

K-12 REFERENCE PAGES

8.5" X 11"



LANGUAGE ARTS	PAGE 02
SCIENCE	PAGE 23
MATHEMATICS	PAGE 30
CIVICS/GEOGRAPHY	PAGE 36
ENVIRONMENTAL AWARENESS	PAGE 43
HEALTHY LIVING	PAGE 45
SUCCESS SKILLS	PAGE 75
CHARACTER	PAGE 97
CATHOLIC EDUCATION	PAGE 117
TEACHER RESOURCES	PAGE 129
STEM	PAGE 134
MISCELLANEOUS	PAGE 143



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

Nominative Case Pronouns replaced subject of a sentence

→ Examples: She took the bas Visit Aunt Jane.
We are looking forward to vis. ing Oregon.

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

→ Examples: Please give ne the papers.

Timothy's outstandir ervice earned him the award.

Possessive Case Phonouns show → Examples: The care escaped Their car slid off the

VERB

THAT EXPRESSES ACTION OR A ALSO INDICATES THE TIME OF ACTION OR STATE A VERB HAS DIFFERENT FORMS DEPENDING MBER, PERSON, VOICE, TENSE, AND MOOD.

Number indicates ther a verb is singular or plural. The verb and its subt must agree in number. → Examples: One dog Carks. Two dogs bark.

Person indicates when the subject of the verb is 1st, 2nd, 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*. the *present tense*.

→Examples: Singular 1st Person: I stop. 2nd Person: You stop. He/She/It stops. 3rd Person:

REVIEW **Voice** indicates whether the subject is the doer 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.

My apple pie is good.

The control of form compares two things.

- Example: Author Aty's apple pie is better than mine.

The superlative form contains three or more things.

- Example: Mom's apple pt is the best of all!

PREPOSITION

A WORL GROUP OF WORDS) THAT SHE HOW A NOUN OR PRONOUN HE TES TO ANOTHER WORD IN A SENTENCE.

→ Examples: The man walked into the The horse leaped *over* the fence.

Their team won the meet in spite of seve njured.

WORD THAT CONNECTS INDIVIDUAL

Coordinating conjunction connect a wor ... o a word, a clause a phrase. The sen elements conjunction must be equal. Common coordinating conjunctions are: and, but, r nor, for, yet, so.

Coordinating conjunctions used in pair de called correlative conjunctions. Common correlative conjunctions are: either, or; neither, nor; not only, but also; both ad; whether, or. *Examples: Both* raccoons *and* squ ♠ ls frequently invade our birdfeeders.

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

Subordinating conjunction opnect and show the relationship between try Lauses that are not equally important. Common boordinate conjunctions are: until, unless, since 10 coefore, as, if, when, although, after, because, ong as, as if, though, whereas.
mples: Until you decide to study, your grades won't

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 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, Yahweh

Days of the week → Sunday, Monday, Tuesday

Formal epithets → Ivan the Terrible

DO NOT SUBMIT FOR Bodies of water → Amazon River, Lake Huron

Cities, towns - Houston, Lafayette, Dear

Counties → Tippecanoe, Cork

Countries - U.S.A, Mexico, Canada

Continents → Africa, North Ame Landforms → Mojave Desert Appalachians Holidays and holy days → Lans Day, Christmas, Yom Kippur Months → January, February

Official documents - Enancipation Proclamation
Official titles - Preside Obama, Mayor Bradley

Periods and events it distory - Middle Ages, Renaissance

Planets, heavenly → Mars, Jupiter, Milky Way

Public areas - Ye wstone Na onal Park

Sections of a country or contine

Special events ttle of Lexin

Streets, roads, haways - Rodeo Drive, H

Trade names - Landa Accord, Kellogg's Co



The plurals of most runs are formed by adding s to the singular.

**Examples: pie = pies | desk = desks | machine = machines

The plural forms of no a sending in s, sh, x, z, and ch are made by adding es to the singular.

→ Examples: bus = buses / sh = dishes | fox = foxes | buzz = buzzes | church = churches

E FOLLOWING CHART PROVIDES A QUICK OVERVIEW

IZATION RULE

The plurals of words ending in o preceded (The property of the plurals of words ending in o preceded (The plurals of words ending in o preceded (The plurals of words ending in o preceded (The plurals of words ending in o preceded (The plurals of words ending in o preceded (The plurals of words ending in o preceded (The plurals of words ending in o preceded (The plurals of words ending in o preceded (The plurals of words ending in o preceded (The plurals of words)).

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.

riangle 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 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

and SOR A simple sentence consists of in ain clause. It expresses one main thought ne subject and one verb. a compound subject, a compound verb, or both. A simple sentence may co

→ Examples: We enjoyed the concert.

Amy and Scott were writed yesterday. (compound subject: Amy and Scott) Amy and Scott were Ben is leaving work an going home. (compound verb: leaving and going)

semicolon, A compound sentence contains two or more main clauses (in italics) connected by a conjunct or a comma was a conjunction.

→ Examples: slecting fossils is fun, but I think identifying fossils is difficult. (conjunction) Andy's suit lo new; it just got back from the cleaners. (semicolon)

Erin came hor a for Easter, and Courth to Florida. comma/conjunction)

air claus (in it lies) and one or more subordinate clauses (underline e, one indepe**nd**e Dad says that good grade Diligent sirdying is difficult, because I two dependent clauses)

A comportal-complex sentence has two or more main cla

→ Example Because the school bus broke down, the team rode in

are deceiving me, Kristi is on that runaway horse, and Dale is be

SPELLING RUO

Write *i* before *e* except at ..., or when sour *Exceptions: seize, weird, either leisure, neither or when sounded like a as in weigh and eight.

When the *ie/ei* combination is ne pronounced *ee*, it is usually spelled *ei*. → *Examples*: reign, weigh, neighbor

- → Examples: reign, weigh, neighbor
- → Exceptions: friend, view, mischief, fie

When a multi-syllable word ends in a consor and the suffix begins with a vowel — the same rule h 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 th 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.



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.



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



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 will result in a paper that is focused and consistent.



point of view of another person rather than ee your voice" What point of view or "voice" will to from their own point of vie an add variety and help you see you remains consistent.



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

WRITING AN ESSAY OR COMPOSITION PLANNING.

- {1} Select a gener subject are
- {2} Make a list Gour though
- (3) Use your list help focus on a specific to
- {4} Decide what y ou want to say about the to
- (5) Make a list details to support your statement.
- **(6)** Arrange the of details into an outline.
- [7] Do any reading and research necessary to provide additional support for s of your outline. careful list of all of your strees for your bibliography.
- **(8)** Write a first dra
- **(9)** Revise your first **(*)** making sure that:
 - **{a}** The introduction includes a clear statement of purpose.
 - (b) Each paragraph be with some link to the preceding paragraph.
 - {c} Every statement is supported or illustrated.
 - THE POINTS together, leaving the Fill with a common.

 The points together, leaving the Fill with a common together.

 The points together, leaving the Fill with a common together.

 The points together, leaving the Fill with a common together. (d) The concluding paragraph all of the important points together, leaving the th a clear understanding of the meaning of the essay of (1) ipc
 - (e) Words are used and spelled correct
 - **{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.





LANGUAGE ARTS punctuation

PERIOD

Use: to end a sentence that makes a statement or 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.

→ Examples: Mary J. Jones, Mr., Mrs., Ms.

COMMA

Use: to separate words or group?

→ Example: I used worms, , larva, bread balls, and bacon for bait.

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

→ Example: He ran

→Example: Esca

Use: to distinguis litems in an address and in → Examples: John Doe, 290 Main St. Midtown September 20, 19

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

Lnes, Ph.D. **→** Example: Joseph

QUESTION MARK

Use: at the end of a direct *O*ndirect question.

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

Use: to punctuate a short question wid arentheses. → *Example:* I am leaving tomorrow (is that po /) 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

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.

W ONLY . DO NOT SEMICOLON

Use: to join co entences that are not connected with a conjunction.

→ Example: It's elements ear Watson; the butler is clearly responsible.

Use: to separate groups of word

Example: I packed a toothbrush, de lorant, and perfume; jeans, a raincoat, and sweatshirts; and boots and tennis shoes.

QUOTATION MARKS

Use: to frame direct quotations in a sente III ce within the quotat marks.

he said, "if I will be able to afford

nat is being di 🗀 gested I replace word "always"

Use: to indicate that a word is slang.

Example: Julie only bought that out **()** o show that she's

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

— Examples: "You Are My Chine," "Violence in Our Spaints," "The Part of the Course of the Co

Society," "The Road

JOTATION 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 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 Indian The vice president arrived at the Capit arriving senators.

hear | to listen to here | in this place

→ Examples: Do you hear that strange sound? The juice is right here in the refrigerator.

it's | the contraction for is or it has

its shows ownership possession

→ Examples: It's near time to leve for the botball game The wagon lost its wh el in the m

lead | a heavy, gray

lead to go first, gra

led | the past tense of lead

→ Examples: Water propes in many older

homes are made of

This path will lead the waterfall. ice to the hideout. Bloodhounds led th

loose | free or not tig!

lose to misplace or something

→ Examples: Since she loweight, many of her clothes are loose.

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

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

principle | a rule, truth, or belief

→ Examples: Pineapple is one of the principal U

One *principle* of science is that all matter occupie

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.

Please place all of the newspapers over there.

They're coming over 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,

DO NOTES TEMPERATURE, etc.

whether by the or alternative

- Examples. With noting for warm, sunny weather for our family reunion.

family reunion.

We cannot decide whether will drive or fly to the reunion.

or who has Who's the contraction for wh

Whose the possessive form of

- Examples: Who's in charge of the tange? 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 p



TNIAG AOT TIMEUS TOP







LANGUAGE ARTS common prefixes & suffixes

COMMON PREFIXES

A PREFIX IS A SYLLABLE ADDED TO THE BEGINNING OF A WORD TO CHANGE ITS MEANING.

Prefix Meaning Examples autoself automobile, autopilot bitwo or twice bicycle, biannual, biweekly with comcompare, communicate, company O NOT SUBMIT FOR A conwith conference, concert, confide do the opposite of disappear, dislike, distrust disento make ensure, enlarge, enable beyond extraordinary. extrailnot not or within immature, impatient iminnot or within re, incomplete, indoors, ingrown between Mernational, interact, intersection interirresponsible, irregular irnot midmiddle midnight, midstream, midway mistake, misguide, misunderstood wrong misnot or wit nonsense, nonfat, nonfiction nonpostafter postgraduate, postwar prebefore prehistoric, precaution, preschool reback or urn, revirite, recycle, react below subabove supertransacross unnot

COMMON SFFIXES

Meaning

Suffix

-ship -ward A SUFFIX IS A SYLLABLE ADDED TO THE SUPPLY A WORD TO CHANGE ITS MEANING. IN IN ST CASES, WHEN ADDING A SUFFIX THAT STARTS WITH A VOL. SUPPLY A FINAL E OF THE ROOT WORD. FOR EXAMPLE, NERVE BECOMES NERVOUS. ALSO, CHANGE AT THE ROOT WORD TO AN / BEFORE ADDING ANY SUFFIX EXCEPT -ING.

-able	able to be	payable, movable, portable
-al	of, like, or suital of or	logical, natural, comical
-an	relating to, belong to, or living in	American, European, librari
-ance		performance, allowance
-ant	a person or thing that do something	contestant, peasant, servant
-ative	the condition or state of being a person or thing that do so mething having the nature of or relative characterized by full of relating to, belonging to, or living in quality or degree	imaginative, talkative, decor
-ent	characterized by	different, reverent, independ
-ful	full of	Asstrtul, beautiful
-ian	relating to, belonging to, or living in	musician, magician
-ity	quality or degree	activity, fatality, popularity
-ive	have or tend to be	active, attractive, impressive
-less	without or lacking	homeless, thoughtless
-ment	act of	payment, employment, achi
-ness	state of	happiness, thoughtfulness
-or	person or thing that does something	actor, accelerator
-ous	characterized by	nervous, courageous, famou
-ship	quality of or having the office of	friendship, leadership, comp

in the direction of

American, European, librarian performance, allowance contestant, peasant, servant imaginative, talkative, decorative different, reverent, independ of musician, magchan activity, fatality, popularity active, attractive, impressive homeless, thoughtless payment, employment, achievement happiness, thoughtfulness actor, accelerator nervous, courageous, famous friendship, leadership, companionship backward, homeward, westward



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, agility, navigate, ambiguous, action, react

anni, annu, enni | year

anniversary, annually, centennial

arch | chief, first, rule

- archangel, architect, archaic, patriarchy

aud | hear, listen

- audiology, auditorium, audition

belli | war

- rebellion, belligerent, bellicose

capit, capt | head

- decapitate, capital, capta

clud, clus, claus | shu

- include, conclude, re claustrophobia

cord, cor, cardi |

- cordial, concord, l, courage

corp | body

- corpse, corps, corparation, corps

crea | create

creation - creature, recrea

cresc, cret, creuse rise, grow

- crescendo, concre acrease

cycl, cyclo | wheel rcular

 bicycle, cyclic, cyclo Cyclops

dem | people

democracy, demograp of epidemic

dict | say, speak

 dictation, dictionary, b dictator, edict, predict, v

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, perfidy, fiduciary, fidelity, confident, infidel, federal, confederacy

fin | end, ended, finished

 final, finite, finish, confine, fine, refine, define, finale, infinity

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

ignis | fire

- ignite, igneous, ignition

ject | throw

t throw deject, or DO JNO Tecs UBMITS lav, lot, lut | wash

launder, lavatory, lotion, ablution liter | letters

- literary, literal, alliteration

magn | great

- magnify, magnificent, magnitude, magnanimous, magnum, magnate

man | hand

 manual, manage, manufacture, man fest, maneuver

migra | wander

- migrate, emigrant,

mit, miss | send, let

- emit, remit, submit, commit, trans mission, missile, commissary, emissary

nat, nasc | to be from, spring forth

- innate, natal, native, renaissance

nov | new

- novel, novice, innovate, renovate

omni | all, every

- omnipotent, omniscient, omnivorous

path, pathy feeling, suffering rs, sympathy, apathy, telepat

expedition, 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, subscribe, manuscript, inscription

sent, sens | feel

 sentiment, consent, dissent, sense, sensation, sensitive, sensory, sensible

sign, signi | sign, mark seal

gnal, signature, design, insignia

sist 79, stit | stand

assist, persist, stamina, status, state, statue, stary, stationary, establish

solv, solu li en esolvent, absolv solution

spir | breath

= spirit, expire, insp : respiration

tact, tang, tag, tig

 tactile, tactual, cons intact, tangible, contagious, cont**igu<mark>o</mark> l**

temporal sontemp<mark>o(🕢),</mark>

ain | hold

it, tenure, **det** pertinent, itain, pertai**n**

er®a | earth

= terrain, terrariu

tract, tra dra

table, abstract

trib | pay, b

ribute, attribute, distribute, tribute

ieorn, 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 common editing marks

↑ insert a comma - Her husband Andy decided to open his own repair business. insert an apostrophe - Mary hadn't planned on a sixth party guest. U insert quotation marks The students were required to read the poem Howl.

| insert written suggestion | Do Not SUBMI
| Jean-Pierre said his factive country to visit was the States | Just a period | Use a perio - The students were required to read the poem Howl." **₹** | capitalize - They traveled to the capitol to meet the vice president. lowercase → Tim fondly remembers playing football in High School. (le) sp spell out - It was Kim's (1st) trip to the (U.K).



→ I don't like to hurt other people's feelings.

stet (let it stand)

LANGUAGE ARTS outlining

OUTLINING

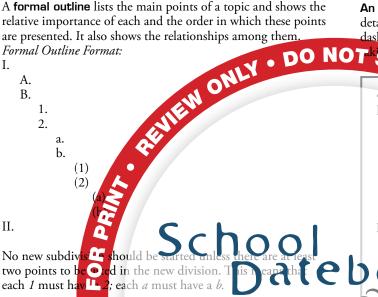
OUTLINES CAN HELP YOU ORGANIZE YOUR IDEAS. YOU MIGHT USE AN OUTLINE TO PLAN A SPEECH, COMPOSITION, OR TERM PAPER. YOU ALSO MIGHT USE AN INFORMAL OUTLINE TO TAKE NOTES.



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. Formal Outline Format:

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



xa. Y of a informal outline. How lightning

- Vide and become cloud's particle
 - electrically charge
 - positively and nega harged particles separate
 - positively charged particle in cloud collide with negatively che particles on ground
- II. Forms of lightning
 - forked

Formal outlines be either a sentence outline or a topic outline.

A sentence outling uses a complete sentence for each point and subpoint. A to butline uses words or phrases for each point and subpoint.

→Here is an example pic outline.

Thesis or Introductor

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

Conclusion

TOWNOW WEIVER ON THE WENTER ONLY





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.

According to the Modern Language Association Handbook for Writers of Research Papers, 8th edition:

- **{1}** Double-space all entries.
- 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.
- SUB pamphlets, periodicals, and films are all [4] Italicize the titles of works published independent published independently.
- If the title of a book you are citize includes the title of another book, italicize the maintenance but not the other title.
 Use quotation marks to indicate of short works included in larger works, song titles, and the soft unpublished works.
- publication information with a period followed by one space.
- (8) Use lowercase abbrevia (1) s to identify parts of a work (for example, vol. for volume), a named to later (trans.), and a named editor (ed.). However, when these designations follow a period, the first letter should be care lixed.
- 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.
- essed 5 Jan. 2019" instead of listing the date or the abbreviation, "n.d." {10} Use the phrase,

ANY CITATIONO (GENERAL GUIDELII (18)	Ant or. Title. (it) of container (self contained if book), Other contribut (translators or editors), Arsion (edition) Puncibar volva d/or not, Publisher, Publisher, Publisher, Location (pages, paragraphs, URL, of DOI). 2nd container's title, Other contributors, Version, Number, Publisher, Publication date, Date of Access (if applica)).
PAGE ON A WASITE	"How-to Change Your Car's Oil," eHow, 25 Sept. 2018, y ww.ehow.com/Ly_2018_how-oil.html. Accessed 5 Jan. 2019.
ARTICLE IN A JOURNAL FROM A WEBSITE (ALSO IN PRINT)	Doe, Jim. "Laws of the Open Sea." <i>Maritime Law</i> , vol. 3, no. 6, 2018, opp. 595-600, www.maritimelaw.org/article. Accessed 8 Feb. 2017
ARTICLE IN A PERIODICAL (GENERAL GUIDELINES)	Author's last name, first name. "Article title." Periodical title, Comonth Year, pages.
BYLINED ARTICLE FROM A DAILY NEWSPAPER	Barring Felicity. "Where Many Elderly Live, Sign of the Future." New York Transport 1982018 1982018
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." Atlantic, 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 MLA style of documentation

BOOK (GENERAL GUIDELINES)	Author's last name, first name. <i>Book title</i> . Publisher, publication date.
BOOK BY ONE AUTHOR	Wheelen, Richard. Sherman's March. Crowell, 1978.
TWO OR MORE BOOKS BY THE SAME AUTHOR	Garreau, Joel. Edge City: Life on the New Frontier. Doubleday, 1991 The Nine Nations of North America. Houghton, 1981.
BOOK BY TWO OR THREE AUTHORS	Purves, Alan C., and Victoria Rippere. <i>Elements of Writing About a Literary Work</i> . NCTE, 1968.
BOOK BY FOUR OR MORE AUTHORS	Pratt, Robert A. Ca D. O. L. N. O. Tri. SUpture. Houghton, 1956.
BOOK BY A CORPORATE AUTHOR	The lockefeller Panel Reports. Prospect for America. Do Orday, 1961.
BOOK BY AN ANONYMOUS AUTHOR	Literary Market Place: The Directory of the Book Publishing Indus. 2003 ed., Bowker, 2002.
BOOK WITH AN AUTHOR AND AND EDITOR	Toomer, Jean. Cane. Edited by Darwin T. Turner, Norton, 1988.
A WORK IN AN	Mortis, William, The Harstack in the Floods." Nineteenth Century Brit. Minor Poets, edited by Pichard Wabur and W. H. Auden, Dell, Laurel Edition, 1912 pp. 35-52.
AN EDITION OTHER THAN THE FIF -T	Chaucer, Googley. The Riverside Charger. Edited by Larry D. Benson. 3rd 1., Houghton, 1987.
SIGNED ARTIC IN A REFERENCE TOK	Wallace, Wilson D. "Superstition." World Book Encycloy dia. 1970 ed., v. 2, Macmillan, 2019.







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.

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 the le of a work. Capitalize all all books and journals. Note that the tral or gin these entries includes commas and rds in journal titles. Italicize titles of
- Invert authors' names (last name 1); give last name and initials for all authors of a part olar work, unless the work has more than six authors (in this list the first six authors and then use et al. after the sixth, thor's name to indicate the rest of the authors). Alpha to by authors' last names letter by letter. If you have more than a work by a particular rest of the authors). Alpha Le by authors' last names letter by letter. If you have more than one work by a particular author, order them by position date, oldest to newest (thus a 2016 article would appear before) 2018 article). When an author appears as a sole author and again as the first author of a group, list the one-author entries as If no author is given for a particular source, alphabetize by the title of the piece in the reference list. Use a shortened ersion of the title for parenthetical citations within the text.
- Use "&" instead and" before the author's name when listing multiple authors of a single work

BASIC FOR TO FOR ST

An article in a pendical (such as a journal

→ Author, A. A. Nuthor, B. B., & Author, C

volume number (issue number), pages.

You need to list only the volume number if the periodical uses continuous ch issue volume. you should list the issue number as well begins with page 1

A nonperiodical s in as a book, report, brochure or audiovisual media

→ Author, A. A. Prof publication). Title of work: Capital letter also for subtitle (Ed Do not include the locuon of the publisher in the citation.

Part of a nonperiodic seuch as a book chapter or an article in a collection)

Author, A. A., & A. F. J. B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.) Publisher. (pages of chapter

When you list the pages of the over or essay in parentheses after the book title, use "pp." before the num abbreviation, however, does no ar before the page numbers in periodical references, except for ne TNIAG AOA TIME

BASIC FORMS FOR E

A web page

Author, A. A. (Date of publication or revision). *Title*

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 APA style of documentation



EXAMPLES

Journal article, one author

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. Journal of Comparative and Physiological Psychology, 55, 893-896.

Journal article, more than one author

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-estee 10 m 10 150 5/ d Social Psychology, 65, 1190-1204.

Work discussed in a secondary source

→ Coltheart, M., Curtis, B., Atkins Haller, M. (1993). Models of reading aloud: Description and parallel-distributed-

processing approaches. Prological Review, 100, 589-608.

Give the secondary source in the sences list; in the text, name the original work, and give a citation for secondary source. For example, if Seidenberg and M. Aland's work is cited in Coltheart et al. and you did not read the original or k, list the Coltheart example, if Seidenberg and Mand's work is cited in Coltheart ereference in your reference list. In the text, use the following citation: list the Coltheart et al.

In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993),

Magazine article, on Juthor

Henry, W. A., 1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

Book

Americal Osychological Association.

An article or chapter of a book

O'Neil, J. M. Egan, J. (1992). Men's and women's gender ro transform on. In B. R. Wainrib (Ed.); Gender transform ringer.

A government pullation

National Institution of Mental Health. (1990). Clinical training in serious mental illne PHS Publication No. ADM 90-1679). U.S. Government Printing Office.

A book or article with a author or editor named

- Merriam-Webster's cot Ziate dictionary (11th ed.). (2005). Merriam-Webster.
- New drug appears to co isk of death from heart failure. (1993, July 15). The Washington Post, For parenthetical citations of so es in text with no author named, use a shortened version of the title i of an author's name. would appear Use quotation marks and italics, as appropriate. For example, parenthetical citations of the two sou as follows: (Merriam-Webster's, 206) ("New Drug,"

A translated work and/or a republishe wo

Laplace, P. S. (1951). A philosophical essa ory, Trans.). Dover. (Original work published 1814).

A review of a book, film, television program, etc.

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*]. Contemporary Psychology, 38, 466-467.

An entry in an encyclopedia

Bergmann, P. G. (1993). Relativity. In The new encyclopaedia britannica (Vol. 26, pp. 501-508). Encyclopaedia Britannica.

An online journal article (no DOI assigned)

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. Journal of Buddhist Ethics, 8. http://www.buddhistethics.org/2/inada1

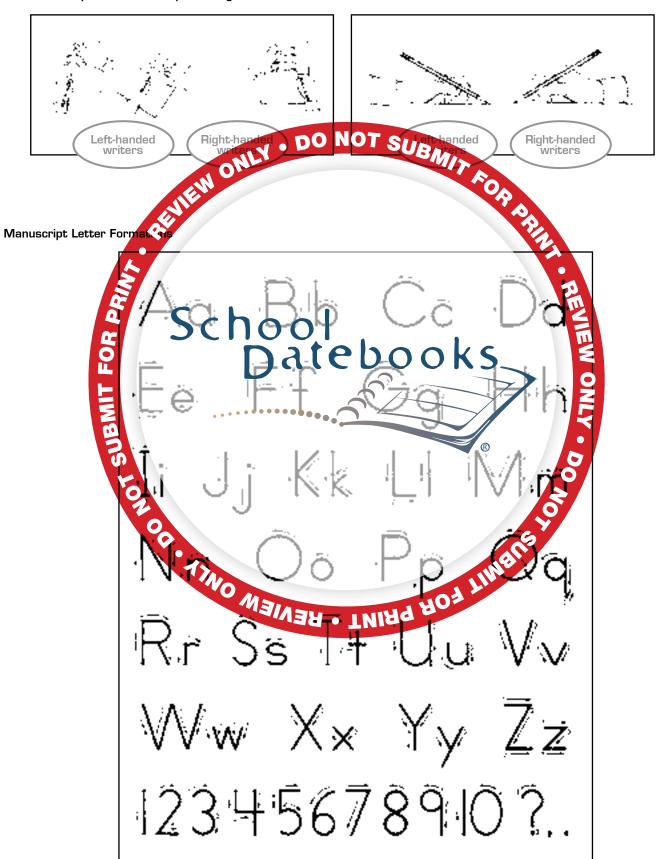
A web page

→ Daly, B. (1997). Writing argumentative essays. http://www.ltn.lv/~markir/essaywriting/frntpage.htm



LANGUAGE ARTS manuscript writing

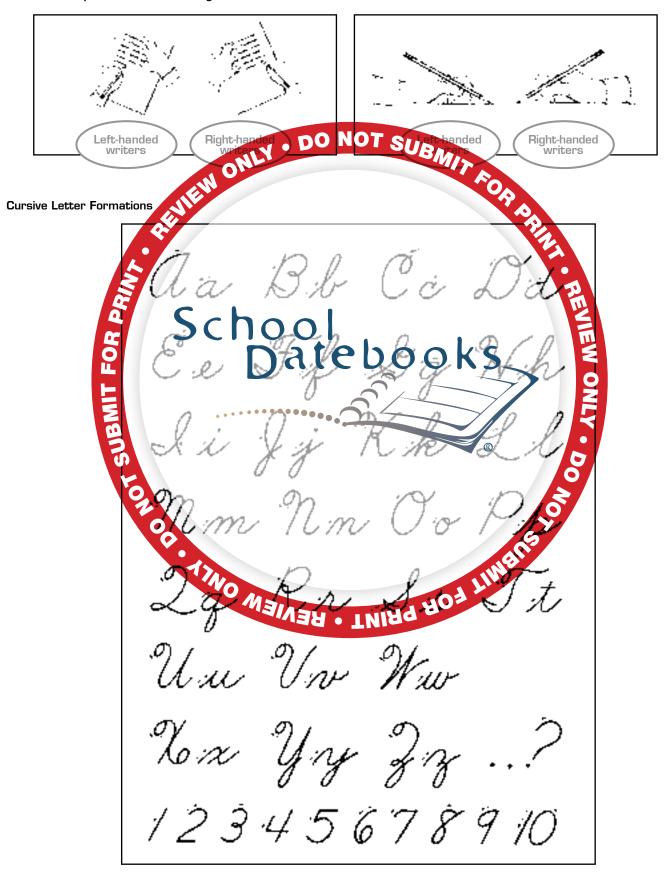
Position of Paper for Manuscript Writing





LANGUAGE ARTS cursive writing

Position of Paper for Cursive Writing





LANGUAGE ARTS frequently misspelled words

absence absorb accept accidentally accompany accuse ache achieve acquaintance acquire affect afraid against aggression aggressive all right a lot already always amateur ambition among apology apparent appearance appreciate arctic argument article associate athlete attendance attitude author awful beautiful beauty because beginning believe benefit bicycle biscuit boundary Britain brilliance brilliant bureau business captain career carrying cemetery certain challenge chief children

Christian cinnamon climbed climbing clothes colonel college column commercial committee completely concentrate conscientious conscious continue continuo convenie convenie geous rteous icism icize iosity eive de desser destrov develop dictionary didn't difficult dinner dining disappear disappoint discipline discussion disease dissatisfy doctor does doesn't dropping

either embarrass enough entertain envelope equipment equipped escape especially etc. everybod $oldsymbol{O}$ xcellence excellent except excitement exciting existence expense experiment families fascinate fasten fatigue favorite fiction fictitious field finally first forecast foreign foresee forest foretell fragil freight friend front fulfill government governor grabbed grammar grateful guarantee guard

guess

guest

handsome

happen

happiest

happily

during

easier

easiest

easily

effect

chocolate

chosen

happiness hear height here history hoping hospital occur humor humorous DOMOT magine immediate immediately immensely incident other independent Indian innocent instead intelligence intelligent jealous piece know pilot knowledge plane laboratory laid leisure library lightning literature lonely loose lying magazine magnificent mathematics meant medicine millionaire miniature minute mischievous model mosquito narrative necessary

ninety notice noticeable nuisance obedience occasion occurred rein occurrence reign SUBMIT ccurring opposite original pageant parallel particular passed peculiar persuade phenomenor pleasant poison possess possession possible practically prairie precede NIAG FOE preparation principal principle privilege probably profession prophecy psychologist psychology pursue quantity successful quiet suggest quite summarize

receive suspicion receiving swimming recess synagogue temperament recognize themselves recommend there reference therefore referring thev they're relative thief relief thoroughly religion thought remember through petition tobacco together tomorrow restaur tragedy rhyme tried rhythm trouble ridiculous truly running two safety unique Saturday **u**ntil unusual scent schedule ually ccinate issors acuum etable lage etary emester llain eather sense Wednesday separate weight separation weird sergeant shepherd were we're shining sincerely where soldie whether which whole eak whose speech witch sponsor woman squirrel women stationery wonderful stepping wreck stopping writing stories written strengthen wrote stretch volk studies your studying you're succeed

raspberry

realize

really

summary

suspense

superintendent

neighbor

nervous

nineteen

niece



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 bie

It's going poorly. | Ça

Not bad. Pas mal.

And you? | Et vous? ormal: Et tu?)

BASICS

Who | Qui

Where | Où

When | Quand

Why | Pourquoi

What | Quoi

How | Comment

A lot | Beaucoup / FOR

iglais? Do you speak English? | Parlez

How do you say...? | Comment d

I need help. | J'ai besoin d'aide.

Help! Au secours!

I am lost. | Je suis perdu.

INTRODUCTIONS

What's your name Comment vous appelez-

(Informal: Comment t'appelles-tu?)

My name is... | le __appelle...

Pleased to meet Enchanté(e).

I'd like you to mee Je vous présente...

(Informal: Je te pré

This is... | Voici...

5 cinq

PLEASANTRIE

S'il te plaît) Please | S'il vous plaît (Info.

Thank you | Merci

You're welcome. | Je vous en prie. (Formal: Je t'en prie.)

No problem. | De rien.

Excuse me. | Excusez-moi. (Informal:

DAYS OF THE WEEK

Monday | lundi

Tuesday | mardi

Wednesday | mercredi

Thursday | jeudi

Friday vendredi

Saturday sau

INT • REVIEW ON

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

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 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

INTRODUCT

na (uster?) What's your name My name is... | 1 mo...

Pleased to meet Encantado(a)

Likewise | Igualm

Me gustaría que conozcas a... I'd like you to me

This is... | Este(a

PLEASANT

Please | Por favor

Thank you | Gracias

You're welcome. | De n

No problem. | No hay pr

Excuse me! | ¡Discúlpeme!

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?

How ONLY • DO NOTick

Also | Tambiés

A lot | Mucho

The | El, La, Los, Las

PHRASES

Do you speak English? | ;Habla Ing

How do you say...? | ¿Cómo se dice. I need help | Necesito ayuda

I am lost | Estoy perdido(a)

4 | cuatro

DAYS OF THE WEEK

Monday | lunes

Tuesday | martes

Wednesday | miércoles

Thursday | jueves

Friday | viernes

Saturday

MINAT • REVIEW ONLY

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 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

It's okay. | Es geht.

It's going well. | Es geht gr

It's going poorly. | Es

Not bad. | Nicht schle

And you? | Und du

BASICS

Who | Wer

Where | Wo

When | Wann

Why | Warum

What | Was

How | Wie

IEW ONLY . DO NOT SUBMIT A lot | Viel PHRASES

Englisch? Do you speak English? | Sprech

How do you say...? | Wie sagen

I need help. | Ich brauche Hilfe.

I am lost. | Ich bin verloren.

INTRODUCTUNS

What's your nam? **Wi**e heißen Sie?

School

(Informal: Wie heißt du?)

My name is...

Pleased to meet Freut mich.

I'd like you to mee 🕠 Ich möchte Ihnen...

This is... | Das ist

PLEASANTRIE

Please | Bitte

Thank you | Danke

You're welcome. | Bitte.

No problem. | Kein Problem.

Excuse me. | Entschuldigen Sie.

RESPONSES

DAYS OF THE WEEK

Monday | Montag

Tuesday | Dienstag

Wednesday | Mittwoch

Thursday | Donnerstag

Friday | Freitag

Saturday | Sams

Sunday S

Bitte.
Sie.
Sie.
Satu.
Sunday Sunday

MONTHS

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

January | Januar

February | Februar

March | März

April | April

May | Mai

June | Juni

July | Juli

August | August

September | September

October | Oktober

November | November

December | Dezember



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/

wăn shàng hảo

Good night | 晚安 wăn 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 mā?

l'm... | 我 ... wŏ

(very) well | (很) 好 hěn hǎo

(very) bad | (很) 不好 hěn bù

How's it going? | 最近怎么样 zěn mē yàng?

lt's okay. | 还行 hái xíng Not bad. | 还不错 hái

And you? | 你呢? nǐ

INTRODUCT

What's your name 77 nǐ jiào shén me My name is... wŏ jiào...

很高兴认识你, Pleased to meet you.

hěn gão xìng r**èr**

Likewise. | 我也一 wǒ yě yī yàng.

我来介绍下 wǒ lài jiè shào xià I'd like you to meel.

This is... | 这位是 z wèi shì...

PLEASANTRIE

Please | 请 qǐng

Thank you | 谢谢 xiè xiè

You're welcome. | 不客气.

No problem. | 没问题. méi 🛚 • REVIEW ONLY

Excuse me! | 不好意思! bù hǎo

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 bú jì dé lē.

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 dē / kěn dìng dē

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 shéi

Where | 在哪里 zài nǎ lǐ

When | 什么时候 shén mē shí hòu

Why | 为什么 wèi shén mē

What | 什么 shén mē

How | 怎么样 zěn mē yàng

Which | 哪一个 nǎ yī gè

NOT SUBI

Also 🗠 A lot | 很多 / 许

The | 那个 / 这个 zhè

PHRASES

Do you speak English? | 你说英语

nǐ shuō yīng yǔ mā?

How do you say...? | 怎么说...? zěn mě I need help. | 我需要帮助. wǒ xū yào bār

I am lost. | 我迷路了. wǒ mí lù lē.

5 五 wǔ 10

DAYS OF THE WEEK

Monday | 星期一 xīng qī yī

Tuesday | 星期二 xīng qī yīè Wednesday | 星期三 xīng

Thursday | 星期四 xīng

Friday | 星期五 xīng Saturday | 星期

₹ xīng qī rì /

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

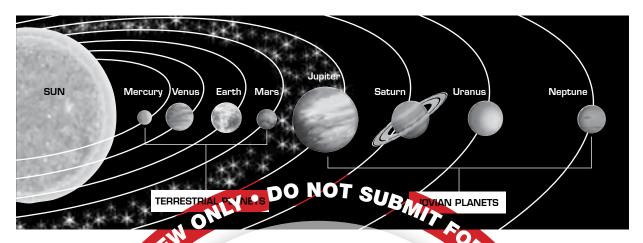
September | 九月 jiǔ yuè October | 十月 shí yuè

November | 十一月 shí yī yuè

December | 十二月 shí èr yuè



SCIENCE the solar system



OUR SOLAR SYSTEM

Observing the night sky with the paked eye, ancient astronomers notic moving points of light they catled "planets," which means "wanderers." aked eye, ancient astronomers noticed Those first planets were for Roman deities: Mercury, Venus, Mars, Jupiter, and Satur

With the invention of ge telescope, astronomers were able to see other planets. These in aded Uranus 1781 Pluto in 1930, which ater redefine thousands of asteroid comets fill between Mars and Jr 10 Comets exist beyond Pluto

There are two types planets. Terrestrial planets, clos have rocky surfaces nese are Mercury, Venus, Earth, and Mars. Those beyond Mars' orbit iter, Saturn, Uranus, and Neptune, are called Jovian planets, mean gas giants.'

THE SUN

A huge sphere of most inized gas, the sun is the closest star to Earth. diameter: almost 870,0

temperature: 27 million

weight on the sun: 100 H • Earth would weigh 2,700 lbs on the sun.

MERCURY

Named for the Roman mess Mercury orbits the sun faster than any other planet.

diameter: 3,031 miles temperature: -280°F to 800°F rotation: 59 Earth days tion: 88 Earth days

mean distance from the sun: 35.98 mi closest distance to Earth: 57 million miles

BEVIEW weight on Mercury: 100 lbs on Earth would weigh

Named for the Roman goddess of love and beauty, it is the only planet that rotates in the opposite direction of its orbit around the sun. diameter: 7,521 miles temperature: 55°F to 864°F rotation: 243 Earth days revolution: 243 Earth days

mean distance from the sun: 67.23 million miles closest distance to Earth: 26 million miles

weight on Venus: 91 lbs on Earth would weigh 88 lbs on Venus.

