” answered little Joey.

EXCLAMATION MARK !

Use: to express strong feeling.

→ *Example:* Help! Help!





LANGUAGE ARTS *root words & their derivatives*

acer, acid, acri | bitter, sour, sharp
→ *acerbic, acidity, acrid, acrimony*

ag, agi, ig, act | do, move, go
→ *agent, agenda, agitate, navigate, ambiguous, action*

anni, annu, enni | year
→ *anniversary, annually, centennial*

arch | chief, first, rule
→ *archangel, architect, archaic, monarchy, patriarchy*

aud | hear, listen
→ *audiology, auditorium, audition*

belli | war
→ *rebellion, belligerent, bellicose*

capit, capt | head
→ *decapitate, capital, capture*

clud, clus, claus | shut
→ *include, conclude, clause, claustrophobia*

cord, cor, card | heart
→ *cordial, concord, discord, cardiac*

corp | body
→ *corpse, corporation, corporate, corporal punishment*

crea | create
→ *creature, recreation, creative*

cresc, cret, cret | rise, grow
→ *crescendo, create, increase*

cycl, cyclo | wheel, circular
→ *bicycle, cyclic, cycle*

dem | people
→ *democracy, demographic, evidence*

dict | say, speak
→ *dictation, dictionary, benedictine, dictator, edict, predict, verdict*

dorm | sleep
→ *dormant, dormitory*

dura | hard, lasting
→ *durable, duration, endure*

equi | equal
→ *equinox, equilibrium, equipoise*

fall, fals | deceive
→ *fallacy, fallacious, falsify*

fid, fide, feder | faith, trust
→ *confidante, fidelity, confident, infidel, federal, confederacy*

fin | end, ended, finished
→ *final, finite, finish, confine, fine, refine, define, finale*

fort, forc | strong
→ *fortress, fortify, forte, fortitude*

geo | earth
→ *geography, geocentric, geology*

grad, gress | step, go
→ *grade, gradual, graduate, progress*

here, hes | stick, cling
→ *adhere, cohere, inherent, cohesion*

hydr, hydra, hydro | water
→ *dehydrate, hydrant, hydraulic, hydrogen, hydrophobia*

ignis | fire
→ *ignite, ignition, ignominious*

iac | throw
→ *defiant, pariah, spout, interject*

lab, lab, lab, lab | wash
→ *laundries, laboratory, labors, abbatisa*

lect | leaders
→ *lecture, lecture, illumination*

mag | gram
→ *magical, magister, magnum, magnum, magnum, magnum*

manu | hand
→ *manual, manufacture, manual, manual, manual*

mem | remember
→ *memo, memorandum, memory, memory, memory*

migr | wander
→ *migrate, migrant, migrate*

mit, miss | send, let go
→ *emit, miss, submit, commit, transmit, mission, missile*

nat, nase | to be from, giving birth
→ *national, nasal, nature, constitution*

nav | new
→ *naval, navies, navigator, aviation*

omni | all, every
→ *omnipotent, omniscient, omnipresence*

path, pathy | feeling, suffering
→ *pathos, sympathy, apathy, telepathy*

ped, pod | foot
→ *pedal, impede, pedestrian, centipede, tripod, podiatry*

pel, puls | drive, urge
→ *compel, dispel, expel, repel, propel, pulse, impulse, pulsate, repulsive*

poli | city
→ *metropolis, police, politics, acropolis*

port | carry
→ *portable, transport, export, support*

punct | point, dot
→ *punctual, punctuation, puncture*

ri, ridi, risi | laughter
→ *deride, ridicule, ridiculous, risible*

salv, salu | safe, healthy
→ *salvation, salvage, salutation*

scope | see, watch, examine
→ *telescope, periscope, kaleidoscope*

scrib, script | write
→ *scribble, inscribe, describe, prescribe, manuscript*

sent, sens | feel
→ *sentiment, consent, dissent, sense, sensation, sensitive, sensory*

sign, signi | sign, mark seal
→ *signature, design, insignia*

sist, sistit | stand
→ *assist, assist, stamina, status, state, stable, sustain*

solv, solu | solve
→ *whenever, absolute, soluble, solution*

spir | breathe
→ *spirit, inspire, inspire, respiration*

tact, tang, tag, tag | touch
→ *tangible, contact, tangible, tangibly, tangibly*

temp | time
→ *temporarily, contemporary, temporal*

ten, tin, tain | hold
→ *tenacious, tenure, retention, pertinent, pertinent, pertinent*

terra | earth
→ *terrain, terrain, territory*

tract, tra | draw, pull
→ *tractable, attract, tractable, abstract*

trib | bestow
→ *tribute, contribute, attribute*

uni | one
→ *unicorn, unify, universal*

vac | empty
→ *vacate, vacuum, vacant, evacuate*

ven, vent | come
→ *convene, venue, venture, advent*

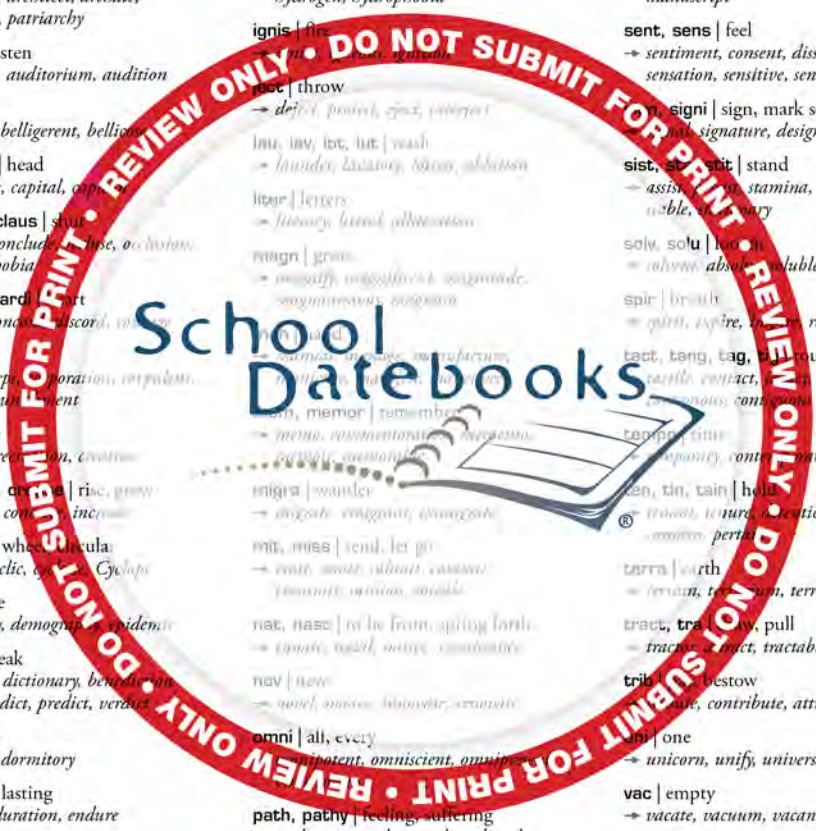
ver, veri | true
→ *verdict, verify, verisimilitude*

vict, vinc | conquer
→ *victor, convict, convince, invincible*

viv, vita, vivi | alive, life
→ *revive, survive, vivid, vitality*

voc | call, voice
→ *vocation, convocation, evoke, vocal*

zo | animal
→ *zoo, zoology, zoomorphic, zodiac*





LANGUAGE ARTS *sentence structure & spelling rules*

SENTENCE STRUCTURE

A **complete sentence** must express a complete thought and must have a subject and a verb.

→ *Example:* He lost the game.

A **sentence fragment** results from a *missing* subject, verb or complete thought.

→ *Example:* Because he was lost.



THERE ARE FOUR TYPES OF SENTENCES: SIMPLE, COMPOUND, COMPLEX, OR COMPOUND-COMPLEX

- 1 A **simple sentence** consists of one main clause. It expresses one complete thought and has one subject and one verb. A simple sentence may contain a compound subject, a compound verb, or both.
→ *Examples:* We enjoyed the concert.
Amy and Scott were married yesterday. (compound subject: Amy and Scott)
Ben is leaving work and going home. (compound verb: leaving and going)
- 2 A **compound sentence** contains two or more main clauses (in full) connected by a conjunction, a semicolon, or a comma with a conjunction.
→ *Examples:* Collecting fossils is fun, but I think identifying fossils is difficult. (conjunction)
Andy's books were new, so I just got back from the cleaners. (semicolon)
Erin went home for Easter, and her parents went to Florida. (comma conjunction)
- 3 A **complex sentence** has one main clause and one or more subordinate clauses (underlined).
→ *Examples:* Dad says that good students get good grades. (subordinate clause, one independent clause)
Diligent studying is difficult, because I have to work several hours before I can start studying. (main clause, two dependent clauses)
- 4 A **compound-complex sentence** has two or more main clauses (underlined) and one or more subordinate clauses (underlined).
→ *Examples:* Because the school bus broke down, the team rode to a game, and the cheerleaders rode in cars. (main clause, two dependent clauses)
Unless my eyes are deceiving me, Kevin is on that runway base, and Dale is behind her.

SPELLING RULES

Write *i* before *e* except after *c*, or when sounded like *a* as in *weigh* or *eight*.

→ *Exceptions:* seize, weird, either, neither

When the *ie/ei* combination is not pronounced *ee*, it is usually spelled *ei*.

→ *Examples:* reign, weigh, neighbor

→ *Exceptions:* friend, view, mischief, fiery

When a multi-syllable word ends in a consonant preceded by one vowel, the accent is on the last syllable and the suffix begins with a vowel — the same rule holds true when you double the final consonant.

→ *Examples:* prefer = preferred | allot = allotted | control = controlling

If a word ends with a silent *e*, drop the *e* before adding a suffix that begins with a vowel.

→ *Examples:* use = using | like = liking | state = stating | love = loving

When the suffix begins with a consonant, do not drop the *e*.

→ *Examples:* use = useful | state = statement | nine = ninety

→ *Exceptions:* argument, judgment, truly, ninth

When *y* is the last letter in a word and the *y* is preceded by a consonant, change the *y* to *i* before adding any suffix except those beginning with *i*.

→ *Examples:* lady = ladies | try = tries | happy = happiness | ply = pliable | fly = flying



LANGUAGE ARTS *the writing process*

WRITING VARIABLES

BEFORE BEGINNING ANY ASSIGNMENT, IT WILL HELP YOU TO FOCUS AND REMAIN CONSISTENT IN STYLE IF YOU CONSIDER THE FOLLOWING VARIABLES.

Audience

For whom am I writing? A letter written to your ten-year-old sister will be much different in vocabulary, subject, content, format, and sentence complexity than one written to your senator.

Topic

About what subject should I write? If possible, choose a subject that interests you. Research your subject well.

Purpose

Why am I writing? Have a clear purpose in mind before starting your paper. Are you writing to entertain, instruct, inform, or persuade? Keeping your purpose in mind as you write will result in a paper that is focused and consistent.

Voice

What point of view or *voice* will I use? Writers sometimes write from the point of view of another person rather than from their own point of view. This can add variety and help you see your subject in a new way. Make sure your "voice" remains consistent.

Format

What form will my writing take? Different forms of writing, such as letters, diaries, reports, essays, research papers, etc., have specific requirements. Decide on the form your writing will take, and then make sure you know the requirements for that form of writing.

PLANNING AND WRITING AN ESSAY OR COMPOSITION

School Datebooks

- {1} Select a general subject area that interests you.
- {2} Make a list of your thoughts and ideas about the subject.
- {3} Use your list to help focus on a specific topic within the subject area.
- {4} Decide what you want to say about the topic, and write an introductory statement that reflects this purpose.
- {5} Make a list of details to support your statement.
- {6} Arrange the list of details into an outline.
- {7} Do any reading and research necessary to provide additional support for specific areas of your outline. Keep a careful list of all of your sources for your bibliography.
- {8} Write a first draft.
- {9} Revise your first draft, making sure that:
 - {a} The introduction includes a clear statement of purpose.
 - {b} Each paragraph begins with a link to the preceding paragraph.
 - {c} Every statement is supported or illustrated.
 - {d} The concluding paragraph ties all of the important points together, leaving the reader with a clear understanding of the meaning of the essay or composition.
 - {e} Words are used and spelled correctly.
 - {f} Punctuation is correct.
- {10} Read your revised paper aloud to check how it sounds.
- {11} Proofread your revised paper two times: once for spelling, punctuation, and word usage, and again for meaning and effectiveness.





