

K-12 REFERENCE PAGES

6,625" X 9"



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LANGUAGE ARTS parts of speech



NOUN

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

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

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

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

-- Examples: Reggie, Market Square Arena, Saturday

PRONOUN

A WORD THAT TAKES THE PLACE OF A NOUN.

Nominative Case Pronouns replace

sentence or clause. -Examples: She took the bus to vi

We are looking forward to visitin

Objective Case Pronout eceive a verb's action or follow a preposition.

-Examples: Please give me he papers.

Timothy's outstanding service earned *him* the award.

Possessive Case ronouns show ownership or possession.

-Examples: The ca ar escape Their car slid of

VERB

THAT EXPRESSES ACTION
T ALSO INDICATES THE TIM F BEING. A VERB HAS DIFFERE ING ON ITS NUMBER, PERSON, VOICE

Number indicato whether a verb is singular or plural. The verb and its seect must agree in number. -Examples: One d Darks. Two dogs bark.

Person indicates we ther the subject of the verb is 1st, 2nd, or 3rd person and whet the subject is singular or plural. Verbs usually have a different form only in *third person* singular of the present tense.

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

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

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

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

Examples: We need the information now. (present) Reggie *shot* the ball. (past)

You will enjoy the school play. (future)

ADVERB

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

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

ADJECTIVE

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

-Examples: red, large, three, gigantic, miniature

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

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

Example: My apple pie is good.

The **comparative** form compares two things. The **superlate** Detty's apple pie is *better* than mine.

compares three or more things. Example: Mom's appl the *best* of all!

PREPOSITION

GROUP OF WORDS) THAT A NOUN OR PRONOUN THER WORD IN A SENTENCE

Examples: The man walked into the gyn

The horse leaped over the fence.

Their team won the meet in spite of several being injured.

A WORD THAT CONN

phrase ig conj**unct** must be conjunctions 2 and, but, or,

necions used in pairs recalled Coordinating conjur correlative conjunctions. Comm relative conjunctions are: either, or; neither, no both, and; whether, or.

Examples: Both raccoons and squir frequently invade our bird feeders.

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

Subordinating conjugates connect and show the relationship between wo clauses that are not equally important. Coros subordinate conjunctions are: until,

while, as long as, as if, though, whereas. → Examples: Until you decide to study, your grades won't improve.

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

INTERJECTION

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

*Examples: Hooray! We finally scored a touchdown. Oh, no! I forgot the picnic basket.

Yes! Her gymnastic routine was perfect.

Ah, we finally get to stop and rest.

LANGUAGE ARTS capitalization & plurals



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

All proper nouns → Shannon O'Connor, Orlando, Bill of Rights

All proper adjectives - Kraft cheese, Bounty paper towels, Phillips screwdriver

The first word in every sentence - Her dress is stunning.

Races, languages, nationalities - Asian, French, African-American

Nouns/Pronouns that refer to a supreme being - God, Allah, Yahweh

Days of the week - Sunday, Monday, Tuesday

Formal epithets - Ivan the Terrible

Bodies of water - Amazon River, Lake Huron, Wea Creek

Cities, towns - Houston, Lafayette, Dearborn

Counties - Tippecanoe, Cork

Countries - U.S.A, Mexico, Canada

Continents - Africa, North Amer

Landforms - Mojave Desert

NOT SUBMIT FOA Holidays and holy days rans Day, Christmas, Yom Kippur

Months - January, February

Official documents - Enancipation Proclamation

Official titles — President Obama, Mayor Bradley
Periods and event a history — Middle Ages, Renaissance

Planets, heavenly odies - Mars, Jupiter, Milky Way

Public areas - Vovstone National Par

Sections of a centry or centing

Special events Rattle of La

Streets, roads ighways - Rodeo Dri Trade names THonda Accord, Kellogg's (

THE FOLLOWING CHART PROVIDES A QUICK OVERVIEW OF

The plurals of Last nouns are formed by adding s to the singular Examples: pie = p desk = desks | machine = machines

The plural forms of nouns ending in s, sh, x, z and ch are made by adding es to the singular Examples: bus = bus dish = dishes | fox = foxes | buzz = buzzes | church = churches

The plurals of common plurals and adding es. -Examples: fly = flies | cop

The plurals of words the end in y preceded by a vowel are formed by adding on - Examples: holiday = holiday Honkey = monkeys

The plurals of words ending in / receded by a vowel are formed by adding → Examples: studio = studios | rodeo =

The plurals of words ending in o preceding Italy son INING by adding s or es. -- Examples: hero = heroes | banjo = banjos | tomato = to

The plurals of nouns ending in f or fe are formed in one of two ways:

[1] If the *f* sound is still heard in the plural form, simply add *s*.