Earth is the only planet known to harbor life and the only planet with liquid water on its surface. Water covers 70 percent of the planet. diameter: 7,926 miles temperature: -126°F to 136°F rotation: 24 hours revolution: 365.2 days

mean distance from the sun: 92.96 million miles.

MARS

gets its red coloring from soil Named for the Roman god of v rich in iron oxides.

diameter: 4,221 miles perature: -225°F to 95°F rotation: almost 25 Earth hours vition: 687 Earth days

mean distance from the sun: 141.61 million miles closest distance to Earth: 35 million mil

weight on Mars: 100 lbs on Earth would weight 38 lbs on Mars.

JUPITER

The largest planet in our solar system was name he king of the Roman gods. Its bands of color can be seen with 🌙 e telescope.

revolution: 1 234°F average revolution: 86 Earth years mean distance from the sun million mi 🍩

chosest distance to Earth: on miles

234 lbs on Jupiter. weight on Jupiter would weig

d®f agriculture, Sat<mark>urn was</mark> the most distant planet known by the ancients. Its rings are con sed of ice particles. diameter: 74,500 miles re: -288°F average tempe 29.5 Earth years rotation: almost 11 Earth hours mean distance from the sun: 890.73 mill closest distance to Earth: 744 million weight on Saturn: 100 lbs on Earth zigh about 107 lbs on Saturn.

Originally named Georg n honor of King George III, Uranus was discovered in 17 e as far from the sun as Saturn. diameter: 31 temperature: -353°F uniform revolution: 84 Earth years ce from the sun: 1,784.89 million miles

t distance to Earth: 1.6 million miles

weight on Uranus: 100 lbs on Earth would weigh 89 lbs on Uranus.

NEPTUNE

Named for the Roman god of the sea, Neptune's layer of methane gives it a blue coloring. Winds tear through its clouds at more than 1,200 mph.

diameter: 30,775 miles temperature: -391°F rotation: 16 Earth hours revolution: 165 Earth years

mean distance from the sun: 2,793.12 million miles closest distance to Earth: 2.68 billion miles

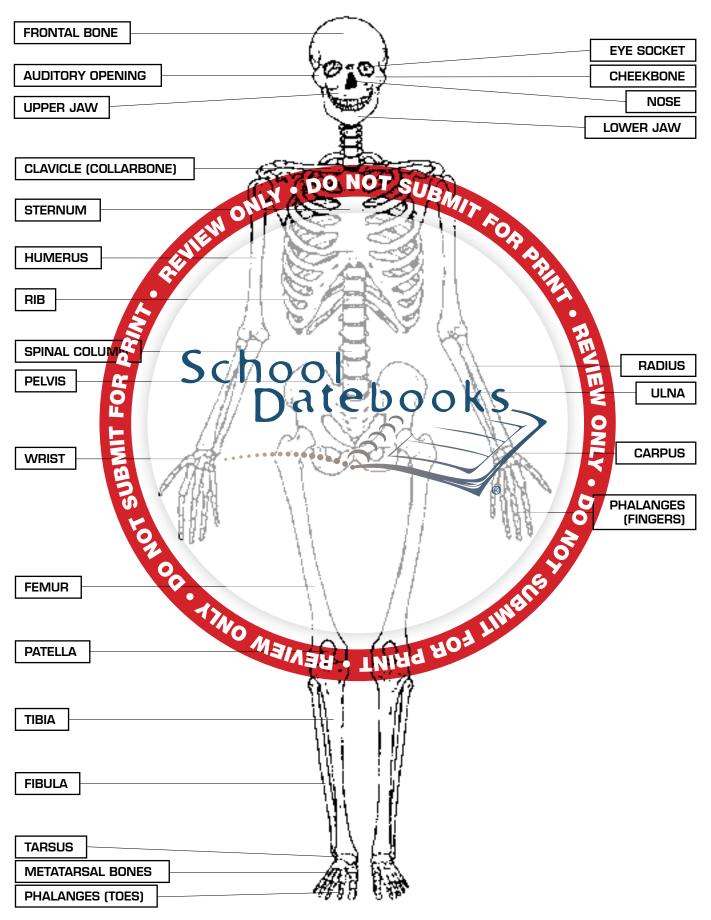
weight on Neptune: 100 lbs on Earth would weigh about 119 lbs on Neptune.

DWARF PLANETS

Named for the Roman god of the underworld, Pluto is the coldest, smallest, and outermost planet in our solar system. In 2006, Pluto was reclassified as a dwarf planet. Other dwarf planets are Ceres, Eris, Makemake, Haumea, and Sedna.

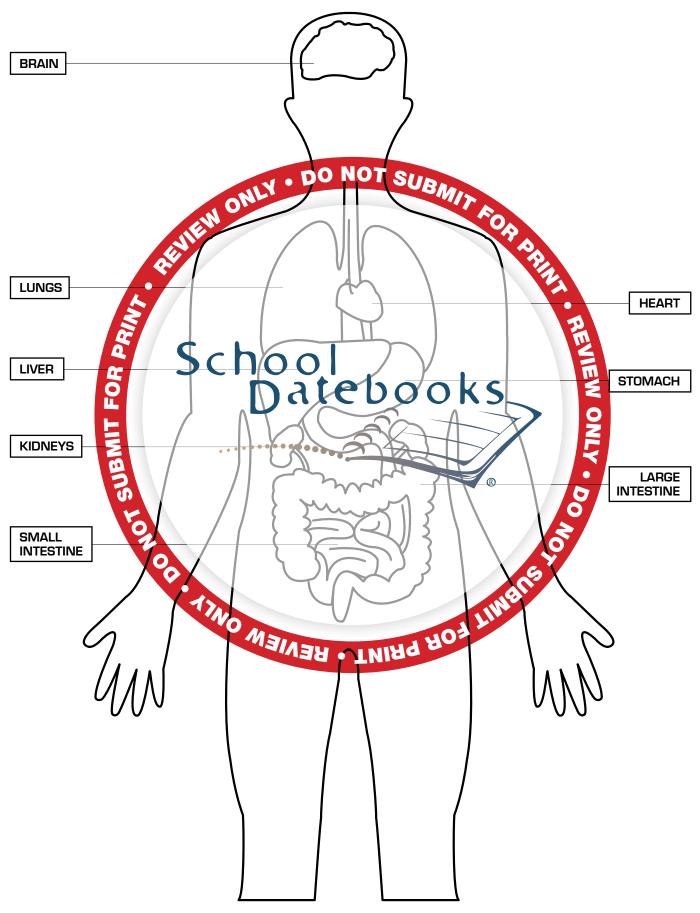


SCIENCE the human skeleton





SCIENCE major organs of the human body





SCIENCE Periodic table of the elements

	GROUP 1 ** IA ***								BMI	CUBMIT FOR BE	00							418 VIIIA
•	- I						O	Camp.	Acia	Symbol -		12						2 T
-	hydrogen 1.008	۲					Eleme	lement Name	→ silver 107.9 →		ass		¢	44 <u>V</u>	5₹	16 VIA	4IIA	helium 4.003
•	۳.5	ֆ Ծ	Group I/	Group IA (excluding Hydrogen) compr	Hydrogen) cc	ise the	alkali metals.				S		, <u>n</u>	ه د	► Z	∞ O	6 L	۽ ع
	lithium 6.941(2)	beryllium 9.012	Group I	Group IIIA comprises the alkaline est. Group VIIIA comprises the noble	the alkaline	ee metals.							boron 10.81		nitrogen 14.01	oxygen 16.00	fluorine 19.00	neon 20.18
1	-	12			Y				• •				13	4	15	16	17	18
က	Z	δ			O		Transition Metals	Metals —			1	Γ	A	S	۵	Ŋ	ប	Ā
	sodium 22.99	magnesium 24.31	e ≣	3 4 BIII IVB	M	6 VIB	7 VIIB	_∞ L	WIIIW	9	. ≌	B 2	aluminum 26.98	silicon [28.08, 28.05	nhosphorus 30.97	sulfur 32.07	chlorine 35.45	argon 39.95
' '	19	20	21	22		24		26	27	82	Ŋ	30			33		35	36
00IS	¥	Ca	Sc	F	11	ò		Бe	O	Z	3	Zn	Ga	Ge	AS		Ŗ	¥
434	potassium 39 10	calcium 40 08	scandium AA 96	titanium 47 87	adjum 50 94	chromium	Ε	iron 55.85	cobalt 58 a	nickel	R2 F	zinc 65 38/9)	gallium 60 72	germanium 72 63	arsenic		bromine 79 90	krypton 83 80
-1	37	38	39	40		42	_	44	4	46		48	49	50)		53	54
ıc	8	Ś	>	Z	2	Mo		Ru	Æ	PG	Ā	S		Sn	0		-	Xe
ı	rubidium	strontium	yttrium	zirconium	niobium	molybdenum		ruthenium	rhodivun	pallar um	silver	cadmium	indium	ţ	a		iodine	xenon
!	85.47	87.62	88.91	91.22	92.91	95,95		101.1	02.	106.4	107.9	112.4	114.8		Ī	- 1	126.9	131.3
	55	26	57-71	72	73	74		76	-	78	79	80	81		0		82	86
9	S	Ba	- Parthaudide	Ĭ	a	>	Re	90		5	Au	5 T	F		7		¥	2
	cesium 132.9	barium 137,3		hafnium 178.5	mtalum 180.9	tungsten 183.8	rhenium 186.2	osmium 190.2	192.2	pla tinum 95	gold 197.0	mercury 200.6	thallium 204.4	lead 207.2	bismuth 0.0		astatine (210)	radon (222)
1	87	88	89-103	104	105	106	107	108	109	٥	111	112	113		215	1	117	118
7	Ļ	Ba	Actinoids	¥	g	Sg	찚	H	Mt	Ds	Rg	Cu	¥		7		L	6 0
	francium (223)	radium (226)		rutherfordium (267)	30	seaborgium (269)	bohrium (270)	hassium (269)	mei neriun 277)	darmst dtiun (28)	roentgenium (282)	copernicium (285)	nihonium (286)	flerovium (290)	(290)	livermorium (293)	tennessine (294)	oganesson (294)
1	•				3					1								
* IUPAC	conventional	* IUPAC conventional atomic weights;	ıts;	57	58	29	09	61	63	99	64	65	99	6	89	69	02	71
standar	standard atomic weights for these elements are expressed in interval	standard atomic weights for these elements are expressed in intervals;	is:	Ľ	ပိ	P	PN	Pm®		E CO	P 5	q L	DY	3	ш	E	Ϋ́	3
see iups	ac.org for an e	see iupac.org for an explanation and values. ** Numbering system adopted		lanthanum	Cerium	dynoium	neodymium	promethium	Sama, vm	duropium	gadolinium	terbium	dysprosium		erbium	thulium	ytterbium	lutetium 174 0669
by IUPA	C. *** Number	by IUPAC. *** Numbering system widely	idely	89	06	S		93		200	96	97	98	66		101	102	103
used fro	used from the mid-20th century. () indicates the mass number of	used from the mid-20th century. () indicates the mass number of the	- L	Ac	Ę		7	dN	_	Xm/	CH	A X	5	Es		2	ŝ	۲
longest	longest-lived isotope.			actinium (227)	thorium 232.0377	protactinium 231.03588		neptunium (237)	plutonium (244)	americium (243)	curium (247)	berkelium (247)	(251)	einsteinium (252)	fermium (257)	mendelevium (258)	nobelium (259)	lawrencium (262)
					Source	Source: The International	Milon	D _O	a	lied Chemistry (IUPAC), En	ENVE	Britannie	ea, and others	si.				:



SCIENCE physics laws & formulas

Mass Density

mass density = volume

Speed

distance covered average speed = elapsed time

Acceleration

$$a = \frac{\Delta v}{\Delta t}$$
 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 i_I=initial time)

Law of Universal Gravitation

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

(F=force of attraction; m₁ ar the two bodies; d=distance be of m₁ and m₂; G=gravitational constant)

Work Done by a Fo

work = (force)(d

Power

power =

Kinetic Energy

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

(KE=kinetic ener

Specific Heat

$$Q = cm\Delta t$$

(Q=quantity of heat; d specific heat; m=mass; Δt=change in temperatu

Electric Current - Strengt

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

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

Momentum

momentum = (mass)(velocity)

Mass-Energy Equivalence

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

force=(mass)(acceleration)

Torque

T = FR

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

Boyle's Law when temperature constant:

$$p_1V_1 = p_2V_2$$

(p_1 =original pressure; p_2 =new pressure; iginal volume; V₂=new volume)

(V=wave velocity; n=wave fre wavelength)

Illumination on a Surface Perpend

to the Luminous Flux

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

(E=illumination; I=intensity of the source; r from source to surface perpendicular to the bear

cal Length of Mirrors and Lenses





Ohm's Law

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

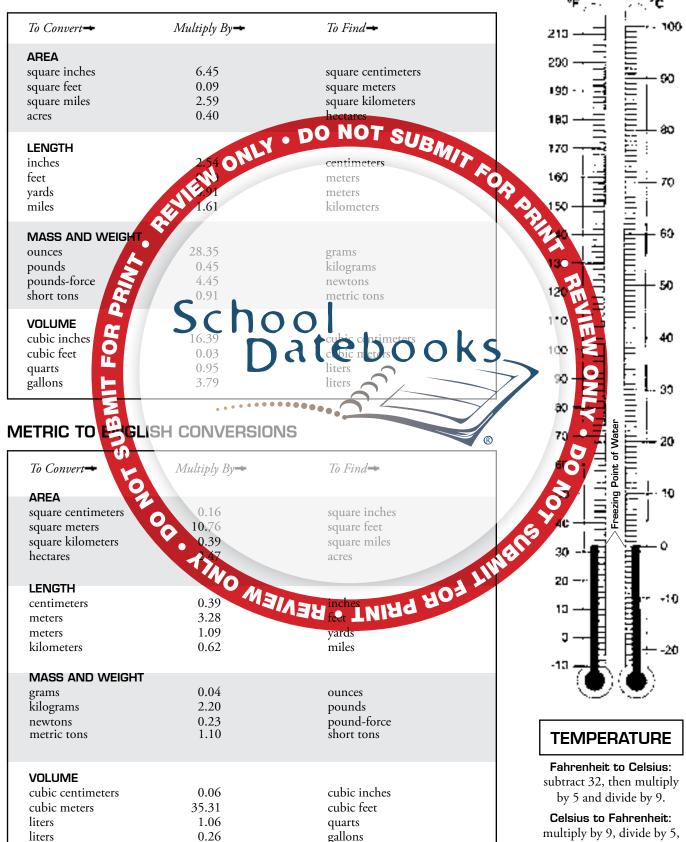
(I=strength of the current flowing in a co V=the potential difference applied to i R=its resistance)





SCIENCE unit conversions

ENGLISH TO METRIC CONVERSIONS



then add 32.



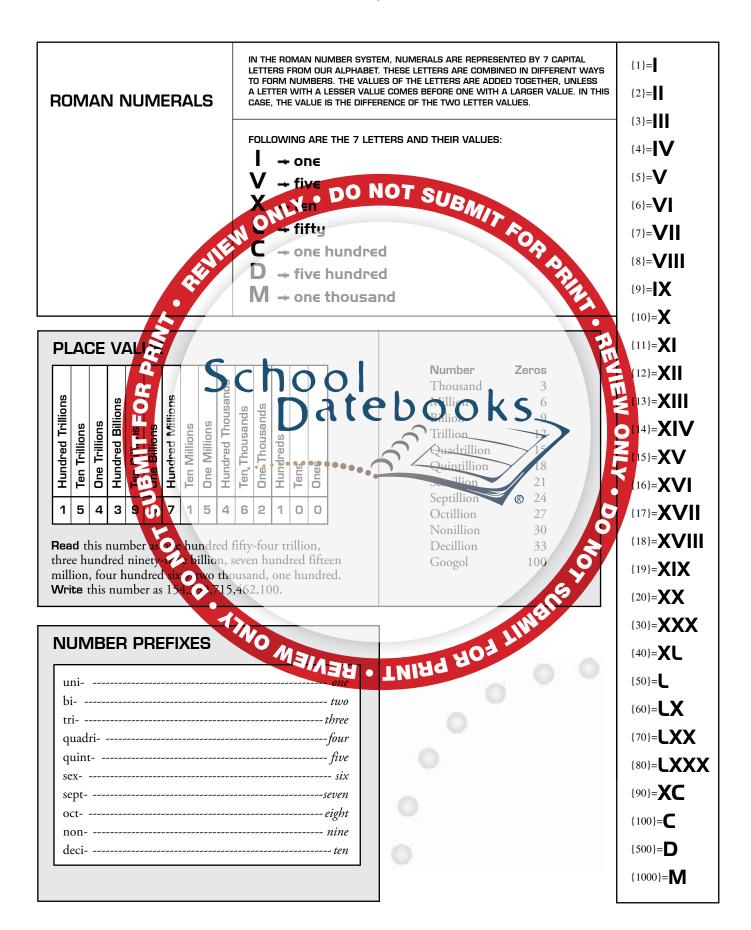
SCIENCE weights & measures & formulas

WEIGHTS AND MEASURES

Area 1 square foot (ft') 144 square inches (in') 1 square yard (yd') 9 square feet 1 square mile (mi') 10,000 que centimeters (mm') 1 square yard (yd') 9 square feet 1 square mile (mi') 10,000 que retimeters 1 square mile (mi') 10 que retimeter (mi') 10,000 que retimeters 1 square mile (mi') 10 que retimeter (mi') 10,000 que retimeters 1 square mile (mi') 10 que retimeter (mi') 10 que retimete				0
Square foot (ft')	ENGLISH		METRIC	
1 square yard (yd')	Area		Area	
1 acre				
Section Section 1,00000 quare meters 1 square mile (mi') 6-30 acres 1 square mile (mi') 1,000,0000 up meters 1 square mile (mi') 1,000,0000 up meters 1 square mile (mi') 1,000,0000 up meters 1 square (q) 1 pint (pt) 2 cimb 2 cimb 1 decliner (d) 0.01 liner (L) 1 liner (q) 1 quart (q) 2 pints 1 decliner (d) 0.1 liner (d) 1 liner (q) 1 liquart (q) 1 decliner (d) 1 liner (d) 1 liner (d) 1 liner (q) 1 liquart (q) 1 decliner (d) 1 liner (d) 1 liner (d) 1 liquart (q) 1 liquart	1 square yard (yd ²)	9 square feet		
Capacity Cap	l acre	43,560 square feet		
Length 1 foot (ft) 12 inches (in) 1 yard (yd) 36 inches 1 millimeter (mm) 1 millimet	1 square mile (mi ²)			•
Length 1 foot (ft) 12 inches (in) 1 yard (yd) 36 inches 1 millimeter (mm) 1 millimet	Capacity	,, DO	NO ₄ TaSUP	
Length 1 foot (ft) 12 inches (in) 1 yard (yd) 36 inches 1 millimeter (mm) 1 millimet	1 cup (c)	8 fluid	1 milliliter (mi///	001 liter (L)
Length 1 foot (ft) 12 inches (in) 1 yard (yd) 36 inches 1 millimeter (mm) 1 millimet	1 pint (pt)	2 cups	1 centiliter (cl)	01 liter
Length 1 foot (ft) 12 inches (in) 1 yard (yd) 36 inches 1 millimeter (mm) 1 millimet		2 pints	1 deciliter (dl)	l liter
Length 1 foot (ft) 12 inches (in) 1 yard (yd) 36 inches 1 millimeter (mm) 1 millimet		4 cups	1 dekaliter (dal)	10 liters
Length 1 foot (ft)		4 quarts		
For (ft) 12 inches (in) 12 inches (in) 13 yard (yd) -36 inches 1 millimeter (mm) 0/1 meter (m) 1 yard (yd) -36 inches 1 millimeter (mm) 0/1 meter (m) 1 centimeter (cm) 1 centimete	Length		l kiloliter (kl)	1,000 liters
1 yard		12 inches (in)	Length	
1 yard	1 yard (yd)	36 inches	1 millimeter (mm)	001 meter (m)
Time 1 minute (min)	1 yard	3 feet	1 centimeter (cm)	01 meter
Time 1 minute (min) - 1	1 mile (mi)	5,280 feet	1 decimeter (dm)	1 meter
Time 1 minute (min) - 1	1 mile	1,760 wrds	1 dekameter (dam)	10 meters
Time I minute (min) $\frac{1}{11}$	Or I	361100	1 hectometer (hm)	100 meters
1 hour (h) — 6 Anutes 1 day (d) — 24 hours 24 hours 1 year (yr) — 12 months (mo) 1 year (yr) — 12 months (mo) 1 year (yr) — 12 months (mo) 1 year — 352 weeks 1 year — 365 days 1 hectogram (hg) — 100 grams 1 hectogram (hg) — 1000 grams 1 kilogram (kg) — 1000 grams 1 hectogram (hg)			1 kilomær (km)	30 0 meters
1 day (d) 24 hours 1 week (wk) 2 down 1 year (yr) 12 months (mo) 1 year (yr) 12 months (mo) 1 year 7 52 weeks 1 decirant (s) 10 grams 1 decirant (s) 10 grams 1 decirant (s) 10 grams 1 hectogram (kg) 100 grams 1 hectogram (kg) 100 grams 1 kilogram (kg) 1000 grams 1 kilogram (kg) 1000 grams 1 hectogram (kg) 10		60 kcon's	CUUUNS	
1 week (wk) 1 year 1 year 2 2 months (mo) 1 year 2 2 weeks 1 deckagam. 1 hectogram (kg) 2 10 grams 1 hectogram (kg) 2 10 grams 1 hectogram (kg) 2 100 grams 1 hectogram (kg) 3 1 hectogram (kg) 4 1 hectogram (kg	The state of the s	6 mutes		
I year (yr) — 12 months (mo) I year — 52 weeks I year — 365 days I vear — 365 days I century (c) — 100 years I lettogram (kg) — 100 grams I kilogram (kg) — 100 grams I k		24 hours		
1 year		7 days	Ncentigram (cg)	
1 year 365 days 1 century (c) 365 days 1 kilogram (kg) 365 days 1 kilogram (.1 gram
1 kilogram (kg) 1000 grams metric ton (t) 2000 grams metric ton (t) 2000 kilograms Weight 1 pound (lb) 16 ounces (oz) 1 short ton (T) 2,000 pounds FORMULAS Perimeter of a rectangle P-2(l+w) Pythagorean 10 n	1 year			
Weight 1 pound (lb) ————————————————————————————————————		2		100 grams
Perimeter of a rectangle ————————————————————————————————————		100 years		1,000 grams
Perimeter of a rectangle ————————————————————————————————————	Weight		(0)	
Perimeter of a rectangle ————————————————————————————————————	1 pound (lb)			0
Area of a rectangle	1 short ton (T)	2,000 pounds		
Area of a rectangle	FORMULAS			3
Area of a rectangle		1	INE	
Area of a rectangle		P = 2(l+w)	Surface area of a cylin a	$SA = 2\pi r^2 + 2\pi rh$
Area of a rectangle			Pytnagorean 102 n	$(a: J_{-} = f_{-} = a: J_{-} + b^{2} = f_{-}^{2}$
Area of a rectangle		REVI	• TNIAG	(staes of a right triangle)
Area of a square				
Area of a parallelogram			FORMULA KEY	
Area of a triangle			A - area	1 – lenath
Area of a trapezoid				
Area of a circle $\mathring{A} = \pi r^2$ Circumference of a circle $\mathring{A} = \pi r^2$ Volume of a rectangular prism $V = lwh$ Volume of any prism $V = lwh$ Volume of a cylinder $V = \pi r^2 h$ Volume of a pyramid $V = 1/3Bh$ Volume of a cone $V = 1/3T^2 h$ Simple interest				
Circumference of a circle			1 0	
Volume of a rectangular prism				
Volume of any prism				
Volume of a cylinder				
Volume of a pyramid				w – willi
Volume of a cone $V = 1/3\pi r^2 h$ Simple interest $I = prt$ $I = interest$, $p = principal$, $r = rate$, $t = time$				
Simple interest $I = prt$ $I = interest$, $p = principal$, $r = rate$, $t = time$			extended base	
	volume of a cont	ν = 1/JIV N		
Distance $d = rt$ $d = distance$, $r = rate$, $t = time$	Simple interest	I = prt	I = interest, p = principal, r = rai	te, t = time
	Distance	d = rt	d = distance, r = rate, t = time	



MATHEMATICS Roman numerals & place value





MATHEMATICS fractions

FRACTIONS

A NUMBER THAT NAMES PART OF A WHOLE, SUCH AS 1/2 OR 1/3.

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

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

The denominator tells the total number of parts that a whole is divided into.

Ya, the D.O. NO.T. SUBJULY. When the denominator and numerator are the

Examples:







ADDING AND SUBTRACTING FRAME INS WITH THE SAME DENOMINATOR

Fractions with the same denominator are called like fractions.

TNIAG AO3 TIMEUS TOL To add or subtract fractions, the denomine requirements and or subtracting fractions, add or subtracting fractions. nust be the same. When adding or subtracting fractions, add or The denominator remains the same.

Example:











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	1 1	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 5	16	2.00		54	2,916	7.35		104	10,816	10.20
	25	2.24		55	DO2N(J [45	UBMI	105	11,025	10.25
6 7	36 49	2.45 2.65	, 0	56 57	3,136 3,249	7.48 7.55	INI	106	11,236 11,449	10.30 10.34
8	64	2.83	M	58	3,364	7.62		10	11,44)	10.34
9	81	3.0		59	3,481	7.68		105	11,881	10.44
10	100	200		60	3,600	7.75		110	100	10.49
11	121	3.32		61	3,721	7.81		111	12/1	10.54
12	144	3.46		62	3,844	7.87		112	12,54	10.58
13	169	3.61		63	3,969	7.94		113	12,769	10.63
14 15		3.74		64 65	4,096	8.00		114 115	12,996	10.68
	E	3.87			4,225	8.06			13,225	0.72
16 17	289	4.00			4,156	8.12 8.19		116	13,456 13,689	
18	E 4	4.24		68	4,624	18.25 _	1	118	13,924	11186
19	2 61	4.36		69		8 8 1	0.01	159	14,161	121
20	4 00	4.47		70	4,900	8.37	Ι Ψ '	120	14,400	1895
21	4 41	4.58		71	5,041	3.43		121	14,641	1-20
22	- 84	4.69		72	5,18/	8.40		122	14,884	135
23	629	4.80		73	5,329	0.54		1//3	15,129	K09
24 25	56	4.90		74	5,476	8.60		124 1 <mark>9</mark> 5	15,376	1.14
	10 T	5.00		75	5,625	8.66			15,625	6 ^{1.18}
26 27	676	5.10		76	5,776	8.72		126 127	15,876	11.22
28	78/	5.20 5.29		77 78	5,929 6,084	8.77 8.83		128	16,129 16,39	11.27 11.31
29	841	5.39		79	6,241	8.89		129	16.5	11.36
30	900	48		80	6,400	8.94		130	15,500	11.40
31	961	5.57		81	6,561	9.00		131	7,161	11.45
32	1,024			82	6,724	9.06		135	17,424	11.49
33	1,089	5.74	VO	83	6,889	9.11			17,689	11.53
34 35	1,156	5.83 5.92		Maria	7,056	9.17	4 40:	134 135	17,956 18,225	11.58 11.62
36	1,225	7.72		82 83 84 Mala	18 20	NIA	4 80	136		
36	1,296 1,369	6.00 6.08		86	7,396 7,569	9.27		136	18,496 18,769	11.66 11.70
38	1,369	6.16		88	7,744	9.33		138	19,044	11.70
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 45	1,936 2,025	6.63 6.71		94 95	8,836 9,025	9.70 9.75		144 145	20,736 21,025	12.00 12.04
46	2,023			96	9,023			145	21,023	
46	2,116 2,209	6.78 6.86		95	9,216	9.80 9.85		146	21,316	12.08 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
			j I							



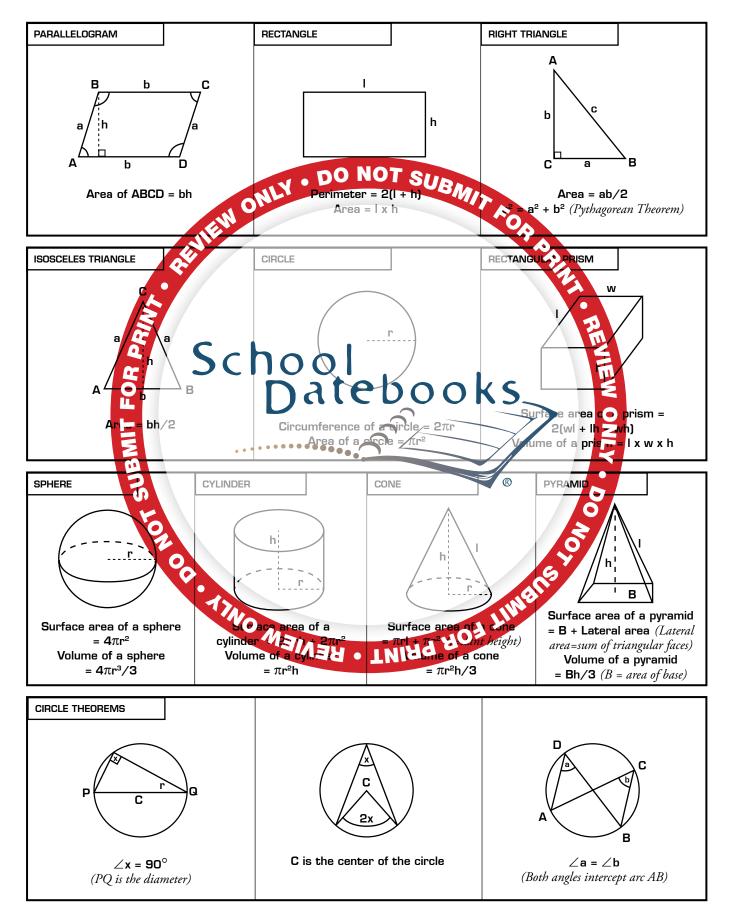
MATHEMATICS algebra & multiplication table

ALGEBRA

Expan {1} a(1) {2} (a+ {3} (a- {4} (a+ {5} (a+ {6} (a+ {7} (a- {8} a²- {10} a a²- {11} a {12} a	b+c) = a $b)^2 = a$ b)(a+c) b)(a+c) b)(a+c) $b)^3 = a$ $b^3 = a$ $b^2 = (a$ a^3b-ab	2+2ab- 2-2ab+ 2) = a ² - 4)=ac+ 3-3a ² b- +b)(a- a+b)(a- a+b)(a- (a-b ² =(a-	+b ² b ² +ac+ab -ad+bc +3ab ² -l +3ab ² -l -b) a+1)(a-b) ²	c+bd +b³ b³ c²)	L { { { { { {	1} a ^r a ^s 2} a ^r /a 3} a ^r a ^s 4} (a ^r) 5} (ab 6} (a/b 7} a ⁰ = 8} a ^r	of Exp $= a^{r+s}$ $= a^{r-s}$ $/a^p = a^{r-s}$ $= a^{rs}$ $(a^p = a^{r-s})^r = a^r b^r$ $(a^p = a^r b^r)^r = a^r b^r$	onent r+s-p br (b≠0 ≠0) positiv	D (e integ	O N	Li {1 {2 {3 {4 O T	ogarit Log Log Log Log Log Los Los 2 Los Los 2 Los 2 Los 2 Los 3 Los 3 Los 4 Los 5 Los 6 Los 7 Los 7 Los 7 Los 8 Los 9 Los 9 Los 10 Los 10	hms $(xy) = x^r = r I$ $x = n$ $ax = n$ $x = n$	Log x Log x x Log x Log x	$x + \text{Log}$ $x = 10^{n}$ $x = a^{n} \text{ (}$ $x = e^{n} \text{ (}$ $x - \text{Log}$	y ¹(Com Log to Vatura y	nmon o the b l log)	log) pase a)		
Quadr	atic F	ormu	la	7													1			
When	given	a forn	nul	the f	orm of	f a qua	adratic	equat	ion→		ax²+bx	x+c=0								
The so			탈	_	TAB	e quac	lrati		o	e	5	b ² -4ac	0	k	5.	>		VIEW ONLY.		
ĺ	1	_	3	4	E	6	7	0		40	11	40	40	14	®	16	47	5 8	19	20
1	1 1	2	312	4	5	6	7	8	9	10	11 11	12	13	14	15	16	17	1.8	19	20
2	2	4	6	2	10	12	14	16	18	20	22	24	26	28	30	32	3	36	38	40
3	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48	S	54	57	60
4	4	8	12	16	2 0	24	28	32	36	40	44	48	52	56	60	66	68	72	76	80
5	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75		85	90	95	100
6	6	12	18	24	30	W	42	48	54	60	66	72	78	84		96	102	108	114	120
7	7	14	21	28	35	42	49	56	63	70	77	84	210	03	105	112	119	126	133	140
8	8	16	24	32	40	48	56	64/	E		T ₈ N	Ac		112	120	128	136	144	152	160
9	9	18	27	36	45	54	63	72	81	90	99	108		126		144	├──	162	171	180
10	10	20	30	40	50	60	70	80	90	100	110	120	130	140		160	170	180	190	200
11	11	22	33	44	55 60	66 72	77 84	96	99	110	121	132 144	143	154 168	165 180	176	-	198	209	220
13	13	26	36 39	52	65	72 78	91	104	108 117	120 130	132 143	156	156 169	182	195	192 208	204	216 234	228 247	240
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

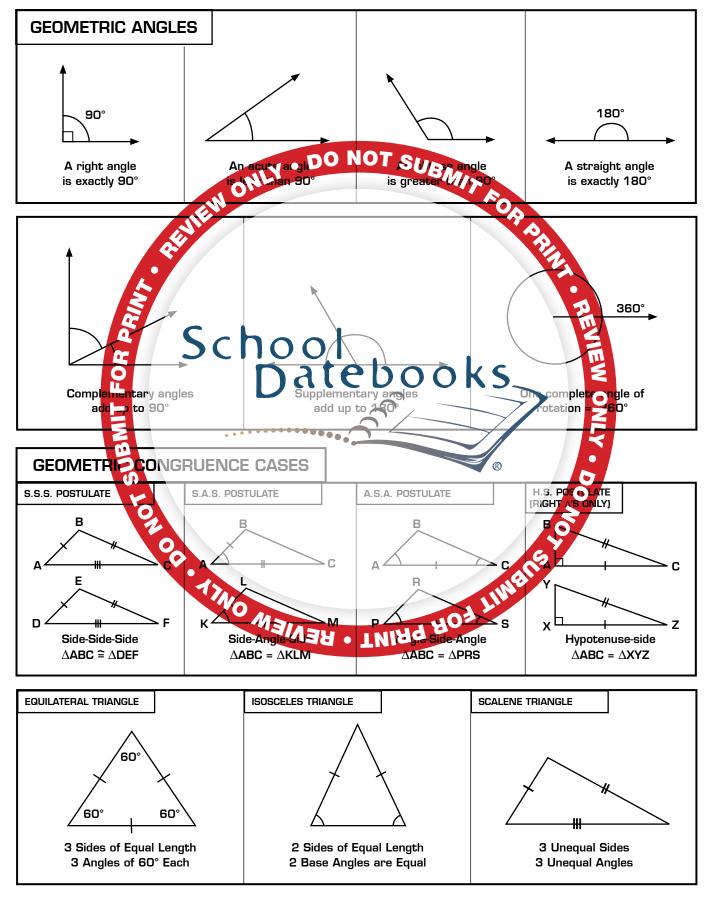


MATHEMATICS area & volume





MATHEMATICS geometric angles & congruence cases





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 necessed to the security of a free state, the right of the people people and bear arms, shall not be infringed.

AMENDMENT

No soldier shall, in the of peace be quartered in any house, without the consent of the owner, nor in time of war, but in a manner to be poscribed by two.

AMENDM



The right of the purple to be secure in their persons, houses, papers and effects, painst unreasonable searches and seizures, shall not probable use, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

AMENDMENT

No person shall be held to an ver for a capital, or otherwise infamous crime, unless on a presentment or indictment of a grand jury, except in cases arising in a land or naval forces, or in the militia, when in actual service one of war or public danger; nor shall any person be subjective same offense to be twice put in jeopardy of life or limb; in a land 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



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,

AMENDMEN OVII

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

AMENDMENT

VIII

The ssive pair small but be required, nor excessive fines imposed, nor crute and unusual purashments inflicted.

AMENDMENT

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

AMENDMENT



The powers not delegated to United States by the Constitution, nor prohibit by it to the states, are reserved to the states respective to the people.