MATHEMATICS *algebra & mathematical symbols*

ALGEBRA

Expanding

- {1} $a(b+c) = ab+ac$
- {2} $(a+b)^2 = a^2+2ab+b^2$
- {3} $(a-b)^2 = a^2-2ab+b^2$
- {4} $(a+b)(a+c) = a^2+ac+ab+bc$
- {5} $(a+b)(c+d) = ac+ad+bc+bd$
- {6} $(a+b)^3 = a^3+3a^2b+3ab^2+b^3$
- {7} $(a-b)^3 = a^3-3a^2b+3ab^2-b^3$
- {8} $a^2-b^2 = (a+b)(a-b)$
- {9} $a^3+b^3 = (a+b)(a^2-ab+b^2)$
- {10} $a^3b-ab = ab(a^2-b^2)$
- {11} $a^2-2ab+b^2 = (a-b)^2$
- {12} $a^3-b^3 = (a-b)(a^2+ab+b^2)$

Laws of Exponents

- {1} $a^m a^n = a^{m+n}$
- {2} $a^m / a^n = a^{m-n}$
- {3} $a^m a^n / a^p = a^{m+n-p}$
- {4} $(a^m)^n = a^{m \times n}$
- {5} $(a^m)^n / (a^p)^n = a^{m-n}$
(if m and n are positive integers)
- {7} $a^0 = 1$ ($a \neq 0$)
- {8} $a^{-1} = 1/a$ ($a \neq 0$)

Logarithms

- {1} $\text{Log}(xy) = \text{Log } x + \text{Log } y$
- {2} $\text{Log } x^r = r \text{Log } x$
- {3} $\text{Log } x = n \iff x = 10^n$ (Common log)
- {4} $\text{Log}_a x = n \iff x = a^n$ (Log to the base a)
- {5} $\text{Ln } x = n \iff x = e^n$ (Natural log)
- $\text{Log}(x/y) = \text{Log } x - \text{Log } y$

Quadratic Formula

When given a formula in the form of a quadratic equation

The solution can be derived using the quadratic formula

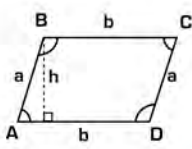

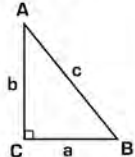
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MATHEMATICAL SYMBOLS





+	plus	>	greater than	○	arc of circle
-	minus	≥	greater than or equal to	□	square
±	plus or minus	≤	less than or equal to	▭	rectangle
x	multiplied by	∞	infinity	▭	parallelogram
÷	divided by	:	is to (ratio)	△	triangle
=	equal to	∝	as (proportion)	∠	angle
≠	not equal to	π	pi (=3.14159)	⊥	right angle
≈	nearly equal to	∴	therefore	⊥	perpendicular
\sqrt{x}	square root of x	∵	because		parallel
$\sqrt[n]{x}$	--- root of x	x	absolute value of x	°	degrees
%	percentage	...	and so on	'	minutes
Σ	sum of				

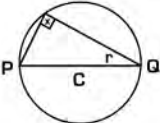
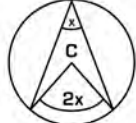
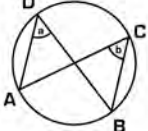


MATHEMATICS *area & volume*

<p>PARALLELOGRAM</p>  <p>Area of ABCD = bh</p>	<p>RECTANGLE</p>  <p>Area = $l \times h$</p>	<p>RIGHT TRIANGLE</p>  <p>Area = $ab/2$</p> <p>$c^2 = a^2 + b^2$ (Pythagorean Theorem)</p>
---	---	--

<p>ISOSCELES TRIANGLE</p>  <p>Area = $bh/2$</p>	<p>CIRCLE</p>  <p>Area of a circle = πr^2</p>	<p>RECTANGULAR PRISM</p>  <p>Volume of a prism = $l \times w \times h$</p>
--	---	---

<p>SPHERE</p>  <p>Surface area of a sphere = $4\pi r^2$</p> <p>Volume of a sphere = $4\pi r^3/3$</p>	<p>CYLINDER</p>  <p>Surface area of a cylinder = $2\pi rh + 2\pi r^2$</p> <p>Volume of a cylinder = $\pi r^2 h$</p>	<p>CONE</p>  <p>Surface area of a cone = $\pi r l + \pi r^2$ (Lateral area + Base area)</p> <p>Volume of a cone = $\pi r^2 h/3$</p>	<p>PYRAMID</p>  <p>Surface area of a pyramid = B + Lateral Area (Lateral area = sum of triangular faces)</p> <p>Volume of a pyramid = $Bh/3$ (B = area of base)</p>
---	--	--	--

<p>CIRCLE THEOREMS</p>  <p>$\angle x = 90^\circ$ (PQ is the diameter)</p>	 <p>C is the center of the circle</p>	 <p>$\angle a = \angle b$ (Both angles intercept arc AB)</p>
--	--	--



MATHEMATICS *fractions & percentages & multiplication table*

FRACTIONS AND PERCENTAGES

1	=	1.0	=	100%
3/4	=	0.75	=	75%
2/3	=	0.667	=	66.7%
1/2	=	0.5	=	50%
1/3	=	0.333	=	33.3%
1/4	=	0.25	=	25%
1/5	=	0.2	=	20%
1/6	=	0.167	=	16.7%
1/7	=	0.142	=	14.2%
1/8	=	0.125	=	12.5%
1/9	=	0.111	=	11.1%
1/10	=	0.1	=	10%
1/11	=	0.091	=	9.1%
1/12	=	0.083	=	8.3%

WORKING WITH FRACTIONS

The top number of a fraction is called the **numerator**.

The bottom number of a fraction is called the **denominator**.



To multiply:

$$\frac{1}{2} \times \frac{3}{4} = \frac{1 \times 3}{2 \times 4} = \frac{3}{8}$$

To divide, multiply the first fraction with the reciprocal of the other:

$$\frac{2}{3} \div \frac{1}{6} = \frac{2}{3} \times \frac{6}{1} = 4$$

To add or subtract, first find the common denominator:

$$\frac{1}{3} + \frac{2}{5} = \frac{(1 \times 5) + (2 \times 3)}{3 \times 5} = \frac{5 + 6}{15} = \frac{11}{15}$$

MULTIPLICATION TABLE

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
3	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48	51	54	57	60
4	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60	64	68	72	76	80
5	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
6	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90	96	102	108	114	120
7	7	14	21	28	35	42	49	56	63	70	77	84	91	98	105	112	119	126	133	140
8	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120	128	136	144	152	160
9	9	18	27	36	45	54	63	72	81	90	99	108	117	126	135	144	153	162	171	180
10	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200
11	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165	176	187	198	209	220
12	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180	192	204	216	228	240
13	13	26	39	52	65	78	91	104	117	130	143	156	169	182	195	208	221	234	247	260
14	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210	224	238	252	266	280
15	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300
16	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240	256	272	288	304	320
17	17	34	51	68	85	102	119	136	153	170	187	204	221	238	255	272	289	306	323	340
18	18	36	54	72	90	108	126	144	162	180	198	216	234	252	270	288	306	324	342	360
19	19	38	57	76	95	114	133	152	171	190	209	228	247	266	285	304	323	342	361	380
20	20	40	60	80	100	120	140	160	180	200	220	240	260	280	300	320	340	360	380	400



MATHEMATICS *geometric angles & congruence cases*

GEOMETRIC ANGLES			
A right angle is exactly 90°	An acute angle is less than 90°	An obtuse angle is greater than 90°	A straight angle is exactly 180°

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Complementary angles add up to 90°

Supplementary angles add up to 180°

One complete angle rotation = 360°

(Note: The page is overlaid with a large red watermark: "DO NOT SUBMIT FOR PRINT - REVIEW ONLY")

GEOMETRIC CONGRUENCE CASES			
S.S.S. POSTULATE 	S.A.S. POSTULATE 	A.S.A. POSTULATE 	H.S. POSTULATE (RIGHT TRIANGLES ONLY)
Side-Side-Side $\triangle ABC \cong \triangle DEF$	Side-Angle-Side $\triangle ABC \cong \triangle LMN$	Angle-Side-Angle $\triangle PQR \cong \triangle STU$	Hypotenuse-side $\triangle ABC \cong \triangle XYZ$

EQUILATERAL TRIANGLE 	ISOSCELES TRIANGLE 	SCALENE TRIANGLE
3 Sides of Equal Length 3 Angles of 60° Each	2 Sides of Equal Length 2 Base Angles are Equal	3 Unequal Sides 3 Unequal Angles



MATHEMATICS *Roman numerals & place value*

ROMAN NUMERALS

IN THE ROMAN NUMBER SYSTEM, NUMERALS ARE REPRESENTED BY 7 CAPITAL LETTERS FROM OUR ALPHABET. THESE LETTERS ARE COMBINED IN DIFFERENT WAYS TO FORM NUMBERS. THE VALUES OF THE LETTERS ARE ADDED TOGETHER, UNLESS A LETTER WITH A LESSER VALUE COMES BEFORE ONE WITH A LARGER VALUE. IN THIS CASE, THE VALUE IS THE DIFFERENCE OF THE TWO LETTER VALUES.

FOLLOWING ARE THE 7 LETTERS AND THEIR VALUES:

I → one
 V → five
 X → ten
 L → fifty
 C → one hundred
 D → five hundred
 M → one thousand

{1}=I
 {2}=II
 {3}=III
 {4}=IV
 {5}=V
 {6}=VI
 {7}=VII
 {8}=VIII
 {9}=IX
 {10}=X
 {11}=XI
 {12}=XII
 {13}=XIII
 {14}=XIV
 {15}=XV
 {16}=XVI
 {17}=XVII
 {18}=XVIII
 {19}=XIX
 {20}=XX
 {30}=XXX
 {40}=XL
 {50}=L
 {60}=LX
 {70}=LXX
 {80}=LXXX
 {90}=XC
 {100}=C
 {500}=D
 {1000}=M

PLACE VALUE

Number	Zeros
Thousand	3
Million	6
Billion	9
Trillion	12
Quadrillion	15
Quintillion	18
Sextillion	21
Septillion	24
Octillion	27
Nonillion	30
Decillion	33
Googol	100

Read this number as one hundred fifty-four million, two hundred ninety-nine billion, seven hundred fifteen million, four hundred thirty-two thousand, one hundred. Write this number as 154,299,715,462,100.

NUMBER PREFIXES

uni-	one
bi-	two
tri-	three
quadri-	four
quint-	five
sex-	six
sept-	seven
oct-	eight
non-	nine
deci-	ten



MATHEMATICS *squares & square roots*

SQUARES & SQUARE ROOTS

N	N ²	\sqrt{N}	N	N ²	\sqrt{N}	N	N ²	\sqrt{N}
1	1	1.00	51	2,601	7.14	101	10,201	10.05
2	4	1.41	52	2,704	7.21	102	10,404	10.10
3	9	1.73	53	2,809	7.28	103	10,609	10.15
4	16	2.00	54	2,916	7.35	104	10,816	10.20
5	25	2.24	55	3,025	7.42	105	11,025	10.25
6	36	2.45	56	3,136	7.48	106	11,236	10.30
7	49	2.65	57	3,249	7.55	107	11,449	10.34
8	64	2.83	58	3,364	7.62	108	11,664	10.39
9	81	3.00	59	3,481	7.68	109	11,881	10.44
10	100	3.16	60	3,600	7.75	110	12,100	10.49
11	121	3.32	61	3,721	7.81	111	12,321	10.54
12	144	3.46	62	3,844	7.87	112	12,544	10.58
13	169	3.61	63	3,969	7.94	113	12,769	10.63
14	196	3.74	64	4,096	8.00	114	12,996	10.68
15	225	3.87	65	4,225	8.06	115	13,225	10.72
16	256	4.00	66	4,356	8.12	116	13,456	10.77
17	289	4.12	67	4,489	8.19	117	13,689	10.82
18	324	4.24	68	4,624	8.25	118	13,924	10.86
19	361	4.36	69	4,761	8.31	119	14,161	10.91
20	400	4.47	70	4,900	8.37	120	14,400	10.95
21	441	4.58	71	5,041	8.43	121	14,641	11.00
22	484	4.69	72	5,184	8.49	122	14,884	11.05
23	529	4.80	73	5,329	8.54	123	15,129	11.09
24	576	4.90	74	5,476	8.60	124	15,376	11.14
25	625	5.00	75	5,625	8.66	125	15,625	11.18
26	676	5.10	76	5,776	8.72	126	15,876	11.22
27	729	5.20	77	5,929	8.77	127	16,129	11.27
28	784	5.29	78	6,084	8.83	128	16,384	11.31
29	841	5.39	79	6,241	8.89	129	16,641	11.36
30	900	5.48	80	6,400	8.94	130	16,900	11.40
31	961	5.57	81	6,561	9.00	131	17,161	11.45
32	1,024	5.66	82	6,724	9.06	132	17,424	11.49
33	1,089	5.75	83	6,889	9.11	133	17,689	11.53
34	1,156	5.83	84	7,056	9.17	134	17,956	11.58
35	1,225	5.92	85	7,225	9.22	135	18,225	11.62
36	1,296	6.00	86	7,396	9.28	136	18,496	11.66
37	1,369	6.08	87	7,569	9.33	137	18,769	11.70
38	1,444	6.16	88	7,744	9.38	138	19,044	11.75
39	1,521	6.24	89	7,921	9.43	139	19,321	11.79
40	1,600	6.32	90	8,100	9.49	140	19,600	11.83
41	1,681	6.40	91	8,281	9.54	141	19,881	11.87
42	1,764	6.48	92	8,464	9.59	142	20,164	11.92
43	1,849	6.56	93	8,649	9.64	143	20,449	11.96
44	1,936	6.63	94	8,836	9.70	144	20,736	12.00
45	2,025	6.71	95	9,025	9.75	145	21,025	12.04
46	2,116	6.78	96	9,216	9.80	146	21,316	12.08
47	2,209	6.86	97	9,409	9.85	147	21,609	12.12
48	2,304	6.93	98	9,604	9.90	148	21,904	12.17
49	2,401	7.00	99	9,801	9.95	149	22,201	12.21
50	2,500	7.07	100	10,000	10.00	150	22,500	12.25