*Examples: roof = roofs | chief = chiefs

{2} If the final sound in the plural is a *ve* sound, change the *f* to *ve* and add *s*.

Examples: wife = wives | knife = knives

Foreign words and some English words form the plural by taking on an irregular spelling.

Examples: crisis = crises | criterion = criteria | goose = geese | ox = oxen

The plurals of symbols, letters, and figures are formed by adding an s.

--- Examples: 5 = 5s

The plural of nouns that end in ful are formed by adding s at the end of the word.

Examples: handful = handfuls | pailful = pailfuls | tankful = tankfuls

LANGUAGE ARTS sentence structure & spelling rules

SENTENCE STRUCTURE

A **complete sentence** must express a complete thought and must have a subject and a verb. — *Example*: He lost the game.

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

Example: Because he was lost.



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

A simple sentence consists of compound subject, a compound with and has one subject and one verb. A simple sentence may compound subject, a compound with a compound subject. Amy and Scott were a compound subject: Amy and Scott were a compound subject when a compound subject is a compound subject with a compound subject in the compound subject in

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

-Examples: Vilecting fossils is fun, but I think identifying fossils is difficult. (conjunction)

Andy's surt se new; it just got back from the cleaners. (semicolon)

Erin can the for Easter, and Courtney went to Florida. (comma/conjunction)

A contract sentence has one main date (in tralics) and one or more subordinate clauses (un pulined).

- Examor: Dad says that good graces we to reall the life good graces one indepedent clause, Diligan I adving is difficult, because I have to work several nours before I can start studying. (main clause, two depending clauses)

A complex sentence has the compremain clauses (in italic) and one or more clauses (in italic) and one clau

**Examp **Because the school bus broke down, the team rode in a van, and the search especial enders rode in cars.

Unless in the same deceiving me, Kristi is on that runaway horse, and Dale is behind her.

SPELLING RULE

When the ie/ei combination is hat pronounced ee, it is usually or ed ei.

- Examples: reign, weigh, neighbor
- Exceptions: friend, view, mischief, fiery

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

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

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

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

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

- *Examples:* use = useful | state = statement | nine = ninety
- Exceptions: argument, judgment, truly, ninth

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

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

LANGUAGE ARTS the writing process



WRITING VARIABLES

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



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, nind as you write will result in a paper that is instruct, inform, or persuade? Keeping DO NOT SUR focused and consistent.



What point of view of voice What point of view of voice will I use? Writers sometimes write from point of view of another person rather that in their own point of view. This can add variety and pour subject in a your "voice" remains consistent. new way. Mak



What form will my writing take? Different forms of writing, such as letters, diaries, karts, essays, research A pave specific requirements. Decide on the form your writing will take, and then make sure you requirements for that form of writing.

PLANNING AND WAIT

- {1} Select a georal subject area that into
- **{2}** Make a list of your thoughts and ide
- (3) Use your to help focus on a specific topic within the subject area
- nt that reflects **[4]** Decide where you want to say about the topic, and write an interpurpose.
- **(5)** Make a list tetails to support your statement.
- **(6)** Arrange the **li** of details into an outline.
- [7] Do any reading Aresearch necessary to provide additional support for specific areas of careful list of all of ur sources for your bibliography.
- **{8}** Write a first draft.
- (9) Revise your first draft, mathy stare that:

 (a) The introduction includes of lear statement of purpose.
 - (b) Each paragraph begins with son 2
 - {c} Every statement is supported or illustrat
- tant po' (d) The concluding paragraph ties all of the important points together, leaving the reader with a clear understanding of the meaning of the essay or composition.
 - {e} Words are used and spelled correctly.
 - **{f}** Punctuation is correct.
- **{10}**Read your revised paper aloud to check how it sounds.
- [11] Proofread your revised paper two times: once for spelling, punctuation, and word usage, and again for meaning and effectiveness.















LANGUAGE ARTS punctuation





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

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

Use: after an initial or an abbreviation. -Examples: Mary J. Jones, Mr., Mrs., Ms.



Use: to separate words or groups of word →Example: I used worms, minnows, lare bacon for bait.

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

≖Example: He ran, ju and yelled.

Use: to separate an expanatory phrase from the rest of the

-- Example: Escar or snails, are a delicacy that I relish.

Use: to distingu tems in an **-** Examples: Jol**it** September 20,

Use: to separat a title or an initial that follows a name *■Example:* Jose Jones, Ph.D.

QUESTION RK

Use: at the end of a arect or indirect question. *→Example:* Did you**r** tives invite you to visit them this summer?

Use: to punctuate a short stion within parentheses. - Example: I am leaving tomor w (is that possible?) to visit REVIEW ONLY my cousins in France.