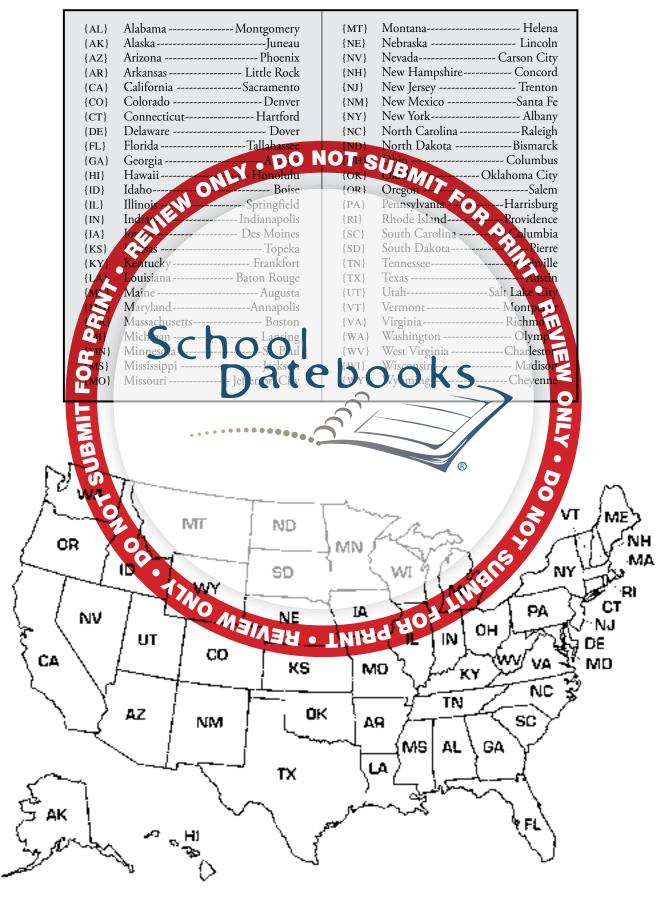








GEOGRAPHY states & state capitals





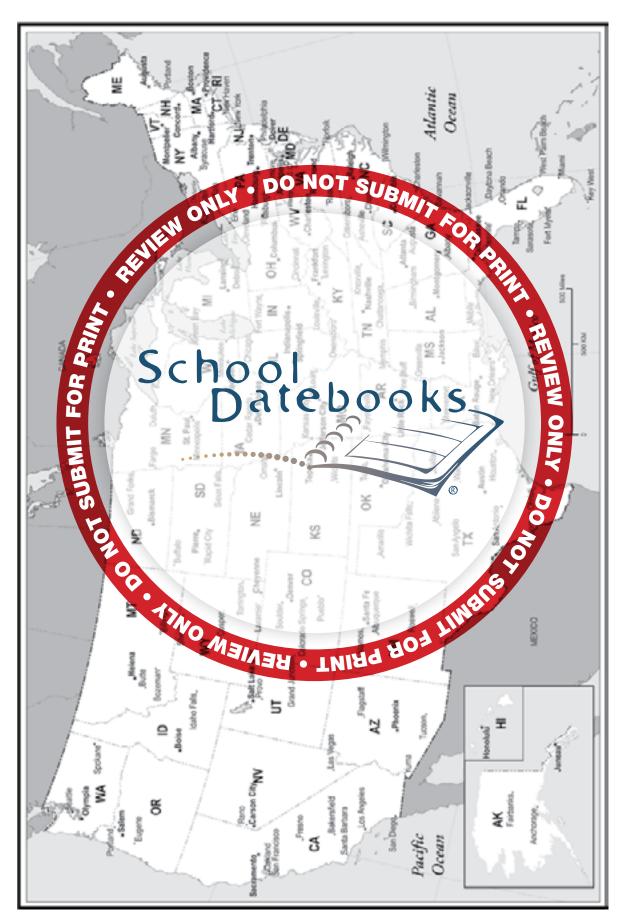
CIVICS United States presidents

CIVICS United	i states _l	viesiaeiits			
No. President	Party	Native State	Dates of term(s)	Vice President	
{1} George Washington	Unaffiliated		April 30, 1789-March 3, 1797	John Adams	
{2} John Adams	Fed.	Massachusetts [†]	March 4, 1797-March 3, 1801	Thomas Jefferson	ORDER OF
{3} Thomas Jefferson	DemRep.	Virginia [†]	March 4, 1801-March 3, 1805	Aaron Burr	PRESIDENTIAL
Thomas Jefferson	•		March 4, 1805-March 3, 1809	George Clinton	SUCCESSION
{4} James Madison	DemRep.	Virginia [†]	March 4, 1809-March 3, 1813	George Clinton*	
James Madison		**	March 4, 1813-March 3, 1817	Elbridge Gerry*	{1} The Vice President
{5} James Monroe	DemRep.	Virginia [†]	March 4, 1817-March 3, 1825	Daniel D. Tomkins	
{6} John Quincy Adams{7} Andrew Jackson	DemRep. Dem.	Massachusetts† Carolinas†	March 4, 1825-March 3, 1829 March 4, 1829-March 3, 1833	John C. Calhoun John C. Calhoun*	{2} Speaker of the House
Andrew Jackson Andrew Jackson	Dem.	Caronnas	March 4, 1833-March 3, 1837	Martin Van Buren	{3} President pro tempore
{8} Martin Van Buren	Dem.	New York	March 4, 1837-March 3, 1841	Richard M. Johnson	of the Senate
{9} William Henry Harrison		Virginia [†]	March 4, 1841-April 4, 1841	John Tyler	{4} Secretary of State
{10} John Tyler	Whig	Virginia	05, NO Tick 1845 Warch 4, 1845-March UB		{5} Secretary of the
{11} James K. Polk	Dem.	North Ca lina	Warch 4, 1845-Marcin	George M. Dallas	Treasury
{12} Zachary Taylor*	Whig			1 ard Fillmore	1
{13} Millard Fillmore	Whig	New York New Hampshire	July 10, 1850-March 3, 1853	William Wing*	{6} Secretary of Defense
{14} Franklin Pierce {15} James Buchanan	Dem. Den	Pennsylvania	March 4, 1853-March 3, 1857 March 4, 1857-March 3, 1861	John C. Bre kir idge	{7} Attorney General
{16} Abraham Lincoln	P	Kentucky	March 4, 1861-March 3, 1865	Hannibal Hann	{8} Secretary of the Interior
Abraham Lincoln*	02	1101101011)	March 4, 1865-April 15, 1865	Andrew Johnson	{9} Secretary of Agriculture
{17} Andrew Johnson	Dem.	North Carolina	April 15, 1865-March 3, 1869	1	
{18} Olysses S. Grani	Rep.	Ohio	March 4, 1869-March 3, 1873	Schuyler Colfax	(10) Secretary of
Ulysses S. Grant			March 4, 1873-March 3, 1877	Henry Wilson*	Commerce
{19} Rutherford B. Hayer	Rep.	Ohio	March 4, 1877-March 3, 1881	William A. Wheeler	Secretary of Labor
{20} James A. Garfield* {21} Chester A. Arthur	Rep.	Ohio Vormont	March 4, 1881-Sept. 19, 1881 Sept. 19, 1881-March 3, 1885	Chester A. Arthur	Secretary of Health
{21} Chester A. Arthur {22} Grover Cleveland	Rep. Den	Vermont	March 4, 1885-March 3, 1889	Thomas A. Hendricks*	and Human Services
[23] Renjamin Havrice	Rep	Oho O	M 1 / 1000 M 1 2 1002	Levi P. Morton	1 ecretary of
{24} Grover Clevelan	Dem.	New Japan	Mach 4, 189 - March 3, 1897	Allai E Stevenson	Jousing and Urban
\23 \ W \(\text{\text{\$\exitt{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\exitt{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\exitt{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\titt{\$\text{\$\exittit{\$\text{\$\exitt{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\exitt{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\exitt{\$\text{\$\text{\$\text{\$\exitt{\$\text{\$\text{\$\text{\$\text{\$\exitt{\$\text{\$\text{\$\text{\$\exitit{\$\exitt{\$\text{\$\text{\$\tex{\$\}}\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\ti	Rep.	Ohio	March 4, 189 (-1) ar h 3 1901	Caret A. Hobart*	evelopment
William McKin,*		D'	March 4, 1901-Sept 14, 1901	Theodore Roosevelt	{14 oretary of
{26} Theodore Roose alt	Rep.	New York	Sept. 14, 1901-Warch 3, 1905		ansportation
Theodore Rooser	D	01:	March 4, 1905-March 3, 1909	Charles W. Fairbanks	i i
{27} William H. Taf {28} Woodrow Wilson	Rep.	Ohio Virginia	March 4, 1799-March 3, 1913 March 4, 1915 1.5 1 3 1917	James S. Skerman* Thomas R. Marshall	{15 Secretary of Energy
Woodrow Wilson	Dem.	Virginia	March 4, 1917-March 3, 1)2	monia A. Iviaishan	(16) Secretary of Education
{29} Warren G. Hardis	Rep.	Ohio	March 4, 1921-August 2, 1923	Car in Coolidge	{17} Secretary of Veterans
{30} Calvin Coolidge	Rep.	Vermont	August 3, 1923-March 3, 1925	5	Affairs
Calvin Coolidge	1		March 4, 1925-March 3, 1929	Charles G. Dawes	Secretary of
{31} Herbert C. Hoover	Rep.	Iowa	March 4, 1929-March 3, 1933	Charles Curtis	Homeland Security
{32} Franklin D. Roosevelt	Dem.	New York	March 4, 1933-Jan. 20, 1937	John N. Garner	
Franklin D. Roosevelt Franklin D. Roosevelt	0		Jan. 20, 1937-Jan. 20, 1941 Jan. 20, 1941-Jan. 20, 1945	Henry A. Wallace	
Franklin D. Roosevelt*	0		Jan. 20, 1941-Jan. 20, 1945 Jan. 20, 1945-April 12, 1945	Harry S. Trum	
{33} Harry S. Truman		Missouri	A 1110 10/5 T 20 10/0	Trairy 5. Irun	
Harry S. Truman	4	111000 0111	April 12, 1945-Jan. 20, 1949 Jan. 20, 1949-Jan. 20, 1953 Jan. 20, 1953-Jan. 20, 1957 Jan. 20, 1957-Jan. 20, 1961 Jan. 20, 1961-Nov. 22, 1964 Jan. 20, 1965-Jan. 20, 1969 Jan. 20, 1969-Jan. 20, 1973	Alben W \ \kley	
{34} Dwight D. Eisenhower	Rep.	Texas	Jan. 20, 1953-Jan. 20, 1957	Rich r Nixon	
Dwight D. Eisenhower		VO M	Jan. 20, 1957-Jan. 20, 1961	Lyndon B. Johnson	
{35} John F. Kennedy*	Dem.	Massac.	Ian. 20, 1961-Nov. 22, 196	Lyndon B. Johnson	
{36} Lyndon B. Johnson	Dem.	Texas	5825193N16065	11 1 11 11 1	
Lyndon B. Johnson {37} Richard M. Nixon	Dom	California	Jan. 20, 1965-Jan. 20, 1969 Jan. 20, 1969-Jan. 20, 1973	Hubert H. Humphrey Spiro T. Agnew*	
Richard M. Nixon*	Rep.	Camonna	Jan. 20, 1973-Aug. 9, 1974	Gerald R. Ford*	
{38} Gerald R. Ford	Rep.	Nebraska	Aug. 9, 1974-Jan. 20, 1977	Nelson Rockefeller	
{39} James E. Carter, Jr.	Dem.	Georgia	Jan. 20, 1977-Jan. 20, 1981	Walter Mondale	
{40} Ronald Reagan	Rep.	Illinois	Jan. 20, 1981-Jan. 20, 1985	George H. W. Bush	
Ronald Reagan	-		Jan. 20, 1985-Jan. 20, 1989	-	
{41} George H. W. Bush	Rep.	Massachusetts	Jan. 20, 1989-Jan. 20, 1993	Dan Quayle	0.0 0
{42} William J. Clinton	Dem.	Arkansas	Jan. 20 1993-Jan. 20, 1997	Albert Gore, Jr.	
William J. Clinton	Ren	Connections	Jan. 20, 1997-Jan. 20, 2001	Richard R Change	
{43} George W. Bush George W. Bush	Rep.	Connecticut	Jan. 20, 2001-Jan. 20, 2005 Jan. 20, 2005-Jan. 20, 2009	,	200
{44} Barack H. Obama	Dem.	Hawaii	Jan. 20, 2009-Jan. 20, 2013	Joseph R. Biden, Jr.	1
Barack H. Obama			Jan. 20, 2013-Jan. 20, 2017	Joseph Tu Biden, Ji.	and a
{45} Donald Trump	Rep.	New York	Jan. 20, 2017-Jan. 20, 2021	Mike Pence	3/
{46} Joseph R. Biden, Jr.	Dem.	Delaware	Jan. 20, 2021-	Kamala Harris	0

(*did not finish term; $^{\dagger}born$ as subjects of Great Britain before United States was established)

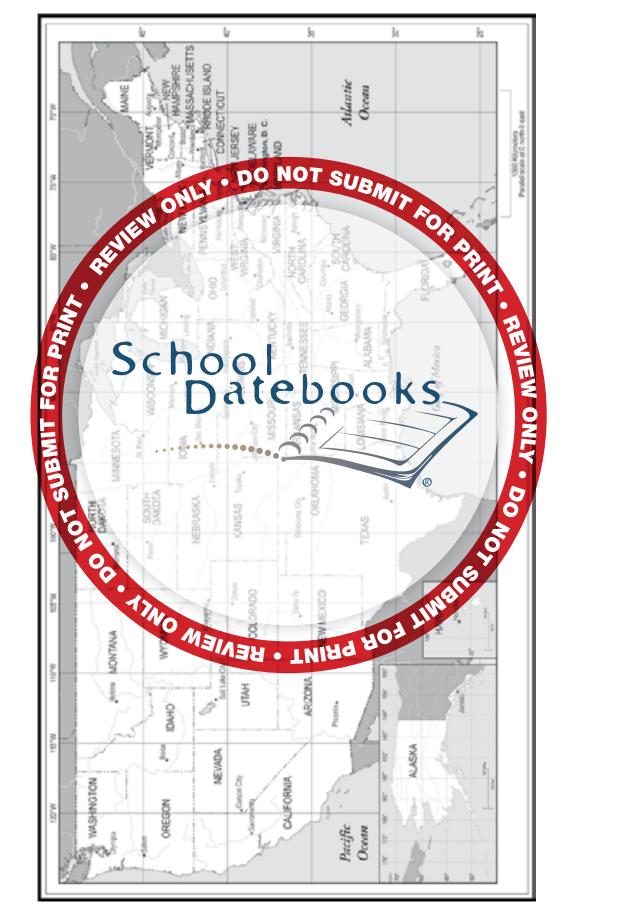


GEOGRAPHY United States map



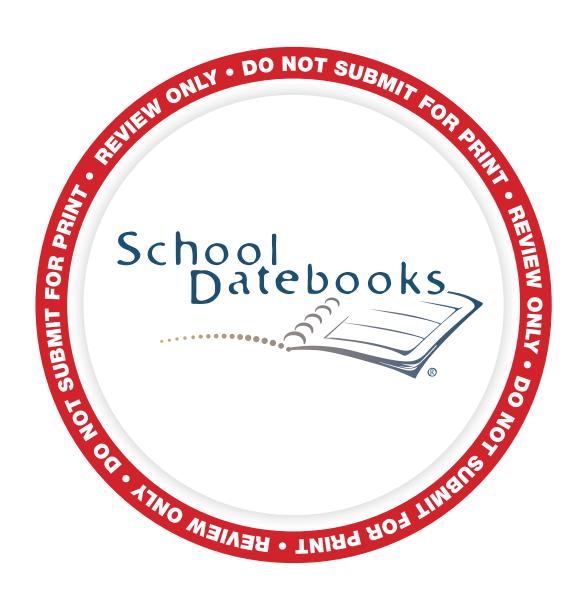


GEOGRAPHY United States map with longitude & latitude



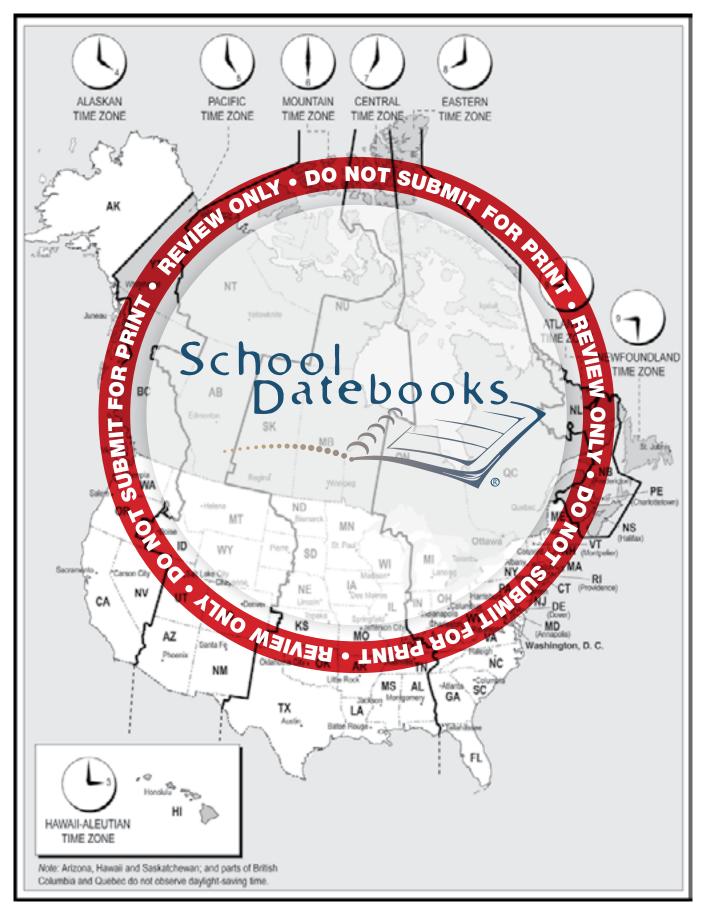


INSERT STATE MAP





GEOGRAPHY U.S. & Canada time zones





ENVIRONMENTAL AWARENESS recycling Be kind Given our alternatives, should at DO INOT SUBMITHER WITH All Pick paner Foam or plastic foam or plasti to your we should Dish it. Use real mother silverware and dishes instead of disposable the respect Opt for email to save paper. she deserves. Here are 10 simple things that will make a world of difference: Schooloite our world. WE LNIE d HOZ LINE IN TO THE LOT I LED THE LOT I LED TO THE LOT I LED THE LOT I LED TO THE LOT I LED TO THE LOT I LED THE LOT THE LOT I LED THE LOT TH ASING WOODS WORKED 50,000 gallons of 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 year from eating or **stuff.** Rather than throw them away, give your old toys, becoming entangled in plastic debris Every year, Americans water bottles rather than buy hundreds of individual ones each toss away enough backpack, etc., to people who can use office and writing paper to build a 12-foot-high wall spanning the miles between New York City and Los Angeles.

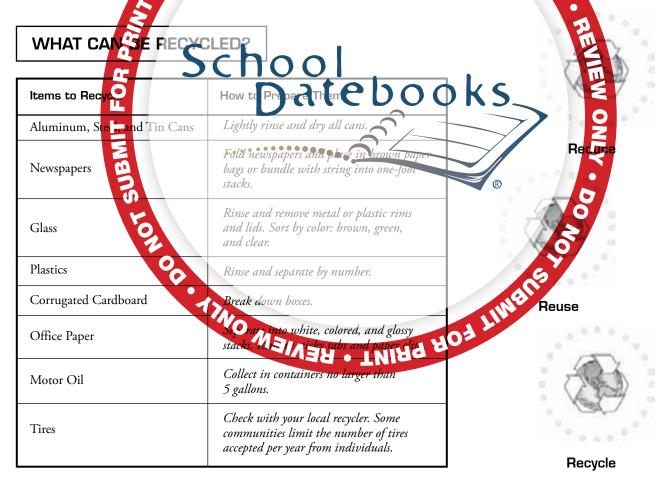


ENVIRONMENTAL AWARENESS recycling

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. It si pDO NOT terms, the foam cup you throw away will still be sitting there 500 years from 100 NOT
- When motor oil is not disperson properly, it can seep into the ground and interminate our drinking water. Just one quarron of can pollute 250,000 gallons of drinking water.

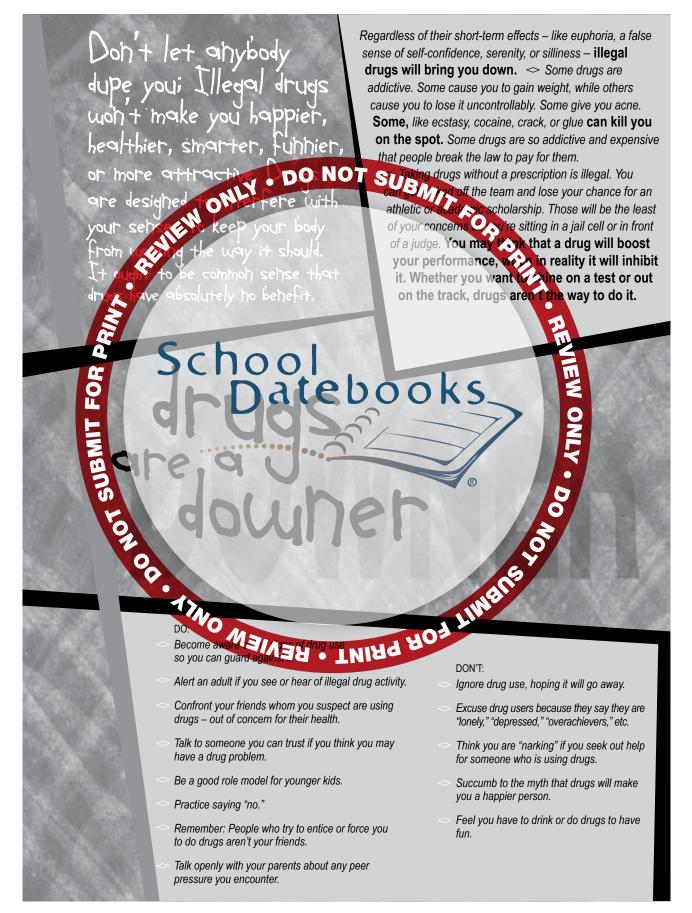
- An aluminum can that is not recycled will still litter the earth almost 500 years later.
- → The average office worker throws away about 180 lbs. of recyclable paper every year.
- Hot dogs last up to 20-25 years in a landfill.
 70% of the trash that people throw away can
- Each person rows away an average of 1,460 pounds of garbase ach year.
- Americans throw away enough aluminum every three months to rebuild are entire commercial air fleet.





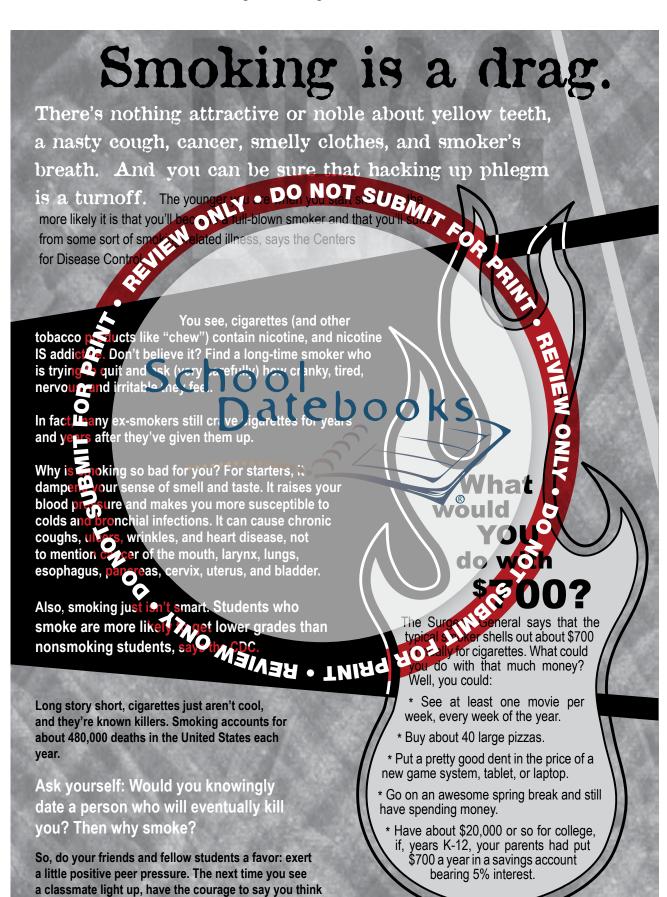


HEALTHY LIVING drugs are a downer





HEALTHY LIVING smoking is a drag



smoking is a drag.



HEALTHY LIVING alcohol, tobacco, & drugs

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

other drug.

Drinking...

...makes skin by Je and dry, causing cracking lemishes, and bloating of the fin, especially in the face and stome a regions.

...harms eve rgan in th body. Alcohe amages the entire digesti la system. It can cause scarring of the liver and eventual—ead to liver disease. Alcol can cause your brain chemistry to change, causir memory loss and suddermood swings.

...is packed with pty calories.

Alcoholic beverages are very high in calories and can cause alght gain and increase the risk of diabase, even if taken in moderation!

Learn more at: https://www.niaaa.nr/brochures-and-fact-sheets/alcohol-facts-and-std

Tobacco

REVIEW Tobacco is a leafy plant which contains nicotine, an addictive stimulant. In one study of 20 often-used drugs, nicotine ranked third most addictive, just behind heroin and cocaine.

Tobacco...

...stinks. Smoking smells awful and pollutes the air. Chewing tobacco can stain the teeth and 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.

surprisingly quickly. Since substances can make a person feel good for a little wrille, they can make a user or get the damage they are doing. Be careful and treat your body with respect!

Alcohol

Alcohol

Alcohol

Alcohol is a legal intoxicant that unarguably the most dangerous drug or planet. Each year, more people are initially or die from alcohol-related accidental fillnesses than any into the tobacco tra

Illegal Drugs...

...are dangerous to you and those around you. Illegal drul Wan cause drastic changes in a user bility to live a normal life. Illegal drug 11 re always a negative equation. The gonothing ut is ke from the user, a user's family and friends, ar ofrom the nunity at large you or eone you knows a user, et help now!

...can cause ir eversible damage to the mind and body. For example, cocaine can bring on strokes and seizures, every young people. Twenty-three people who try heroin will becorde addicted. Our bodies are fragile. De crisk your future. This is not a game. is not a game.

and lack of straight has to be bad for your body of all seriousness, a criminal record stay with you forever. Don't let illegal drugs take future opportunities away from you. It's never worth it!

> Learn more at: https://www.samhsa.gov/ find-help/atod

"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.



HEALTHY LIVING dietary guidelines

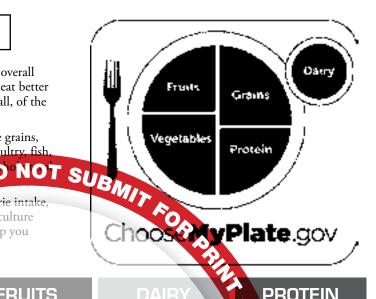
DIETARY GUIDELINES

RECOMMENDATIONS FOR DAILY FOOD CHOICES

A balanced diet of nutrient-rich foods is a key component of overall health. Follow the food group recommendations to help you eat better every day. Each of these food groups provides some, but not all, of the nutrients you need.

A healthy diet is one that emphasizes fruits, vegetables, whole grains, and fat-free or low-fat milk products; includes lean meats, poultry, fish beans, eggs, and nuts; and is low in saturated fats. salt (sodium), and added sugars.

Daily recommendations vary depending (1) weight, calorie intake, and exercise patterns. The United State Department of Agriculture (USDA) has developed a website CoseMyPlate.gov, to help you figure out the foods and portion that are right for you. figure out the foods and portion



GRAINS Eat grains, especie

whole-grains, like brown rice, oatn popcorn.

Other grain cho include bread, co cereal, or pasta.

Vary your veggies

spinach, and other leafy greens.

Eat more orange vegetables like carrots and sweet potatoes.

Eat more dry beans and peas like pinto beans, kidney beans, and lentils.

mit starchy vegetables.

FRUITS

Go easy on fruit

Go low-fat or fat-free

If you dor Red foods and

beverages.

PROTEIN

lean with protein

low-fat or lean d poultry.

Ва broil it, or gr

ir protein - choose more ans, peas, nuts, ds.

ON TO AND THE ROA TIMBUR

Find your balance between food and physical activity

- Be sure to stay within your daily calorie needs.
- Be physically active for at least 30 minutes most days of the week.
- About 60 minutes a day of physical activity may be needed to prevent weight gain.
- For sustaining weight loss, at least 60 to 90 minutes a day of physical activity may be required.
- Children and teenagers should be physically active for 60 minutes every day, on most days.

Know the limits on fats. sugars, and salt (sodium)

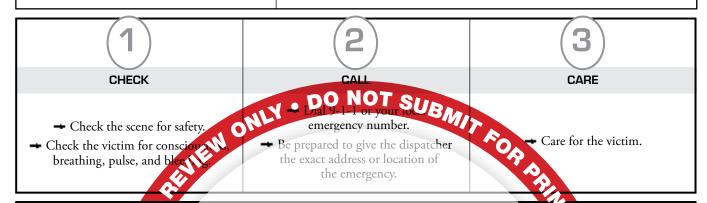
- Make most of your fat sources from fish, nuts, and vegetable oils.
- Limit solid fats like butter, margarine, shortening, and lard, as well as foods that contain these.
- Check the Nutrition Facts label to keep saturated fats, trans fats, and sodium low.
- Choose food and beverages low in added sugars. Added sugars contribute calories with few, if any, nutrients.



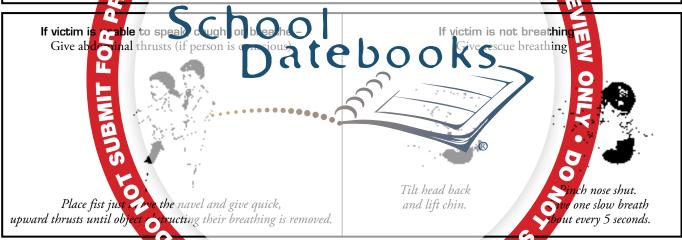
HEALTHY LIVING emergency action steps

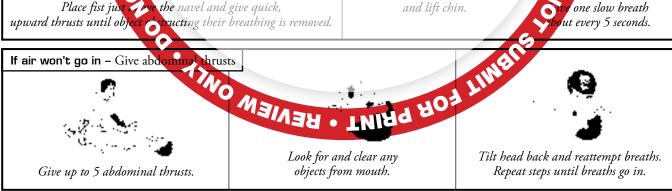
EMERGENCY ACTION STEPS

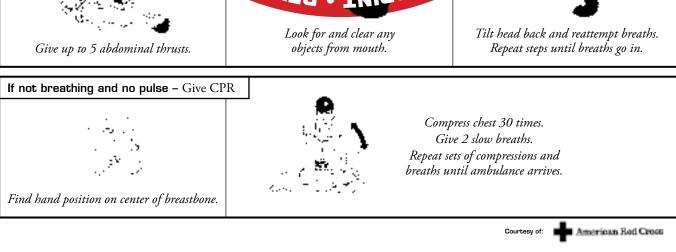
Adult Life-Saving Steps
In the Panic of an Emergency, you may be frightened or confused about what to do. Stay calm. You can help. The three "Emergency action steps" will help you organize your response to the situation.



- Always care for life-threatening conditions first. If there are none:
- → Watch Anges in the victim's breathing or consciousness.
 → Help the victim rest confortably.
- → Keep victim from getting chilled or overheated.
- Help the victim rest confor
 Reassure the victim.









HEALTHY LIVING hotlines & helplines

7 Cups of Tea Boys Town Hotline (24 hrs.)	Online listeners 800-448-3000	www.7cups.com
	800-273-8255	www.boystown.org www.crisiscallcenter.org
Crisis Call Center (National Suicide Prevention Lifeline) (24 hrs.) National Hopeline Network (I'm Alive, Suicide Prevention)	Online chat	www.imalive.org
		1
National Center for Missing and Exploited Children (24 hrs.)	800-843-5678	www.missingkids.com
Teen Line Teen Line	0.Tu.S/1/336	www.teenlineonline.org
Teen Line Youth America Hotline Your Life Co	877-968-8454/7	www.yourlifecounts.org
ALCOHOL/SUBS NCE ABUSE	Online chat 800-843-5678 0 50 50 50 60 877-968-8454/7	A
Al-Anon/Alateen (For Fan Kand Friends of Problem Drinkers)	888-4AL-ANON	www.Zorg
Alcoholics Anonymous	212-870-3400	www.t.arg
American Council <mark>of Alc</mark> oholism	800-527-5344	www.recoverymonth.gov
Narcotics Anonymes	818-773-9999	www.na.o.
National Institu <mark>tes Alc</mark> ohol Abuse and Alcoholism	niaaaweb-r@exchange.nih.gov	www.niaaa. 11. gov
ABUSE MEALTHUNED 100	books	m
American Hea <mark>r Ass</mark> ociation	800-QDAQDAK S	www.hea rt.org
CDC National HIVIAIDS Contact Center	860-CDC-INFO	www.cdc.govev
CDC National D Contact Center	800 CDC-INFO	www.cdc.gov=d
National Cancer stitute	900 4 CANCER	www.cancer.gv
Childhelp Nation Child Abuse Hotline (24 hrs.)	800-4-A-Chi.	www.childhe.p.org
National Organiz Con for Rare Disorders	800-999-6673	www.rared_ases.org
Office on Women's Coalth	800-994-9662	www.womenshealth.gov
American Association Poison Control Centers (24 hrs.)	800-222-1222	www.ac.c.org
Rape, Abuse and Incest Novanal Network (RAINN) (24 hrs.)	800-656-HOPE	www. inn.org
Youth Violence Prevention	800-CDC-INFO	w ccdc.gov/violenceprevention
MENTAL HEALTH Depression and Bipolar Support Alliance Manager Mental Health America	800-826-3603 LIV	
Depression and Bipolar Support Alliance Vince	800-826-3670	www.dbsalliance.org
Mental Health America		
National Alliance on Mental Illness Information Helpline	800-950-NAMI	www.nami.org
National Mental Health Consumers' Self-Help Clearinghouse	selfhelpclearinghouse@gmail.com	www.mhselfhelp.org
National Eating Disorders Association Helpline	800-931-2237	www.nationaleatingdisorders.or
SAFE Alternatives (Self Abuse Finally Ends)	800-DONT-CUT	www.selfinjury.com
SEXUAL ORIENTATION/GENDER	IDENTITY	
Lesbian, Gay, Bisexual and Transgender National Youth Hotline	800-246-7743	www.glbthotline.org/talkline
LYRIC (Center for LGBTQQ Youth)	415-703-6150	www.lyric.org
The Trevor Project Lifeline (LGBTQ Ages 13-24) (24 hrs.)	866-488-7386	www.thetrevorproject.org



HEALTHY LIVING breakfast — who needs it?

wellness Who Needs It? DO NOT SUBMITED TO THE HARRY VINE BREAKFAST

That's when you lose nutritionists say. Believe it or not, breakfast is that will kick you into high gear after your longleep. And the best breakfast includes a variety foods - bread or cereal, protein, fruit, and milk covogurt.

Everyone needs ceakfast for the don't have to prout or eat something tha appeal to you. But do give your body a foods that will you going.

Quick Take

Breakfast on the go is often the order of the day. Some easy-to-grab ods as you head out the door:

- Fresh fruit
- Cereal/energy bar
- Cereal/energy bar

 Cereal without milk for a hope snack

 Toast with peanut butter

 Toast with peanut butter
- Hardboiled egg (cook a few once a week)

atebooks

lough, but you can double up:

- Eat breakfast while you re-reat notes for your test or presentation
- Eat and skim the sports p
- Eat and score one with your parents by sitting down with the fame on the morning

- appiness depends on a leisurely breakfast."
 - John Gunther

"Eat breakfast like a king, lunch like a prince, and dinner like a pauper."

Adelle Davis



HEALTHY LIVING breakfast — myths & facts

wellness

BREAKFAST Myths & Facts, Do NOT supply World's Menu? All kinds What's office World's Menu?

of negative rumors about it in syrompt you to skip what's actually the most in the land of the day. You've probably heard the myths. Make sure you know the true facts!

MYTTH: I'll lo<mark>se ve</mark>ight if I don't eat breakfast.

FACT: An emy stomach soon growls to be filled. Those 100 have supped breakfast often consume extra alories law in the day of nake up for an emay feeling that would be curbed by a ve bites.

MYTH: My tomach can't handle food in the morning.

FACT: Your ody may not be interested in spicy, heavy fous, but it can handle - and really wants - co eal, toast, an egg, and/or some fruit.

MYTH: Breakfast I make me hungry later.

FACT: You'll get hungry later in the day with or without breakfast. Eating/resn't make you hungry. An empty stomach does

MYTH: Breakfast will put me to sleep in the

FACT: Eating too much, especially at lunchtime, can make you sleepy. But energizing breakfast foods perk you up and fuel your body for the morning's activities.

MYTH: Breakfast can't be that important.

FACT: Skipping morning nutrition can affect your ability to focus and learn and leave you listless.

From light fare to full meals, here's a sampling of what's often served for breatast around the globe:

ALGERIA: French bread

ARGENTINA: Ham and cheese tostados

AUSTRALIA: Eggs, sausage, and to latoes

BULGARIA: Yogurt

GHINA: Rice dumplings

ANAN' Rice and seaton

ed eggs, greer ETHERLANDS:

PHILIPPINES: Garc Gied rice, egg

Russia: Black bread, sausage

Scotland: Oatcakes, scones

Spain: Roll with butter and

TURKEY: White cheese Viatoes, black olives, bread

WALES: Laverbre Wrom seaweed) and cockles

what's on Your Menu?

This morning I ate				
Tomorrow, I'm going to eat				
My favorite weekday breakfast is				
My favorite weekend breakfast is				



HEALTHY LIVING posture — lighten your backpack

wellness

Lighten Your Backpack

Heavy backpacks, especially they're worn on one shoulder, can throw off the posture and leave you aching.

While it's convenies to have everything with you and not have to his our locker, lugging all that weight around is ough on your body.

Start by buying hightweight a kpack with notified compartments, hip belt, and well-padred straps.

Pack for the day, carrying only what you need. The total weight shipldn't be more than 20 percent of your body weight And some who treat back pain in teens say no three than 15 percent. Weigh 100 pounds? Pack less han 15 or 20 pounds.

Put the heaviest it is at the back and distribute your stuff in differe compartments. That distributes the weight so one part of your body isn't too stressed. Adjust the paps, too, so you wear the pack close to your body.

Carry your backpack over bon prolders or use a single strap that goes over your head are rests on the opposite side of the backpack. Use the last too, to take some of the weight off your back and shoulders.

Too Much// eight on Your Back?

How long has it beek con unloaded your backpack and lightened yor load?