MATHEMATICS *trigonometry*

TRIGONOMETRIC RATIOS

$$\sin(A+B) = \sin A \cos B + \cos A \sin B$$

$$\sin(A-B) = \sin A \cos B - \cos A \sin B$$

$$\cos(A+B) = \cos A \cos B - \sin A \sin B$$

$$\cos(A-B) = \cos A \cos B + \sin A \sin B$$

$$\tan(A+B) = \frac{\tan A + \tan B}{1 - \tan A \tan B}$$

$$\tan(A-B) = \frac{\tan A - \tan B}{1 + \tan A \tan B}$$

$$\tan \theta = \frac{\sin \theta}{\cos \theta}$$

$$\sin^2 \theta + \cos^2 \theta = 1$$

$$\cos^2 \theta - \sin^2 \theta = \cos 2\theta$$

$$\tan^2 \theta + 1 = \sec^2 \theta$$

$$\cot^2 \theta + 1 = \csc^2 \theta$$



TRIGONOMETRIC RATIOS

Law of Sines

$$\frac{a}{\sin A} = \frac{b}{\sin B} = \frac{c}{\sin C}$$

Law of Cosines

$$a^2 = b^2 + c^2 - 2bc(\cos A)$$

$$b^2 = a^2 + c^2 - 2ac(\cos B)$$

$$c^2 = a^2 + b^2 - 2ab(\cos C)$$

Law of Tangents

$$\frac{\tan \frac{1}{2}(A-B)}{\tan \frac{1}{2}(A+B)}$$

$$= \frac{b-c}{b+c} = \frac{\tan \frac{1}{2}(B-C)}{\tan \frac{1}{2}(B+C)}$$

$$\frac{\tan \frac{1}{2}(A-C)}{\tan \frac{1}{2}(A+C)}$$

$\sin 45^\circ = \frac{1}{1.414}$
 $\cos 45^\circ = \frac{1}{1.414}$
 $\tan 45^\circ = 1$

$\sin 30^\circ = \frac{1}{2}$
 $\cos 30^\circ = \frac{1.732}{2}$
 $\tan 30^\circ = \frac{1}{1.732}$

$\sin 60^\circ = \frac{1.732}{2}$
 $\cos 60^\circ = \frac{1}{2}$
 $\tan 60^\circ = 1.732$

$\frac{o (\text{opposite})}{h (\text{hypotenuse})} = \frac{1}{\csc \theta}$

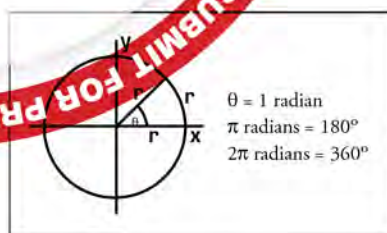
$\frac{a (\text{adjacent})}{h (\text{hypotenuse})} = \frac{1}{\sec \theta}$

$\frac{o (\text{opposite})}{a (\text{adjacent})} = \frac{1}{\cot \theta}$

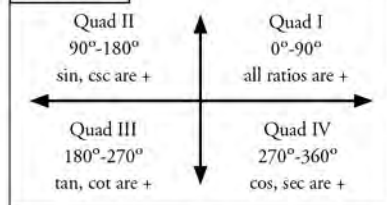
VALUES OF TRIGONOMETRIC RATIOS

θ	0	$\frac{\pi}{2}$	π	$\frac{3\pi}{2}$	2π
$\sin \theta$	0	1	0	-1	0
$\cos \theta$	1	0	-1	0	1
$\tan \theta$ ($\frac{\sin}{\cos}$)	0	∞	0	$-\infty$	0
$\sec \theta$ ($\frac{1}{\cos}$)	1	∞	-1	∞	1
$\csc \theta$ ($\frac{1}{\sin}$)	∞	1	∞	-1	∞
$\cot \theta$ ($\frac{1}{\tan}$)	∞	0	$-\infty$	0	∞

note: ∞ denotes undefined or infinite



QUADRANTS





ADVANCE PLANNING

AUGUST 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OCTOBER 2024

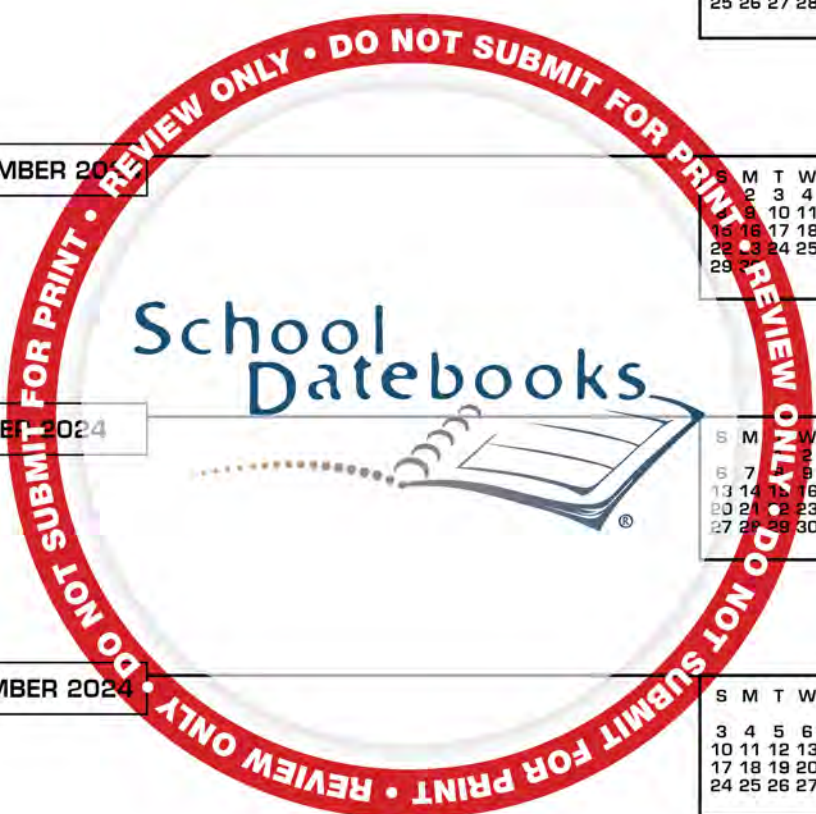
S	M	T	W	T	F	S
				2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024

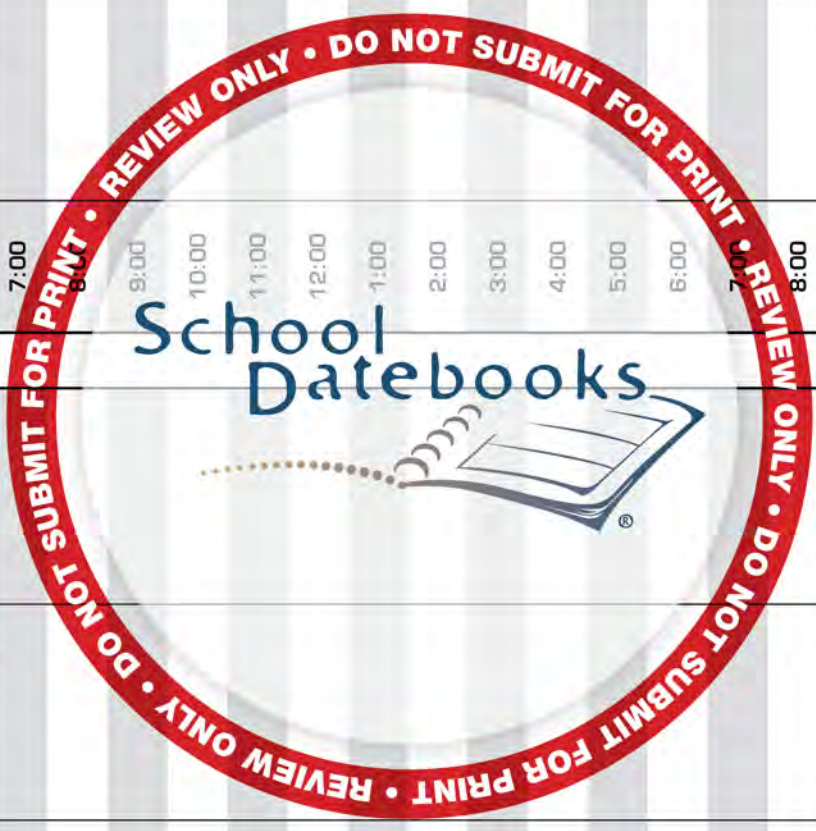
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1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				





CLASS SCHEDULE *block class schedule*

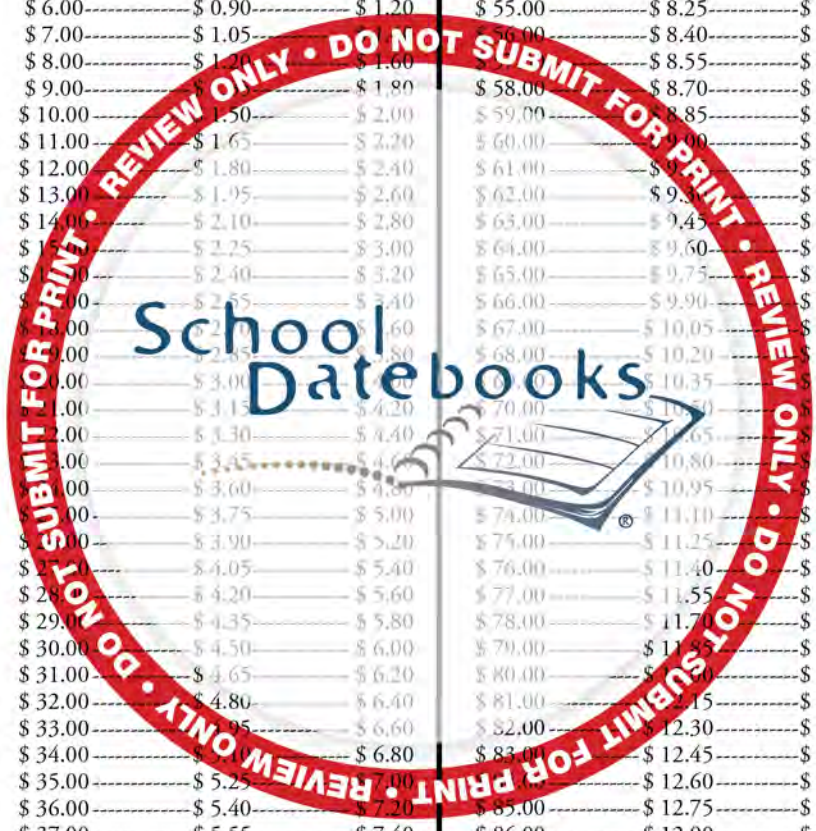
Time	Monday	Wednesday	Friday	Time	Tuesday	Thursday
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8:00				8:00		
9:00				9:00		
10:00				10:00		
11:00				11:00		
12:00				12:00		
1:00				1:00		
2:00				2:00		
3:00				3:00		
4:00				4:00		
5:00				5:00		
6:00				6:00		
7:00				7:00		
8:00				8:00		
9:00				9:00		





GRATUITY GUIDE

CHECK	15%	20%	CHECK	15%	20%
\$ 1.00	\$ 0.15	\$ 0.20	\$ 50.00	\$ 7.50	\$ 10.00
\$ 2.00	\$ 0.30	\$ 0.40	\$ 51.00	\$ 7.65	\$ 10.20
\$ 3.00	\$ 0.45	\$ 0.60	\$ 52.00	\$ 7.80	\$ 10.40
\$ 4.00	\$ 0.60	\$ 0.80	\$ 53.00	\$ 7.95	\$ 10.60
\$ 5.00	\$ 0.75	\$ 1.00	\$ 54.00	\$ 8.10	\$ 10.80
\$ 6.00	\$ 0.90	\$ 1.20	\$ 55.00	\$ 8.25	\$ 11.00
\$ 7.00	\$ 1.05	\$ 1.40	\$ 56.00	\$ 8.40	\$ 11.20
\$ 8.00	\$ 1.20	\$ 1.60	\$ 57.00	\$ 8.55	\$ 11.40
\$ 9.00	\$ 1.35	\$ 1.80	\$ 58.00	\$ 8.70	\$ 11.60
\$ 10.00	\$ 1.50	\$ 2.00	\$ 59.00	\$ 8.85	\$ 11.80
\$ 11.00	\$ 1.65	\$ 2.20	\$ 60.00	\$ 9.00	\$ 12.00
\$ 12.00	\$ 1.80	\$ 2.40	\$ 61.00	\$ 9.15	\$ 12.20
\$ 13.00	\$ 1.95	\$ 2.60	\$ 62.00	\$ 9.30	\$ 12.40
\$ 14.00	\$ 2.10	\$ 2.80	\$ 63.00	\$ 9.45	\$ 12.60
\$ 15.00	\$ 2.25	\$ 3.00	\$ 64.00	\$ 9.60	\$ 12.80
\$ 16.00	\$ 2.40	\$ 3.20	\$ 65.00	\$ 9.75	\$ 13.00
\$ 17.00	\$ 2.55	\$ 3.40	\$ 66.00	\$ 9.90	\$ 13.20
\$ 18.00	\$ 2.70	\$ 3.60	\$ 67.00	\$ 10.05	\$ 13.40
\$ 19.00	\$ 2.85	\$ 3.80	\$ 68.00	\$ 10.20	\$ 13.60
\$ 20.00	\$ 3.00	\$ 4.00	\$ 69.00	\$ 10.35	\$ 13.80
\$ 21.00	\$ 3.15	\$ 4.20	\$ 70.00	\$ 10.50	\$ 14.00
\$ 22.00	\$ 3.30	\$ 4.40	\$ 71.00	\$ 10.65	\$ 14.20
\$ 23.00	\$ 3.45	\$ 4.60	\$ 72.00	\$ 10.80	\$ 14.40
\$ 24.00	\$ 3.60	\$ 4.80	\$ 73.00	\$ 10.95	\$ 14.60
\$ 25.00	\$ 3.75	\$ 5.00	\$ 74.00	\$ 11.10	\$ 14.80
\$ 26.00	\$ 3.90	\$ 5.20	\$ 75.00	\$ 11.25	\$ 15.00
\$ 27.00	\$ 4.05	\$ 5.40	\$ 76.00	\$ 11.40	\$ 15.20
\$ 28.00	\$ 4.20	\$ 5.60	\$ 77.00	\$ 11.55	\$ 15.40
\$ 29.00	\$ 4.35	\$ 5.80	\$ 78.00	\$ 11.70	\$ 15.60
\$ 30.00	\$ 4.50	\$ 6.00	\$ 79.00	\$ 11.85	\$ 15.80
\$ 31.00	\$ 4.65	\$ 6.20	\$ 80.00	\$ 12.00	\$ 16.00
\$ 32.00	\$ 4.80	\$ 6.40	\$ 81.00	\$ 12.15	\$ 16.20
\$ 33.00	\$ 4.95	\$ 6.60	\$ 82.00	\$ 12.30	\$ 16.40
\$ 34.00	\$ 5.10	\$ 6.80	\$ 83.00	\$ 12.45	\$ 16.60
\$ 35.00	\$ 5.25	\$ 7.00	\$ 84.00	\$ 12.60	\$ 16.80
\$ 36.00	\$ 5.40	\$ 7.20	\$ 85.00	\$ 12.75	\$ 17.00
\$ 37.00	\$ 5.55	\$ 7.40	\$ 86.00	\$ 12.90	\$ 17.20
\$ 38.00	\$ 5.70	\$ 7.60	\$ 87.00	\$ 13.05	\$ 17.40
\$ 39.00	\$ 5.85	\$ 7.80	\$ 88.00	\$ 13.20	\$ 17.60
\$ 40.00	\$ 6.00	\$ 8.00	\$ 89.00	\$ 13.35	\$ 17.80
\$ 41.00	\$ 6.15	\$ 8.20	\$ 90.00	\$ 13.50	\$ 18.00
\$ 42.00	\$ 6.30	\$ 8.40	\$ 91.00	\$ 13.65	\$ 18.20
\$ 43.00	\$ 6.45	\$ 8.60	\$ 92.00	\$ 13.80	\$ 18.40
\$ 44.00	\$ 6.60	\$ 8.80	\$ 93.00	\$ 13.95	\$ 18.60
\$ 45.00	\$ 6.75	\$ 9.00	\$ 94.00	\$ 14.10	\$ 18.80
\$ 46.00	\$ 6.90	\$ 9.20	\$ 95.00	\$ 14.25	\$ 19.00
\$ 47.00	\$ 7.05	\$ 9.40	\$ 96.00	\$ 14.40	\$ 19.20
\$ 48.00	\$ 7.20	\$ 9.60	\$ 97.00	\$ 14.55	\$ 19.40
\$ 49.00	\$ 7.35	\$ 9.80	\$ 98.00	\$ 14.70	\$ 19.60