APOSTROPHE

Use: to show that one or more letters or numbers ha 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

*Example: I clearly saw this young man's car run that stop

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

-- Example: bosses = bosses', children's

COLON

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

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

SEMICOLON

Use: to join compound sentences that are not connected

tary, my dear Watson; the butler is clearly responsible

Use: to separate groups

Example: I packed a toothbrual deodorant, and perfume; boots and tennis shoes. jeans, a raincoat, and sweatshirts;

QUOTATION MARKS

Use: to frame direct quotations in a sent re exact words quoted are placed within the *example:* "I don't know," she said, "if I w use able to

being d replace t *kample:* Mr. Jones su rd "always"

word is slang. Use: to indica

*Example: Julie only bought that outfit how that she's

Use: to punctuate titles of poems, slectures, course titles, chapters of broom, a stories, songs, and articles found in magazines, newspapers, and opedias.

■ Examples: "You Are My Su Violence in Our Society," "The Road Not

SINGLE STATION MARK

6)

Use: to punctuate a quotation within a quotation. *Example: "My favorite song is 'I've Been Working on the Railroad," answered little Joev.

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 r

the Capitol | the building in Warh Ston, D.C., in which the United States Congressive ts

- Examples: The capital of Poice is Paris.

The *capitol* of Indiana is adding in Indianapolis. The vice president arrived at the *Capitol* to greet the arriving senators.

hear | to listen

here | in this p

Examples: De rou hear that so a ge sound O

The juice is rightere in the refrigerator.

it's | the contraction for it is or it has its | shows own ship or possession

-Examples: It's Erly time to leave for the football game.

The wagon lost in the mud.

lead | a heavy, gray netal

lead | to go first, gue

led | the past tense of a

-Examples: Water pipes Chany older homes are made of *lead*.

This path will lead us to the war Coll.

Bloodhounds *led* the police to the

loose | free or not tight

clothes are loose.

lose | to misplace or suffer the loss of something - Examples: Since she lost weight, many of her

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

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

principle | a rule, truth, or belief

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

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

quiet | free from noise

quite | truly or almost completely

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

This enchilada is quite spicy.

their | belonging to them

there | at that place

they're | the contraction for they are

Examples: Their new puppy is frisky.

The all of the newspapers over there.

They're com. 3/1/ er tonight.

to | in the direction of

too | also or very

two | the whole number betwoone and three

Examples: The paramedics rush 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 thomplete the race.

weather | the stare of the atmosphere | Tring to

vnether | a choice or alternative

samples: We are hoping for warm, sur weather for

we can edecide het er we will drive on the to the reunion.

Who's | the contraction for who is on ho has Whose | the possessive form of who

*Examples: Who's in charge of the oning for the stage? Whose bicycle is out in the rain?

you're | the contraction from are

your | the possessive for you

Examples: She recto ask if you're planning to attend

Tour term paper will be due four weeks from today.

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 chocolate chosen

cinnamon climbed climbing clothes colonel college column commercial committee completely concentrate conscientious conscious continue continuous convenience convenient counterfei countri cour ize osity ceive cide finite finitely cend cribe ription didn't difficult dinner dining disappear disappoint discipline discussion disease dissatisfy doctor does doesn't dropping during

easier

easiest

easily

effect

either

embarrass

Christian

hear

height

enough entertain envelope equipment equipped escape especially everybody everywhere exaggerate exceed excellence excelle iting existence expense experience familiar fascinate faster fiction first . . foreign foresee forest forty freight TINO governor grabbed grammar grateful guarantee guard guess guest handsome happen happiest happily

here history hoping hospital humor humorous hungry identify imagine immediate immediately immensely דסא סמ Indian instead intelligent interpret jealou lightning lonely loose lying magazine magnificent many marriage mathematics meant medicine millionaire mischievous model mosquito narrative necessarv neighbor nervous niece nineteen ninety happiness notice noticeable nuisance

obedience occasion occur occurred occurrence occurring often opinion opportunity opposite original other SUBMIT parents parliament particular peculiar perform permanent persuade phenomenon pilot

rein

possibl practically precede prejudice preparation principal principle privilege probabl 90 AR THE THE PINCE psychologist

plain

psychology pursue quantity quiet quite raspberry realize really receive receiving recess recognize recommend

therefore reference referring they they're reign thief relative thoroughly relief thought religion through remember tobacco repetition together repellent tomorrow reservoir tragedy restaurant tried rhyme trouble rhythm truly ridiculous two nning unique until unusual usually sched vaccinate vacuum search vegetable village villain secretary veather semester sense Vednesday ight separate ird re ere ether hich ® sophomore hole spaghetti vhose witch speak speech woman sponsor women squirrel wonderful static wreck writing written



wrote

yolk

your

you're

rengthen

stretch

studies

studying

succeed successful

suggest

summarize

superintendent

summary

suspense

suspicion

swimming

synagogue

themselves

there

temperament

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.