Watch for these weighty (an haybe unnecessary) items:

- A too-hefty notebook
- Extra pair of shoes
- Book you finished reading weellago
- Packets and returned papers you could leave at home
 - Dictionary from ast year's Sparsh class
- Water bottle when you could use school fountains

What's in Your Back Sck?

Items I've got to carry ever lay:

403 5				
NIA9 AO3 T				

Weigh In

Stand on the scale with your backpack. Now stand without it. How much extra weight are you packing?



HEALTHY LIVING sleep — getting enough zzzs?

wellness

Getting Enough DO NOT SUB Training Training Training ZZZs?

Sleeping through first and periods means you only need six hours more night, right? If only.

When you doze off in class, you're missing the value of continuous eep. Because your body goes through different seles while you sleep, and these each take a certail amount of time, you need a single stretch of the to get the fall perfor sop, doctors say.

Late Night Natural for Teens

For teens, there in added challenge when it comes. to a good night theep. It's called the circadian factor.

During your teer (Pears, your circadian rhythm, an internal clock, is rest. Its ticking keeps you awake later in the evening on it did when you were a young child, and that prompts you to want to sleep later in the day. The cleenge for teens is that later in the uay. In alarms ring earlier than your body natural, to get up for those early more to classes.

Nodding off of the Cargish sports performance Feeling irritable and out of sorts.

"Sleeping is no mean art: for its sake one must stay awake all day."

Friedrich Nietzsche

That makes creating Cabit of getting to bed 8.5 to 9 hours before you need to get up all the more important. Think of it as trying, much like you

would for sports.

Wind down earlier, eat only a light snack in the evening, and make sure your rooms dark and cool. If you have trouble getting to sleet bead a while. Surely one of your textbooks will he you nod off.

atelechon ation, try to go to and get weekends It makes the easier to spond to. And

Too Little Steep Takes Toll

If your night's sleep isn't as long a your body needs, t enough sleep you're shortchanging yourself could mean:

- Not being able to pay close attention when you're driving



HEALTHY LIVING sleep — true or false?



True or False? Do NOT SUB Wind Sleep, Too Animals Wind Sleep, Too Sleep isn't something oded in equal to the state of the sound state of the sound state of the state of the sound state of the sound state of the sound state of the sound state of the state of the sound state of the sound state of the state of the sound state of the state of th

True, you may be a night per and in fact, most teens are. But you can est that a regular time to hit the pillow and dever a sleep routine that fits your early-morning school schedule. A tip for feeling tired when it's time to wind down: avoid caffeine – an ingress out in many colas, teas, coffee, and chocolate. It in keep you wide-eyed long after you should be snoozing.

I catch up on no sleep on the weekend.

You may sleep ringer, but there's really no way to make up for lost sleep. It's far better to try to get a full night's sleep very night. For teens, that's 8.5 or 9 hours. To much more or less could be detrimental.

As long as I get stours sleep, I'm good.

That's not true if the eight hours is interrupted, in, say, a nap after seed and then only a few hours over night. You need to sleep through every sequential cycle to get sheep shall benefits.

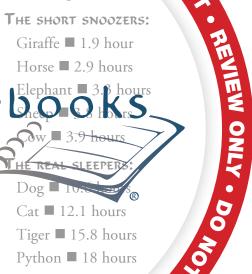
If I sleep as much adults say fould, I'll sleep my life away.

Well, you'll only sleep a third of it away functioning humans do. And if you don't spend a third of your life sleeping, you won't enjoy the energy and health for the other two-thirds.

"Take rest; a field that has rested gives a bountiful crop."

Publius Ovid Naso

Sleep isn't something aded in equal portions by all living things. Animals are in their sleep habits, with differing average numer of hours per day for different species.



Asleep and Away Records

Rip Van Winkle store for 20 years and two days straight, by Ocourse, that's a fictitious tale.

On the awake side, Randy Gardner set a world record in 1964 for time without sleep. The 17-year-old high school student from San Diego stayed awake 264 hours – 11 days straight.



HEALTHY LIVING stress — life spinning out of control?

wellness STRESS

Life Spinning DO NOT SUBMITTIE Happens Accept Mir Life Happens

Some days you're on top of all, and everything's in balance – homework, wool activities, part-time job, friends, and time for yourself. Other days, you're not sure whether you or stress is in charge of your life.

Juggling It

teens have sign Frant stress. There are o raky demands on your time, your brain, and your life. Keeping all the balls in the air and achieving all you're after take toll.

Stop, Breathe

First, you've got to Cognize when you're feeling on edge, overloaded, or cassed out. Then you've got to have some immedial oping strategies – a quick break, some deep breaths, a healthy snack, and a few minutes to compose your

For the long haul, you need ways Certarly reduce your stress, to relax. It might be playing going for a run, or reading a fun book. Whatev takes your mind off the little and big challenges and allows you to simply be.

Sometimes you can't stress, like family problems, a loss, a move, a disappointment. These take energy to get the ch. That's where good rest, healthy foods, and learning to accept the things you can't change all help.

Avoid Stressful Situation

Sometimes you can separate from you stress. Stay awy On Osig Kalsw plenty of the when you k big school projects hat will keep yoon track of every day so our athletic, other performance comes easier. in small daily tasks that y

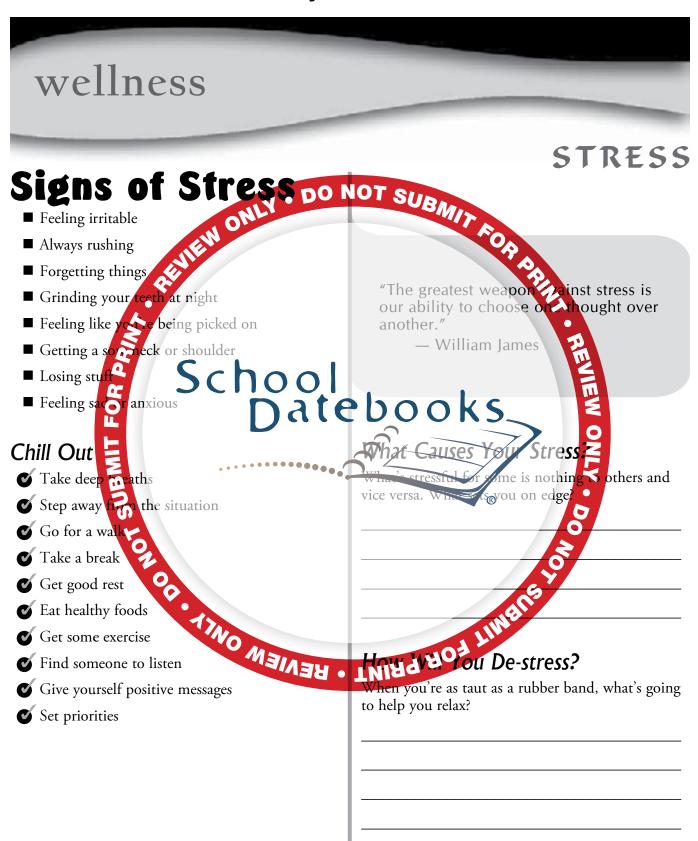
• TNIAG AOA TIMEUS TO

"A vigorous five-mile walk will do more for an unhappy but otherwise healthy adult than all the medicine and psychology in the world."

Paul Dudley White



HEALTHY LIVING stress — signs of stress





HEALTHY LIVING water, water everywhere: why it's good to drink

wellness

Water, Water Everywhere Why It's wood to Dring

With all the great pices in soda pop, juices, and flavored sports dr. ss, why would you choose water to quench your inst?

Maybe because 50'd like to avoid the calories. The sugar. The expense. The aftertaste Better let maybe you'd like to give your body a healthy boost a dose of what speeds to function well, a measure of what you need to feel well.

Like an apple a healthy water consumption is a great way to keep the doctor away.

Next time you're the ty, head for the water fountain. Better yet, an't wait until you're thirsty.

. DO NOT Tips for Working More Water

- Drink a glass wow brush your teeth
- Drink a glass at every
- Freeze a glass or mug and it with cold water for a cool treat
- Take a bottle of water with von outings
- Drink water even if you aren't irsty

>> Yor Need?

glasses – almc double the suggest 10 glases a day. Many say it depends on how active you are, how hot it is, what the climate is like here you live, and how much you sweat.

"Water is the only drink for a wise man."

- Henry David Thoreau

"If there is magic on this planet, it is contained in water."

Loren Eiseley



HEALTHY LIVING water — your body's full of water

wellness Your Body's Y . DO NOT Too Litti Water Spells Trouble Full of Water If you're not drinking ough water, you could be For the human body, water vital. About tworaining on your own parts. Without sufficient thirds of your body weight comes from water. For adults weighing 150 pounds, their bodies are vessels that carry between 40 and 50 quarts of water. water, you might experience) Dizziness or lightheaded ■ Impaired short-term memo Where is all that ■ Sleepiness during the day ■ Your blood ■ Trouble doing math ■ Your musc are 75 pt ateboo ■ Your brair ns 75 percent water ■ Your bone are 22 percent water Water's Berits Water is indeed and cracked up to be. Consider ☐ When I got up that water: ☐ After I brushed my teeth Helps you digest and absorb vitamins ☐ Between classes Contributes to a hear body Carries waste from your to no Mainale . Initial ☐ At lunch ☐ After PE ☐ While I did my homework Reduces the risk of certain cancers ☐ After sports activity Gives you a feeling of fullness, which may help ☐ At supper you avoid overeating ☐ Later in the evening Another important benefit: Water is free! "Water is the best of all things." Pindar



HEALTHY LIVING internet safety tips

ONLINE SAFETY

BE SMART! BE RESPECTFUL! BE SECURE!

The internet is a real-life place with real-life dangers. Be smart and take steps to keep yourself safe online.

Be Smart!

y DO NOT SUBM ver! It can be copied, saved, and districted by anyone. Think, before you Everything you post online stays online post images or words you mi

Be Respectfu

When online, people cometimes forget that they are communicating with other people and not was their computer screen. They might vay or do things online they would never say or do in person. These people are called cyberbullies.

Remember to treated. Don't say or do anythi. That you wouldn't say or do to someone face-to-face. Be kind, courted s, and resp and a crime in any states.

Be Secure!

The online we is not a game. It is real life. Keeping your personal financial infor tion safe is important. Here are a few tips on h keep your info to ation safe online:

- ★ If it isn't requel, don't fill it in.
- **≭** Keep your pas yords and login information to email, social networking site. and other accounts secret from even your best friend. Chang your password(s) periodically.
- ★ Pick a password tha square numbers and letters, varied capitalization, and morchan seven characters.

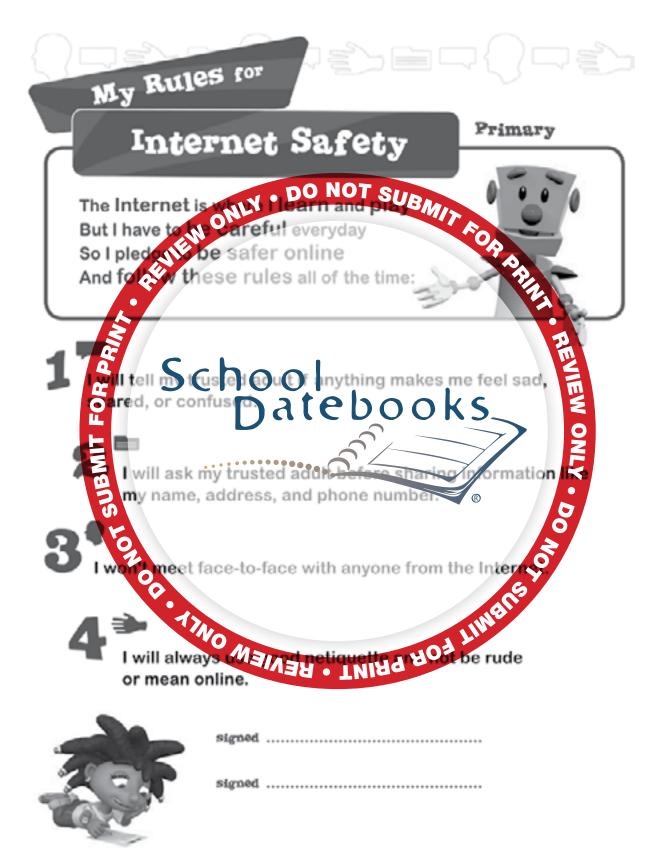
- Make sure your connection is secure before logging in.
 Check the URL (www. Address) f the website you are logging into. Don't trust the containing of the site itself.
 If you get an email about something important, research the email and make sive client a scam. Don't use the containing of the con email's links or download information
- Use up-to-date Antivirus software, and do regular Ensire
 1

HAVE YOU OR SOMEONE YOU KNOW ...

- ... ever had money stolen from them online? **Discuss**
- ... ever posted something or had something posted they would rather not have online? Discuss
- ... ever accidentally or purposefully sent an email or text to someone and hurt their feelings? Discuss

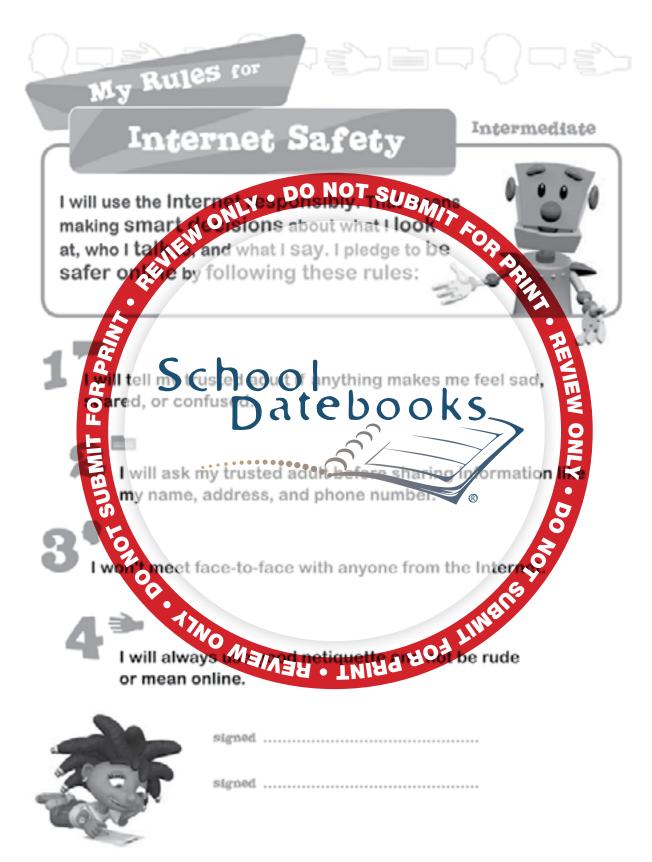
Why is it important to be smart, safe, and respectful online? Answer on a separate piece of paper.

HEALTHY LIVING internet safety pledge





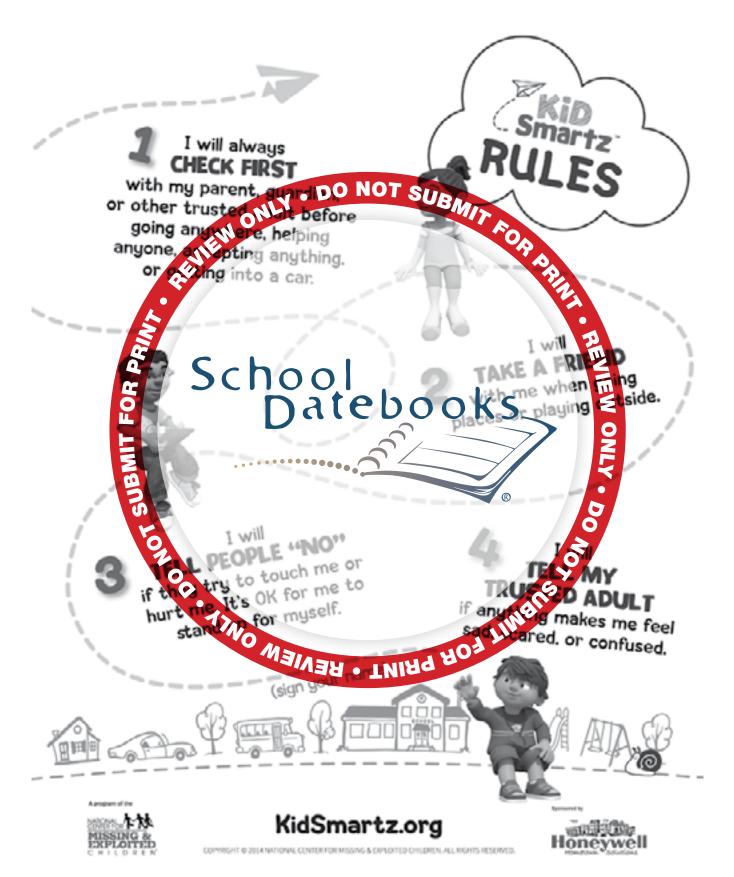
HEALTHY LIVING internet safety pledge







HEALTHY LIVING real world safety pledge

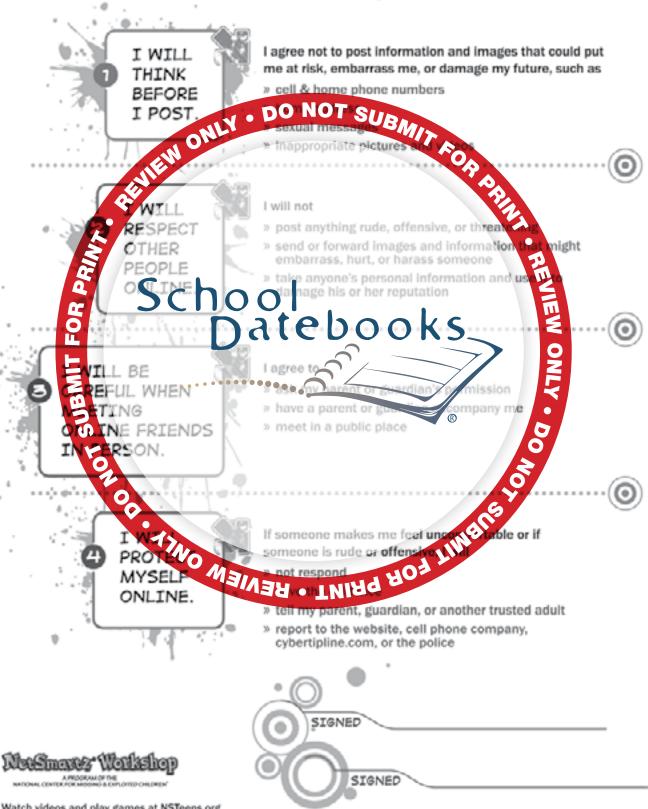




HEALTHY LIVING internet safety pledge

INTERNET SAFETY RULES

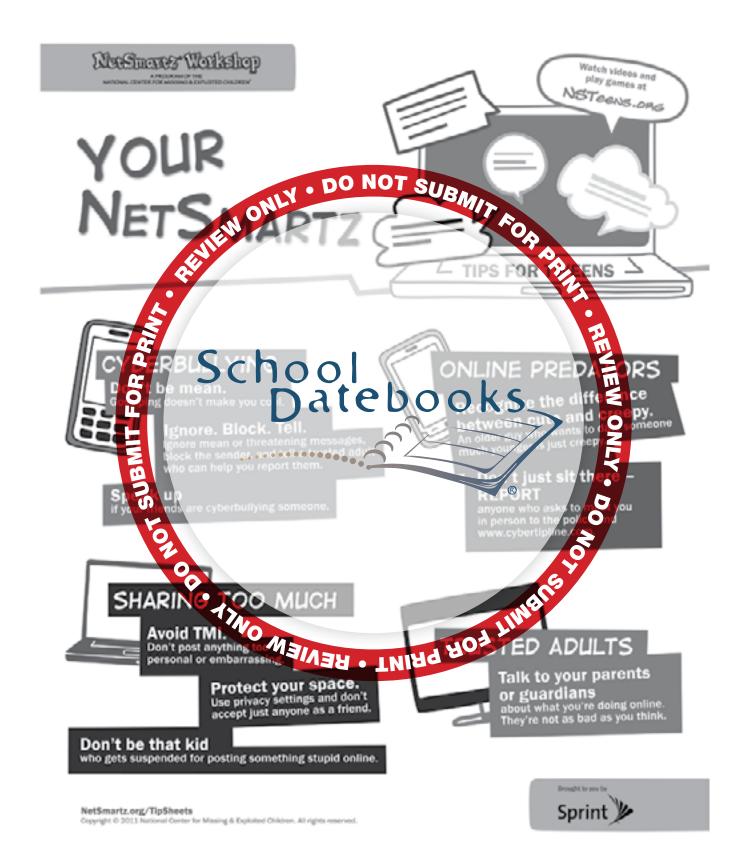
Middle School - High School



Watch videos and play games at NSTeens.org

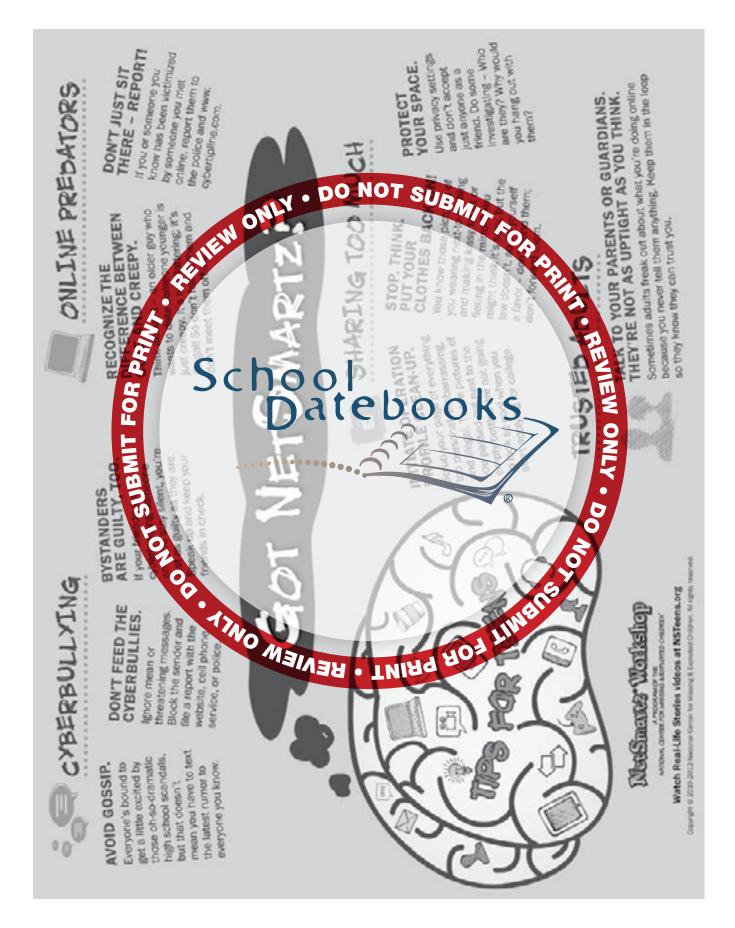
Copyright © 2010 National Center for Missing & Exploited Children. All rights reserved

HEALTHY LIVING NetSmartz for tweens



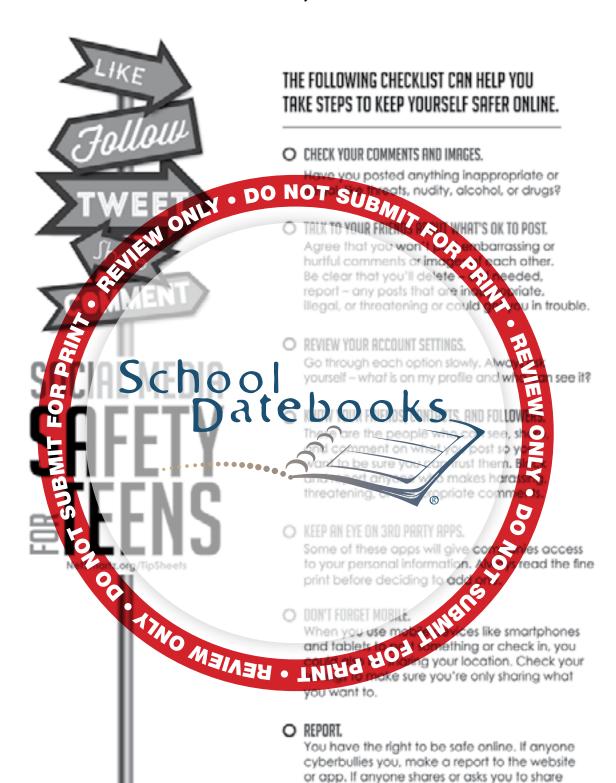


HEALTHY LIVING NetSmartz for teens





HEALTHY LIVING social media safety for teens



A program of the



Copyright © 2014 National Center for Missing & Exploited Children. All rights reserved.



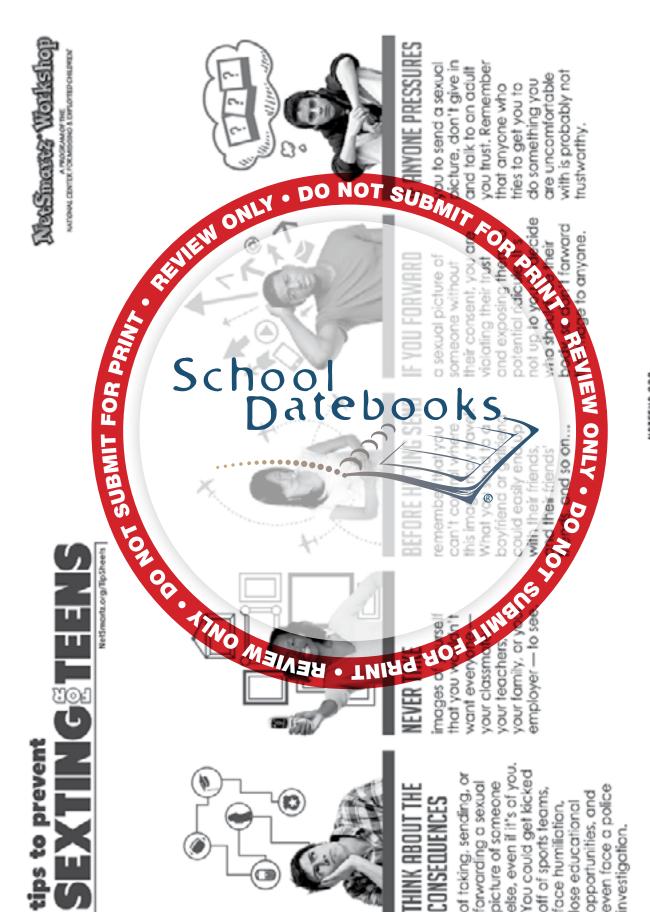
sexual messages or images, make a report to

www.CyberTipline.com.

For more resources visit NSTEENS.ORG



HEALTHY LIVING tips to prevent sexting for teens



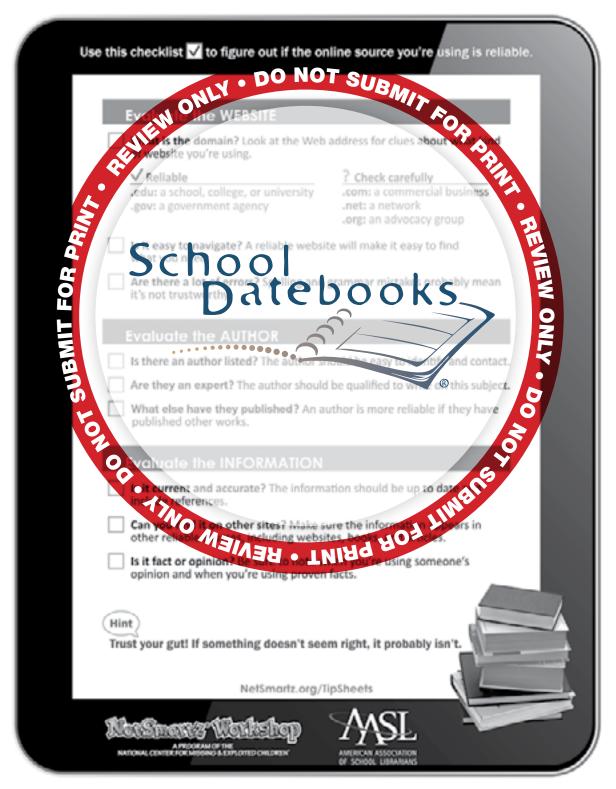
Watch Real-Life Stories at NSTERNS. ORG Copyright © 2012 National Center for Missing & Explained Children. All rights reserved.



HEALTHY LIVING evaluating internet sources

EVALUATING INTERNET SOURCES

Not everything you see online is true. That's why it's so important to screen websites before you use them to help with homework or for information in a school report.



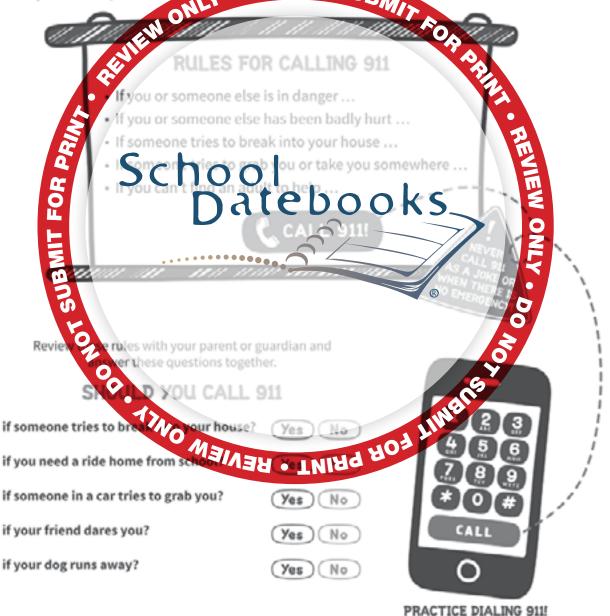


HEALTHY LIVING KidSmartz: rules for calling 911

CALLING 911



If there is an emergency and you need help, you may need to call 911. An emergency means you need help right now! If the situation can wait and you can get help from a trusted adult later, then it is not an emergency. Pay attent when you need help.





KidSmartz.org

HEALTHY LIVING KidSmartz: the common tricks

THE COMMON TRICKS





A person something like candy

WONLY . DO NOT SUBMIT FO

THE ANIMAL TRICK A person shows you a cute or unusual animal.

she is or her to pick



School atebooks

asked to help with. thing like giving directi ooking for a lost pet or m (I) opening a door, comething.

because you are so pretty or handsome. They might

tell you that you will be rich and famous.

@accident, and will be taken to you or guardian



THE OPEN-THE-DOOR TRIC A person asks you to open the door to your house when your parents or guardians are not home. The person may look like a delivery person or be wearing a uniform.

OR TRICK MAINAR OF THIRD AND WASH

go with him or her. This person may have a fake badge or be dressed in uniform. This person may say your parents or guardians do not want you anymore.





KidSmartz.org

COPYRIGHT ID 2014 NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN, ALL RIGHTS RESERVED.

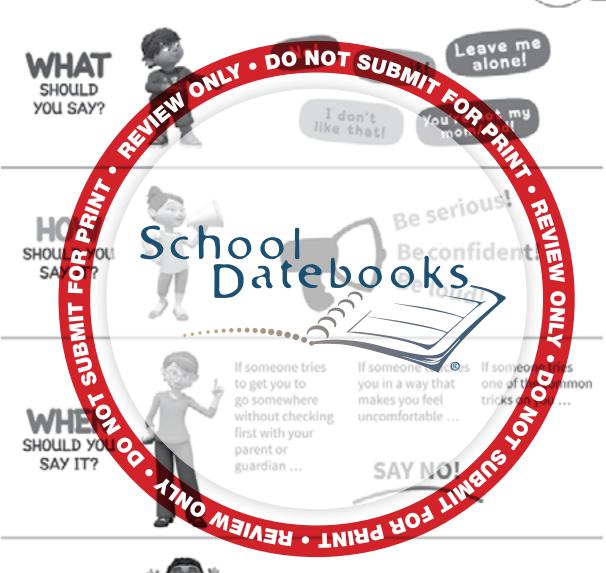




HEALTHY LIVING KidSmartz: how to say "no"

HOW TO SAY "NO"





SHOULD YOU SAY IT?



Because it is OK for you to stand up for yourself!



KidSmartz.org



HEALTHY LIVING Abuse & Healthy Relationships / Prevention Education Overview

OUR BODY BELONGS TO YO

Do you know an important part of safety is protecting your body? Just like you wear a helmet to ride a bike, there are important safety rules to remember when it comes to keeping your body safe.

What is a safe grown-up?

- A safe grown-up treats you with love, respect, and kindness.
- A safe grown-up treats you with love, respectable way, especially if an area that your bathing suit covers to look at pictures that make you recomfortable. mfortable way, especially in
- A safe grown-up will neverall you to keep a secret from your parents or (r a) ed caregiver.

Do you know ho your safe grown-ups are

- Think of two safe adults you can talk to about anything.

 Think of two safe adults you can talk to about anything.
- Think of one who lives in your home (parent, guardian, grandma, uncle, etc.) and on who lives out go of your home (teacher, principal, coach, etc.).
- If anyone make you feel unsafe or uncomfortable, be sure to tell a safe grown-up right away.

 • Know the phone numb
- If you ever tost or n address solution and let a police of

Secrets 75. Surprises

Secrets can make us feel nervous, worried, or sad. Secrets are somuling we may be scared to tell others.

Surprises make usel good, happy, and excited. Surprises are mean to be shared with others, like a special birthda, resent!

If an adult asks you to keep a secret that makes you upset or afraid, tell your save grown-up right away.



It is always brave to tell. Remember: Your body belongs to you!



HEALTHY LIVING Abuse & Healthy Relationships / Prevention Education Overview

DDY SAFETY AND ABUSE PREVEI

As a teenager, you can be an advocate for yourself and others by learning how to spot potential abusive behaviors and body violations. If you or someone you know is being abused, tell a trusted adult. Remember, your body belongs to you, and you have the right to speak up if anyone crosses a body boundary.

Important definitions of abuse:

- PHYSICAL ABUSE includes the intentional use of physical force that can result in bodily
- injury. Some examples are hitting, kicking, D.Sning, Lipp J. Sing, and burning.

 EMOTIONAL ABUSE refers to the property of t love, and threatening.
- NEGLECT is the fails to meet basic physical and emotional needs. These here include housing, food, clob, g, education, access to medical care, and having feelings was lated and appropriately responded to.

Another category of Suse that can cross physical and digital boundaries is sexual abuse. Sexual Abuse involves pressuring forcing someone into touching or being touched inappropriately. It can so involve being exposed to sexua cots, images, and videos. An adult or older teen should never ask you to take sexual photos or videos of your 11.

Some red flags sexual abuse in

 Keeping secrets, not wanting to b decrease self-confidence

What should I do?

If you or a friend of the going through something like the abuse outlined above, it can be hard to how what to do.

In cases of abuse, tropest thing to do is tell a trusted adult what you've been told or what very eseen. A trusted adult can be a meone inside or outside of your home like a teacher, counselor, och, parent, grandparent, aunt/uncle and friend's parent.

If you think you have experied ced abuse, you should tell a trusted adult. You can all leach out to any of the experts below to get advice on a yet handle a specific situation:

CHILDHELP HOTLINE: 1-800-422-445// Second Control of the experts below to get advice on a yet handle a specific situation:

• Call or text this number to disclose and A S Habose NIE decorption.

CYBER TIPLINE: www.cybertipline.org

• If an adult or older teen sends you sexual images or videos of a minor, report it online here.

LOVE IS RESPECT HOTLINE: 1-866-331-9474

• Call the number above or text "LOVEIS" to 22522 to talk with someone about dating violence and healthy relationships.





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, boots
 - d. Differences mountain, lake
 - e. Wholes to parts bedroom
 - f. Scientific groups Flow carnation, rose
- DO NOT SUBMIT FOR Serving to rentific 44 Look for patterns. Try to the a word out of the first letters of a list of things you are trying to also could make a sentence out of the first letters of the words you need to remember.

tebooks

- {5} Associate new thing you learn with what you already know.
- {6} Use rhythm or more up a rhyme.
- {7} Visualize the information in your mind
 - **a**. See the picture clearly an

 - **c.** See it in dimensions.
 - **d.** Put yourself into the picture.
 - e. Imagine an **tion** taking place.
- {8} Link the information together to give it meaning.
- {9} Use the inform. whenever you can. Repetition is the key to memory.

TIPS FOR TAKE'S STANDARDIZED TESTS

- {1} Concentrate. Do not talk (istract others.
- {2} Listen carefully to the directions. A questions if they are not clear.
- Pace yourself. Keep your eye on the but do not worry too much about not finishing. Work through all of the questions in order. When you know an any of problem to the problem of the state of the state
- {5} Read all of the possible answers for each question before choosing an
- [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.



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 problem NOTE the classroom. Try to avoid distractions.
- → Even if you do not sit close to the teacher from attention directly on them.
- → Pay attention to the teacher's style \ how the lecture is organized.
- → *Participate*; ask for clarificat when you do not understand.
- → Take notes.
- → *Listen* for key words, pames, events, and dates.
- → Don't make hasty ju rents; separate fact from opinion.
- → Connect what you ar with what you already know.

HOMEWOS SKILLS CHOOL Datebooks

- Keep track of your daily assignments in this datebook so you will always know what you have to do
- Homework is a scential part of learning. Even though you may not have written work to do you can always new or reread assignments. The more you review mich pation, the assignities to remember that he longer you are able to retain it. Not doing your homework is use 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 to her what you need to make up. You also need to know when it must be turned in. If you wassent for several days, make arrangements to receive assignments while you are out.
- Have a place to study that ke for you one that is free from distractions. Be honest with yourse about using the TV or listening to music during study time. Make sure you have everything before you begin to work.
- Develop a schedule that you can follow rested when you study. It is okay to study it so fit blocks of time. Marathon study sessions may be discontinuous.
- → *Prioritize your homework* so that you begin with the the important 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 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 uniterpractice.