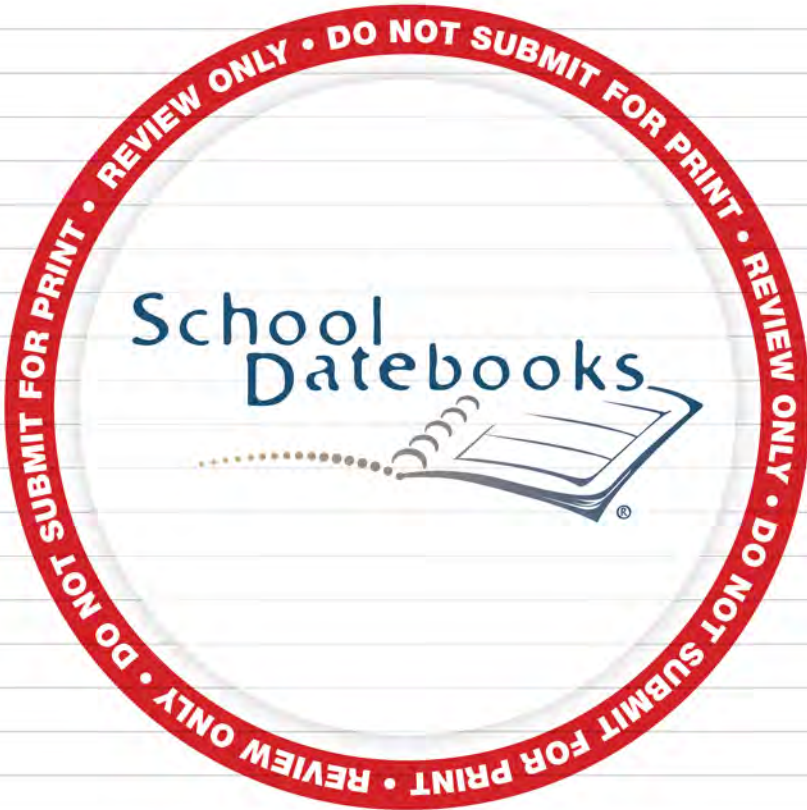
IMPORTANT DATES *United States*

	2023	2024	2025
<i>New Year's Day*</i>	Sun., Jan. 1	Mon., Jan. 1	Wed., Jan. 1
<i>Martin Luther King Jr. Day*</i>	Mon., Jan. 16	Mon., Jan. 15	Mon., Jan. 20
<i>Groundhog Day</i>	Thurs., Feb. 2	Fri., Feb. 2	Sun., Feb. 2
<i>Lunar New Year</i>	Sun., Jan. 22	Sat., Feb. 10	Wed., Jan. 29
<i>Lincoln's Birthday</i>	Sun., Feb. 12	Mon., Feb. 12	Wed., Feb. 12
<i>Valentine's Day</i>	Mon., Feb. 14	Wed., Feb. 14	Fri., Feb. 14
<i>Presidents' Day*</i>	Mon., Feb. 20	Mon., Feb. 19	Mon., Feb. 17
<i>Washington's Birthday</i>	Wed., Feb. 22	Thurs., Feb. 22	Sat., Feb. 22
<i>Ash Wednesday</i>	Wed., Feb. 22	Wed., Feb. 22	Wed., Mar. 5
<i>Daylight saving time begins</i>	Sun., Mar. 12	Sun., Mar. 10	Sun., Mar. 9
<i>St. Patrick's Day</i>	Fri., Mar. 17	Sun., Mar. 17	Mon., Mar. 17
<i>First day of spring</i>	Mon., Mar. 20	Tues., Mar. 19	Thurs., Mar. 20
<i>April Fool's Day</i>	Sat., Apr. 1	Mon., Apr. 1	Tues., Apr. 1
<i>Palm Sunday</i>	Sun., Apr. 2	Sun., Mar. 24	Tues., Apr. 13
<i>Passover begins at sundown</i>	Wed., Apr. 5	Mon., Apr. 22	Sat., Apr. 12
<i>Good Friday</i>	Fri., Apr. 7	Thu., Mar. 29	Fri., Apr. 18
<i>Easter</i>	Sun., Apr. 9	Sun., Mar. 31	Sun., Apr. 20
<i>Earth Day</i>	Tue., Apr. 11	Tue., Apr. 9	Tue., Apr. 22
<i>Cinco de Mayo</i>	Fri., May 5	Sun., May 5	Mon., May 5
<i>Mother's Day</i>	Sun., May 14	Sun., May 12	Sun., May 11
<i>Memorial Day</i>	Mon., May 29	Mon., May 27	Mon., May 26
<i>Flag Day</i>	Wed., June 14	Fri., June 14	Sat., June 14
<i>Father's Day</i>	Sun., June 18	Sun., June 16	Sun., June 15
<i>Juneteenth*</i>	Mon., June 19	Wed., June 19	Thurs., June 19
<i>First day of summer</i>	Wed., June 21	Thurs., June 20	Fri., June 20
<i>Independence Day</i>	Tues., July 4	Thurs., July 4	Fri., July 4
<i>Labor Day*</i>	Mon., Sept. 4	Mon., Sept. 2	Mon., Sept. 1
<i>Patriot Day</i>	Mon., Sept. 11	Wed., Sept. 11	Thurs., Sept. 11
<i>Rosh Hashanah begins at sundown</i>	Fri., Sept. 15	Wed., Oct. 2	Mon., Sept. 22
<i>First day of autumn</i>	Sat., Sept. 23	Sun., Sept. 22	Mon., Sept. 22
<i>Yom Kippur begins at sundown</i>	Sun., Sept. 24	Fri., Sept. 11	Wed., Oct. 1
<i>Columbus Day*</i>	Tue., Oct. 9	Sat., Oct. 14	Mon., Oct. 13
<i>Halloween</i>	Wed., Oct. 11	Thurs., Oct. 31	Fri., Oct. 31
<i>Standard time begins</i>	Sun., Nov. 5	Sun., Nov. 3	Sun., Nov. 2
<i>Election Day</i>	Tues., Nov. 7	Tues., Nov. 5	Tues., Nov. 4
<i>Veterans Day*</i>	Sat., Nov. 11	Mon., Nov. 11	Tues., Nov. 11
<i>Thanksgiving*</i>	Thurs., Nov. 23	Thurs., Nov. 28	Thurs., Nov. 27
<i>Hanukkah begins at sundown</i>	Thurs., Dec. 7	Wed., Dec. 25	Sun., Dec. 14
<i>First day of winter</i>	Thurs., Dec. 21	Sat., Dec. 21	Sun., Dec. 21
<i>Christmas*</i>	Mon., Dec. 25	Wed., Dec. 25	Thurs., Dec. 25
<i>Kwanzaa begins</i>	Tues., Dec. 26	Thurs., Dec. 26	Fri., Dec. 26

* Federal Holiday in the United States



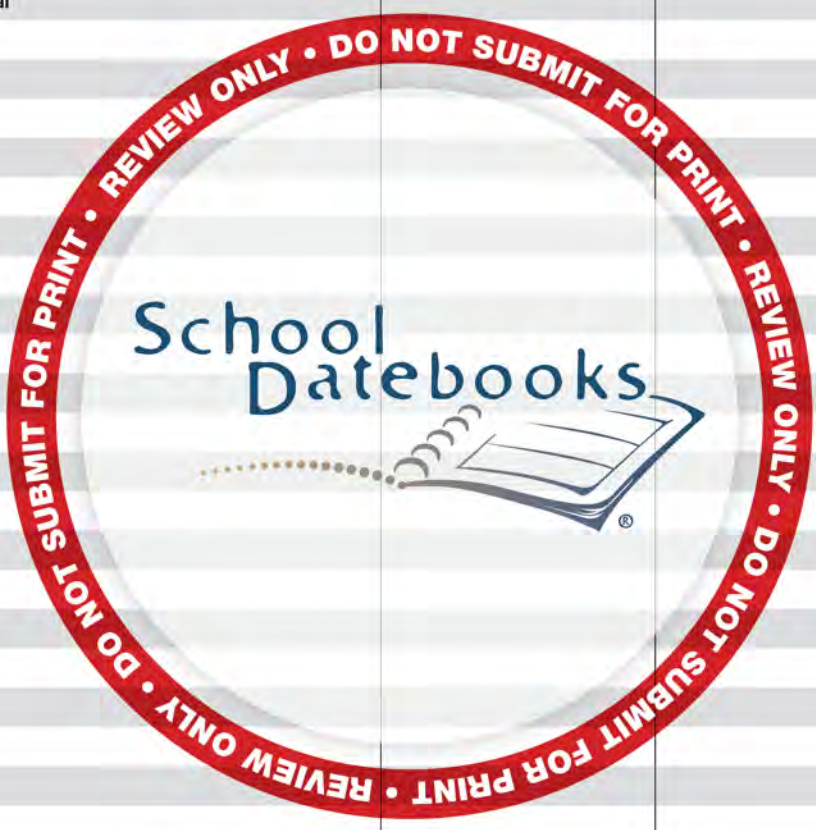
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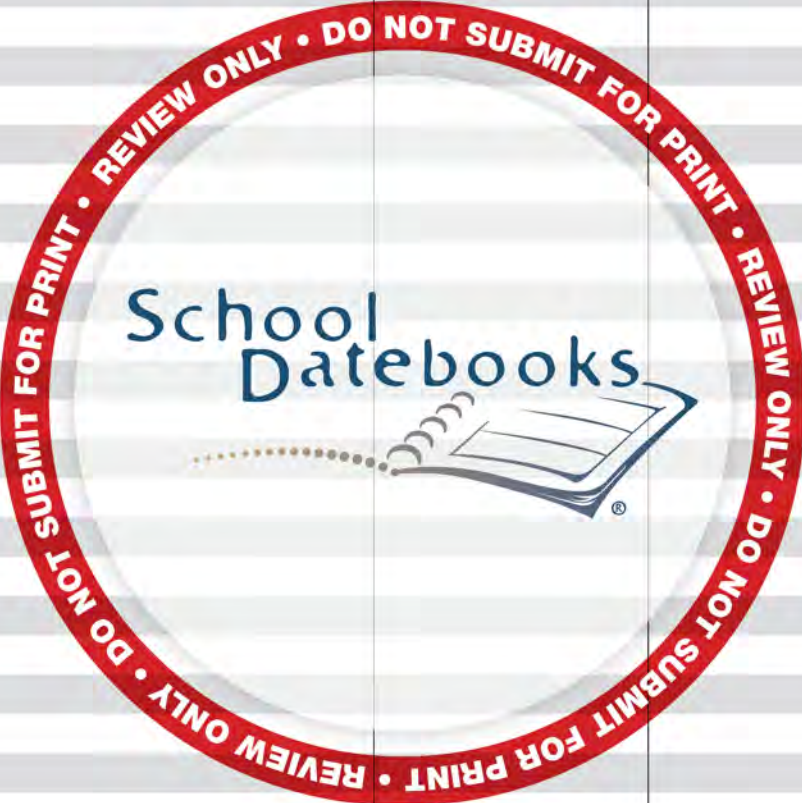
PHONE NUMBERS *important contacts*