 Be aware of each teacher's lecture style; learning how to accept takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for the leaf binder that has a section for each class our teacher may have the leaf binder that has a section for each class our teacher may have the leaf binder that has a section for each class our teacher may have the leaf binder that has a section for each class our teacher may have the leaf binder that has a section for each class our teacher may have the leaf binder that has a section for each class our teacher may have the leaf binder that has a section for each class our teacher may have the leaf binder that has a section for each class our teacher may have the leaf binder that has a section for each class our teacher may have the leaf binder that has a section for each class our teacher may have the leaf binder that has a section for each class our teacher may have the leaf binder that has a section for each class our teacher may have the leaf binder that has a section for each class our teacher may have the leaf binder that has a section for each class our teacher may have the leaf binder that has a section for each class our teacher may have the leaf binder that has a section for each class our teacher may have the leaf binder that has a section for each class of the leaf binder that has a section for each class of the leaf binder that has a section for each class of the leaf binder that has a section for each class of the leaf binder that has a section for each class of the leaf binder that has a section for each class of the leaf binder that has a section for each class of the leaf binder that has a section for each class of the leaf binder that has a section for each class of the leaf binder that has a section for each class of the leaf binder that has a section for each class of the leaf binder that has a section for each class of the leaf binder that has a section for each class of the leaf b
- notes. Most teachers we 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 phrases, leaving out unnecessary words. Use abbreviations. Write clearly so y be able to under and your notes when you review them.
- If you make a stake, a si vle line th rial is less time consuming than trying to erase This will save tir whole thing. of the lecture. Don't copy your notes over make them write them neatly in t
- Write notes or the right two-thirds of th to highlight the really important points in the discussion. questions or
- Listen for k as. Write them down in your own words. 🔎 ne teachers will use the chalkboard, an overhead outline these to ideas. Others will simply stress them in their disc
- Soon after class hile the information is still fresh in your mind, create question directly related to your notes in the column of the paper. Place these questions across from the information to w pertains. Highlighton underline any key points, terms, events or people. Quiz yourself by covering 2/3 side of your no and try to answer the questions you developed without referring to your no you need to refresh y a memory, simply uncover the note section to find the answers to your costions. Short, quick reviews we help you remember and understand the information as well as prepare or tests.
- manate, the material.

 Manate LNING HOLD LIMB HOLD LIMB To outline form. Review your notes daily. Pis reinforces the information and helps you make sure that you the material.
- Make sure your notes summarized the duplicate, the material.

 Devise your own use of shorthand.
- 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 helpful hints

THE SUCCESSFUL STUDENT'S BAG OF SKILLS)-

LAUDABLE LISTENING

- Concentrate on what the instructor says.
- Avoid distractions.
- Pay attention to the lecture, and take good not support of the lecture,

- Date your toles and organize them chronologically.
- Paraphrase a, abbreviate but make sure uu understand your own short
- Use the right twinhirds of the ege for notes a the left third ting questions and highcey point
- your not immediately the class se ill in any p<mark>oints you missed.</mark>
 - Se titles, drawings, etc., to organize and shilight the material.

- tebook nments.
- 'I'u're absent, have a frie assignments.
- lop a routine for completing your hor work: Set aside a time; choose a place have our supplies at hand; and turn off the rusic.
- Stud Ch blocks of time (if that works best
- Begin V your most important assignments
- Take break Periodically to refresh yourself and review wat you've learned.

NABLE - INIAG AOT TIMEUS NAME OF THE OF THE

A MEMORABL **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
- 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 vou must recall.
- Use and review the information as often as you can because repetition is the key to a good memory.



SUCCESS SKILLS about cheating



WINNERS NEVER CHEAT. CHEATERS NEVER WIN.

OR ANYTHING IMPORTANT!"

Don't be fooled, someday is will

nobady wins when h What happens when you actually need

Cheaters:

MISS OUT ON LEARNING THE MATERIAL AND EVENTU

WHETHER THAT YANT TO ADMIT

HAVE TO TRY TO KEEP TRACK OF THEIR LIES. WHICH IS IMPOSSIBLE AND A WASTE OF PRECIOUS TIME AND ENERGY.

ARE USUALLY CAUGHT. WEB-BASED ANTI-PLAGIARISM SERVICES AND CHEAT-PROOF SOFTWARE MAKE IT EASY FOR TEACHERS TO ROOT OUT CHEATERS. YOU CAN'T CHEAT FOR LONG WITHOUT SOMEONE EVENTUALLY UNMASKING YOU.



SUCCESS SKILLS plan to get ahead

People don't succeed because they're lucky.

They succeed because they set succeed work toward that e goals.

They por for success, and they follow the four strategies to succeed:

Use this datebook to write down all the homework, presets, and events ganization for which you're responsible. Also, ensure you have a he information vor correctly and on time.

ou hav<mark>e 🕶 time</mark> Managing Your time wisely ensures **Jim**e Management d what yo<mark>u an</mark>t to do. do both what you need to de

...e keys:

- sehold chores aside specific times for routine tasks (e.g., homeworks
- Man out time for everything you have to do, such as travel to school, attend team actices, and go to yer part-time job.
- Build some flexibility. Some things may take more or less time than you expert. Plan on it!

Start with your more important tasks of move down the list.

Stay on task – don't let yourself (Stick to those) Setting Priorities tasks that must be converted and have the most impact on y

PRINT • REVIEW

Just wishing to get better grades or to excel in sports accomplishes **Setting Goals** nothing. You need an action plan with clear, attainable goals. Goal-

setting also lessens your stress by making you feel more in control of your life. When setting goals:

- Write them down.
- Be specific.
- Set specific time limits, whether they're for 6 weeks, a semester, or a year.
- Be realistic. If you're a "C" student in math, set up steps for attaining a "B," then set steps for getting that "A."
- Develop a plan for reaching each goal. Make a list of the tasks or steps you need to complete.
- Share your goals with others to gain their support.
- Visualize your success.
- Build in rewards for yourself when you reach each goal.

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 and home responsibilities.
 - Make sure you have all the materic of uneed when you go to class and when you do your homework.
- Time Management Many of time wisely will help ensure that you have the opportunity to do both 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 your to your time plan, but be flexible. For example, if something happens that makes
 it impossible tryou to do homework during the regularly scheduled time, plan an
 alternate tip to do the homework
- [3] Set Priorities If you have log t do, t is important to set priorities
 - * Rank each ok in 1, 2, 3 order. Start with #1—he not up by nrock—od coxtinge on down the nst.
 - → When doing homework, start with the subject in which you need the most improvement.
 - Check off ished tasks.
 - If you frequently find that you cannot finish all the tasks on your it wou may need to prioritize your option setivities and eliminate some that are low on your priority list.
- 44 Set Goals Just 1 shing to get better grades or to excel in soccer 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 a swill make you feel in control of your life. Some hints for setting goals:
 - → Be specific. List so lifting goals for each academic subject. Also list goals for other school and home activities.
 - Set time limits. Your sals can be both short-term (within a month or on the next quiz or and long-term (within the semester or within the school year).
 - Set realistic goals. For example, must have always been difficult for you, don't aim ("A" in Algebra at the beginning of the ear of you usually get a "C-" in math, you are want to begin by setting a short-term goal of "C+" of preaching that first short to be a will give you the confidence to raise your goal for the next test to be go in the load.
 - → 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 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 skills and accompli achieved in school, activities internships, and in life.

These are the 5 basis

- **Header:** your name, address, phone number, email address.
- 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).
- st or statement highlighting your SUB and what you want your employer ou. This call prional. to know about you. This ca
- Skills/Achievements: a description o your abilities, hese can also accomplishments, and areas of compete be grouped under headings, such as Office Technical Experience, or Planning/Organization
- Education: a list of all formal education, works seminars, internships, school-related activities, and on-the aining (if any). The most recent should come first.

Remember:

- Use only one vo typefaces in the desig
- Use short phr instead of long sentence
- Line up all he rings to keep your résumé looking clean and professional
- Use good qua paper; a neutral color, such as white or ivor
- Do not include lary requirements.
- Do not include resonal information such as date of birth, height, weight, marital status, health, religion Do not use the word résumé at the top of the page.
- Keep your résumé one page.
- Have a list of referent (names, company names, phone numbers) ready to give if requested.

Use Action Words to Describe Skills

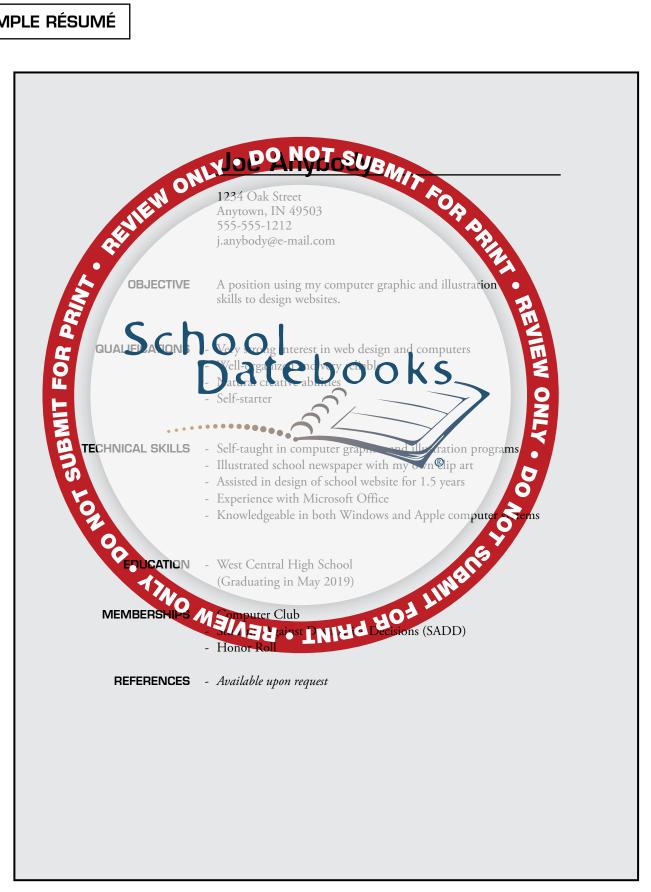
aned HOE IIIIEUS 10 classified accomplished issued activated communicated launched administered completed advanced computed formulated coordinated managed advised gathered analyzed organized created generated outlined applied critiqued guided delegated refined arranged implemented assembled designed improved reorganized attained determined initiated streamlined automated developed instituted trained budgeted devised instructed updated calculated engineered introduced utilized charted established invented wrote





SUCCESS SKILLS basic résumé writing

SAMPLE RÉSUMÉ





SUCCESS SKILLS preparing for college

PREPARING FOR COLLEGE

The College Application Process

- {1} The application process begins in NINTH grade. Your grades and coursework will directly impact your admittance to college.
- {2} Fill your schedule with a variety of subjects and difficulty. Colleges are looking for well-rounded students who are highly motivated. Do your best in each class. Do not let a class slip because it does not interest you. Colleges look for a consistent performan
- **(3)** Take the SAT or ACT in time to include
- [4] Look at as many potential college le. Do not limit your options.
- n hile at the college. (5) Visit as many campuses as po and talk to students, staff, and the office of admiss
- (6) Send applications to prosperior colleges beginning in early fall of your senior year. You can and information in the grance office or online at university and college websites.
- scholarship forms and send them to the appropriate personnel. **{7}** Fill out any potential
- **eks** for your counselor to process your applications.
- **(9)** Many schools w spond to your application within four to six weeks.

Steps for Juniors

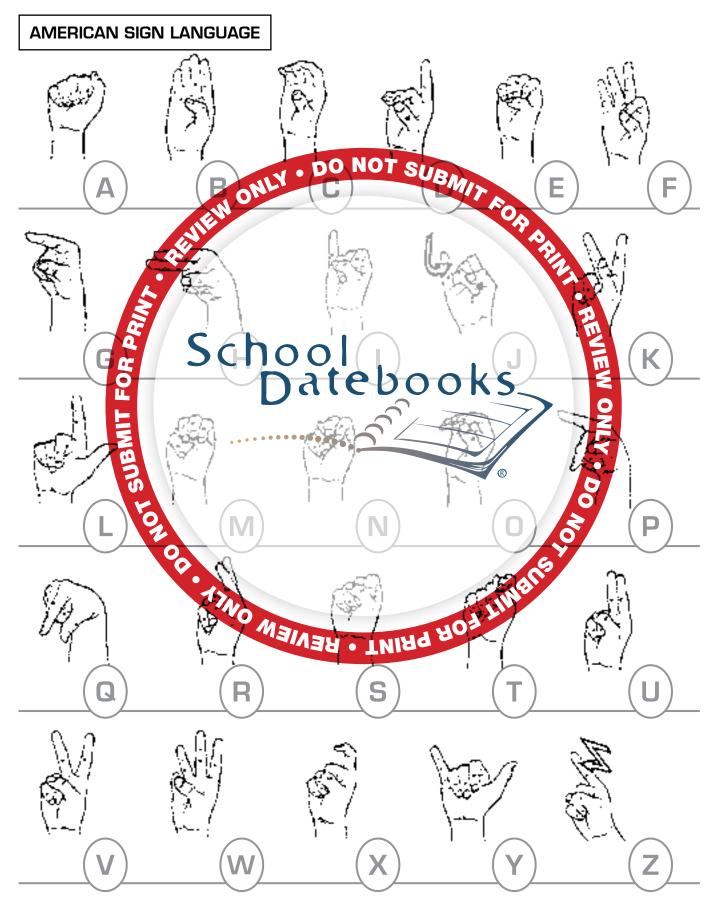
- **{1}** Talk to your nedule with coursework in English, foreign language, socie ided that students take as many mathem courses as p
- ing for well-rounded stu {2} Colleges are
- tential universities are visiting your school o to potential
- [4] It is best to vis ampuses when classes are in session, not spring bre
- prepares you for the SAT or ACT.
- fyour junior year, take the PSAT exam to practice for the SAT. **{6}** At the beginning
- [7] Take the SAT or fine the spring of your junior year. If you feel the score does not reflect your ability that the spring of your junior year. the exam during you prior year.
- **(8)** Start applying for any s o larships for which you are qualified.
- [9] If you know your intended reld of study in college, schedule your senior year with an emph
- {10}Plan to visit as many colleges e the summer as possible.

Steps for Seniors

- HOA TIL {1} Attend as many college fairs as possible
- **(2)** Visit as many institutions and universities as pos uses when classes are in session. (Not spring break, Christmas, or any major holiday.)
- (3) When visiting colleges, meet with the admissions office and financial aid office, and with professors in your intended field of study.
- **43** Talk to older friends and students about that particular college or university.
- (5) Ensure that your SAT or ACT scores meet the requirements of the colleges and universities that interest you. If necessary, retake the entrance exams.
- **(6)** Make a list of admission deadlines at the colleges you are interested in attending.
- [7] Submit completed college applications to your guidance counselor, and be sure to include any application fees.
- **{8}** File a financial aid form.
- **(9)** Inquire about any available scholarships, and be sure to meet the appropriate requirements and deadlines.
- **{10}**Keep a file of any correspondence from potential colleges for future reference.



SUCCESS SKILLS manual alphabet





SUCCESS SKILLS *Ieadership* — *tap your leadership experience*

LESSONS IN LEADERSHIP

Tap Your Leadership Experience

You've got more experience building consensus than you might think. Create a list of times when you:

FOA PARTIE
EVIE
\\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\
a yout the results?
l use to imprese your
LIMANS
_
"THE BEST POLICY IS MADE WHEN YOU ARE LISTENING TO PEOPLE
WHO ARE GOING TO BE IMPACTED. THEN, ONCE POLICY IS DETERMINED, YOU CALL ON THEM TO HELP YOU SELL IT." — Elizabeth Dole



SUCCESS SKILLS leadership — diversity

LESSONS IN LEADERSHIP

Diversity

Involve All People

Look around the world. The VS. Your community our school. You'll see people of many backgrounds, cultures, ethnicities, and shilities. Now take a look at VSr friends, teams, and organization. Do they represent the world at large? Or are the people in your group all the same gender, ethnicity, or

socioeconomic lass?

School

ries and cultures.

Enrich your phool and community by meeting learning about people of different ethnicities and

SOME WAYS:

from many col

- Befriend people of ther ethnicities
- Learn about the world's Lugge
- Volunteer at a local international center
- Welcome international students to school
- Speak up when others make inappropriate remarks
- ▶ Learn a new language
- Watch the world news

benefit by seeking, welcoming, an Cheluding a more diverse population. You'd varied view oints, enjoy greater participation, and see increased see a And if you're one of the group's leaders, it's your job to so thead this.

ENJOY THE RICHNESS Think about gender, culture, sexual orientation, and social conomics, and those with disabilities. More than saying you're open to all people, reach but to individuals face-to-face and introducement to join. When you create a group but represents the world and all it would, your organization will be all the richer and more effective for it.



SUCCESS SKILLS leadership — make a commitment

LESSONS IN LEADERSHIP

Make a **Commitment**

Leaders have a particular responsibility to bring diversity to a group and to see that it's nurtured and valued. It's not only the right thing to do, your group will be better for it.

Some ways you can bring bew, diverse people, your group:

- Hold a callout; in you in ouncements, say you're seeking dive membership
- Personally invite Winduals whose ethnicities may be underrepresent in your group
- Create an advisory group of diverse adults in your community and ask them or suggestions.

Once you've broatened your group's membership, be sule to 100

- Create a vincoming, respectful and acits e bromot KS
- When you proint committee leaders, be sure to include a pay of races, backgrounds and females and males these posts
- Make sure everyone is heard and their opinions valued at you events
- Consider speakers or workshops that will help your group value oversity

 Increase others

 No. Maintale Lnied a Care

WHEN YOUR GROUP OVERSE, IT HELPS MAKE SCHOOLS AN OMMUNITIES BETTER BY:

Increasing Oderstanding of others

Cancing respect for others

"YOU DON'T GET HARMONY WHEN EVERYONE SINGS THE SAME NOTE."

- Doug Floyd

"WE ARE OF COURSE A NATION OF DIFFERENCES.
THOSE DIFFERENCES DON'T MAKE US WEAK.
THEY'RE THE SOURCE OF OUR STRENGTH."

- Jimmy Carter

- Reducing conflicts at school and in your community
- Improving listening and communication skills
- Expanding understanding among people
- ▶ Curbing discrimination and bias
- Creating opportunities for new learning and experiences



SUCCESS SKILLS leadership — empower, inspire

Empower, Inspire

Lead Rather Than Dictate

"Do this." "Do that." Who needs it? Not those

How to fall the land that the It's valuing what they have say and what they do and providing opportunity for them, too, to

And leadership is about keeping everyone excited about your organization and commetted to your

GOOD LEADER NOW:

- Don't hand someone a bunch or envelopes o stuff. Instead, ask for help ranning what points to cover i meeting with the principal, invite a couple of members to with you.
- to bring Don't tell ther refreshments. In ead, ask them to contact the mean for that special proclamation ₽
- ▶ Don't tell someone to **s**€ podium. Instead, invite that Mains A picca paring back a particular project.

Yes, stuffing envelopes, bringing refreshments, and setting up the meeting room has to get done. Make sure everyone rotates through those tasks, including club leaders.

When you want members to feel like they count, give them meaningful opportunities to participate in your group.

a te o oro Kenbers

Leaders who can get others to prinvolved

- and positive yourself
- It's good to offer little prizes and icentives for arriving first, bringing in the most new members, making the most si
- Everyone should clap for Gery achievement
- Emails and text message can cheer everyone on
- A pizza party o celebrate a milestone keeps

"TELL ME AND I WILL FORGET. SHOW ME AND I MAY REMEMBER. INVOLVE ME AND I WILL REMEMBER."

Chinese Proverb

"ACTION SPRINGS NOT FROM THOUGHT, BUT FROM A READINESS FOR RESPONSIBILITY."

Dietrich Bonhoeffer



SUCCESS SKILLS leadership — follow through

Follow Through

Swing Through for Success

Like an athlete swinging a golf club OeNOT street, or baseball bat, good follow through is a skill every lead to hould master.

• TRACK THE DETAIL (E)

TRACK THE DETAIL

Follow through mere touching base throughout the project, doing whe you say you will do, making sure that what was supposed to happen did, and checking in the every detail. And when a project is complete, good follow through includes wrapping it up with one final checklist and the k-you to everyone involved.

Instead of the Snythical "Someday Isle," leaders who follow through make it woday I Will." Their punch list includes a look at details large and small.

at Cabro Revikos

Head for neday Isle'

ttle brother, ▶ Ever told you? "Someday I'll teach you to skateboard"? You arents oarents, "I'm Or a group you're in, "One of all that stuff up and turn it in"?

Doing those things, keeping those promises is following through. Making that a habit makes you a person of your word, someone who can be counted on and a good leader.

Like good sports swings, follow through has its

gh, you'll feel good about yourself and more confident in your abilities. You'll earn respect for paying atterion to the details. Your project will likely be great success! And you'll master a skill that wo serve you well throughout your life.

"BE TRUE TO YOUR WORK, YOUR WORD, AND YOUR FRIEND."

Henry David Thoreau

"YOU HAVE TO HAVE CONFIDENCE IN YOUR ABILITY, AND THEN BE TOUGH ENOUGH TO FOLLOW THROUGH."

- Rosalynn Carter



SUCCESS SKILLS leadership — organization

LESSONS IN LEADERSHIP

Organization

Get Organized for Success

Ever sit in a meeting while the lead of NOTes ground trying to find something? Ever spent time waiting in the lead of the drive while the driv

for the keys? Or wasted time yourself looking for a notebook or packet so saw somewhere just yesterday?

KEEP A CALENDAR

Organizations sylve can make life simpler – putting stuff where you can find it stickly, keeping a calendar, tracking your assignments

It's also key to good lead thip We there look to you for direction, do ou want to be caucht politing a und stacks of paper, wond ling where you put so helding or showing up late? Or would you rather come off as efficient, respectful of others' time, and someone who's in charge?

Getting and wing organized saves time. It makes it eas to get things done. And it gives you and others confidence in you as a leader.

Other Danie

• Got a friend, family member, or teacher who always seems to have their stuff when and where they need it? Ask them how they got so organized. People who are organized love to talk about it, and you'll likely pick up a couple of ideas you can use.

→ A PLACE FOR EVERYTHING

Find a place for everything and out it there when you're not using it. Write doen assignments, tasks, meetings, and fun activities. Frain yourself to think about the day and week ahead and to gather what you'll need is avance.

"OUT OF CLUTTER, FIND SIMPLICITY."

Albert Einstein

what you is to hassle and lectures – and free your mind for things you'd rather be thinking about!

"ORGANIZING IS WHAT YOU DO BEFORE YOU DO SOMETHING; SO THAT WHEN YOU DO IT, IT IS NOT ALL MIXED UP."

- A.A. Milne

SUCCESS SKILLS leadership — leadership qualities

Leadership Qualities

Load Up on What Leaders Need

Heard the phrase, "born leader?" Don't peners then practice their skills, just like DOyNOTelsUB//
True, there's a boatload O skills that go into spelling I sadership." Heard the phrase, "born leader?" Don't believe it. Good leaders learn and

Everyone deserves their say. Good leaders share the floor and darily consider what others suggest.

CAMPLE Dowing is always more powerful than telling, so your speak couder that words. Pilos in and model what you want others to discuss the country of the c

Liggest part of the equation. Be positive, encouraging, and optimise. It's ntagious!

skill to make it a true give-Anyone can talk at someone. It says take dialogue, a discussion that includes everyone and all prosts of view. Good leaders know the value of dialogue.

Effective leaders are often described as tireless. Although you can get sore rest, the energy you bring to your group will be a portivator and comporent in your success.

RESPONSIBILITY The buck stops here, good leaders know meaning they've got to do what's expected been their word and fall. do what's expected, pep their word, and follows reagh every step of the way.

STANDARDS This one's especially to the convergence of the way.

STANDARDS This one's especial ou've got to raise the bar, rise to the occasion, and go beyond the norm. Good leaders set and achieve high standards.

HUMILITY With all your success as a leader, shouldn't you get to brag a bit? No. Good leaders give credit to the workers, volunteers, the whole team. Humble pie, you'll find, is pretty tasty!

INTEGRITY With so many looking up to leaders, expectations are high. That's where integrity comes in. Be true to yourself, your group, your cause. The highest ethics and truthfulness will serve you well.

PASSION Good leaders do more than care. They passionately care. They go the extra mile. And passion inspires other to act and stay committed.

92



SUCCESS SKILLS *Ieadership* — how do you rate as a leader?

LESSONS IN LEADERSHIP

How Do You Rate?

Becoming a good leader is a process.

Rate yourself from 1 to 10 (10 being thought in each of these areas so you'll know the qualities you want to work on.

JIEW	FOA
	My core today
	From 1 to 10 (10 is tops)
	A TOTAL OF THE PROPERTY OF THE
I listen we to others. Chool I'm a good role model. Dateboo	1 2 3 4 5 6 8 9 10
I'm a goodrole model.	X S 3 4 5 6 7 8 9 10
My attitude is positive and can-do.	1 2 3 4 5 6 8 9 10
I engage in tealthy discussions.	1 2 3 4 5 6 7 8 9 10
I bring lots fenergy to the task.	3 4 5 6 7 8 9 10
I'm responsible in my actions and keep promises.	1 2 3 4 5 7 8 9 10
I hold myself 2 high standards.	1 2 3 4 5 7 8 9 10
I'm humble abor my accomplishments.	1 2 3 4 7 6 7 8 9 10
You can count on in integrity.	1 2 3 5 6 7 8 9 10
I'm enthusiastic about Projects I commit to.	1 4 5 6 7 8 9 10
I'm enthusiastic about projects I commit to. Mainal Lines 4	02



LEADERS DEVELOP UNIQUE STYLES. CONSIDER THE DIFFERENT APPROACHES OF THESE LEADERS:

- ▶ Barack Obama ▶ Malcom X
- ▶ Hillary Clinton ▶ Winston Churchill



SUCCESS SKILLS leadership — a good leader shares credit

LESSONS IN LEADERSHIP

A Good Leader Shares Credit

Who 'Dun It'?

Everyone loves a mystery, but not pointly one person getting all the credit for a whole team's experimental Cood leaders kill within and make sharing and giving credit a top prior to the coordinate of the coord

TELL ALL Sometimes it is portant for a group to have a face to put before a crowd, to help you achieve aw seness and goals. But that face can't claim all the or it. And your acknowledgement must be sincere. So tell all – who did what and what it's meant to your success.

GO PUBLIC What the best way to share the credit?

- Say "we" reead of School
- Send emais and notes or speak fice-to-face telling these lew important the role was in the group success and give specific examples
- Publicly anowledge individuals and their efforts

Sharing the coulit is more than saying "thank you." It sales saying, "This person did this and here's how it with vital to our success."

Save any myster for a good book or movie.

People Know Share the Creating Initial Host Initial Host

Þ	Look around, from the desk in the next row to
	the supper table at home to your community and nation. Who do you know who shares the credit generously, sincerely, and without a personal agenda?

"MY GRANDFATHER ONCE TOLD ME THAT THERE ARE TWO KINDS OF PEOPLE: THOSE WHO WORK AND THOSE WHO TAKE THE CREDIT. HE TOLD ME TO TRY TO BE IN THE FIRST GROUP; THERE WAS LESS COMPETITION THERE."

- Indira Gandhi



SUCCESS SKILLS leadership — teamwork

Teamwork

Collaborate to Win

Is your club stuck in a rut, doing the same feeling a little bored and tired? We new energy and Interpretable the project of the project.

The another school's club like your ideas.

It might be interest to meet with another school's club like your own, to involve middle school students, or even adults. New ideas, information, and opportunities can emerge.

If you're workis on a project, like cleaning up a community park or raising ands for a basketball goal of the park, two groups can get the work done quicker and easily – and both will get lots of kidos and cedic.

of partice in Sunday of the look for the Build Good leader and the val them. Nurture them.

▶ You know the type all about me." They kely make good leaders, because (1) too focused on power, control 34 attention. Leaders who are focu on group goals know it takes everyone to reach them, sometimes even partnerships outside the group.

ONE EXAMPLE: Sopre marches .C. are cospensored by more than 100 groups! The know every group will bring a conting orcy and all that much more support for cause.

In your class, school, contounity, and beyond, think about tring through teamwork and part ships. It makes for good leadership Md achieving goals.

TNIA9

"NONE OF US IS AS SMART AS ALL OF US."

Ken Blanchard

"TALENT WINS GAMES, BUT TEAMWORK AND INTELLIGENCE WIN CHAMPIONSHIPS."

— Michael Jordan



SUCCESS SKILLS leadership — finding places to lead

LESSONS IN LEADERSHIP

Finding Places to Lead

Looking for an organization to team up with for an event or activity? Find one with similar goals, whose mission complements yours. Or think about a group that could add another dimension for NOT Suppose that could add another dimension for NOT Suppose that could be a supposed to the could

- that could add another dimension DOMOT SUBJULE.

 CLUBS Are you in a governion or civics club? Ask the local Assublican and Democratic parties to include you wone of their events. It'll broaden your and a, give you an interesting speaker, and help you connect with people in the cominanty who are interested in what ou're doing.
- school teams Organizing a school spirit day? As off-season teams to join you with a short exhibition or even a comply act. The more you involve, the more fur and successful will be.
- funds for a haritable project? If you invite other rofits, but you reach a wider group of prospects, too.

If your group's pelect funds summer camps for kids and the other group wants to raise money for family literacy, you've got a great tie and commonality. And donors will likely aptir liate your ingenuity.

Any group that shares a similar interchasts with yours is a prospect for a one-time joint meeting or a school or public event. There's power in numbers, so increase yours!

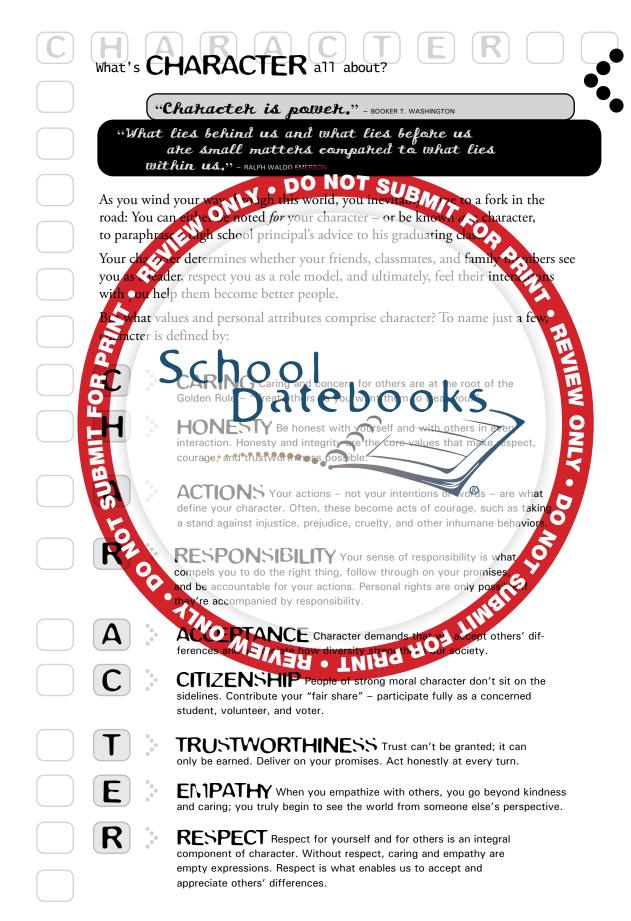
"ONLY WHEN MEN ARE CONNECTED TO LARGE, UNIVERSAL GOALS ARE THEY REALLY HAPPY — AND ONE RESULT OF THEIR HAPPINESS IS A RUSH OF CREATIVE ACTIVITY."

Joyce Carol Oates

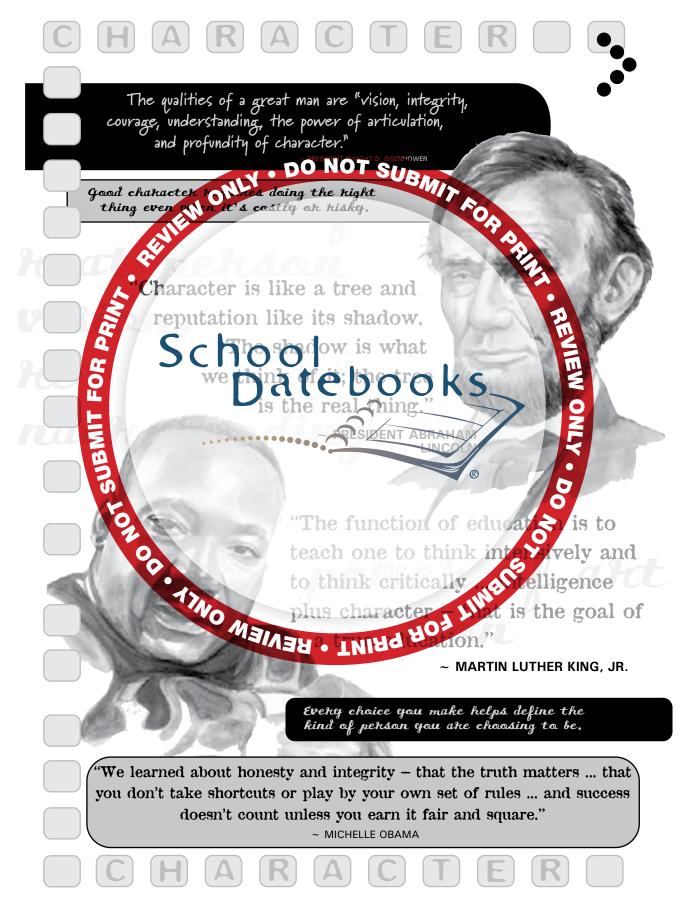
6	st Du Oc Oti K St. clubs:
	S F
	®
m	hat other school groups might be a good atch for an activity?
	LNIE HOS LIMENS LNIE H
	11/1 to 11/1
•N pr	LNICAMOUNT groups might join you in a oject?
	Association of Women Business Owners
	Chamber of Commerce
	Friends of the Zoo
	Kiwanis
	Lions Club
	Optimists
	Other:



CHARACTER defining character

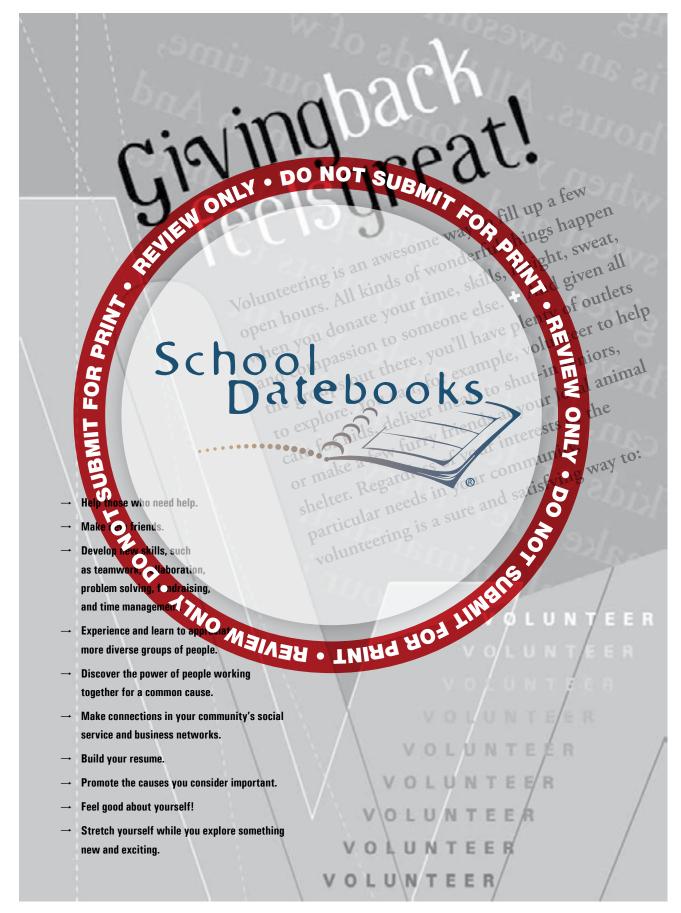


CHARACTER people of character





CHARACTER volunteering





CHARACTER anti-bullying

Banish Bullies

look around you. How many times a day do you witness someone

being a bully? Bullies are those bad apples who intentionally and repetitively abuse other people whip o INOTUSUSINITE than they are.

The bad news is this: Bit is have a toxic effect on themselves and everyone around is m, whether you happen to be the direct victim of the mastiness or not.

Even innocent bustanders are negatively affected. And, it you stand silently by, you're showed your approval, even if you don't or rove.

There is no surefire usu to bank bullies, by there are some things us san do. For starters:

be bully. If
you fee angry and
out of textrol, stop,
breathe de saly, and
relax. Don't be it
out on someone
else.

Work
with
student leaders and school
ficials to create
e, anonymous ways to
ort threats, drug use, weapons

report threats, drug use, weapons possession, etc. Remember, there's a fundamental difference between being snitch and courageously taking and ogainst aggressive

Seriolly doubsine Third AO Time

for being a din

As you go through your daily activities, in *and* out of school, stay aware of your personal safety. Don't be paranoid; just be aware. Awareness is the best strategy for avoiding or contending with situations in which you're at risk.



To reduce your chances of physical harm:

It's not just G

Bullying involves intentional, peated hurtful acts, words, or behavior.

Bullies ink they're stronger and bette han others, and they use bully a intimidate them.

Bullying can be:

em know.

es pick on people they

Thys ol

Punching poking, hairpulling eating, biting.

> Name-calling, teasir gossip.

Reject g,
humilicting,
ostracting, berating
persoci characteristics such as perceived
sexual entation.

ો ક્રોપોર્ગ Haras Cont and actual abuse.

Stick with the group. Whenever possible, avoid being alone.

Walk away. If you see a bully or someone who looks suspicious, take another route.

Exude confidence. You're less likely to be targeted by attackers if you appear poised and unafraid.

Follow your hunches. If a situation feels creepy, get out of it.

Keep your eyes open. When you're out in public, stay aware of the people around you. Also, key in on what they are doing and why that makes you feel uncomfortable.