NAME	TELEPHONE NO.	E-MAIL ADDRESS
Fire		
Police		
Rescue/Ambulance		
Doctor		
Hospital		





PHONE NUMBERS *important contacts*

NAME	TELEPHONE NO.	E-MAIL ADDRESS
		



U.S. AREA CODES

Alabama
 205: Birmingham, Tuscaloosa
 251: Jackson, Mobile
 256/938: Huntsville, Florence
 334: Montgomery, Selma, Auburn

Alaska
 907: All Locations

Arizona
 480: Chandler, Scottsdale, Tempe
 520: Tucson, Nogales
 602: Phoenix (most)
 623: Sun City, Peoria
 928: Flagstaff, Yuma, Prescott

Arkansas
 479: Fayetteville, Fort Smith
 501: Fort Springs, Little Rock
 870: Jonesboro, Pine Bluff

California
 209: Stockton, Modesto
 213: Los Angeles (Downtown)
 310/424: Santa Monica, Beverly Hills (Downtown), San Pedro, Torrance
 323: Los Angeles
 408/669: San Jose
 415/628: San Francisco, Rafael
 424: San Pedro, Torrance
 510: Oakland, Berkeley
 530: Redding, Chico, Davis
 559: Fresno
 562: Long Beach, Whittier
 619: San Diego
 626: Pasadena, Azusa
 650: Los Altos, San Bruno, San Mateo
 661: Bakersfield
 707: Eureka, Napier, Santa Rosa, Ukiah
 714/657: Anaheim, Orange, Santa Ana
 760/442: Barstow, Fontana, Springs
 805: Santa Barbara, San Luis Obispo, Ventura
 818/747: North Hollywood, San Fernando, Burbank
 831: Monterey, Salinas, Santa Cruz
 858: La Jolla, Poway
 909: Riverside, San Bernardino
 916: Sacramento, Fair Oaks
 925: Concord, Walnut Creek
 949: Irvine, Newport Beach
 951: Moreno Valley, Temecula

Colorado
 303/720: Boulder, Denver, Littleton
 719: Colorado Spings, Pueblo
 720: Littleton, Greeley
 970: Aspen, Fort Collins, Grand Junction

Connecticut
 203/475: Bridgeport, New Haven
 860/959: Hartford

District of Columbia
 202: All Locations

Delaware
 302: All Locations

Florida
 239: Fort Myers, Naples
 305/786: Key West, Miami

321: Cape Canaveral, Melbourne
 352: Gainesville, Ocala
 386: Daytona Beach
 407/321: Orlando, Kissimmee
 561: Boca Raton, West Palm Beach
 727: Clearwater, St. Petersburg
 754: Fort Lauderdale
 772: Fort Pierce, Port St. Lucie, Sebastian
 786: North Miami
 813: Tampa
 850: Pensacola, Tallahassee
 863: Lakeland, Winter Haven
 904: Jacksonville
 941: Fort Charlotte, Ft. Myers
 954/754: Fort Lauderdale

Georgia
 229: Albany, Augusta
 770: Atlanta
 770/404: Marietta, Warner Robins
 770/676: Atlanta, Marietta, Roswell
 770/760/770: Alpharetta
 912: Columbus, Savannah

Hawaii
 808: All Locations

Illinois
 618: Chicago, Springfield
 618/219: Springfield
 618/234: Springfield
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Indiana
 317: Gary, La Porte, Fort Wayne
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Iowa
 319: Cedar Rapids, Waterloo
 515: Ames, Des Moines, Fort Dodge
 563: Davenport, Dubuque
 641: Mason City, Ottumwa
 712: Sioux City, Council Bluffs

Kansas
 316: Wichita
 620: Dodge City, Emporia
 785: Topeka, Lawrence, Salina
 913: Kansas City

Kentucky
 270/364: Bowling Green, Owensboro
 502: Frankfort, Louisville
 606: Ashland
 859: Lexington, Covington

Louisiana
 225: Baton Rouge
 318: Shreveport, Alexandria

337: Lafayette, Lake Charles
 504: New Orleans, Metairie
 985: Houma, Hammond

Maine
 207: All Locations

Maryland
 240/301: Bethesda, Frederick, Hagerstown, Cumberland
 443/410/667: Baltimore, Annapolis, Salisbury

Massachusetts
 413: Pittsfield, Springfield
 508/774: Cape Cod, New Bedford, Worcester
 617/852: Boston

Michigan
 313: Ann Arbor, Dearborn, Farmington Hills, Grosse Pointe, Livonia, Warren
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Mississippi
 601: Jackson, Vicksburg
 662: Tupelo, Greenville

Missouri
 314: St. Louis, Springfield
 417: Springfield, Joplin
 417/268: Springfield
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Montana
 406: All Locations

Nebraska
 405: Omaha, Lincoln
 405/481: Omaha
 405/482: Omaha
 405/483: Omaha
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 405/486: Omaha
 405/487: Omaha
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 405/500: Omaha

Nevada
 702/725: Las Vegas
 775: Carson City, Reno, Ely

New Hampshire
 603: All Locations

New Jersey
 201/551: Jersey City, Hackensack
 609: Atlantic City, Trenton
 732/848: Long Branch, New Brunswick
 856: Vineland, Cherry Hill, Camden
 908: Elizabeth, Summit, Washington
 973/862: Newark, Paterson

New Mexico
 505: Santa Fe, Albuquerque
 575: Silver City, Roswell, Las Cruces

New York
 212/646/917/332: Manhattan
 315/680: Oswego, Syracuse, Utica, Watertown
 347/718/929/917: Bronx, Brooklyn, Queens, Staten Island
 516: Long Island
 518: Albany, Gloversville, Schenectady, Troy
 585: Rochester
 607: Binghamton, Elmira, Ithaca
 914: Buffalo, Niagara Falls
 914/462: Buffalo, Tonawanda, Tonawanda, Tonawanda
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North Carolina
 252: Greensboro, Rocky Mount
 336/733: Winston-Salem, Greensboro, High Point
 704/990: Charlotte
 704/991: Charlotte
 704/992: Charlotte
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 704/1000: Charlotte

Ohio
 216: Cleveland, Akron
 330: Cincinnati
 419: Toledo, Sandusky
 513: Columbus, Bowling Green, Delaware, Findlay, Lima
 614: Sandusky, Findlay, Lima
 614/234: Sandusky, Findlay, Lima
 614/235: Sandusky, Findlay, Lima
 614/236: Sandusky, Findlay, Lima
 614/237: Sandusky, Findlay, Lima
 614/238: Sandusky, Findlay, Lima
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 614/250: Sandusky, Findlay, Lima

Oklahoma
 405: Oklahoma City, Muskogee

Oregon
 503/971: Portland
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 503/977: Portland
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Pennsylvania
 215/267: Philadelphia
 412/878: Pittsburgh
 484/610: Allentown, Reading
 570/272: Scranton, Williamsport
 717: Harrisburg, Lancaster, Gettysburg
 724/878: New Castle, Latrobe, Uniontown
 814: Altoona, Erie, State College

Rhode Island
 401: All Locations

South Carolina
 803: Columbia, Aiken
 843/854: Charleston, Hilton Head Island, Myrtle Beach, Florence
 864: Greenville, Spartanburg, Anderson

South Dakota
 605: All Locations

Tennessee
 423: Chattanooga, Johnson City, Bristol
 629/615: Nashville, Gallatin
 731: Jackson
 865: Knoxville, Oak Ridge
 901: Memphis
 931: Clarksville, Manchester, Cookeville

Texas
 210: San Antonio
 214/469/972: Dallas, Plano
 254: Waco, Killeen
 281: Sugar Land
 325: Abilene
 361: Corpus Christi, Victoria
 409: Beaumont, Galveston
 512/737: Austin
 713/832/281/346: Houston, Bellaire, Sugar Land
 806: Amarillo, Lubbock
 817/682: Fort Worth, Arlington
 830: Del Rio, Uvalde, Seguin
 903/430: Longview, Tyler, Texarkana
 935: El Paso
 936: Huntsville, Lufkin
 940: Denton, Wichita Falls, Waco, Brownsville, Bayan, College Station
 409: San Antonio, Richfield, Midland, Moab
 806: Salt Lake City, Ogden

Vermont
 802: All Locations

Virginia
 276: Arlington, Bristol, Charlottesville
 434: Charlottesville, Lynchburg, Danville
 540: Harrisonburg, Roanoke
 570: Arlington, Fairfax, Alexandria, Herndon
 703: Norfolk, Virginia Beach, Portsmouth
 804: Richmond, Petersburg, Hopewell

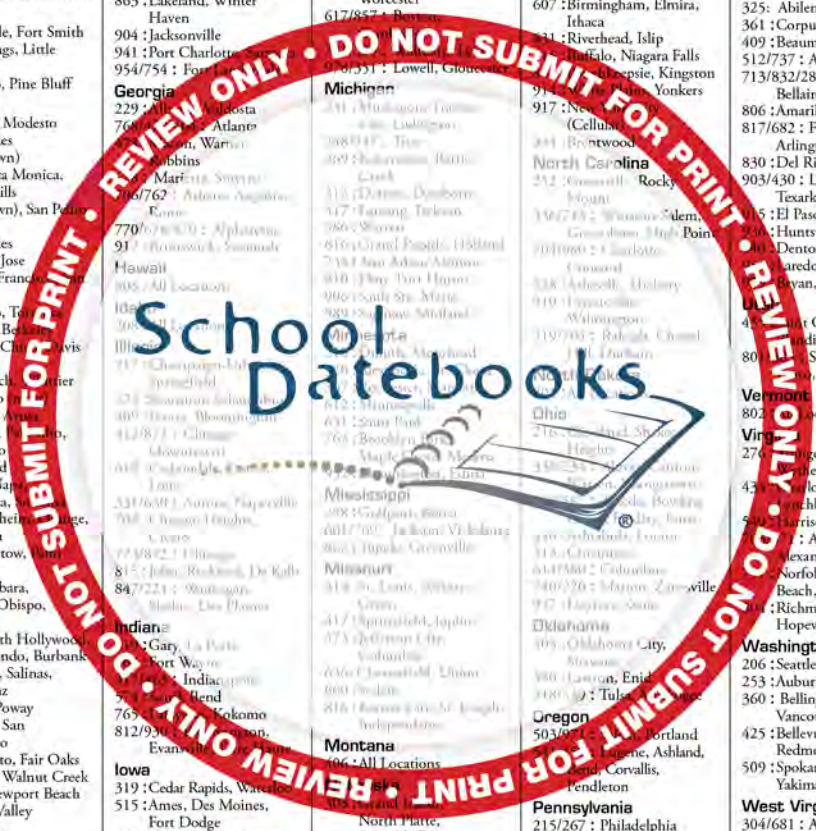
Washington
 206: Seattle
 253: Auburn, Tacoma, Kent
 360: Bellingham, Olympia, Vancouver
 425: Bellevue, Everett, Redmond
 509: Spokane, Walla Walla, Yakima

West Virginia
 304/681: All Locations

Wisconsin
 262: Racine, Kenosha, Waukesha
 414: Milwaukee, Wauwatosa
 608: Madison, Beloit, La Crosse, Plattville
 534/715: Eau Claire, Superior, Wausau
 920: Green Bay, Oshkosh

Wyoming
 307: All Locations

U.S. Territories
 684: American Samoa
 671: Guam
 670: Northern Mariana Islands
 787/939: Puerto Rico
 340: U.S. Virgin Islands



Source: North American Numbering Plan Administration, www.nanpa.com

SCIENCE *Periodic table of the elements*



School Datebooks

DO NOT SUBMIT FOR PRINT • REVIEW ONLY • DO NOT SUBMIT FOR PRINT • DO NOT SUBMIT FOR PRINT • DO NOT SUBMIT FOR PRINT

GROUP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
IUPAC	IA	IIA	IIIB	IVB	V	VI	VII	VIII	IX	X	XI	XII	IIIA	IVA	VA	VIA	VIIA	VIIIA
1	H hydrogen 1.008																	He helium 4.003
2	Li lithium 6.941(2)	Be beryllium 9.012																Ne neon 20.18
3	Na sodium 22.99	Mg magnesium 24.31																Ar argon 39.95
4	K potassium 39.10	Ca calcium 40.08	Sc scandium 44.96	Ti titanium 47.87	V vanadium 50.94	Cr chromium 52.00	Mn manganese 54.94	Fe iron 55.85	Co cobalt 58.93	Ni nickel 58.69	Cu copper 63.55	Zn zinc 65.38	Ga gallium 69.72	Ge germanium 72.64	As arsenic 74.92	Se selenium 78.97	Br bromine 79.90	Kr krypton 83.80
5	Rb rubidium 85.47	Sr strontium 87.62	Y yttrium 88.91	Zr zirconium 91.22	Nb niobium 92.91	Mo molybdenum 95.94	Tc technetium (97)	Ru ruthenium 101.1	Rh rhodium 101.07	Pd palladium 106.37	Ag silver 107.87	Cd cadmium 112.41	In indium 114.82	Sn tin 118.71	Sb antimony 121.76	Te tellurium 127.6	I iodine 126.9	Xe xenon 131.3
6	Cs cesium 132.9	Ba barium 137.3	Lanthanoids	Hf hafnium 178.5	Ta tantalum 180.9	W tungsten 183.8	Re rhenium 186.2	Os osmium 190.2	Pt platinum 195.1	Au gold 197.0	Hg mercury 200.6	Tl thallium 204.4	Pb lead 207.2	Bi bismuth 209.0	Po polonium (209)	At astatine (210)	Rn radon (222)	
7	Fr francium (223)	Ra radium (226)	Actinoids	Rf rutherfordium (261)	Db dubnium (268)	Sg seaborgium (266)	Bh bohrium (264)	Hs hassium (277)	Mt meitnerium (276)	Ds darmstadtium (271)	Rg roentgenium (272)	Cn copernicium (285)	Nh nihonium (286)	Fl flerovium (289)	Lv livermorium (293)	Ts tennessine (294)	Og oganesson (284)	
8	La lanthanum 138.90547	Ce cerium 140.116	Pr praseodymium 140.907	Nd neodymium 144.24	Pm promethium (145)	Sm samarium 150.36	Eu europium 151.964	Gd gadolinium 157.25	Tb terbium 158.925	Dy dysprosium 162.500	Ho holmium 164.93033	Er erbium 167.259	Tm thulium 168.93422	Yb ytterbium 173.054	Lu lutetium 174.9668			
9	Ac actinium 227.0277	Th thorium 232.0377	Pa protactinium 231.03688	U uranium 238.02891	Np neptunium (237)	Pu plutonium (244)	Am americium (243)	Cm curium (247)	Bk berkelium (247)	Cf californium (251)	Es einsteinium (252)	Fm fermium (257)	Md mendelevium (288)	No nobelium (289)	Lr lawrencium (262)			

Group IA (excluding Hydrogen) comprises the alkali metals.
 Group IIA comprises the alkaline earth metals.
 Group VIIA comprises the noble gases.
 Group VIII comprises the noble gases.