Be in the know. The better you size up a person and a situation, the safer you'll be.

CHARACTER bullying: it's not ok

STOP BULLYING

Bullying is a form of abuse.

It is an intentional act meant to hurt another person emotionally or physically, and it's not OK.

Have you ever been teased or taunter level a nasty email or text message? Been hocally intimidated? Then you've most likely have the target of a bully. You're not alone; 3.2 ps on students are bullied at school every year.

finishing school, and some even spend time in jail later in life. Teens who are bullied by older classmates sometimes become bullies themselves, perpetuating a

Some believe that cullying is part of growing up, and it's how we learn to stood up for ourselves. There are better ways to learn life assons than being abused! There is simply no excuse coullying. No one ever deserves to be bullied and together we can stop bullying for god

Bullying hurts everyone involved. Even the bullies bullies tend to have a difficultime

son of any age. I tend to

to sing _ut others who are new to the scho -lifferent in appearance, or appear to har ow self-esteem. I might be tall, short, have a dis inity, or a different religious background than the bully. I might be in the wrong place at the wrong time. The bully has picked me, I am

the target.

nyone. Bullies tend

I am at weetly involved in bullying, but I am present when it occurs. I fact choice. Do I or do I not get involved? How slold I handle this responsi

BULLYING PROFILES

WONTH FOR PRINT . REVIEW ON

BULLYING VOCABUL

Cruelty: The act of harming another, who has no means of defense, for pleasure.

Goad: To continuously torment another in order to get a reaction. Target: A person whom a bully often seeks out as a victim.

Teasing: Tormenting another in an often clever but cruel way.

Manipulation: The act of dishonestly influencing others for personal advantage. Fear: The emotion that holds bystanders away from helping a victim.

Bully: An individual who regularly menaces others for personal gain.

#EASING
RUMORS
GOSSIP



CHARACTER bullying means more than you think

STOP BULLYING

Sometimes we tease our friends playfully, but when does it go too far? When does playful teasing become taunting? Teasing and taunting both involve making fun of someone, but taunting is mean and one-sided.

TEASE VS. TAUNT

DO NOT SUBMIT (Circle One) if offended, the teaser doesn't stop .Tease / Taunt I tease someone I know, who can and with the .Tease / Taunt only the teaser laughsTease / Taunt someone is upset, the teasing .Tease / Taunt

it is not playful and directer someone you do not know well .Tease / Taunt in a group, everyone lav even the one who is teased. ...Tease / Taunt

Have I ever...

hurt som vie else's feelings because I was jealous? made fun of son, me because it made me feel better about myself? joined in with my frier , taunts, ever mough I di in't actually want to participate? pinched, slapped, or physically hurt damaged see eone's proper sent hur text messages, emails, or spre mac I fun of someone else simply be

Do I BULLYFO Sometine recognize to they are being hully.

wisit: www. bully can

PHYSICAL BULLYING: Hitting, poking, pinching, pulling hair, or damaging someone say's things are all examples of physical bullying. Hurring someone physically is never ok, even if they define.

VERBAL BULLYING: Teasing, name-calling, spreading an jokes, threats, cather verbal or threatene ak my bone t words oal torments - lead to u wouldn't want someone to don't say it to them

uding or teasing oth swho are different from you and your friends (What a cek). Or, picking of the ceke of t SOCIAL BULLYING: like them or they are unpopular among y friends.

CYBERBULLYING: Using the internet relectronic devices to engage in verbal or social bullying. reading rumors on social media sites and sending hurtful messages or emails are a few examples. In some state erbullying is now illegal. For more information,

visit: www.cyber

BULLYING VOCABUI

Jealousy: A feeling of resentment towards someone because of that person's success or advantages. Bullies often bully other people because they are jealous of them. Victim: A person who has been bullied.

Ashamed: The feeling we get when we wish we had done something differently. Indirect Bullying: The spreading of rumors, gossip, or anonymous actions that are meant to hurt another person.

Cyberbullying: Using the internet to bully - text messages, unpleasant emails, Twitter and Facebook postings, etc. to damage someone's reputation.

Anger: An emotion we feel when bullied. Also an emotion that leads to bullying.

comes out on top!

JETH TIMBERLAKE. When he was a teenager, Justin had terrible acne and was picked on for trying to become a singer. Now, he is an international pop star. Justin says: "When you're a kid I think you try so hard to fit in and when you get older you realize that fitting in isn't really the thing that's more interesting ... I would not be here if I would have listened to the kids who told me I was a terrible singer and I was a sissy ... Be different."

CHARACTER i'm being bullied

STOP BULLYING What should I do? TAKE A STAND! Bullies often target those who they believe are not going t stand up for themselves. Be assertive and are bullied. If you are confronted occur ... Don't: ★ Engage the bully virt inlar behavior. If they taunt you, don't taunt back. If they shove you, don't shove back. It's It may seem obvious to not exactly what they want. contribute to **★** Show you're ur sec. Try to control your emotions and contribute bullying. But, it keep cool. can sometimes be Speak up, **★** Keep it a se difficult. Can you think of a time when it might Do: be difficult? Discuss. ♣ Proudly w way and ig are affected ak op and when shoun't you? **★** Confidently cell the bully you don't like be a bad idea? A good idea doing and them to stop. Remember, you deserve respect and the bully is being disrespectful. Ask your fired s for help and to accompany you in places the confirmation with the places the confirmation of the places the pla Discuss and practice/role elp, where should you get ♣ Ask an adult of can trust for help. Even if you think you have solved the problem, let an adult know. The bully help from? Together, come up with several bullying scenarios. For each scenario, come with a plan to may move on someone else. get help. ther person were bullied:

BULLYING VOCABUL/

Judgment: Bullies will sometimes judge another on their appearance or dress.

Silence: Not speaking out; what allows bullying to continue.

Tormenting: Intentionally causing excessive pain or worrying.

Name-Calling: Verbal bullying that involves "put-downs," insults, racial slurs, and other unpleasant names.

Malicious: Intentionally being vicious, causing suffering and harm to others, e.g., "That was a malicious thing to say."

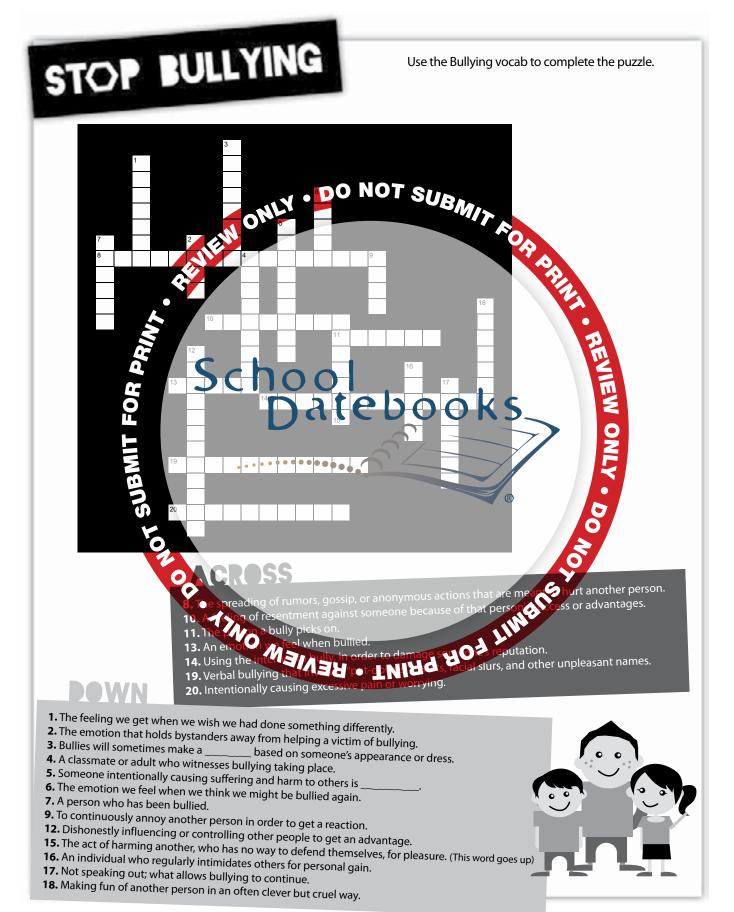
Worry: The emotion we feel when we think we might be bullied again. Bystander: A classmate or adult who witnesses bullying taking place.

REMEMBER:

It's not your fault. It's the bullies that have the problem, not their targets. Speak out, get help. You deserve to be respected and not tormented.



CHARACTER bullying: crossword puzzle





Everyday Occurrences

Early on we learn when to say "please" and "thank you," and how to address adults as "Mr. and Mrs. Smith."

- Some of your classify are teasing the new kid at school and give him a hard time?
- You disagree with the grade you received on a book report
- You attend our younger sibling's school talent show
- A friend ravites yo over for Onner for the first une?
- A class you don know ver well calls names in cafeteria?

Me First

You've probably heard the But showing respect isn't always de DO NOTASUB be a friend to yourself be a friend to yourself before anyone else will be true! rend you. It's true!

> Name me of the reasons you deserve to be treated with respect:

l excel at	
hoolagood Pexcerat Date books	٤
an teach others have	N N
favorite thing about me is	*
imp you're feeling down, turn to this page to be reminde	of why it's

Next time you're feeling down, turn to this great to be you!

"If you want to be Answer these stater respected by others the great thing is to respect you I treat other people the vant to be treated. F TERRITORIES POOPLE WHO are different than me. – Fyodor Dostoyevsky F I obey school rules and community laws. I don't litter and leave nature sites as I found them. F I solve disagreements without violence. F I allow others their chance to speak. I am a respectful person because:

RUSPONSIBILITY

You Can Count on Me

When you are responsible, others can rely on you to do your part – who her DO NOT SUBMIT FOR completing your part oute on time.

- Can you take care of yourself?
- Do you take are of others?
- Do you do right thing without School being ask

If you answered "yes" to all thee atebooks questions, you've shown that are responsible.

> Test Your Level of Responsibility

When you make a micke, do you

- a. Blame someone elso
- who have responsibility. correct it?

When you get up in the morning, do you

- a. Make your bed?
- b. Leave your bed a mess and hope someone else makes it?

On group assignments, do you

- a. Follow through with what you told the group you would do?
- b. Hope someone else in the group does your part?

2.	

7. _____



see models of responsibility.

There are teacher who educate

you, police offers who protect you, and packets who provide for

you. List Whe people in your life



Character in Action

You're alone in a classroom and you see the answers to an upcoming test on the teacher's desk. There is no way you will get caught if you look at them. You could to eNOT SUB heat, and steal to take advantage test without studying, but you wild be cheating What do you do?

Think carefully; your wer to this question indicates whethe ot you have integrity.

If you do the right thing and don't look at the test, you are chigh integrity.

If you look arme answers so you can do well on the st, you ee

- What do vour answer say yatebooks your charter?
- What word you do if you walked in on ano er student who was snooping the answers?
- Is it more is portant to win the game or ace the total Or is it more important to play fairly anot cheat?

Looking for Inspiration

- A person with integrity is honest, truthful, and considerate of others.
- Who do you know with integrity?

2.

Bou have integrity nothing else matters. If you dro nothing else m

ALAN K. SIMPSON

If you have integrity you are:

Truthful Honest Virtuous Conscientious

If you don't have integrity, you:

Lie Cheat Steal Take advantage Pass blame





N

Where Do I Stand?

Would I stand up for a friend in front of a group of people?

Would I help a friend who's being bullied?

Would I tell my tera I saw someone cheating?

Would I tell so eone if I suspected a frend was experimenting with dugs

Would I join new club, even if I dimit know any other club members?

"Courage is which takes to stand up and what it takes to sit speak; courage down and listen.

Courage is ...

- Standing up for the things you think are right.
- Going into unfamiliar circumstances with confidence.
 - Taking on new challenges.

DO NOT SUBMIT FOR

ebooks

WINSTON CHURCHILL

Can You Spot Courage s that are compatible with courage.

Heroism **Panic** Meekness **Fearlessness** Bravery **Timidity** Confidence Character **Boldness** Gumption Fear Gallantry **Trepidation** Fortitude Cowardice Valor Daring **Shyness** Resolution

108



DIMINATION

atebooks.

Make a plan. Make it happen!

Whether it's raising your grade or making the team, you have to work hard and have determination to reach your goal.

Traits in Common

 How are determination and perseverence alike?

	•		
My goal	l*		2517
iviy godi			

What I will do:

How I can motivate myself:_____

How I will mand myself:

Date I reaced my goal:

How cos motivation affect determine

 How is determination affected by optimism?

"If you are restrictly determined to make [something] of nurself, the thing is more than half done already."

- ABRAHAM LINCOLN

Well, if Lincoln do't have determination, his name would mean nothing to ou. Consider this:

from Lincoln

Lincoln was defeated where ran for the Illinois House of Representatives in 1832. But he was victorious, the House race in 1834, and was the elected for three consecutive terms.

consecutive feated when he ran for the U.S. House of Representatives in 1843, then ran successfully for a House seat in 1846.

He was defeated for the Senate in 1855.

He was defeated for Vice President in 1856.

He was defeated for the Senate again in 1858.

Finally, in 1860, Lincoln was elected President of the United States.

 Who else do you know who has shown determination?





Ambition

Aspiration

Desire

Plan

Aim

Goals

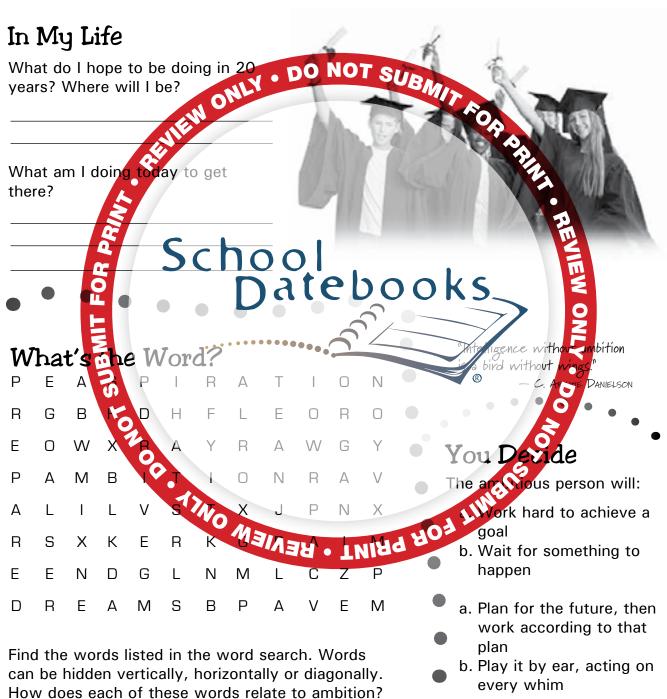
Drive

Dreams

Organize

Prepared





110

a. Set goals and make plans

b. Have ideas about things

and hope they all work out

to reach them



"Never doubt that a small group of thoughtful, committed citizens can change the world.

Indeed, it's the only thing that ever has."

Citizenship = Participation

Citizenship is having pride in your school, in your city, community, and country. But it's more than having pride. Citizenship is also doing all you can to help kept you DO

chool, city, community, and wintry omething to be proud on the community of the community o
Inscramble the work of figure out things you an do to be a good sitizen
OTVE in elections.
Pick up School Datebooks
chool, city, community, and whitry omething to be proud of substrained in Selections. OTVE Pick up CEELCRY CEELCRY COMMUNITY COMMUNITY Figure out things you and to be a good strizen Date books CEELCRY COMMUNITY COMMUNITY
Obey all of the country. WASL of the country. Being a good citizen mons celebrating what's great about your country, but also
Participate in
ULICCON TO THE TOTAL MEETING T
Respect HUIYTATOR
Raise money for If I could change one thing about my country, I would: THICARY
for a community service.
LOUNREVTE



Choosing to Care

Are you concerned for other people's feelings? Do you make sure your pets when they are in need? If you ce then you are a caring person.

DO NOTISUS some professions that require caring person. people when they are in need? If you do,

atebook

"Without arrange of caring, there can be no sense of com

ANTHONY J D'ANGELO

What does it mean care for the environment?

Could You Be Tore Caring?

Match the verbs with the cordesentences to figure out how you could be more letter by LNING

to my friend's troubles. Sharing

Speaking out around the house.

Including friends when they are sad.

Listening nicely about others.

Comforting my things with my siblings.

Helping everyone in the game.

How else could I be more caring? _

ou care for yourself?

What does it feel like when someone is caring for you?

What does it feel like when someone is uncaring toward you?

TRUSTWORTHINESS

Traits in Common	The Truth About Trust
How are friendship and loyalty related	Trustworthy people know the importance of
to trust?	trust and make sure they embody it in
ONLY	MINIT.
- IEW	Whom do you trustoo
How are friendship and loyalty related to trust?	Whom do you truston
	Can others trust you? Why or why not?
LA E Cabas	To the state of th
3C1100	Ī
Pa Da	Why is important to trust one another?
EE	
	W. C.
3	®
	When might you need betray a friend's trust?
"You may be deceived if you trust too	S
"You may be deceived if you trust too much, but you will live in timent if you don't trust enough."	
- FO ME	
In Department	TNIAG
In Practice For each example of nontrustworthy behavior, co	
,	one up with a trustworthy solution.
You fail to return your library books	
, ,	
	e's back
You let a friend copy your homework	
Someone else is blamed for your mistake	e



Are You Fair?	
Do you let everyone have a turn before again?	you go
Do you follow the rules?	MOTSUBMIT
Do you let everyone have a turn before again? Do you follow the rules? Do you listen to both sills of the story if friends are arguing? Are you careful real to judge people before	if your Sons
Are you careful resto judge people before get to know then?	ore you
People who carried fair make it a point to eneveryone had the same chance to achieve "It is to fair to ask of others what you are no colling to do yourself." — ELEAN E	ve.
Sometimes it can be difficult to be	Read the following scens os and
fair. Think about wyou can	determine whether the relations are fair or unfair.
at school	Everyone goes again. That is Live before anyone goes again. That is
at home	You see your classmate cheating on a test. That is
	You give something to one of your friends, but not to another. That is
in sports	You and your friends don't let anyone else sit at your table. That is
	You clean up the mess you made. That is



Honest or Dishonest?

Think about these situations and decide

Turning in a paper from an interpretation of the chapting of t words, paragraph order and a couple of examples.

Telling your aunt ou like the poster she gave you for your birthday even though you no longer the band.

Telling your prents you're an hour late because you friend and car trouble whe the problem was need not a solo which only ook a few minute

Letting the umpire call you sale whe you know the shortstop tagged you.

Assuring your little sister that the noise she just he was really the cat when you have notidea what it was.

Keeping the e ra dollar you got in change rather tan telling the clerk about his mistake. ags Naivar • Third Roa Thirdus

Is honesty always best?

What do I do if the truth might hurt someone's feelings?

Background Inc.

What it means to honest:

Training Scenario

A friend asks to copy yourscience On Work What do you

bmplished

I was honest this week **h**en:

Nagging Feelings

How does it feel when someone isn't honest with you?

How do you feel after you haven't been honest with someone?

Truth burns up error." SOJOURNER TRUTH



Winners Despite Rejections

If you're brainy enough to write a book - and persevere through that long process - surely (1) can count on getting it blished, can't you? Not necessity. It's after the writing in one that you need perseverance the most, many authors who've faced rejection letters will tel you.

They Kept At It

Those who suc

DOINGTEISTER

Charles Schull

Elizabeth Cady Stand Those who quit don't make history. Those who stick to it, like these folks,

- Lewis and Clark

Dr. Seuss Severes

If Dr. Seus quit after is Girst of O Who Do You Know W even his 10h rejection, you'd never have ead Green Eggs ar Ham or Goog Go. His first book, To Think Ist I Saw It on Mulberry Street, was ejected more than two dozen Pies. He went on to write nearly to children's books, many loved by adults, too.

If he hadn't persevered, you wouldn't have the promise of his tale, Oh the Places You'll Go.

Emily Dickinson, a 19th century In your neighborh. U.S. poet, saw just seven of her poems published in her lifetime. But she kept 5 But she kept on writing - more than 1,700 poems in all. Today, her work is studied and revered by many.

Without her perseverance, you wouldn't be inspired by her words, "Hope is the thing with feathers/ That perches in the soul" or "As imperceptibly as Grief/The summer lapsed away."

People who persevere

- In sports?
- In the music world?
- In the movie industry?
- In your family?
- At school?

think and dream of success in small steps, every time you accomplish a small goal, it gives you confidence to go on from there."



CATHOLIC EDUCATION Advent

A SEASON OF HOPE



The first Sunday of Advent is New Year's Day in the Catholic Church, when we begin a new cycle of the liturgical year. The

Church, when we begin a new cycle of the liturgical year. The Advence Nor sink four Sundays velocity of the liturgical year. The Advence Nor sink four Sundays velocity of the liturgical year. The Advence Nor sink four Sundays velocity of the liturgical year. The Advence Nor sink four Sundays velocity of the liturgical year. The Advence of the liturgical year. The Advence of the liturgical year. Sundays velocity of the liturgical year. The Advence of the litu

- ☐ Bringing hope to others through a helping hand
- ☐ Inviting relatives to join you for a meal during this season
- ☐ Others:

CATHOLIC EDUCATION Advent



THE ADVENT WREATH

A symbol of the coming of the light, the ADOT NOT STRAINS four candles, one for each Sunday of the season.

EVERGREEN FOR ETERNIAN

Traditionally, three the candles are purple and one is rose. The candles are placed in an evergreen circle, which

- rose. The candles are placed in an evergreen circle, which represents eternal life.
- The ritual of thing the candles signals the coming of the light, the bir of Christ on Christmas Day.

REPRESENTING EXPEC

- On the fill Sunday, a purple ca
- esenting pe, are lit. The next - nday, the first candle and a new purple candle, this one
- with the candles from the On the this Sunday, the rose candle, representing joy, first two were
- On the last Stray, the fourth candle, representing put is lit, along with the other three.

"We light a candle today, a small and light against a world that often seems forbid tig and dark. But we light it because we are people of hope."

Sacred Heart League

On Christmas Day, the purple and rose candles are replaced with te candles, signaling the new beginn

What hopes do you have during this time?	
What are you doing during the Season of Advent to prepare for Christmas?	



CATHOLIC EDUCATION All Saints' Day & All Souls' Day

SAINTS INSPIRE US

Stories of effort, struggle, leadership, compassion, and good works mark the lives of those who have been ordained Catholic saints. Their stories provide great examples for our own lives.

St. Martin de Porres, for example, was a Dominican friar known for his love of animals. He even operated a pet hospital from his sister's home.

St. Angela saw a need – education for sils-D.C. s. N.C.TalSUBINI learning opportunities for girls of women.

St. Ambrose was an attorne from for his peace-making skills.

St. Catharine of Bologua Wills were in writing and illustration. As a member the Poor Clares order, she illustrated manuscripts and wrote a book herself.

Their lives are seles of courage and application of their talents to make the world a better place. And these are just a sampling of the saints we can read about and earn from CDOO

ALL SAINTS OY - Each November 1 the Cit (Sic Out) All Saints' Day. This year, learn mo member's, or friend's. You're sure to discover an amzing tale and inspiration for our own life. •

"The saints has always been the source and origin of renewal in the most difficult mome in the Church's history."

- Pope John au II

LEARN FROM THEM saints? Besides lessons for living, their stories will energize you, too.

Some close-to-home saints you might want to explore more about:

Frances Xavier Cabrini, the first U.S. citizen to be canonized

- your life than one of Centiving.

 Sacrament and Historia Nikelssionary work
 - Woods in Indiana
 - Elizabeth Ann Seton, the first American-born saint



CATHOLIC EDUCATION Holy Spirit



The Holy Spirit bestows seven gifts at you Den No. I Sub Will For they are found at Isaiah 11:2, only verse: a spirit of knowledge and of fear of the Lord ...

Today, these gift are generally referred to as:

Wisdom - Un Crstanding - Pigliciud men - Reverence - Wander and awoof God

They're your ready to open and re throughout Lur life. Each time you'll gain new in ights and greater a greness. They are gifts that will made used up or broten!

THE HOLY SPICET IN YOUR LIFE -

When have you died on wisdom, understanding, strength, or another of the Say Spirit's gifts to get you through a today? Why challenging time?

How might you use these gifts to help plan your future?

Which of the seven gifts do you most count on today? Why?

The Holy Spirit Sa source of ongoing bounts Besides the Seven Gifts, or receive these twelve Fruits of the Holy Spirit:

- HOZ IIIIzastity
 - Faithfulness
 - Generosity
 - Gentleness Goodness
 - Joy
 - Kindness
 - Modesty
 - Patience
 - Peace
 - Self-control



CATHOLIC EDUCATION Lent

A TIME TO ACT

During Lent, we focus on the ultimate sacrifice, Jesus dying on the cross to redeem us from our sins.

LIVE MODESTLY - Lent, then, is a time for reflection and self-denial, a time for mourning and repentance. A time when we indulge less and live more modestly.

It can also be a time for action, especially when it works, a time for working hard the redemption of the redemption of

Giving up ice cream or command may be one choice for Lent. It's a carryo from the days of strict oring once observed by Catholics. Going without sweet treats is a sacrifice, and a worthy one.

GIVE OF YOURS — If something as simple as that is an appropriate Lenten observar imagine, then, what the impact would be of you doing something promite during Lenti As you scale back on what you give yourself during Lent, conside how you night give to others.

Perhaps the trinley you would have spin an Intertain of during Lent could be given to your local soup kitchen his may be a go time to step feward to volunteer. Every community has groups needing help, from the scal humane society to homeless she Your church liby has special activities, too.

Your time could be your greatest gift. And giving of yourself is indeed an honorable way to cark the season of Lent.

"And now abideth hope, love remain, these three; but the greatest of these is love.'

a 40 = Linens 104 - 1 Corinthians 13:127 will you do at home or in the community

WORD ORIGIN

While there seems to be some uncertainty about the precise origin of the word, "Lent," it was perhaps derived from the Germanic root word for spring, "lencten." And most agree that its meaning is "spring," "new life" and "hope," which we, of course, receive at Lent's end.

CATHOLIC EDUCATION Lent



THE SEASON

Lent begins on Ash Wednesday, which foll DO NOT SUBMIT anticipate your wants, provide anticipate your wants, provide for the needy without waiting to ask you."

Although we refer to Len 240-day period, the time from Ash Wednesday until Wer is actually 46 days, because Sundays were not consted in the days of fast observed during Lent in earlier years.

"If you want God to hear your anticipate your wants, provide

Thomas of Villanova

LENTEN TRADI ONS – Lent is a season rich with tradition and practice for Catalles. Many families, churces, and communities repeat their traditions year after year. Others you're to reflect changing times. Abuild the University takes and the world, different Lenten edices have emerged.

Talk to your parents, grandparents, and teachers. Find out where they grew up and wort their family and chech traditions were when they were sungeters. Ask them time of Lent. k about how your family's traditions are similar an

your family traditions, what are you likely t	o o
AINO MEILE	• INIAG AOS TIMEUS • TNIAG AOS TIMEUS • TNIAG AOS TIMEUS
BEW	YOU CONSIDER ADDING?



CATHOLIC EDUCATION liturgical year, colors CALENDAR MARKS SEASONS

A year is a year, except when you want to get more specific. There's the calendar year from January through December, the school year from fall to spring, the varied fiscal years for businesses, and, yes, a liturgical year for the Catholic Church. These markings of time give us a cycle with a beginning, middle, and end.

TRADITIONS CONNECT US – Beyond turnio North ages, trackin time helps Catholics learn more and our history, chronology, reviewents, celebrate specific holical and bring reverent meaning to our lives.

The liturgical year consects us to both our faith and to each other with meaningful traditions

REPEATING SEASONS – In the Catholic Church, the liturgical year begins on the first Surray of Advent and proceeds through the seasons, then repeats them. Car after Sar. Chool
The seasons The Catholic Churchas: atebooks

Advent ■ Christmas ■ Ordinary Time ■ Lent ■ Easter ■ Pentecosi

Ordinary

YOUR FAMILITE SEASON -

What's your favo season of the liturgical year? Why?

What are your family's traditions during the different church seasons?

Mainale - Inied Hoaling the different church seasons?

How do you think these traditions help connect you to your family and your faith?



CATHOLIC EDUCATION liturgical year, colors



COLORS BEAR MEANING
COLORS BEAR MEANING Liturgical colors are also used to mery cortain seasons or SUBMILLORS, giving an added dimension for services. VIOLET: MELANCHOUSE Violet is worn during more somber times, such as Advent, Lent, and Good Friday. The color is a symbol
VIOLET: MELANCHOLO
Violet is worn during more somber times, such as
Advent, Lent, and Good Friday. The color is a symbol
for melancholy spance, and humility.
ROSE: JOY
On the third Sanday of Sevent and the foarth Sunday of Lent, rose repeters violet as a symbol of the coming joy. RED: PASSION
Lent, rose reperies violet as a symbol of the coming joy.
RED: PASSION
Palm Sunday Pentecost, martyrs' feasts, and feasts of Christ's passion are times ween red is
used. It represents blood, fire, and martyrdom.
WHITE: GLO
White is the literaction color for Christmas, Easter, certain feast days, and weddings It signifies joy,
purity, light, innocence, triumph, and glory.
GREEN: HOPE
Green is the color tresen following the Epiphany and Pentecost. It represents the and life eternal
The color black is chosen for All Souls' Day and funeral Masses, as we refer the loss of those
preceded us.
Mala Hos
The color black is chosen for All Souls' Day and funeral Masses, as we prove the loss of those preceded us. YOUR THOUGHTS? How do you feel about the meanings behind each of the colors?
How do you feel about the meanings behind each of the colors?
What do you think the added symbolism of the chosen colors brings to each season?



CATHOLIC EDUCATION our blessed mother

MARY'S SIGNIFICANCE, AS MOTHER OF GOD

The older we get, the more interested we become in our mother's life. In our teens, as we experience some things for the first time, we realize that our mother did these before us. We begin a new level of conversation with her, and that grows in the coming years.

This same interest is true for Catholic, or Mary, the mother of Jesus and beginning to develop an unit standing of what Mary offers you. Further, you'll likely develop a deeper connection in the standing of what Mary offers you. Mary, the mother of Jesus and owned maternal figure. You make

So endeared is Mry that she's been bestowed with many names - the Blessed Virgin, Lady of Guadalupe, the Madonna, the Virgin Mary, the Queen of Laven, and Our Lady of Mercy, among many others.

"Nature's besoming, the warm air of May evenings, buman gladness in world that renewing itself—all these things effer in Veneration in Manhas its place in this very particular atmosphere, for she, the Virgin, shows us faith under its youthful aspect, as God's new beginning in a world that has grown

Pope —nedict XVI

HER GIFTS TOUS - As a truly holy woman and a mother, Mary's life Faith that good will come to use the solution of the solution offers us the opprounity to model her behavior, to strive to be the patient, loving, caring personshe was.

Some of her gifts to us include:

What gifts have you accepted from Mary?

CATHOLIC EDUCATION our blessed mother



FEASTS CELEBRATING MARY	
Throughout the church year, we turn to DOy NOT SUBMIT honor the Blessed Virgin: EVENTS IN HER LIFE:	e's stories. Some of the days we
December 8 ■ Immac inter Conception	"Be up stles of Divine Mercy under maternal and loving
September 8 ■ Mary's Birth	guidance Mary." — Pope Ann Paul II
March 25 ■ The Innunciation	
May 31 ■ The sitation	The state of the s
August 15 The Assumption OO	
March 25 The Annunciation May 31 The disitation August 15 The Assumption FEAST DAYS: December 12 Our Lady of Guadalupe	REVIEW ONLY.
December 12 Our Lady of Guadalupe	7/ 2
February 11 Four Lady of Lourdes	7
July 16 ■ Our ody of Mount Carmel	8
September 15 Lady of Sorrows	© 00 MO
August 22 ■ Quee ship of Mary	
MAY: THE MONTH COMARY – Catholics honor the Blessed Mothe May is the Month of Mary WHAT DOES MARY MEAN TO YOUR HOW does the Blessed Mother influence your life?	r for a far month each year;
WHAT DOES MARY MEAN TO Y MAINTENER LINE 402 How does the Blessed Mother influence your life: LND you in your	faith?



CATHOLIC EDUCATION the rosary

CONTEMPLATIVE PRAYER

Prayer beads, meditation time, and the ritual of repetitive prayers are common to many religions. For Catholics, one of the oldest traditions is praying the rosary, often done while holding rosary beads and moving from bead to bead after each prayer.

This structured prayer includes the Apostle's Creed, Hail Mary, Glory Be, and Our Father, as well as contemplation of the New Testament.

TIME FOR MEDITATION. CUS – For those saying the rosary, the repetitive prayer offers, opportunity for meditation, focus, and devotion, whether proced alone, with classmates or your family, at a funeral, or a celebration.

For individuals, tying the rosary can be a time to step outside the routine, a few minutes of effection and an opportunity to focus on your faith.

CONNECTING FAMILIES GROUP. Some families begin a long car drive by saying the sary. Others use this form of preer large special times of the year, to bing the family together

For groups, to create connections, to troop and peace.

"Give me an army saying the rosary, and I will conquer the world."

- Pope Pius

"The rosary should ways be seen and experienced as a path of contemplation."

- Pope John Paul II

YOU AND THE ROSARY WALLS & LNIE & LN
How do you feel after praying the rosary?
What does praying the rosary give you?



CATHOLIC EDUCATION the rosary



THE ROSARY'S ORIGINS

Catholic scholars believe that praying the rDO NOTesus ting the High Middle Ages, the 11th to the centuries, when few policy able to read. Repeating the Mir Father 150 times, which they had through oral tradition, rouded a framework for contemplative prayer. The prayers were council off on a ring of beads called a corona.

It's believed that sometime in the late 1300s, Dominican friar Henry Kalkar divided the 150 payers into 15 decades and replaced the Our Father with the Hail ... Later, the rosary was shortened to 5 decades.

Under Pope KIII, who served from to 1903, October was named the Moth of the Holy Roser. The fease f Bur od K S the Rosary is Mebrated on October 7 ach year.