Transition Metals
 Lanthanoids
 Actinoids

Periodic Table of Elements
 Period 1: 1 element
 Period 2: 8 elements
 Period 3: 8 elements
 Period 4: 18 elements
 Period 5: 18 elements
 Period 6: 32 elements
 Period 7: 32 elements

Updated 9.2022

Source: The International Union of Pure and Applied Chemistry (IUPAC), Encyclopaedia Britannica, and others.

* IUPAC conventional atomic weights; standard atomic weights for these elements are expressed in intervals; see iupac.org for an explanation and values. ** Numbering system adopted by IUPAC. *** Numbering system widely used from the mid-20th century. () implies the mass number of the longest-lived isotope.



SCIENCE *physics laws & formulas*

Mass Density

$$\text{mass density} = \frac{\text{mass}}{\text{volume}}$$

Speed

$$\text{average speed} = \frac{\text{distance covered}}{\text{elapsed time}}$$

Acceleration

$$a = \frac{\Delta v}{\Delta t} \text{ or } \frac{v_f - v_i}{t_f - t_i}$$

(a=average acceleration; v=velocity; t=time; v_f =final velocity; v_i =initial velocity; t_f =final time; t_i =initial time)

Law of Universal Gravitation

$$F = G \frac{m_1 m_2}{d^2}$$

(F=force of attraction; m_1, m_2 =the masses of the two bodies; d=distance between the centers of m_1 and m_2 ; G=gravitational constant)

Work Done by Force

$$\text{work} = (\text{force})(\text{distance})$$

Power

$$\text{power} = \frac{\text{work}}{\text{time}} \text{ (see also } \frac{\text{energy}}{\text{time}} \text{ in watts)}$$

Kinetic Energy

$$KE = \frac{mv^2}{2}$$

(KE=kinetic energy; m=mass; v=velocity)

Specific Heat

$$Q = cm\Delta t$$

(Q=quantity of heat; c=specific heat; m=mass; Δt =change in temperature)

Electric Current (Strength)

$$I = \frac{Q}{t}$$

(I=the current strength; Q=quantity of charge; t=time)

Momentum

$$\text{momentum} = (\text{mass})(\text{velocity})$$

Mass-Energy Equivalence

$$E = mc^2$$

(E=the energy [measured in ergs] equivalent to a mass m [measured in grams]; c=speed of light [measured in centimeters per second])

Power Expended in an Electric Appliance

$$P = IV$$

(P=power in watts; I=current; V=voltage)

Newton's Second Law of Motion

$$\text{force} = (\text{mass})(\text{acceleration})$$

Torque

$$T = FR$$

(T=torque; F=force; R=radius)

Boyle's Law when temperature constant:

$$p_1 V_1 = p_2 V_2$$

(p_1 =original pressure; p_2 =new pressure; V_1 =original volume; V_2 =new volume)

Wave Motion

(V=wave velocity; ν =wave frequency; l=wavelength)

Illumination on a Surface Perpendicular to the Luminous Flux

$$E = \frac{I}{r^2}$$

(E=illumination; I=intensity of the source; r=distance from source to surface perpendicular to the beam)

Focal Length of Mirrors and Lenses

$$\frac{1}{f} = \frac{1}{d_o} + \frac{1}{d_i}$$

(f=focal length; d_o =object distance; d_i =image distance)

Images in Mirrors and Lenses

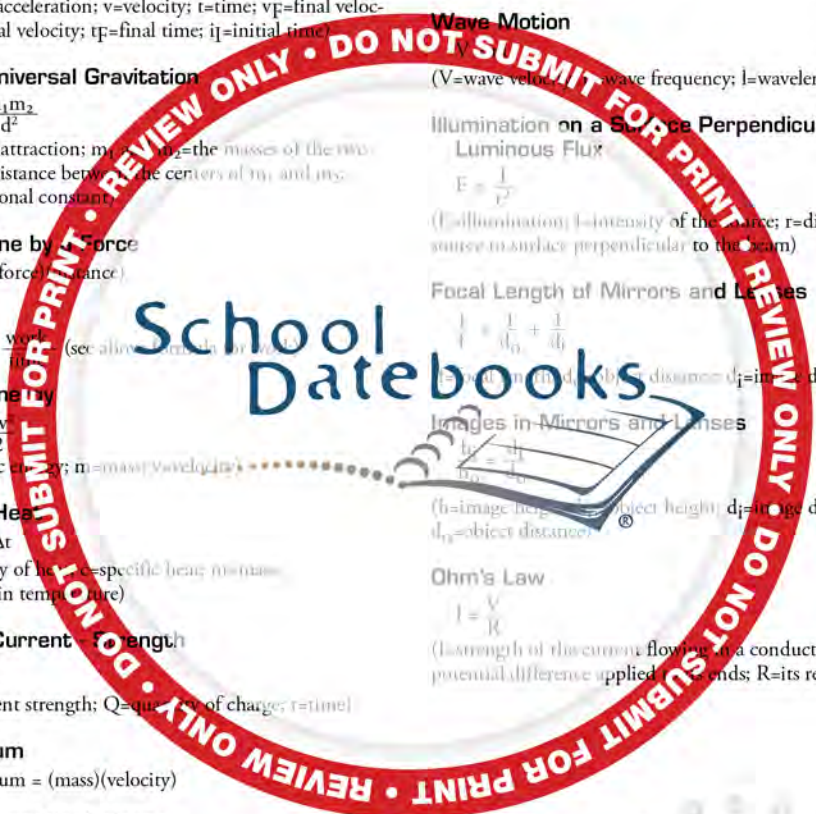
$$\frac{h_i}{d_i} = \frac{h_o}{d_o}$$

(h_i =image height; h_o =object height; d_i =image distance; d_o =object distance)

Ohm's Law

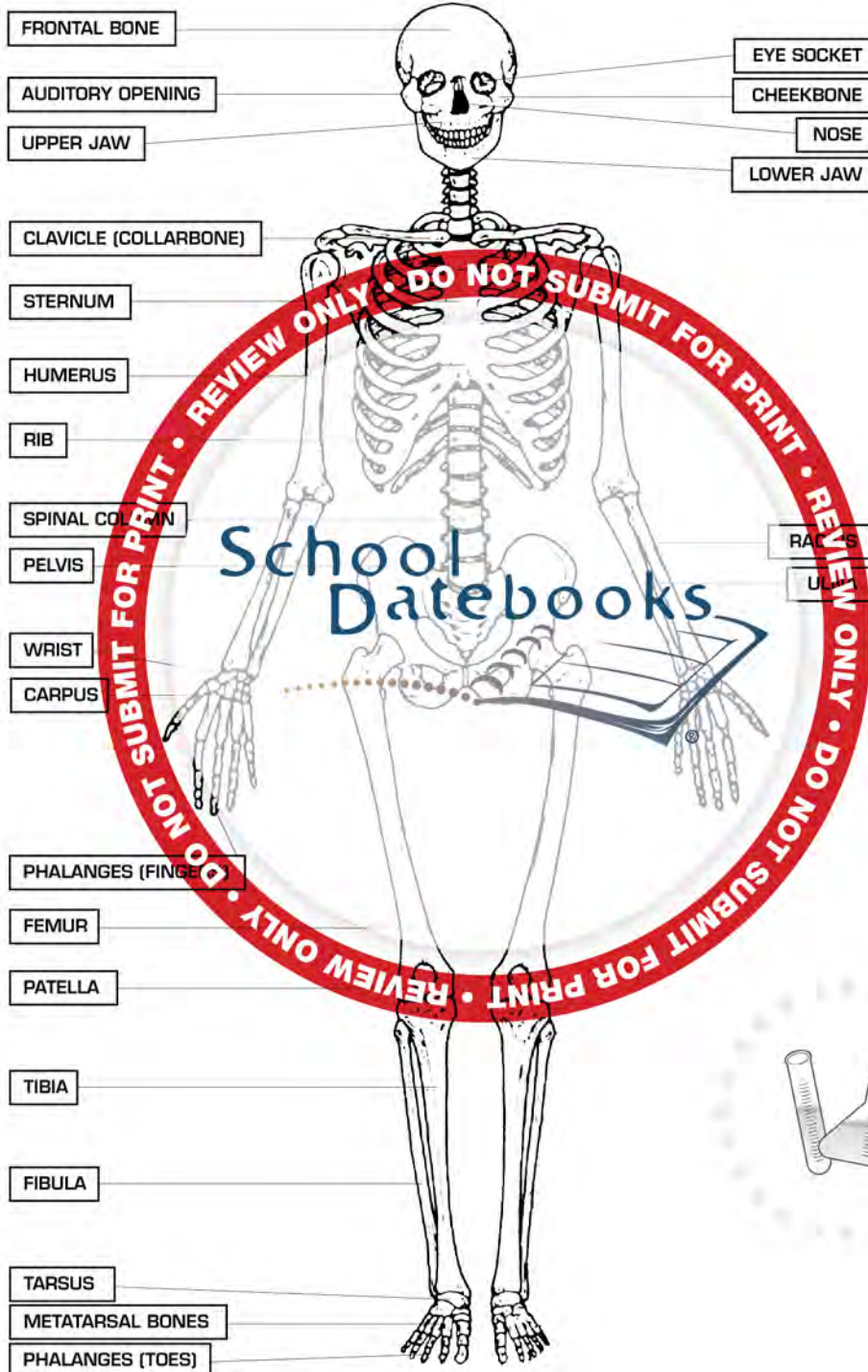
$$I = \frac{V}{R}$$

(I=strength of the current flowing in a conductor; V=the potential difference applied in volts; R=its resistance)





SCIENCE *the human skeleton*





SCIENCE *unit conversions*

ENGLISH TO METRIC CONVERSIONS

To Convert→	Multiply By→	To Find→
AREA		
square inches	6.45	square centimeters
square feet	0.09	square meters
square miles	2.59	square kilometers
acres	0.40	hectares
LENGTH		
inches	2.54	meters
feet	0.30	meters
yards	0.91	meters
miles	1.61	kilometers
MASS AND WEIGHT		
ounces	28.35	grams
pounds	0.45	kilograms
pounds-force	4.45	newtons
short tons	0.91	metric tons
VOLUME		
cubic inches	16.39	cubic centimeters
cubic feet	28.35	cubic meters
quarts	0.95	liters
gallons	3.79	liters

METRIC TO ENGLISH CONVERSIONS

To Convert→	Multiply By→	To Find→
AREA		
square centimeters	0.16	square inches
square meters	10.76	square feet
square kilometers	0.39	square miles
hectares	2.47	acres
LENGTH		
centimeters	0.39	inches
meters	3.28	feet
meters	1.09	yards
kilometers	.62	miles
MASS AND WEIGHT		
grams	0.04	ounces
kilograms	2.20	pounds
newtons	.022	pound-force
metric tons	1.10	short tons
VOLUME		
cubic centimeters	0.06	cubic inches
cubic meters	35.31	cubic feet
liters	1.06	quarts
liters	0.26	gallons



TEMPERATURE

Fahrenheit to Celsius:
 subtract 32,
 then multiply by 5
 and divide by 9.

Celsius to Fahrenheit:
 multiply by 9,
 divide by 5,
 then add 32.