NEWEST: LUKINOUS MYSTERIES - In 2002, Poperohn Paul II introduced the uminous Mysteries, the mysteries of light to church's traditional Glorious, Joyful, and Sorrowful Mysteries contemplation Wile praying the rosary.

though that I had no time to pray, <mark>Pan</mark> I saw an armless man saying his rosary with his feet."

r lown

The Luminous Oysteries are:

- Baptism of Jesus in the Jordan
- The wedding at Co.
 The Proclamation of the Kingdom of God
 RLIEST MYSTERIES

 Mainale Inieds

 Resurrection of Je
- The Transfiguration of
 - The Last Supper, inscrition of the Eucharist

EARLIEST MYSTERIES

Joyful

- Annunciation of Gabriel to Mary
- Visitation of Mary to Elizabeth
- Birth of Jesus
- Presentation of Jesus in the temple
- Finding Jesus in the temple

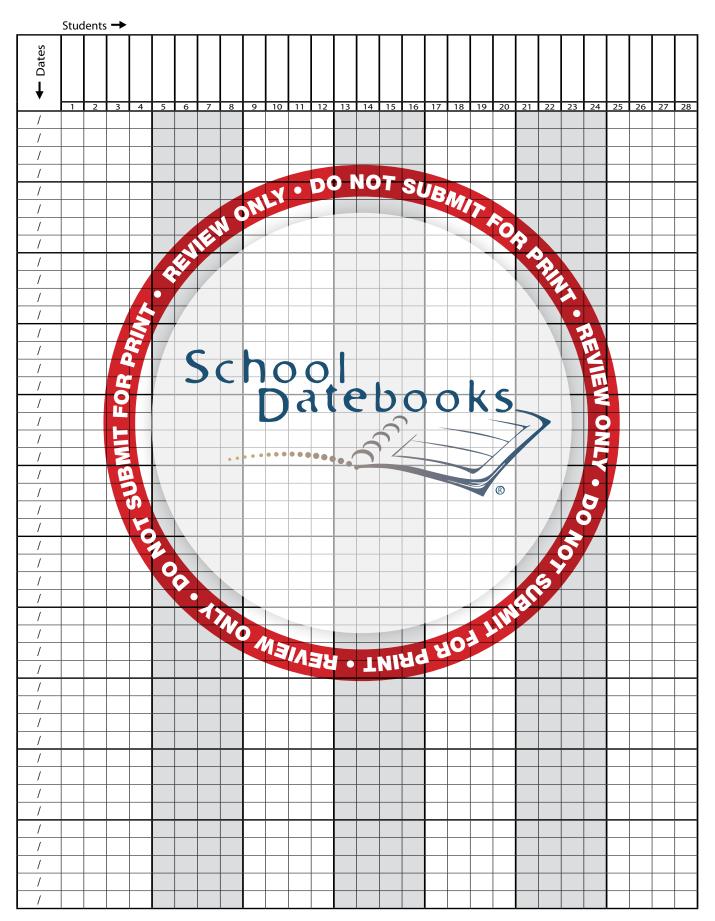
Sorrowful

- Agony of Jesus in the garden
- Jesus scourged at the pillar
- Iesus crowned with thorns
- Jesus carries his cross
- Crucifixion of Jesus

- Resurrection of Jesus
- Ascension of Jesus
- Descent of the Holy Spirit at Pentecost
- Assumption of Mary into heaven
- Coronation of Mary as Queen of Heaven and Earth

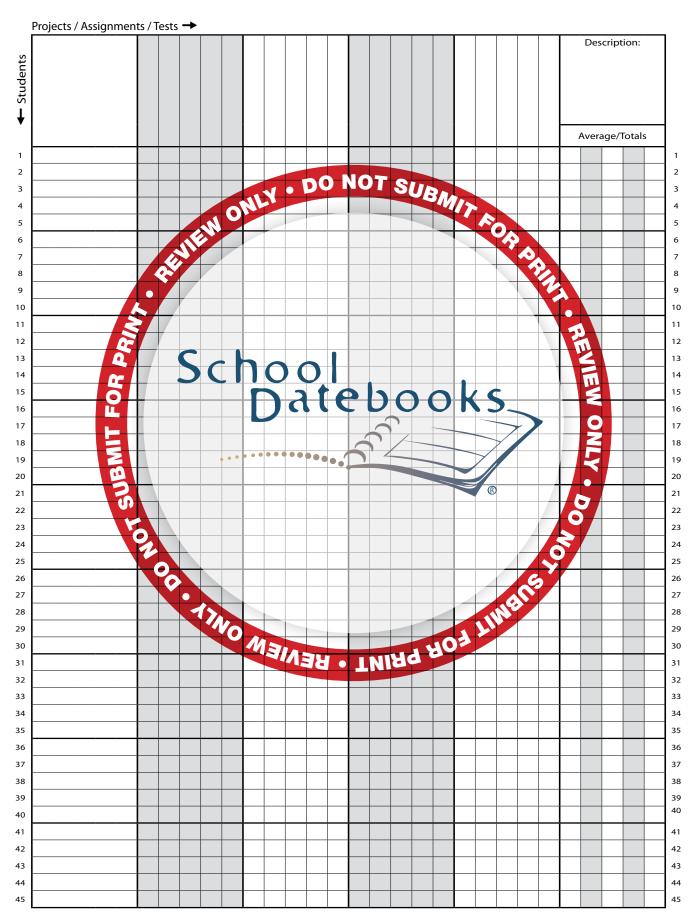


ATTENDANCE RECORDS



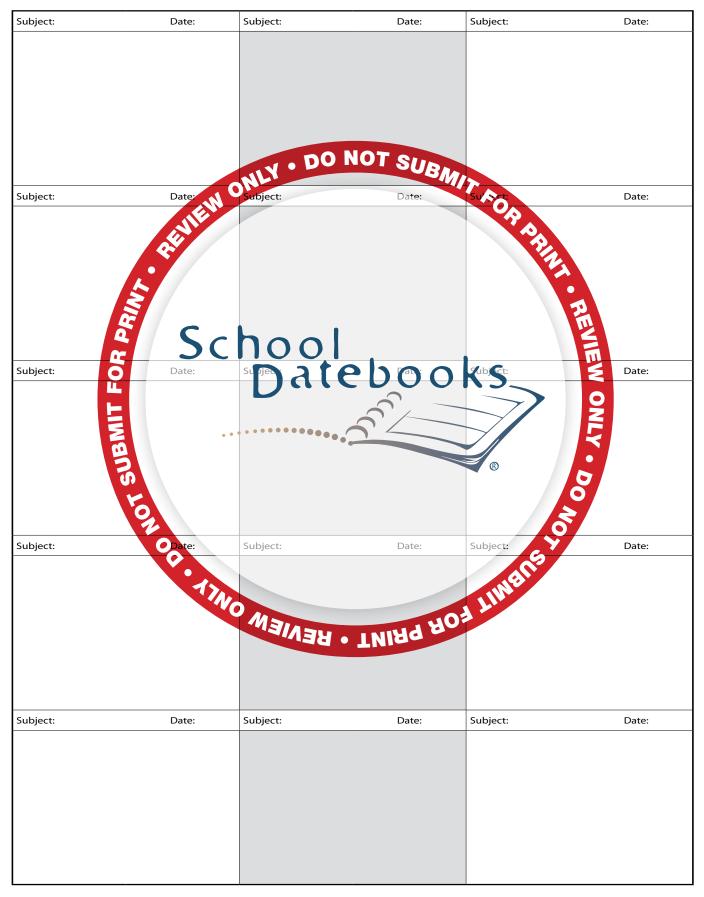


GRADE TRACKING

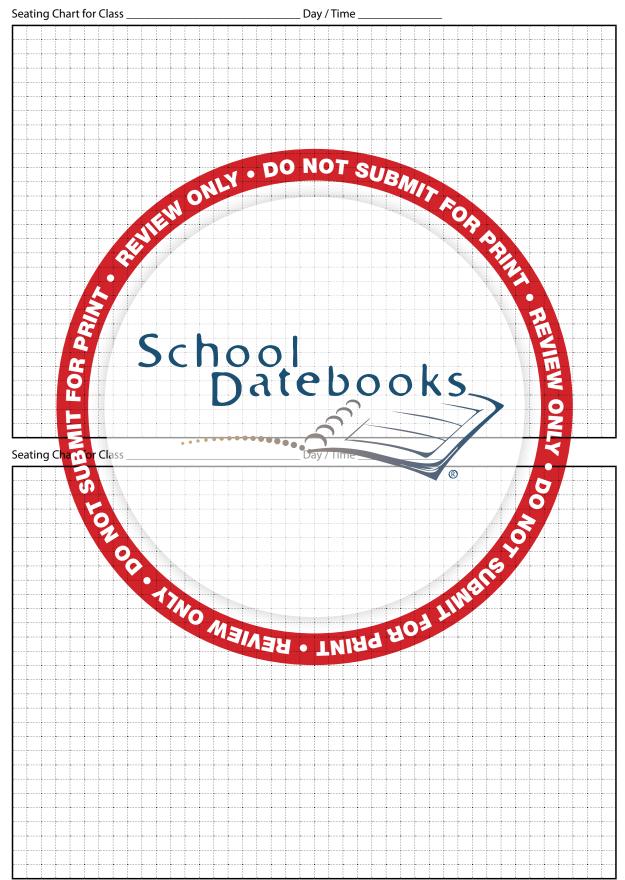




LESSON PLAN LOGS



SEATING CHARTS



Use a ruler and a pen to outline the position of the desks in your classroom. Write each student's name inside the box representing their desk.



SUBSTITUTE INFORMATION

Daily Schedule	Routine Procedures
School Begins	
AM Break	
Lunch School Resumes	
PM Break	
	- 17 - 17 - 17 - 17 - 17 - 17 - 17 - 17
	DO NOT O
Get Help From	JLY . DO NOT SUBMI
Students	Dismissal
	Audio-Visual Equipment
Teacher(s)	
	Audio-Visual Equipment
Secretary	
Administrator(s)	
Numer S	CNOOL E
Nurse	natebooks
Custodian(s)	Fire Jrills O
Custodian(s)	5
E	Emergency
Notes	
Top.	
	Disaster
o _o	
	Wo Health/Medical lago and the Mala House and the M
	Mala HO3
	25.1VE 8. 11/180
	First Aid
	Nurse's Schedule
Other Information	

STEM What is STEM?



STEM is an acronym that stands for science, technology, engineering, and math. Rather than teaching each of these subjects on its own, STEM education takes a more inclusive approach, integrating all four areas into lessons and experiments. It teaches students how to solve tough problems, gather evidence and data, and understand new information.

Many Americans

See more STEM in the classroom.

Solution of the properties of waves.

2015, then-President the periodic table, or the properties of waves.

a school subjection to the world, a critical way to understand and

It is an applicant to the world, and then have the capacity explore a singrage with the world, and then have the capacity

School
Datebooks



to char

In 2014, only 18 percess of students were into eyed in a STEM career, according to the U.S. Department of Education



Among STEM jobs, occupations in technology, such as exputing and software development, are in the highest demand.



STED ord skills" also need "heart, soul, believe and value," says Jack On founder of Alibaba. That up to lores how STEM occupations in SIASU manifold du Boung lives.

AND NOW STEAM

A movement is underway to add "A" to the acronym, making it **STEAM**, and many are adopting it. The "A" represents "art" and its creative disciplines, adding to the mix to reflect the role of artists and designers in innovation. Two examples of art's influence: a pacemaker based on a musical metronome; and medical stents that were inspired by origami.



STEM Engineering Design Process



We use the four fields of STEM (science, math, engineering, and technology) to solve real-world problems, or challenges. STEM challenges have five distinct tasks: ask, imagine, plan, create, and improve - known as the Engineering Design Propo NOT States as a cycle. Once you build a solution, you will find have to improve it, and have plan, build a new model, and retend to will you find a solution that wo so

Practice yay to build a house that stands up to strong winds. tape. Fin



Sketches are OKI

lem?



No Maivan • Thing no bick work of the bick with the bick w Practice: Test it by either blowing a card house or putting a fan up to it. How change it in the future to help it stand longer?

Pick your best idea & plan your solution.

Practice: Use a detailed drawing to show your plan.



CREATE

Build a model of your solution.

Practice: Build your card house!



STEM Teamwork

A crucial part of STEM learning is working in teams.

Teamwork involves brainstorming with your fellow classmates, picking the best idea as a group, building a model together DO NOT: SUBJULT.

thin a team, members sometimes take of Atain roles.

Examples inclue: head engineer, quality control engineer, op atons manager and communication director.

When the king of a team it's important not to criticize others' idea to every in will be called to omething you pursue. In those mises, you'll be opportunities to deal the Cean Opor Kos.

Practice delivering your input in west work. Instead of skying, "The model moollarge and won't work," try, "What it wanted it smaller to it the requirements better?"

Working in teams of teamwork to the teamwork of the top for successive of the teamwork of the teamwork of the teamwork of the top top the teamwork of the teamwork



STEM Leaders in History



FLORENCE NIGHTINGALE (1820-1910) was a nurse who greatly improved health care conditions in the 19th century. During the Crimean War, she and her team made conditions more sanitary at a British base hospital, reducing the hospital's death rate by over 66





four others designed the him network, also known as the Intern also founded the nonprofit organization, t Intellectual Property Enterpise Council, to help other



American inventors.

CARIO MOLINA (1943-) won the Nobel Process chemistry in 1977 for discovering that the earth's 2017 layer was being damage. On the use of Freon, a trago a singerant used in air conditioners and ASU or LNING to doles in the ozone were cooling methods.



YNES MEXIA (1879-1938) was a botanist who discovered two new plant genera and 500 new plant species. She greatly expanded the world's knowledge of plant life.



STEM Leaders in History (pg. 2)



MARIE CURIE (1867-1934) was the first woman to win the Nobel Prize and the first person to win two Nobel Prizes. She received the first award in 1911 for her discovery of polonium and radium.

EW ONLY . DO NOT SUBMIT CO. LEW ONLY . DO NOT SUBMIT CO. LEW ONLY . 1867-1912)



Swented and built the first successful airplane 1 103. They observed how birds angled their wings to fly, and they copied this in the plane wings' design.

School Datebooks. ROSALIND FRANKLIN (200-1958) learne



and X-ray difference of the state of the provided necessary evidence for identifying DNA's state of the provided necessary evidence for identifying the provided necessary evidence for identification in the provided necessary evidence for identification in the provided necessary evidence for identification in the provided necessary evidence for



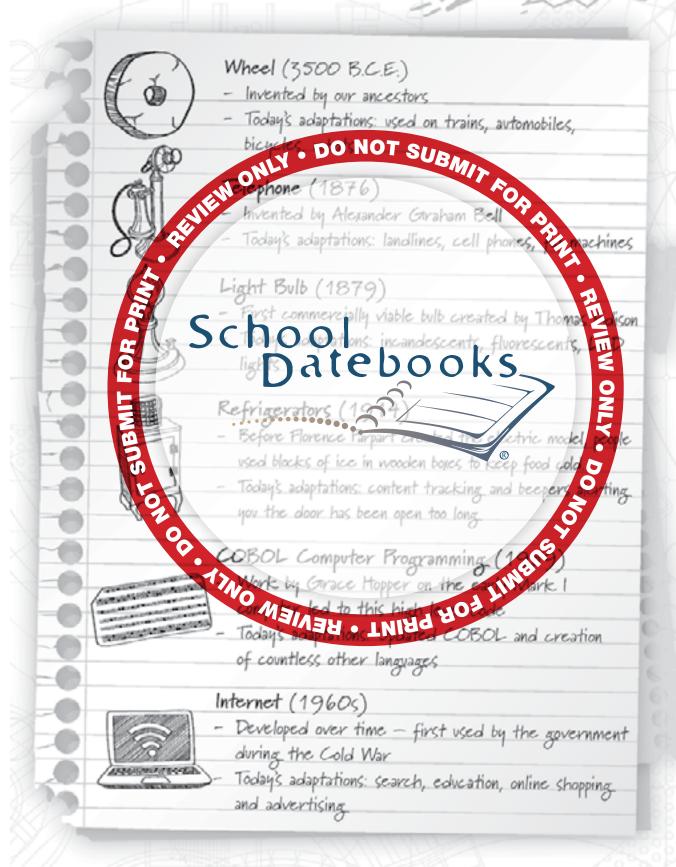
WAN DEERE (1804-1886), a blacksmith, de Cod that the work) all cast-iron plow farmers used with suited for prairie soil, so if wisd a new steel design of a bunded Deere & Company, who will be appropriately agriculture tools.



LOUIS BRAILLE (1809-1852) was a blind Frenchman who decided there had to be a better way to learn than just listening — he wanted to read. He invented Braille, the system of reading and writing for the blind that we know today.

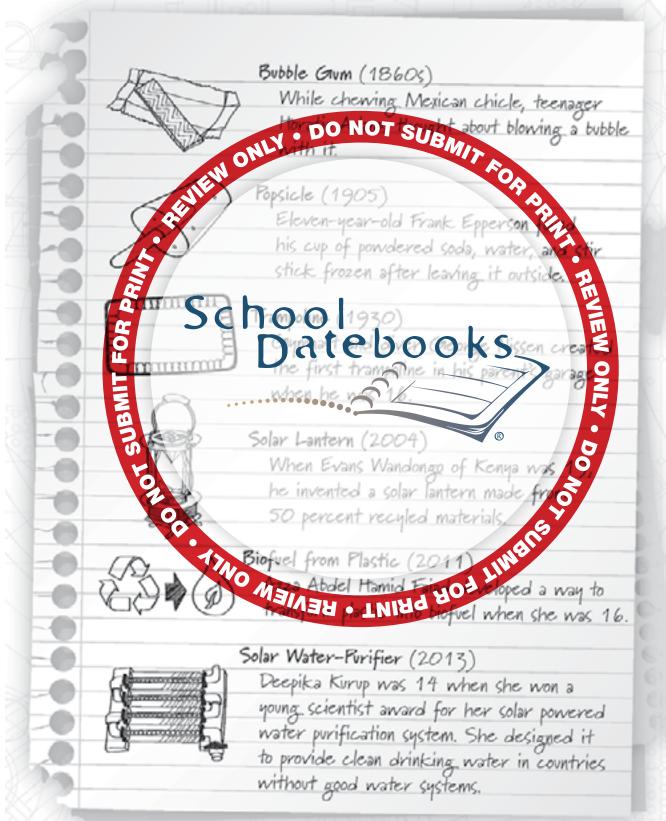


STEM Interesting Inventions





STEM Inventions at a Young Age





STEM Careers

AGRICULTURAL ENGINEER | Agricultural engineers bring technology to traditional agriculture by improving methods for livestock raising and
(how many crops are produced), salely,
food supplies. These engineers may introduce advances
in existing machining, create new captip O NOTI SUBJUTE
state-of-the-art facilities. The Notice advances
which is a state-of-the-art facilities. The Notice advances
analyte and pollution provides and other
which is a state-of-the-art facilities and other
which is a state-of-the-art facilities. The Notice advances
and the state-of-the-art facilities and pollution provides advances
and the state-of-the-art facilities are state-of-the-art facilities. The Notice advances
are state-of-the-art facilities are state-of-the-art facilities. The Notice advances
are state-of-the-art facilities are state-of-the-art facilities. The Notice advances
are state-of-the-art facilities are state-of-the-art facilities are state-of-the-art facilities.



contents. They identify new food sources and improve p ethods for processing and preserving food. They also address world's Sich of or growing, storing, pack Ying, and

Datebooks

MECHANIC Tare, maintenance, and repairs to-do list. The professionals know every detail or the equipment the refrigeration, whose machines — anything that operates mechanically.

Because equipment is always changing and being invented, mechanics must continually can new techniques and procedures.

All RIUM DIRECTOR | An aquarium with tor oversed every of the business of planning, is a like a LNING marine life, with staff for tasks. Directors also are the life, with staff for tasks. work on. Most specialize in key areas — cars,



the business office, marine life, with staff for specific tasks. Directors also get involved in educational programs and participate in advocacy activities.

OPTOMETRIST | Optometrists are medical professionals who provide primary vision care. They test vision, prescribe eyeglasses and contacts, perform eye exams, and diagnose and manage diseases of the eye.





STEM Careers (pg. 2)

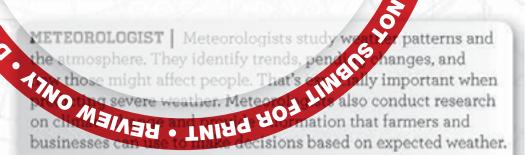
EVOLUTIONARY BIOLOGIST | Evolutionary biologists study changes that occur in plants and animals over time. They look at processes that produce diversity, and they study natural selection and common ancestry





study wildlife hth, providing lata in various and their habitats, behaviors, populations, and education about wildlife to the public. They con areas; tag and release animals; and take blood or tioue samples. They also monitor habitats, collect water and soil see les, and ient tv problems that wildlife may encounter.

AEROSPACE ENGINEER | Aircraft and spaceces are the domains of space engineers. They form models, and the them with computers, build protocom conduct env 3 mental, operational, and stress tests.



DIGITAL ANIMATOR | Digital animators create interesting, moving visuals and visual effects for digital communications. Many work in the entertainment, education, and advertising industries. The animations they create attract attention and can increase the impact of the message or commercial.





READING LOG

Will Read:	Date Achieved:	Teacher/Parent Initials		
Number of Books				L.E
DATE:	TITLE:	AUTHOR:	I GIVE IT なかなく	1
MY FAVORITE PART:			PGS/PTS:	T.I.
.DATE:	TITLE:	DO NOT SUBMITEON	I GIVE IT かかかん	
MY FAVORITE PART:	W ON	FO	PGS/PTS:	T.I.
DATE:	TITLE	AUTHOR:	I GIVE IT かかか	
MY FAVORITE PART:	Q.Y		PIS:	T.I.
	T/TLE:	AUTHOR:	I GIVE IT かかかか	
MY FAVORITE PART		TO THE PART OF THE	PGS/P	T.I.
\$	TITLE C c b a	AUTHOR:	GIVE IT	
MY C	Schoo		PGS/PTS	T.I.
N P		tebooks	GIVE IT	:
MY		AyTHUR	PGS/PTS Z	T.I.
FAVORITE PAR DATE:			GIVE IT	
MY		AUTH-		
			PGS/FT I GIVE IT	
DATE: MY	Zurle:	AUTHOR:		
			I GIVE IT なかかかれ	.
DATE: MY		AUTHOR:		
FAVORITE PART:	NO.	LIM	PGS/PTS: I GIVE IT ななな	
DATE: MY	TITLE	ANTHOR: ANTHOR:	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
FAVORITE PART:		10 . TIMP	PGS/PTS: I GIVE IT	
DATE:	TITLE:	AUTHOR:		
FAVORITE PART:			PGS/PTS:	
DATE: MY	TITLE:	AUTHOR:	\$\$\$\$	P.I.
FAVORITE PART:			PGS/PTS:	T.I.
	My favorite			
	Plot/setting: _			
	I liked it becau			



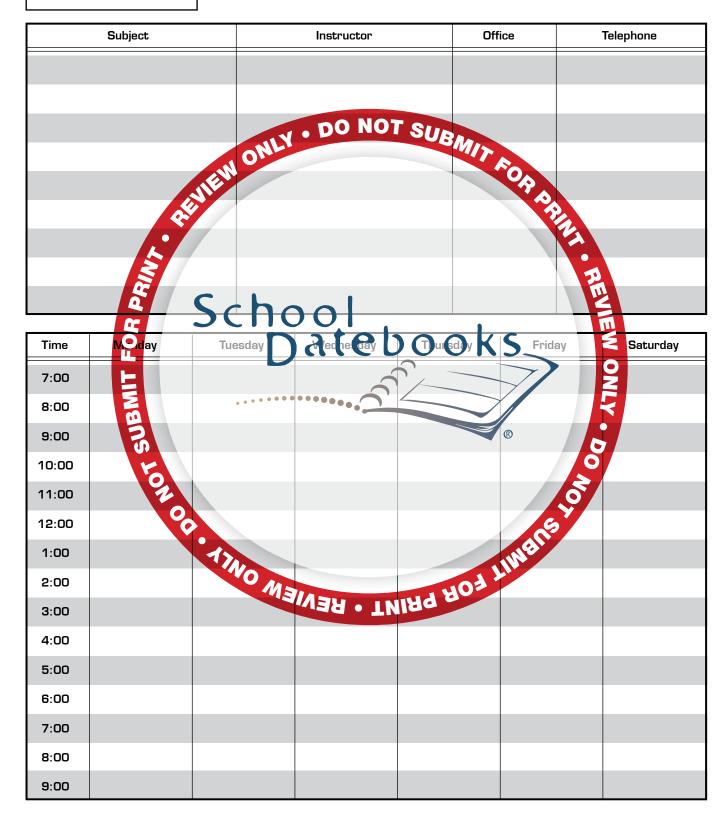
GRADE RECORD

Subject:			Subject:		
Semester:			Semester:		
Goal:		Goal:			
Date	Assignment Quiz Test	Score	Date	Assignment Quiz Test	Score
		20	NOT CO		
	.11.	• 00	SUE	BMI	
	11011			A CO	
	I.E.			4	
	To the second				
	3			1	
	School D			m	
	Scho	100			
		2 t 4	a la co	aks 3	
	Scho	all		UN3	
	F			0 2	
	<u> </u>	•••••			
Subject:	SUBMIT		Subject:		
Semester:	v l		Semester:	(b)	
Goal:	6		Goal:	0	
Date	Assic ment Quiz Test	Score	Date	Assignment Qui lest	Score
	0			S	
	45.			IN B	
	NO.				
	ME	MEVI	bkin i	HOJ LINGUS	
		120	TMIG		



CLASS SCHEDULE first semester

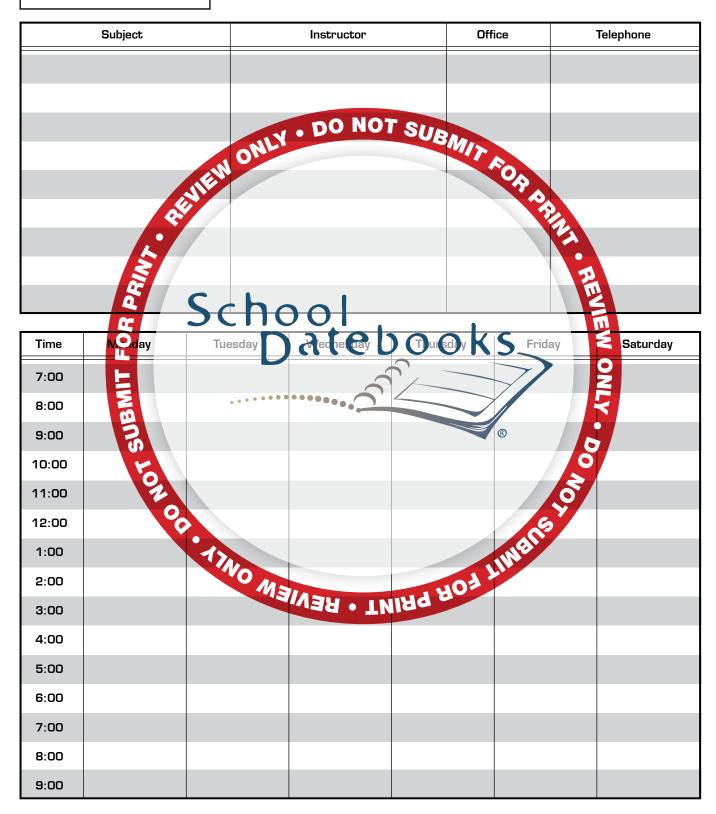
FIRST SEMESTER





CLASS SCHEDULE second semester

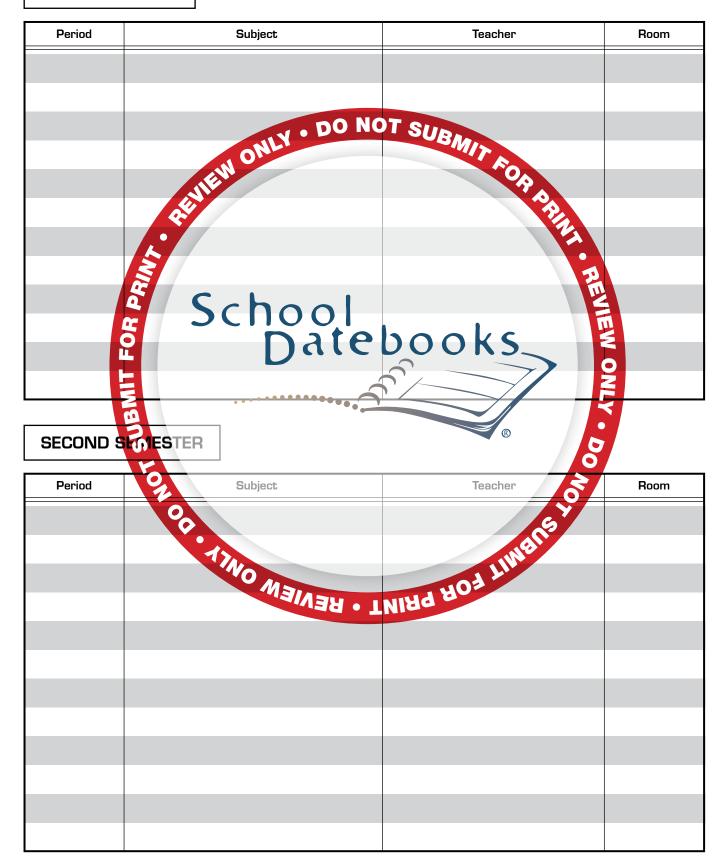
SECOND SEMESTER





CLASS SCHEDULE first & second semester

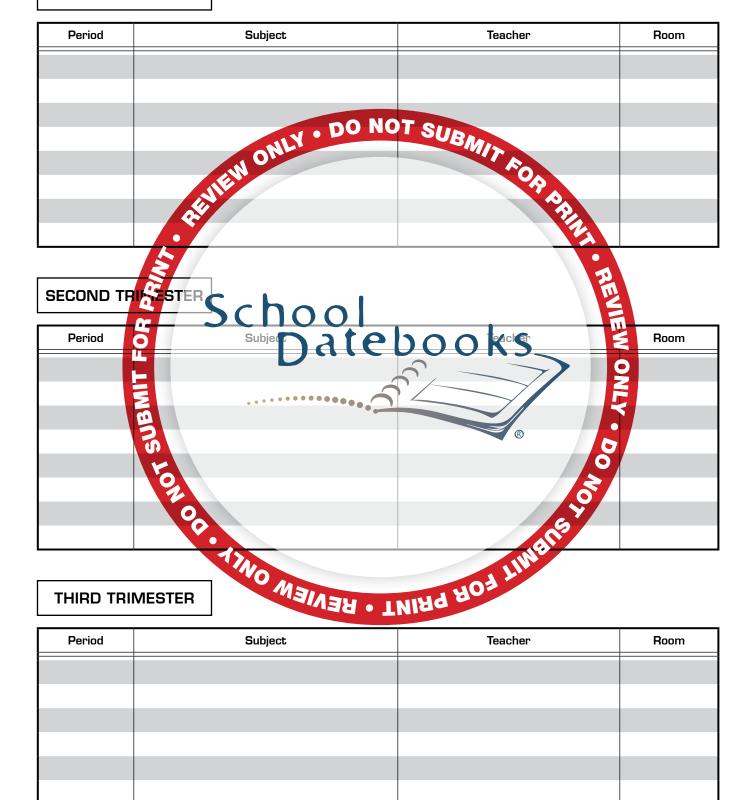
FIRST SEMESTER





CLASS SCHEDULE trimesters

FIRST TRIMESTER



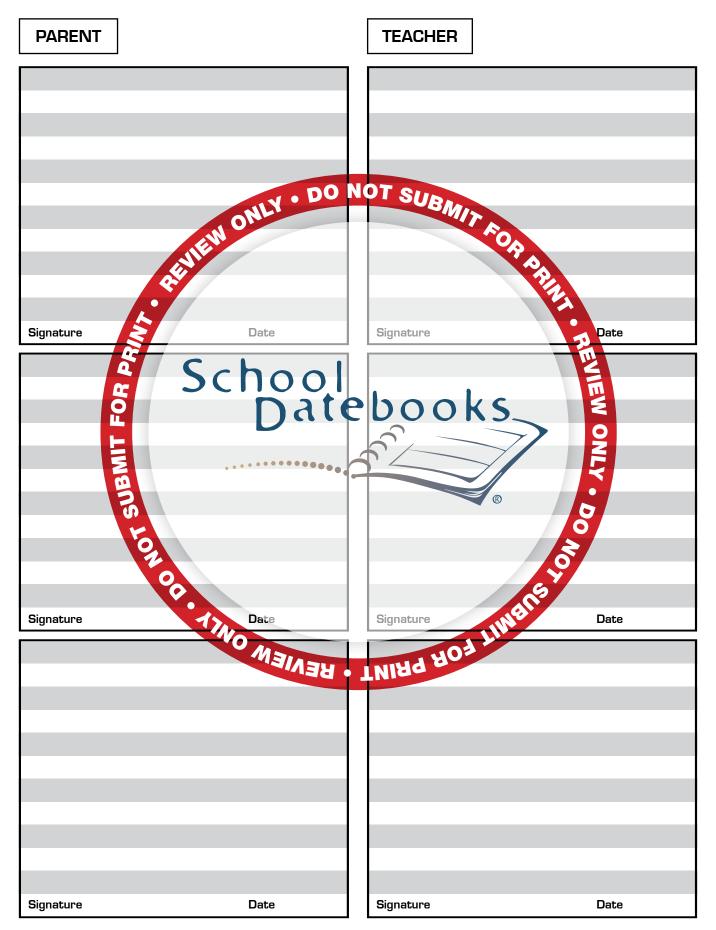


TIME-BLOCK SCHEDULE first & second semester

	≣R		D/
Period	Subject	Teacher	Room
		OT	
	WY DO K	SUBM	
	11011	T.F.	
	TEN .	OT SUBMIT FOR	
	W. Comments	0	D
Period	Subject	Teacher	Room
3			TO TO
<u>R</u>	CI		III
	School		
FOR PRINT	School	books	REVIEW
L L	Date	000113	
느			Ž
Ξ			
ECOND SEME	STER	R	D
Period	Subject	Teacher	Deem
7	2.111,2.2.2		
		Ç	
	Subject		
		V.	
	177	W	
	OM	102	
	• REVIEW	INIAG AC.	
		INIAG AOA TIMBUR	
			D/
Period	Subject	Teacher	Room

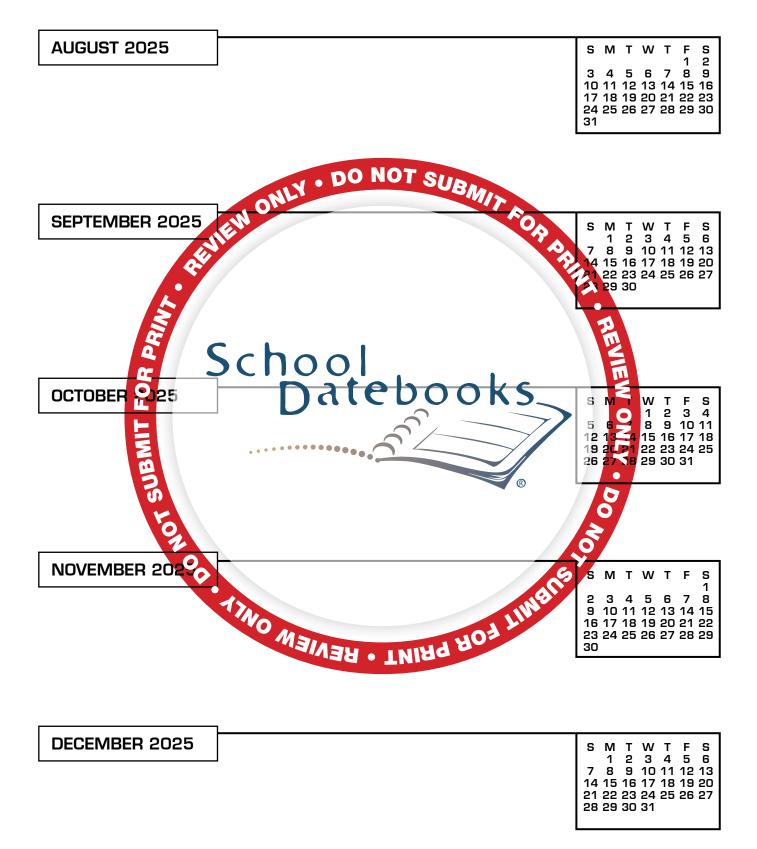


COMMUNICATION between parent & teacher





ADVANCE PLANNING





CALENDAR YEARS

January		28	M 1 8 15 22 29	2 9 16 23 30	31	4 11 18 25	5 12 19	6 13 20 27	February	\$ 4 11 18 25	5 12 19 26	6 13 20 27	28	1 8 15 22 29	F 2 9 16 23		March	24 31		5 12 19	6 13 20 27	7 14 21	22	16 23 30	April	14 21 28	1 8 15 22 29	2 9 16 23 30		4 11 18 25	F 12 19 26	2
Мау	Ш		6 13 20 27	7 14 21	1 8 15 22 29	2 9 16 23	3 10 17	4 11 18 25	June	9 16 23 30	3 10 17 24	T 4 11 18 25	5 12 19	6 13 20	7 14 21	S 1 8 15	N C	21	M 1 8 15 22	1 9 16 23	3 10 17 24 31	1 4 11 18 25	5 12 19	20	August	11 18 25	5 12	6 13 20	21	1 8 15 22	9 16	
September			M 2 9 16 23 30	T 3 10 17 24	W 4 11 18 25	T 5 12 19 26	13	7 14 21	Oct of	6 13 20 27	7 14 21 28	1 8 15 22 29	9 16 23 30	3 10 17 24 31	4 11 18 25	5 12 19 26	November	3 10 17 24	4 11 18 25	5 12 19	6 13 20	7 14 21 28	8 15 22 29	16 23	Dacmber	S 1 15 22 24	2 9 16 23	T 3 10 17 24 31	W 4 11 18 25	T 5 12 19 26		_

П					7.	-17												\neg									\neg							
۲		M	T	W 1	4	F 3		3 !	P		6 1	1 1	· W	/ Т	F	S 1		ے	S	M	Т	W	Τ	F	S			S	P	3	W 2	3 3	F 4	S 5
January	5 12 1 19 2		7 14 21	15 27	9 46 33	10 17 24	18		Februs		2 5 1 6 1	} 7 T	1 12	13 20	7 14 21	8 15 2		Marc	9	10	4 11 18	5 12	6 13 20	7 14 2 1	15	5	April	6 13 20	14 21	回	9 16 2 3		18	12 19 26
	26 2		28	2	30	31			ш	2		4 2	20	a (18	U	C		30 30	24 31	25	26	2	8	25	_		27	28	S				
	S	M	т	نا	Ţ	F					6 N	/I T	W	/ T	F 6	S	,	4	s	M	T	W	1	F △	S			S	М	Z	W	T	F 1	S 2
May	4 11 1	5 12	6 13	14	28	9 16		7	June	1	B • •	2 3 9° 10 6 17	11 11 18	12 19	13 20	21		3	13	7	- - 15	9	10	117	15 9		igust	3 10	4 11	K	6 13	7 14	8 15	9 16
_	18 1 25 2				S	30]. 	7	2			25	26	27	28		,	20 27	21 28	22 29		31		26 ®	<	Aug	17 24 31	18 25		20 27			23 30
er	S	M	T 2	W 3	7		5				3 N	/1 1	. W	/ T	F 3	S 4		5	S	M	Т	W	Т	F	S	2	_ G	S	0	T	M.	T	F 5	S
September	7 14 1	8 15	9	10 17	11 18	Y	2		October	1	5 2 1	6 7 3 14	7 8 1 15	9	10 17	11 18		November	2	3 10	4 11	5 12	6 13	7 14	8		ecembe	6	9 15	9 16	10 17		12	13 20
Sept	21 2 28 2		23 30	24	25	26	(2	OG	1 2	9 2	0 2′ 7 28	22	23 30		25	:	Nov	16 23	24	18 25	19 26	20 27	21 28	22 29			28 28	22 29			25	26	27
								V											30									7						

September	May	January
		18
7 14 21 28	4 11 18	
1 8 15	T 5 12 19 26	6
	6 13 20	7 14 21
T 3 10 17 24		1 8 15 22
18	22	16 23
S 5 12 19 26		17 24
October	June	February
4 11 18 25	7 14 21 28	S 1 8 15 22
5 12	1 8 15	9
6 13 20	2 9 16 23	10 17
7 14 21	17 24	11 18
	4	12 19
F 9 16 23 30		13 20
	20	
November	July	March
S 1 8 15 22 29	5 12 19 26	22
2 9 16 23	6 13 20	16
3 10 17 24	7 14 21	17 24
W 4 11 18 25	W 1 8 15 22 29	4 11 18 25
19	16 23	19
21	18	21
December	August	April
6 13 20 27		5 12 19 26
7 14 21 28	3 10 17	6 13 20 27
W 2 9 16 23 30	5 12	
T 3 10 17 24 31	6 13 20	
18	7 14 21	
S 5 12 19 26	1 8 15 22	S 4 11 18 25