SCIENCE *weights & measures & formulas*



WEIGHTS AND MEASURES

ENGLISH

Area

1 square foot (ft ²)	-----	144 square inches (in ²)
1 square yard (yd ²)	-----	9 square feet
1 acre	-----	43,560 square feet
1 square mile (mi ²)	-----	640 acres

Capacity

1 cup (c)	-----	8 fluid ounces (fl. oz.)
1 pint (pt)	-----	2 cups
1 quart (qt)	-----	4 cups
1 gallon (gal)	-----	4 quarts

Length

1 foot (ft)	-----	12 inches (in)
1 yard (yd)	-----	36 inches
1 yard	-----	3 feet
1 mile (mi)	-----	5,280 feet
1 mile	-----	1,760 yards

Time

1 minute (min)	-----	60 seconds (s)
1 hour (h)	-----	60 minutes
1 day (d)	-----	24 hours
1 week (wk)	-----	7 days
1 year (yr)	-----	12 months (mo)
1 year	-----	52 weeks
1 year	-----	365 days
1 century (c)	-----	100 years

Weight

1 pound (lb)	-----	16 ounces (oz)
1 short ton (T)	-----	2,000 pounds

METRIC

Area

1 sq centimeter (cm ²)	-----	100 sq millimeters (mm ²)
1 sq meter (m ²)	-----	10,000 sq centimeters
1 hectare (ha)	-----	10,000 square meters
1 sq kilometer (km ²)	-----	1,000,000 sq meters

Capacity

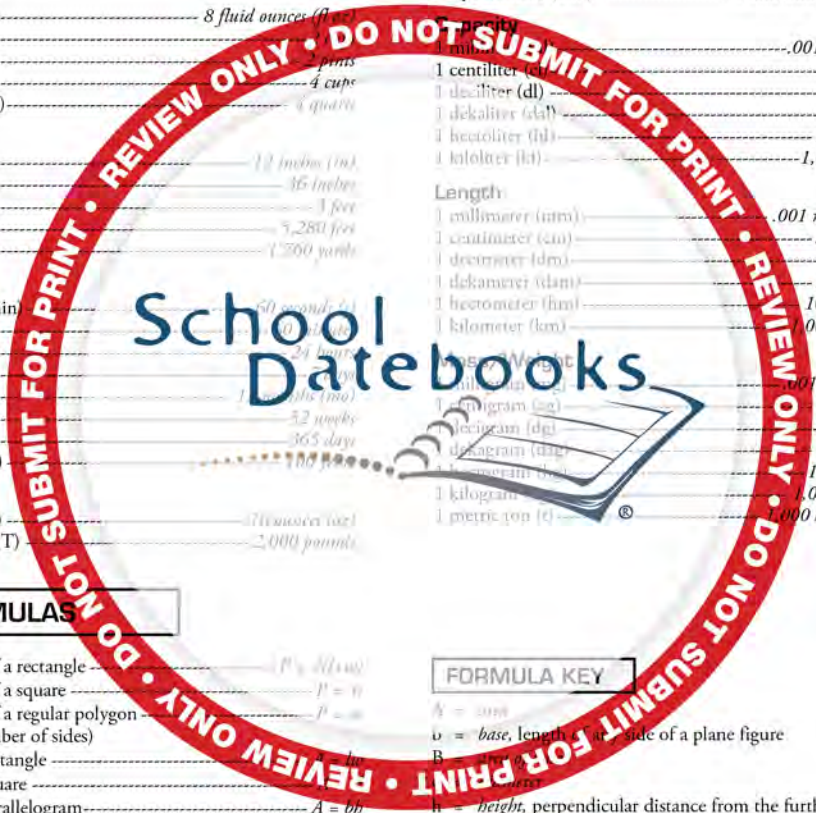
1 milliliter (ml)	-----	.001 liter (L)
1 centiliter (cl)	-----	.01 liter
1 deciliter (dl)	-----	.1 liter
1 dekaliter (daL)	-----	10 liters
1 hectoliter (hl)	-----	100 liters
1 kiloliter (kl)	-----	1,000 liters

Length

1 millimeter (mm)	-----	.001 meter (m)
1 centimeter (cm)	-----	.01 meter
1 decimeter (dm)	-----	.1 meter
1 dekameter (dam)	-----	10 meters
1 hectometer (hm)	-----	100 meters
1 kilometer (km)	-----	1,000 meters

Weight

1 milligram (mg)	-----	.001 gram (g)
1 centigram (cg)	-----	.01 gram
1 decigram (dg)	-----	.1 gram
1 dekagram (dag)	-----	10 grams
1 hectogram (hg)	-----	100 grams
1 kilogram (kg)	-----	1,000 grams
1 metric ton (t)	-----	1,000 kilograms



FORMULAS

Perimeter of a rectangle	-----	$P = 2(l + w)$
Perimeter of a square	-----	$P = 4s$
Perimeter of a regular polygon	-----	$P = ns$ (n = number of sides)
Area of a rectangle	-----	$A = lw$
Area of a square	-----	$A = s^2$
Area of a parallelogram	-----	$A = bh$
Area of a triangle	-----	$A = \frac{1}{2}bh$
Area of a trapezoid	-----	$A = \frac{1}{2}h(b_1 + b_2)$
Area of a circle	-----	$A = \pi r^2$
Circumference of a circle	-----	$C = \pi d$, or $2\pi r$
Volume of a rectangular prism	-----	$V = lwh$
Volume of any prism	-----	$V = Bh$
Volume of a cylinder	-----	$V = \pi r^2 h$
Volume of a pyramid	-----	$V = \frac{1}{3}Bh$
Volume of a cone	-----	$V = \frac{1}{3}\pi r^2 h$
Surface area of a cylinder	-----	$SA = 2\pi r^2 + 2\pi rh$
Pythagorean Theorem	-----	$a^2 + b^2 = c^2$ (sides of a right triangle)

FORMULA KEY

- A = area
- b = base, length of one side of a plane figure
- B = base area of a solid figure
- c = hypotenuse of a right triangle
- h = height, perpendicular distance from the furthest point of the figure to the extended base
- l = length
- P = perimeter
- r = radius
- s = side
- sa = surface area
- V = volume
- w = width

Simple interest	-----	$I = prt$
Distance	-----	$d = rt$

I = interest, p = principal, r = rate, t = time
 d = distance, r = rate, t = time



SUCCESS SKILLS *basic résumé writing*

BASIC RÉSUMÉ WRITING

The Functional Résumé Format

The functional format is useful for graduating high school or college students who do not have extensive job experience.

This type of résumé emphasizes your skills and accomplishments achieved in school, activities, internships, and so on.

These are the 5 basic parts:

- {1} **Header:** your name, address, phone number, email address.
- {2} **Job objective:** a short statement describing how you can be of help to the employer and what you intend to do (e.g., sell, design, operate, manage).
- {3} **Qualifications:** a brief list or statement highlighting your skills, education, and what you want your employer to know about you. This is optional.
- {4} **Skills/Achievements:** a description of your abilities, accomplishments, and areas of competence. These can also be grouped under headings, such as *Office Skills, Technical Experience, or Planning/Organization*.
- {5} **Education:** a list of all formal education, workshops, seminars, internships, school-related activities, and on-the-job training (if any). The most recent should come first.

Remember

- Use only one or two typefaces in the design of your résumé.
- Use short phrases instead of long sentences in your bullet points.
- Line up all headings to keep your résumé looking clean and professional.
- Use good quality paper. A neutral color such as white or ivory is recommended.
- Do not include salary requirements.
- Do not include personal information such as date of birth, height, weight, marital status, health, religion, or hobbies.
- Do not use the word *résumé* at the top of the page.
- Keep your résumé to one page.
- Have a list of references (names, company names, phone numbers) ready to give if requested.

Use Action Words to Describe Skills

accomplished	charted	evaluated	issued
activated	classified	executed	labeled
administered	coordinated	gathered	lectured
advanced	communicated	generated	managed
advised	completed	guided	organized
analyzed	computed	implemented	outlined
applied	critiqued	improved	refined
arranged	delegated	initiated	reorganized
assembled	designed	instituted	streamlined
attained	determined	instructed	trained
automated	developed	introduced	updated
budgeted	devised	invented	utilized
calculated	established		wrote



THE SUCCESSFUL STUDENT'S (BAG OF SKILLS)

LAUDABLE LISTENING

- Concentrate on what the instructor says.
- Avoid distractions.
- Pay attention to the teacher and take good notes.
- Participate! Ask questions if you don't understand.
- Listen for key words, names, events, and dates.
- Don't assume or judge. Separate fact from opinion.
- Connect what you hear to what you already know.

HEALTHY HOMEWORK SKILLS

- Use this datebook to track your assignments.
- If you're absent, have a friend or parent get your assignments.
- Develop a routine for completing your homework. Set aside a time; choose a place; have your supplies at hand; and turn off the TV or music.
- Study in blocks of time (if that works best) for you.
- Begin with your most important assignments first.
- Take breaks periodically to refresh yourself and review what you've learned.

School Datebooks

NOTABLE NOTETAKING

- Date your notes and organize them chronologically.
- Paraphrase and abbreviate, but make sure you understand your own notes.
- Use the right two-thirds of the page for notes and the left third for writing questions and highlighting key points.
- Review your notes immediately after the class session.
- Fill in any points you missed. Use titles, drawings, etc., to organize and highlight material.

A MEMORABLE MEMORY

- Use a variety of avenues (listening, notetaking, reading, online resources, etc.) to improve your chances of retaining the material.
- Look for the main ideas, then find out how they all relate.
- Use mnemonic devices. For example, make a word out of the first letters of the items you are trying to remember. To remember the five Great Lakes, think of HOMES: Huron, Ontario, Michigan, Erie, and Superior.

- Make up rhymes using the information you want to remember.
- Visualize the information or make up a story using the different facts you must recall.
- Use and review the information as often as you can because repetition is the key to a good memory.



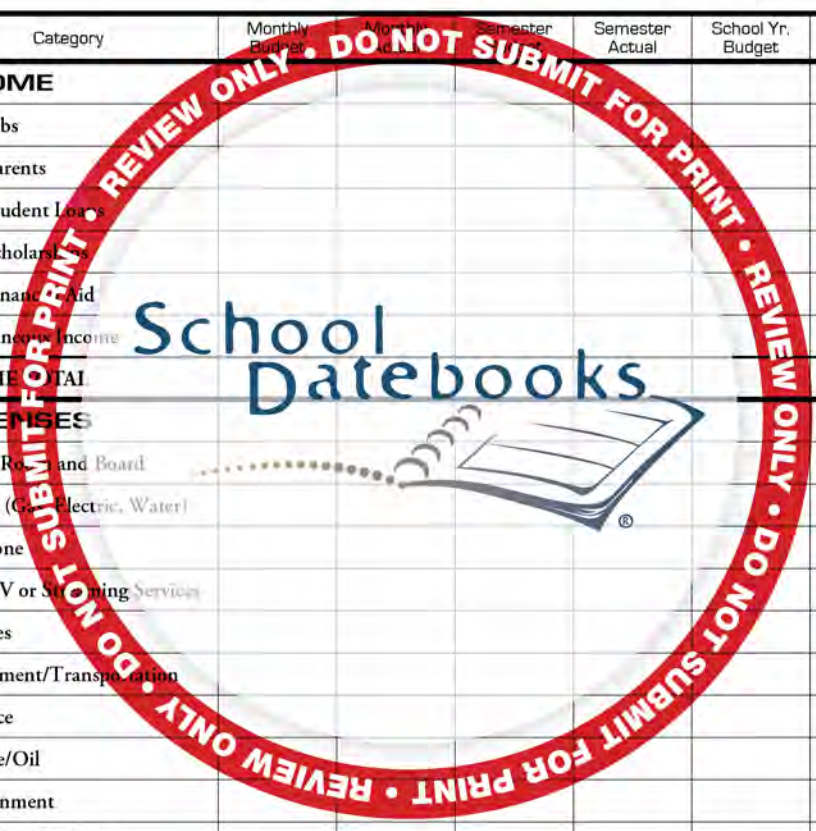
SUCCESS SKILLS *keeping a monthly budget*

Learning how to manage your money is an important step in becoming financially independent. It's never too early to start keeping a budget. Use this budget worksheet to determine your income and expenses. If you need to cut back on spending, little bits add up.

→ When dining out with friends, don't order a soda; drink water instead.

- Skip costly coffeehouses and brew your own at home.
- Save money on gas and parking by walking to class or carpooling with pals.
- Many communities offer paying recycling programs, so cash in those cans.
- Consider trimming "extras" that add up, such as streaming services or eating out.

Category	Monthly Budget	Monthly Actual	Semester Budget	Semester Actual	School Yr. Budget	School yr. Actual
INCOME						
From Jobs						
From Parents						
From Student Loans						
From Scholarships						
From Financial Aid						
Miscellaneous Income						
INCOME TOTAL						
EXPENSES						
Rent or Room and Board						
Utilities (Gas, Electric, Water)						
Cell phone						
Cable TV or Streaming Services						
Groceries						
Car Payment/Transportation						
Insurance						
Gasoline/Oil						
Entertainment						
Eating Out/Vending						
Tuition						
Books						
School Fees						
Computer Expense						
Miscellaneous Expense						
EXPENSES TOTAL						
NET INCOME (Income minus expenses)						





SUCCESS SKILLS *listening & homework skills*

LISTENING SKILLS

Listening (unlike hearing, which is a physical process that does not require thinking) gives meaning to the sounds you hear. It helps you understand. Listening is an active process that requires concentration and practice. In learning, the teacher's responsibility is to present information; the student's responsibility is to be "available" for learning. Not listening means you will be unable to learn the material.

To help develop listening skills:

- Approach the classroom ready to learn; leave personal problems outside the classroom. Try to avoid distractions.
- Even if you do not sit close to the speaker, focus your attention directly on him/her.
- Pay attention to the teacher's style and how the lecture is organized.
- Participate; ask for clarification when you do not understand.
- Take notes.
- Listen for key words, names, events, and dates.
- Don't make hasty judgments; separate fact from opinion.
- Connect what you hear with what you already know.

HOMEWORK SKILLS

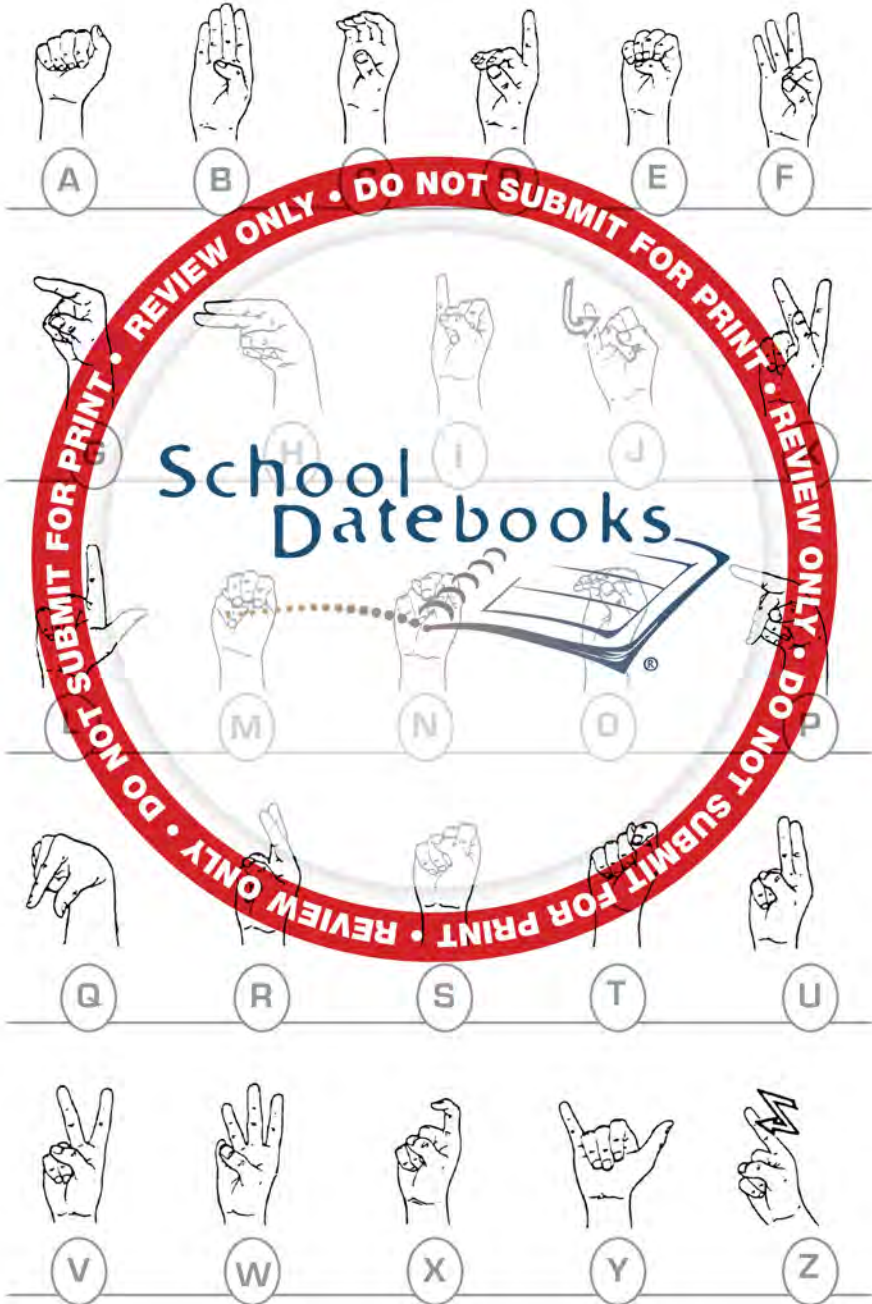
- Keep track of your daily assignments in this datebook so you will always know what you have to do.
- Homework is an essential part of learning. Even though you may not have written work to do, you can always review or reread assignments. The more you review information, the easier it is to remember it the longer you are able to retain it. Not doing your homework because you do not believe in homework is self-defeating behavior.
- It is your responsibility to find out what you have missed when you are absent. Take the initiative to ask a classmate or teacher what you need to make up. You need to also know when it needs to be turned in. If you are absent for several days, make arrangements to receive assignments while you are out.
- Have a place to study that works for you — one that is free from distractions. Be honest with yourself about using the TV or stereo during study time. Make sure you have everything you need before you begin to work.
- Develop a schedule that you can follow. If you are busy, it is okay to study in short blocks of time. Marathon study sessions may be self-defeating.
- Prioritize your homework so that you begin with the most important assignment first: study for a test, then do the daily assignment, etc.
- Study for 30-40 minutes at a time, then take a 5-10 minute break. Estimate the amount of time it will take to do an assignment and plan your break time accordingly.





SUCCESS SKILLS *manual alphabet*

AMERICAN SIGN LANGUAGE





SUCCESS SKILLS *plan for success*

PLAN FOR SUCCESS

SUCCESSFUL PEOPLE DON'T BECOME SUCCESSFUL BY LUCK. THEIR SUCCESS IS THE RESULT OF SETTING GOALS AND WORKING TO ACHIEVE THOSE GOALS. IN OTHER WORDS, SUCCESSFUL PEOPLE PLAN TO SUCCEED. YOU, TOO, CAN PLAN TO SUCCEED. DON'T PROCRASTINATE. GOOD INTENTIONS WILL NOT HELP YOU SUCCEED. START PLANNING FOR SUCCESS TODAY!

{1} Organization – Getting organized is the first step to success.

- Remember that you are responsible for knowing about and completing your assignments and special projects.
- Use your datebook to write down your homework, extracurricular activities, community responsibilities.
- Make sure you have all the materials you need when you go to class and when you do your homework.



{2} Time Management – Managing time wisely will help ensure that you have the opportunity to do both the things you need to do and the things you want to do.

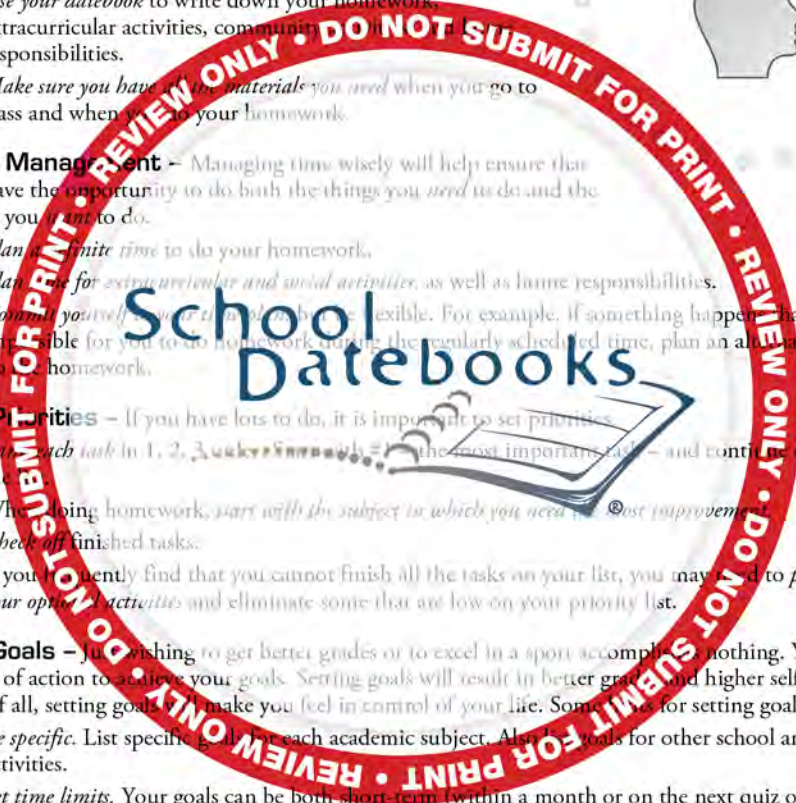
- Plan a definite time to do your homework.
- Plan time for extracurricular and social activities, as well as home responsibilities.
- Commit yourself to a regular study time. Be flexible. For example, if something happens that makes it impossible for you to do homework during the regularly scheduled time, plan an alternate time to do your homework.

{3} Set Priorities – If you have lots to do, it is important to set priorities.

- Rank each task in 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, with #1 the most important task – and continue on down the list.
- When doing homework, start with the subject in which you need the most improvement.
- Check off finished tasks.
- If you frequently find that you cannot finish all the tasks on your list, you may need to prioritize your optional activities and eliminate some that are low on your priority list.

{4} Set Goals – Just wishing to get better grades or to excel in a sport accomplishes nothing. You need a plan of action to achieve your goals. Setting goals will result in better grades and higher self-esteem. Best of all, setting goals will make you feel in control of your life. Some tips for setting goals:

- Be specific. List specific goals for each academic subject. Also list goals for other school and home activities.
- Set time limits. Your goals can be both short-term (within a month or on the next quiz or test) and long-term (within the semester or within the school year).
- Set realistic goals. For example, if math has always been difficult for you, don't aim for an "A" in Algebra at the beginning of the year. If you usually get a "C-" in math, you may want to begin by setting a short-term goal of "C+" or "B-." Reaching that first short-term goal will give you the confidence to raise your goal for the next test or the next grading period.
- Draw up a step-by-step plan of action for reaching each goal; then go for it!
- Write your goals down, and put them in several places (your locker, your datebook, your bulletin board) so you will see them several times a day.
- Share your goals with others – your parents, teachers, good friends, etc. They can give you encouragement.
- Keep at it! Be determined, and keep a positive attitude. Visualize yourself achieving your goals.
- Reward yourself when you reach a goal.





SUCCESS SKILLS *successful notetaking*

SUCCESSFUL NOTETAKING

- Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate information makes your outside study and review time that much easier. Good notetaking requires practice.
- Be aware of each teacher's lecture style; learning how to adapt to each style takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for each class or in a loose-leaf binder that has a section for each class. Your teacher may have certain requirements.
- Date each day's notes, and keep them organized. Some teachers provide outlines that tell you how a series of lectures will be organized; other teachers will give you their lectures and expect you to write the information in your notes. Most teachers will emphasize important points by stressing them or repeating them a few times. Make a note in the margin or highlight any information the teacher specifically identifies as important.
- Write notes in short phrases, leaving out unnecessary words. Use abbreviations. Write clearly so you will be able to understand your notes when you review them.
- If you make a mistake, a single line through the material is less time consuming than trying to erase the whole thing. This will save time and you won't miss any of the lecture. Don't copy your notes over to make them neat; write them neatly in the first place. Don't create opportunities to waste your time.
- Write notes on the right two-thirds of the notebook page. Keep the left one-third free for your follow-up questions. Highlight the really important bits with a highlighter.
- Listen for key ideas. Write them down in your own words. Don't try to write down everything that your teachers say. Some teachers will use the chalkboard or overhead projector, or a PowerPoint presentation to outline the key ideas. Others will simply state them in their discussions.
- Soon after class, while the information is still fresh in your mind, create questions directly related to your notes in the left column of the paper. Place these questions across from the information to which it pertains. Highlight or underline any key points, terms, events or people. Quiz yourself covering the 2/3 side of your notes and try to answer the questions you developed without referring to your notes. If you need to refresh your memory, simply uncover the note section to find the answers to your questions. Short, quick reviews will help you remember and understand the information as well as prepare for tests.
- Review your notes daily. This reinforces the information and helps you make sure that you understand the material.
- Make sure your notes summarize, not duplicate, the material.
- Devise your own use of shorthand.
- Vary the size of titles and headings.
- Use a creative approach, not the standard outline form.
- Keep class lecture notes and study notes together.





SUCCESS SKILLS *tips for improving your memory & taking standardized tests*

TIPS FOR IMPROVING YOUR MEMORY

- {1} Keep notes, lists, and journals to jog your memory.
- {2} Decide what is most important to remember by looking for main ideas.
- {3} Classify information into categories. Some categories may be:
 - a. Time – summer, sun, swimming, hot
 - b. Place – shopping center, stores, restaurants
 - c. Similarities – shoes, sandals, hats
 - d. Differences – mountain, lake
 - e. Wholes to parts – bed, mattress, bed, pillow
 - f. Scientific groups – flowers, carnation, rose
- {4} Look for patterns. Try to make a word out of the first letters of a list of things you are trying to remember. You also could make a sentence out of the first letters of the words you need to remember.
- {5} Associate new things you learn with what you already know.
- {6} Use rhythm or make up a rhyme.
- {7} Visualize the information by using your mind.
 - a. See a picture clearly in your mind.
 - b. Exaggerate and enlarge things.
 - c. See them in three dimensions.
 - d. Put yourself into the picture.
 - e. Imagine an action taking place.
- {8} Link the information together to give it meaning.
- {9} Use the information whenever you can. Repetition is the key to memory.

TIPS FOR TAKING STANDARDIZED TESTS

- {1} *Concentrate.* Do not talk or distract others.
- {2} *Listen carefully to the directions.* Ask questions if they are not clear.
- {3} *Pace yourself.* Keep your eye on the time, but do not worry too much about not finishing.
- {4} *Work through all of the questions in order.* If you do not know an answer to a problem, skip it and come back to it when you have finished the test.
- {5} *Read all of the possible answers* for each question before choosing an answer.
- {6} *Eliminate any answers that are clearly wrong,* and choose from the others. Words like always and never often signal that an answer is false.
- {7} *If questions are based on a reading passage,* read the questions first and then the passage. Then go back and try to answer the questions. Scan through the passage one last time to make sure the answers are correct.
- {8} *When you finish the test, go back through and check your answers for careless mistakes.* Change answers only if you are sure they are wrong or you have a very strong feeling they are wrong.
- {9} *Do not be afraid to guess at a question.* If you have a hunch you know the answer, you probably do!
- {10} *Use all of the time allotted* to check and recheck your test.