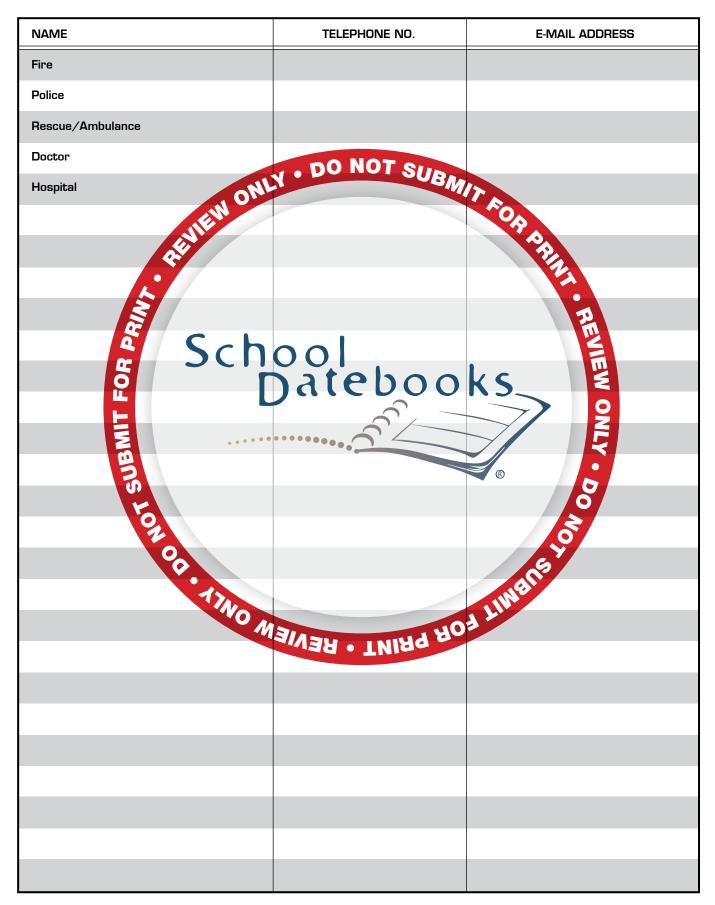


IMPORTANT DATES United States

Martin Luther King Jr. Day* Groundhog Day Eri., Feb. 2 Sun., Feb. 2 Sun., Feb. 12 Wed., Jan. 29 Wed., Jan. 29 Wed., Jan. 29 Wed., Feb. 14 Wed., Feb. 14 Won., Feb. 17 Won., Feb. 17 Won., Feb. 17 Won., Feb. 18 Won., Feb. 18 Won., Feb. 19 Won., Feb. 19 Won., Feb. 17 Won., Feb. 18 Won., Feb. 18 Won., Feb. 19 Won., Feb. 17 Won., Feb. 19 Won., Feb. 17 Won., Feb. 18 Won., Feb. 18 Won., Feb. 19 Won., Feb. 19 Won., Feb. 17 Won., Feb. 18 Won., Feb. 19 Won., Feb. 17 Won., Feb. 18 Sun., Mar. 10 Sun., Mar. 10 Sun., Mar. 10 Sun., Mar. 17 Thurs., Mar. 29 Frist day of spring April Fools' Day Won., Apr. 1 Sun., Apr. 1 Sun., Apr. 1 Sun., Apr. 1 Sun., Apr. 13 Sun., Apr. 13 Sun., Apr. 12 Wed., Apr. 12 Wed., Apr. 12 Won., Apr. 22 Fri., Mar. 29 Fri., Mar. 29 Fri., Mar. 29 Fri., Mar. 29 Fri., Jun. 14 Won., Apr. 20 Thurs., Apr. 22 Thurs., Apr. 22 Thurs., Apr. 12 Won., Apr. 20 Thurs., July 4 Mon., Sept. 2 Wed., June 19 Thurs., July 4 Mon., Sept. 1 Thurs., July 4 Mon., Sept. 11 Wed., Oct. 2 Sun., Sept. 21 Won., Sept. 22 Won., Sept. 27 Won., Sept. 29 Won., Sept. 29 Won., Sept. 20 W		2024	2025	2026
Martin Luther King Jr. Day* Groundhog Day Fri., Feb. 2 Sun., Feb. 2 Sun., Feb. 2 Wed., Jan. 29 Wed., Feb. 12 Wed., Feb. 14 Wed., Feb. 14 Mon., Feb. 15 Mon., Feb. 16 Wed., Feb. 14 Mon., Feb. 17 Mon., Feb. 17 Mon., Feb. 18 Mon., Feb. 18 Mon., Feb. 19 Mon., Feb. 19 Mon., Feb. 19 Mon., Feb. 19 Mon., Feb. 10 Non., Feb. 10 Non., Feb. 10 Non., Feb. 11 Non., Feb. 11 Non., Feb. 12 Non., Feb. 14 Non., Feb. 14 Non., Feb. 15 Non., Feb. 16 Non., Feb. 17 Non., Feb. 18 Non., Feb. 18 Non., Feb. 19 Non., Feb. 19 Non., Feb. 19 Non., Feb. 19 Non., Feb. 10 Non., Feb. 10 Non., Feb. 10 Non., Feb. 11 Non., Feb. 11 Non., Feb. 12 Non., Feb. 14 Non., Feb. 15 Non., Feb. 16 Non., Feb. 17 Non., Feb. 18 Non., Feb. 19 Non., Feb. 19 Non., Feb. 10 Non., Feb. 10 Non., Feb. 10 Non., Feb. 11 Non., Feb. 11 Non., Feb. 12 Non., Feb. 14 Non., Feb. 14 Non., Feb. 14 Non., Feb. 15 Non., Feb. 16 Non., Feb. 12 Non., Feb. 16 Non., Feb. 11 Non., Feb. 16 Non., Feb. 12 Non., Feb. 16 Non., Feb. 12 Non., Feb. 16 Non., Feb. 12 Non., Feb. 14 Non., Feb. 14 Non., Feb. 15 Non., Feb. 16 Non., Feb. 17 Non., Feb. 16 Non., Feb. 17 Non., Feb. 16 Non., Feb. 17 Non., Feb. 16 Non., Feb. 17 Non., Feb. 16 Non., Feb. 17 Non., Feb. 16 Non., Feb. 17 Non., Feb. 19 Non.,	v Year's Day*	Mon., Jan. 1	Wed., Jan. 1	Thurs., Jan 1
Groundhog Day Lunar New Year Lunar New Year Lunar New Year Lunar New Year Valentine's Day Mon., Feb. 12 Wed., Feb. 12 Wed., Feb. 14 Mon., Feb. 15 Wed., Feb. 14 Mon., Feb. 17 Mon., Feb. 17 Mon., Feb. 17 Mon., Feb. 18 Washington's Birthday Ash Wednesday Daylight sawing time begins St. Patrick's Day Pirst day of spring Mon., Apr. 22 Sun., Mar. 19 Mon., Apr. 22 Sun., Apr. 13 Sun., Mar. 31 Sun., Apr. 13 Sun., Apr. 13 Sun., Apr. 13 Sun., Apr. 13 Sun., Mar. 31 Sun., Apr. 20 Tics., Apr. 12 Sun., Apr. 20 Tics., Apr. 12 Sun., Apr. 20 Tics., Apr. 22 Tics., Apr. 23 Tics., Apr. 24 Sun., May 26 Sat., Inse. 14 Sun., Apr. 20 Tics., Apr. 20 Tics., Apr. 20 Tics., Apr. 22 Tics., Apr. 13 Tics., Apr. 22 Tics., Apr. 13 Tics., Apr. 22 Tics., Apr. 13 Tics., Apr. 13 Tics., Apr. 13 Tics			Mon., Jan. 20	Mon., Jan 19
Lunar New Year Lincohis Birthday Mon., Feb. 12 Wed., Feb. 14 Wed., Feb. 14 Mon., Feb. 19 Mon., Feb. 19 Wed., Feb. 14 Mon., Feb. 19 Mon., Mar. 10 Sun., Mar. 10 Sun., Mar. 17 Tues., Mar. 10 Sun., Mar. 17 Tues., Mar. 19 Mon., Apr. 1 Tues., Apr. 1 Tues., Apr. 1 Tues., Apr. 1 Tues., Apr. 12 Wed., Apr. 13 Sun., Mar. 20 Sun., Mar. 21 Fri., Mar. 29 Sun., Mar. 31 Sun., Apr. 20 Tues., Feb. 12 Mon., Apr. 13 Sun., Mar. 5 Sun., Mar. 5 Sun., Mar. 5 Sun., Mar. 5 Sun., Mar. 10 Sun., Mar. 20 Fri., Apr. 13 Sun., Apr. 13 Sun., Apr. 13 Sun., Apr. 12 Ved., June 14 Sun., Apr. 13 Ved., Apr. 12 Ved., June 14 Sun., Apr. 13 Ved., Apr. 12 Ved., June 14 Sun., Apr. 13 Ved., Apr. 14 Ved., Apr. 15 Sun., Apr. 10 Sun., Apr. 1			Sun., Feb. 2	Mon., Feb 2
Lincoln's Birthday Valentine's Day Wed, Feb. 12 Wed, Feb. 14 Mon., Feb. 12 Wed, Feb. 14 Mon., Feb. 17 Mon., Feb. 18 Mon., Feb. 19 Mon., Feb. 10 Mon., May 5 Mon., May 6 Mon., Feb. 19 Mon., Feb. 10 Mon., May 7 Mon., Agr. 20 Mon., Agr. 1 Mon., Agr. 1 Mon., Agr. 1 Mon., May 7 Mon., Agr. 1 Mon., May 20 Mon., Agr. 20 Mon., May 20 Mon.,		Sat., Feb. 10	Wed., Jan. 29	Tues., Feb 17
Valentine's Day Presidents' Day* Wed, Feb. 14 Mon, Feb. 19 Mon, Feb. 17 Mon, Feb. 17 Mon, Feb. 17 Mon, Feb. 18 Sun, Feb. 19 Sun, Ma, Thurs, Ma, Sep. 12 Sun, Apr. 20 Sun, Apr. 20 Sun, Apr. 20 Sun, Apr. 10 Sun, May 20 Sun, Apr. 20 Sun, May 20 Sun, Feb. 19 Sun, May 20 Sun, Apr. 10 Sun, May 20 Sun, May 20 Sun, Feb. 19 Sun, Apr. 20 Sun, Apr. 10 Sun, May 20 Sun, May 20 Sun, May 20 Sun, May 20 Sun, Jun 19 Sun, May 20			_	Thurs., Feb 12
Presidents' Day* Mon, Feb. 19 Mon, Feb. 19 Mon, Feb. 17 The NOT Str. Feb. 22 Wed, Feb. 14 Sun, Mar. 5 Sun, Mar. 5 Sun, Mar. 10 Sun, Mar. 17 Tues, Mar. 19 Mon, Apr. 1 Sun, Mar. 2 First day of sun and own First day of autumn First day of autumn Parsidents' Day Mon, Feb. 19 Mon, Feb. 19 Mon, Feb. 17 Sun, Feb. 22 Sun, Feb. 23 Mon, Mar. 5 Sun, Mar. 5 Sun, Mar. 17 Tues, Apr. 1 Sun, Apr. 13 Sun, Apr. 13 Sun, Apr. 12 Fri, Apr. 18 Sun, Apr. 20 Fri, Apr. 18 Sun, Apr. 20 Fri, Mar. 29 Sun, Mar. 31 Sun, Apr. 20 Fri, Apr. 18 Sun, Apr. 20 Tues, Apr. 10 Sun, Mar. 31 Ved., Apr. 32 Fri, June 14 Sart, Isse 14 Ved., Apr. 19 Tues, Apr. 10 Sun, Apr. 13 Ved., Apr. 12 Fri, June 14 Sart, Isse 14 Ved., Apr. 19 Tues, Apr. 10 Sun, Apr. 13 Ved., Apr. 12 Fri., June 14 Sart, Isse 14 Ved., Apr. 20 Tues, Apr. 10 Tues, Apr. 20 Tues, Apr. 20 Tues, Apr. 10 Tues, Apr. 20 Tues, Apr. 10 Tues, Apr. 10 Tues, Apr. 10 Tues, Apr. 20 Tues, Apr. 10 Tues			Fri., Feb. 14	Sat., Feb 14
Washington's Birthday Ash Wednesday Sun, Mar. 10 Sun, Mar. 17 Tues, Mar. 19 April Fools' Day Palm Sunday Passover begins at Sunun Good Friday Easter Earth Day Cinco de May Mother's Day Monn, May 27 Fri., June 14 Frist day of swing Monn, May 27 Fri., June 14 Frist day of swing Monn, Apr. 22 Sun, Mar. 31 Monn, May 27 Fri., June 14 Fri., June 14 Fri., June 14 Fri., June 19 Thurs, July 4 Monn, Sept. 2 Wednendal Day Fri., June 19 Thurs, July 4 Monn, Sept. 2 Wednendan Day Fri., June 19 Thurs, July 4 Monn, Sept. 2 Wednendan Day Fri., June 19 Thurs, July 4 Monn, Sept. 2 Wednendan Day Fri., Oct. 11 Monn, Oct. 14 Thurs, Oct. 31 Sun, Mar. 17 Thurs, Nov. 28 Wednendan Day Wednendan Day Wednendan Day Wednendan Day Wednendan Day Wednendan Day Fri., June 19 Thurs, June 20 Thurs, Sept. 11 Wed., Oct. 2 Wed., Oct. 2 Wed., Oct. 2 Wed., Oct. 3 Wed., Oct. 3 Wed., Oct. 3 Wed., Oct. 3 Wed., Oct. 4 Thurs, Nov. 27 Thurs, Dec. 21 Thurs, Dec. 25 Thir, Dec.	.: 1	Man Esh 10	Mon., Feb. 17	Mon., Feb 16
Daylight saving time begins St. Patrick's Day First day of spring Mon., Apr. 1 Sun., Mar. 19 Mon., Apr. 1 Sun., Mar. 24 Mon., Apr. 13 Sun., Mar. 31 Mon., Apr. 20 Fri., Mar. 29 Sun., Mar. 31 Mon., Mar. 20 Tues., Apr. 12 Sun., Apr. 13 Sun., Apr. 13 Sun., Apr. 10 Sun., Apr. 13 Sun., Apr. 10 Sun., Apr. 12 Fri., Apr. 13 Sun., Apr. 12 Fri., Apr. 18 Sun., Apr. 20 Tues., Apr. 20	•	TOO NOT S	Sat., Feb. 22	Sun., Feb 22
Daylight saving time begins St. Patrick's Day First day of spring Mon., Apr. 1 Sun., Mar. 24 Mon., Apr. 1 Sun., Mar. 24 Mon., Apr. 1 Sun., Mar. 24 Fri., Mar. 29 Sun., Mar. 31 Mon., Apr. 20 Tues., Apr. 1 Sun., Apr. 20 Tues., Apr. 1 Sun., Apr. 20 Tues., Ap	Wednesday	Wed., Feb. 14	8/1/1 Mar. 5	Wed., Feb 18
April Fook' Day Palm Sunday Passover begins at Jabum Passover	ylight saving time begins	Sun., Mar. 10	Sun., M., 9	Sun., Mar 8
April Fook' Day Palm Sunday Passover begins at Jabum Passover	Patrick's Day		Mon., Mar.	Tues., Mar 17
April Fools Day Palm Sunday Palm Sunday Passover begins at 1 dawn Good Friday Easter Easter Easter Easter Easter Easter Day Cinco de Maure Mon., Apr. 22 Fri., Mar. 29 Sun., Mar. 31 Mon., Apr. 20 Tues., Apr. 12 Tues., Apr. 13 Sun., Apr. 30 Sun., Apr. 20 Fri., Apr. 20 Tues., A	st day of spring		Thurs., Mar. 200	Fri., Mar 20
Palm Sunday Passover begins a Jahum Passover Jah				Wed., Apr 1
Passover begins at Adawn Good Friday Easter Earth Day Cinco de May C Mon., Apr. 22 Fri., Mar. 29 Sun., Mar. 31 Sun., Apr. 20 Tues., Apr. 22 Mon., May 5 Mon., May 27 Fri., June 14 Sun., June 19 Thurs., June 20 Thurs., July 4 Mon., Sept. 2 Mon., Sept. 11 Wed., Oct. 2 Mon., Sept. 12 Fri., Sep 1 Thurs., Sept. 11 Wed., Oct. 1 Wed., Oct. 14 Thurs., Oct. 31 Sun., Nov. 27 Fri., Sep. 11 Thurs., Nov. 28 Mon., Oct. 14 Thurs., Nov. 27 Fri., Dec. 21 Fri., Dec. 21 Fri., Dec. 21 Fri., Dec. 21 Fri., Dec. 25 Fri., Dec. 21 Thurs., Dec. 25 Fri., Dec. 25 Fri., Dec. 25 Fri., Dec. 21 Thurs., Dec. 25 Fri., Dec. 25		*		Sun., Mar 29
Fri., Mar. 29 Sun., Mar. 31 Mon., Apr. 22 Mon. May 5 Mon., May 27 Fri., June 14 Sun., June 19 Fris, June 19 Fris, June 19 Thurs., June 20 Thurs., July 4 Mon., Sept. 2 Wed., Sept. 11 Wed., Oct. 2 Sun., Sept. 12 Wed., Oct. 2 Sun., Sept. 22 Mon., Sept. 22 Mon., Sept. 22 Mon., Sept. 17 Thurs., Sept. 11 Mon., Sept. 22 Mon., Sept. 12 Wed., Oct. 2 Sun., Sept. 11 Mon., Sept. 22 Mon., Sept. 12 Thurs., July 4 Mon., Sept. 2 Wed., Sept. 11 Wed., Oct. 2 Sun., Sept. 22 Mon., Sept. 12 Thurs., Sept. 11 Thurs., Sept. 11 Thurs., Sept. 11 Thurs., Sept. 12 Thurs., Sept. 12 Thurs., Sept. 11 Thurs., Sept. 12 Thurs., Sept. 12 Thurs., Sept. 12 Thurs., Sept. 12 Thurs., Sept. 11 Thurs., Sept. 12 Thurs.,				Wed., Apr 1
Easter Earth Day Cinco de May C Mother's Day Memorial Da' Flag Day Father's Day Cinco de May C Mon, May 27 Fri., June 14 Fri., June 14 Fri., June 14 Fri., June 19 Fri., June 19 Fri., June 20 Thurs., June 20 Thurs., Juny 4 Mon., Sept. 2 Wed., Sept. 11 Wed., Oct. 2 Sun., Sept. 22 Wed., Sept. 11 Wed., Oct. 2 Sun., Sept. 22 Mon, May 26 Sat., June 19 Fri., July 4 Mon., Sept. 2 Wed., Sept. 11 Mon., Sept. 2 Wed., Sept. 11 Mon., Sept. 2 Wed., Oct. 2 Sun., Sept. 22 Fri., Oct. 11 Mon., Sept. 22 Mon., Sept. 22 Mon., Sept. 22 Mon., Sept. 11 Mon., Sept. 22 Mon., Sept. 21 Mon., Sept. 22 Mon., Sept. 22 Mon., Sept. 22 Mon., Sept. 22 Mon., Sept. 21 Mon., Oct. 31 Standard time begins Election Day Veterans Day* Thurs., Nov. 28 Mon., Nov. 11 Thurs., Nov. 28 Wed., Dec. 25 Sun., Dec. 14 Sun., Dec. 21 Thurs., Nov. 27 Fri., Dec. 25 Fri., Dec.				_
Earth Day Cinco de May C Mother's Day Memorial Day Filag Day Fri., June 14 Sun., June 19 Thurs., June 19 Thurs., July 4 Mon., Sept. 2 Wed., Sept. 11 Wed., Oct. 2 Wed., Oct. 14 Thurs., Nov. 28 Hanukkah begins at sundown First day of winter Christmas* Tues., Apr. 22 Mon., May 5 Mon., May 5 Sun., May 1 Mon., May 20 Sat., June 14 Sun., June 19 Thurs., June 19 Thurs., June 19 Thurs., July 4 Mon., Sept. 2 Mon., Sept. 1 Mon., Sept. 1 Thurs., Sept. 1 Mon., Sept. 22 Mon., Sept. 25 Sun., Nov. 28 Mon., Oct. 14 Thurs., Nov. 28 Mon., Nov. 11 Thurs., Nov. 28 Wed., Dec. 25 Sun., Dec. 14 Sun., Dec. 21 Thurs., Dec. 25 Fri., Dec. 25			_	
Mother's Day Memorial Day Memorial Day Filag Day Father's Day First day of sum Independence Day Mon., May 27 Fri., June 14 Sun., June 19 Thurs., June 19 Thurs., June 19 Thurs., June 19 Thurs., July 4 Mon., Sept. 2 Wed., Sept. 11 Wed., Oct. 2 Sun., Sept. 22 Wed., Sept. 11 Wed., Oct. 2 Sun., Sept. 22 Mon., Sept. 23 Mon., Sept. 25 Mon., Sept. 26 Mon., Sept. 27 Tues., Sept. 11 Mon., Oct. 14 Thurs., Oct. 14 Thurs., Oct. 31 Standard time begins Election Day Veterans Day* Thurs., Nov. 28 Wed., Dec. 25 Sun., Dec. 14 Sun., Dec. 21 Mon., Dec. 25 Fri., Dec. 25			_	.d., Apr 22
Mother's Day Memorial Day Memorial Day Filag Day Father's Day First day of sum Independence Day Mon., May 27 Fri., June 14 Sun., June 19 Thurs., June 19 Thurs., June 19 Thurs., June 19 Thurs., July 4 Mon., Sept. 2 Wed., Sept. 11 Wed., Oct. 2 Sun., Sept. 22 Wed., Sept. 11 Wed., Oct. 2 Sun., Sept. 22 Mon., Sept. 23 Mon., Sept. 25 Mon., Sept. 26 Mon., Sept. 27 Tues., Sept. 11 Mon., Oct. 14 Thurs., Oct. 14 Thurs., Oct. 31 Standard time begins Election Day Veterans Day* Thurs., Nov. 28 Wed., Dec. 25 Sun., Dec. 14 Sun., Dec. 21 Mon., Dec. 25 Fri., Dec. 25	oco de Mana	May 5	-	Tus., May 5
Memorial Day Flag Day Friendly State 19 Friendly			Ma S 1	SE, May 10
Flag Day Fri., June 14 Sat., June 14 Fri., June 15 Fri., June 19 Fri., June 19 Fri., June 19 Fri., June 19 Fri., July 4 Fri., July 4 Fri., July 4 Mon., Sept. 2 Wed., Sept. 11 Wed., Oct. 2 Sun., Sept. 22 Fri., Oct. 11 Mon., Sept. 22 Fri., Oct. 11 Mon., Oct. 14 Fri., Sep 1 Mon., Sept. 22 Fri., Oct. 31 Fri., Sep 1 Mon., Oct. 14 Fri., Sep 1 Fri., S			Mon., May 26	May 25
Father's Day June 19 Thurs., June 20 Thurs., July 4 Mon., Sept. 2 Wed., Sept. 11 Wed., Oct. 2 Sun., Sept. 22 Wed., Sept. 22 Wed., Sept. 22 Wed., Sept. 22 Wed., Oct. 11 Mon., Sept. 22 Fri., Oct. 11 Mon., Oct. 14 Thurs., Oct. 31 Standard time begins Election Day Weterans Day* Hanukkah begins at sundown Standard time begins Wed., Oct. 2 Sun., Nov. 11 Thurs., Nov. 28 Hanukkah begins at sundown First day of winter Christmas* Standard: Wed., Oct. 2 Sun., Sept. 22 Fri., Oct. 11 Mon., Oct. 14 Thurs., Nov. 28 Sun., Nov. 27 Sun., Nov. 27 Sun., Nov. 27 Sun., Nov. 28 Wed., Dec. 25 Thurs., Dec. 21 Mon., Dec. 25 Fri., Dec. 25				
Wed., June 19 Thurs., June 20 Thurs., July 4 Mon., Sept. 2 Wed., Sept. 11 Wed., Oct. 2 Sun., Sept. 22 Wed., Oct. 2 Sun., Sept. 22 Wed., Oct. 11 Mon., Sept. 22 Wed., Oct. 11 Mon., Sept. 22 Mon., Sept. 11 Mon., Oct. 14 Mon.			— Y	
Thurs., June 20 Thurs., July 4 Mon., Sept. 2 Wed., Sept. 11 Wed., Oct. 2 Sun., Sept. 22 Yom Kippur begins at sundo m Columbus Day* Halloween Standard time begins Election Day Veterans Day* Veterans Day* Wed., Nov. 11 Thurs., Nov. 28 Hanukkah begins at sundown Frist day of winter Christmas* Thurs., July 4 Mon., Sept. 1 Thurs., Sept. 1 Thurs., Sept. 11 Mon., Sept. 22 Mon., Sept				
Thurs., July 4 Mon., Sept. 2 Wed., Sept. 11 Wed., Oct. 2 Sun., Sept. 22 Fri., Oct. 11 Mon., Oct. 14 Thurs., Oct. 31 Standard time begins Election Day Veterans Day* Hanukkah begins at sundown Thanksgiving* Hanukkah begins at sundown First day of winter Christmas* Thurs., July 4 Mon., Sept. 2 Mon., Sept. 1 Thurs., Sept. 11 Mon., Sept. 22 Mon., Oct. 11 Mon., Oct. 14 Thurs., Oct. 31 Standard time begins Fri., July 4 Mon., Sept. 1 Thurs., Sept. 1 Thurs., Sept. 11 Mon., Sept. 22 Fri., Oct. 11 Mon., Sept. 22 Mon., Sept. 22 Fri., Oct. 11 Mon., Oct. 14 Thurs., Nov. 2 Tues., Nov. 2 Tues., Nov. 4 Tues., Nov. 4 Tues., Nov. 11 Thurs., Nov. 27 Sun., Dec. 14 Sun., Dec. 21 Thurs., Dec. 25 Fri., Dec. 25		_		
Mon., Sept. 2 Wed., Sept. 11 Wed., Oct. 2 Sun., Sept. 22 Wed., Oct. 11 Mon., Sept. 22 Wed., Oct. 2 Sun., Sept. 22 Wed., Oct. 11 Mon., Oct. 14 Thurs., Oct. 31 Standard time begins Election Day Veterans Day* Mon., Nov. 11 Thanksgiving* Mon., Nov. 28 Wed., Nov. 27 Thurs., Nov. 27 Sun., Dec. 14 Sun., Dec. 21 Sun., Dec. 21 Thurs., Dec. 25 Fri., Dec. 25		-		
Wed., Sept. 11 Wed., Oct. 2 Sun., Sept. 22 Fri., Oct. 11 Mon., Sept. 22 Mon., Sept. 22 Mon., Sept. 22 Mon., Sept. 22 Sun., Sept. 31 Wed., Oct. 4 Mon., Oct. 31 Standard time begins Election Day Veterans Day* Mon., Nov. 11 Thurs., Nov. 28 Hanukkah begins at sundown First day of winter Christmas* Wed., Sept. 11 Mon., Sept. 22 Mon., Sept. 11 Mon., Oct. 14 Thurs., Nov. 2 Sun., Nov. 2 Tues., Nov. 4 Tues., Nov. 11 Thurs., Nov. 27 Sun., Dec. 14 Sun., Dec. 21 Mon., Oct. 14 Sun., Dec. 21 Mon., Oct. 14 Thurs., Nov. 27 Thurs., Nov. 27 Thurs., Nov. 27 Sun., Dec. 21 Mon., Dec. 25 Fri., Dec. 25	±	*		
Rosh Hashanah begins o sundown First day of autumn Columbus Day* Halloween Standard time begins Election Day Veterans Day* Hanukkah begins at sundown Thanksgiving* Hanukkah begins at sundown First day of winter Christmas* Wed., Oct. 2 Sun., Sept. 22 Fri., Oct. 11 Mon., Oct. 14 Thurs., Oct. 31 Sun., Sept. 22 Mon., Oct. 31				
First day of autumn Yom Kippur begins at sundo m Columbus Day* Halloween Standard time begins Election Day Veterans Day* Hanukkah begins at sundown First day of winter Christmas* Sun., Sept. 22 Fri., Oct. 11 Mon., Oct. 31 Fri., Oct.	Tioi Duy	_		
Mon., Oct. 14 Halloween Standard time begins Election Day Veterans Day* Hanukkah begins at sundown First day of winter Christmas* Mon., Oct. 14 Thurs., Oct. 31 Fri., Oct. 31 Mon., Oct. 31 Fri., Oct. 31 Fri., Oct. 31 Fri., Oct. 31 Fri., Nov. 2 Mon., Oct. 31 Fri., Oct. 31 Sun., Nov. 2 Thurs., Nov. 4 Thurs., Nov. 11 Thurs., Nov. 27 Sun., Dec. 14 Sun., Dec. 21 Mon., Oct. 31 Sun., Nov. 3 Wed., Nov. 3 Wed., Nov. 11 Thurs., Nov. 27 Sun., Dec. 14 Sun., Dec. 21 Mon., Oct. 31 Sun., Nov. 3 Fri., Dec. 4 Mon., Oct. 31 Sun., Nov. 3 Fri., Dec. 4 Fri., Dec. 21 Thurs., Dec. 25 Fri., Dec. 25 Fri., Dec. 26				_
Mon., Oct. 14 Halloween Standard time begins Election Day Veterans Day* Hanukkah begins at sundown First day of winter Christmas* Mon., Oct. 14 Thurs., Oct. 31 Ext., Nov. 3 Fri., Oct. 31 Fri., Oct.	Winter laging at and w	Fri Oct 11	Wed Oct 1	
Thanksgiving*Thurs., Nov. 28Thurs., Nov. 27Thurs., Nov. 27Hanukkah begins at sundownWed., Dec. 25Sun., Dec. 14Fri., Dec. 4First day of winterSat., Dec. 21Sun., Dec. 21Mon., Dec. 25Christmas*Wed., Dec. 25Thurs., Dec. 25Fri., Dec. 25	umbus Day*	Mon Oct 14	Mon Oct.	_
Thanksgiving*Thurs., Nov. 28Thurs., Nov. 27Thurs., Nov. 27Hanukkah begins at sundownWed., Dec. 25Sun., Dec. 14Fri., Dec. 4First day of winterSat., Dec. 21Sun., Dec. 21Mon., Dec. 25Christmas*Wed., Dec. 25Thurs., Dec. 25Fri., Dec. 25	llowers	Thurs Oct 31	Fri Oc 31	· ·
Thanksgiving*Thurs., Nov. 28Thurs., Nov. 27Thurs., Nov. 27Hanukkah begins at sundownWed., Dec. 25Sun., Dec. 14Fri., Dec. 4First day of winterSat., Dec. 21Sun., Dec. 21Mon., Dec. 25Christmas*Wed., Dec. 25Thurs., Dec. 25Fri., Dec. 26	ndard time haging	Sun Nov 3	Nov 2	
Thanksgiving*Thurs., Nov. 28Thurs., Nov. 27Thurs., Nov. 27Hanukkah begins at sundownWed., Dec. 25Sun., Dec. 14Fri., Dec. 4First day of winterSat., Dec. 21Sun., Dec. 21Mon., Dec. 25Christmas*Wed., Dec. 25Thurs., Dec. 25Fri., Dec. 25	ction Day	PINT PREV	Tues Nov 4	· ·
Thanksgiving*Thurs., Nov. 28Thurs., Nov. 27Thurs., Nov. 27Hanukkah begins at sundownWed., Dec. 25Sun., Dec. 14Fri., Dec. 4First day of winterSat., Dec. 21Sun., Dec. 21Mon., Dec. 25Christmas*Wed., Dec. 25Thurs., Dec. 25Fri., Dec. 25	mon Day	Mon Nov 11	Tues Nov 11	
Hanukkah begins at sundownWed., Dec. 25Sun., Dec. 14Fri., Dec. 4First day of winterSat., Dec. 21Sun., Dec. 21Mon., Dec. 21Christmas*Wed., Dec. 25Thurs., Dec. 25Fri., Dec. 25	anheainina*	Thurs Nov. 28	Thurs Nov 27	Thurs., Nov 26
First day of winter Sat., Dec. 21 Sun., Dec. 21 Mon., Dec. 25 Fri., Dec. 25				
Christmas* Wed., Dec. 25 Thurs., Dec. 25 Fri., Dec. 25			· ·	Mon., Dec 21
			· ·	
1 Huis., Dec. 20 1 H., Dec. 20 3dt., Dec.			· · · · · · · · · · · · · · · · · · ·	
* Federal Holiday in the United States	<u> </u>	1 Huis., DCC. 20	111., Dec. 20	Jai., Dec 20



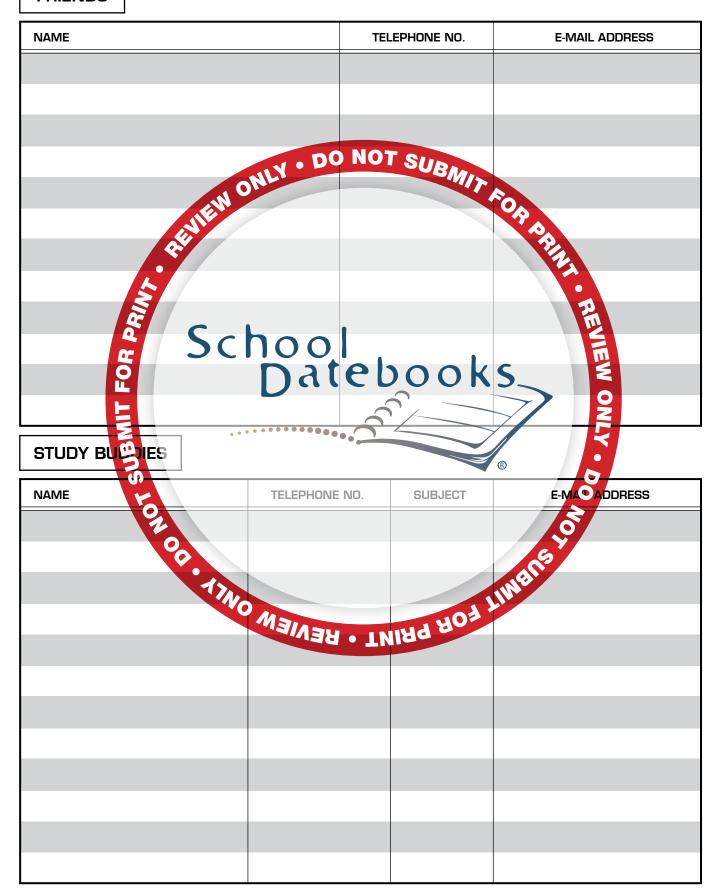
PHONE NUMBERS important contacts





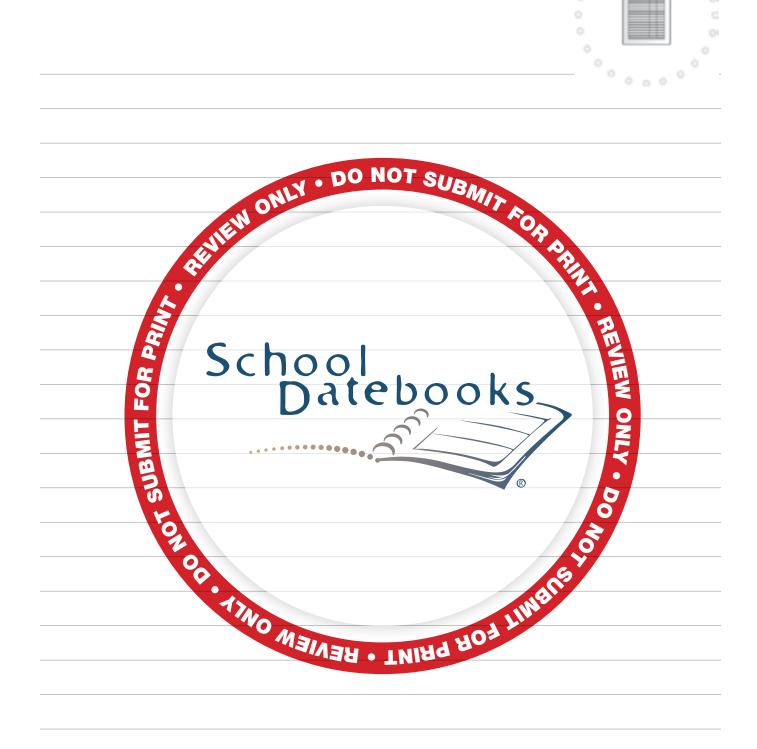
PHONEBOOK friends & study buddies

FRIENDS



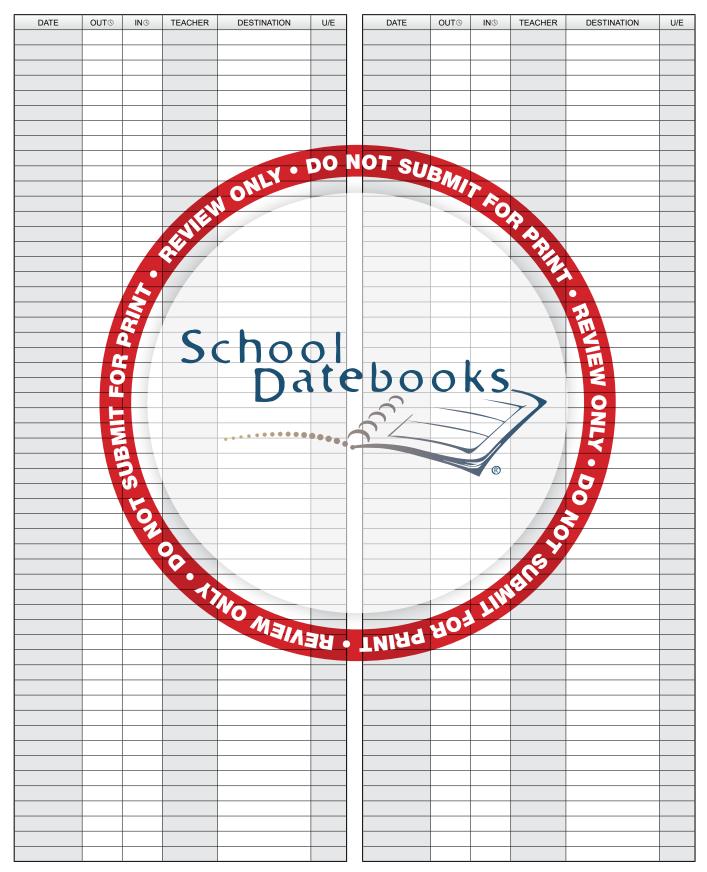


NOTES





HALL PASS



Destination Codes: R=Restroom L=Locker G=Guidance M=Media Center O=Office U=Unexcused E=Excused