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



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

SUBMIT NOT Formal Outline Format: I. A. B. Here is an example of a How lightning occurs 2. cloud's particles collide a a. become electrically charge Ь. positively and negatively (1) charged particles separate School (2)positively charged particles in cloud collide with negatively II. No new subdiving should be started unless there are at least two points are listed in the new division. This means that each I must be a 2 years a great a great beautiful. that each 1 mus a 2; each a must have a b. Formal outlines may be eight a sentence outline or a topic outline. A sentence outling ses a complete sentence for each point and subpoint. A coic outline uses words or phrases for each point and subpo Long Walvar • REVIEW ONLY I THREUZ -Here is an example of a topic outli Thesis or Introductory Statement Gasoline shortage

II. Voluntary energy conservation
A. Gasoline
B. Electricity
C. Home heating fuel
III. Forced energy conservation
A. Fuel allocation
B. Speed limit
C. Airline flights
D. Christmas lighting

Conclusion

A. Long linesB. Gas "rationing"



LANGUAGE ARTS common editing marks



1 insert a comma Her husband Andy decided to open his own repair business. Irran or elements

Insert of the prince of the poem Howl.

Insert written suggestion

Insert written s → Mary hadn't planned on a sixth party guest. Tim fondly remembers playing football in High School. sp | spell out

Let | stet (let it stand)

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

→ It was Kim's (1st) trip to the (U.K).







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 workscited list must be cited in the text.

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

- 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.
- {4} Italicize the titles of works published independe ms, pamphlets, periodicals, and films are all published independently.
- **(5)** If the title of a book you are citing title but not the other title.
- short works included in larger works, song titles, 🔊 itles of unpublished works. (6) Use quotation marks to indicat
- (7) Separate the author, title a blication information with a period followed by one space.
 (8) Use lowercase abbreviate to identify parts of a work (for example, vol. for volume), a name building of the inamed editor (ed.). The ver, when these designations follow a period, the first letter should be buildized.
 (9) Use the shortened forms for the publisher's name. When the publisher's name includes the name of more than one person, cite only the first fither than the publisher's name includes the name of more than one person, cite only the first fither than the publisher's name includes the name of more than one person, cite only the first fither than the publisher's name includes the name of more than one person, cite only the first fither than the publisher's name includes the name of more than one person, cite only the first fither than the publisher's name includes the name of more than one person, cite only the first fither than the publisher's name includes the name of more than one person, cite only the first fither than the publisher's name. o identify parts of a work (for example, vol. for volume), a name outlator (trans.), and a
- erson, cite the last these names.
- ssed 5 Jan. 2019" instead of listing the date or the abbreviation, "n.d."

MAGAZINE EDITORIAL	"A Question of Medical Sight." Editorial. <i>Plain Dealer</i> , 11 Mar. 2019, p. 6B.
ARTICLE FROM A WEEKLY OR BIWEEKLY	Hughes, Robert. "Futurism's Farthest Frontier." <i>Time</i> , 9 July 2019, pp. 58-59.
ARTICLE FROM A MONTHLY OR BIMONTHLY MAGAZINE	Willis, Garry. "The Words that Remade America: Lincoln at Gettysburg." Atlantic, June 2019, pp. 57-79.
UNBYLINED ARTICLE FROM A DAILY NEWSPAPER	"Infant Mortality Down; Race Disparity Widens." Washington Post, 12 Mar. 2018, p. A12.
BYLINED ARTICLE FROM A DAILY NEWSPAPER	Barring Many Flore Many Flore Signs of the Future." New York Times, 7 Mar. 2018, p. A12.
ARTICLE IN A PERIODICAL (GENERAL GUIDELINES)	Author's last name, first name. "Article title." Periodical (15, Day Month Year,) bages.
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, 218, pp. 595-600, www.maritimelaw.org/article. Accessed 8 Feb 17.
PAGE ON A MEBSITE	"How to Change Your Carl Oil" <i>eHow</i> , 25 Sept. 2/18, www.ehowm/ how_2018_how-oil.html. Accessed 5 Jan.
ANY CITATION (GENERAL GUIDEO ES)	Author. Title. Title of container (self contained if book), Other continuous (trins a Groot contoins), Version (edition), Number (vol. and/or and), Publication (art., Lors ion (rag is pragraphs, URL, color)). 2nd contoiner's title, Other contributors, Version, Number, Publisher, Publication date, Date of Acess (if applicable).

LANGUAGE ARTS MLA style of documentation



BOOK (GENERAL GUIDELINES)	Author's last name, first name. Book title. 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. Elements of Writing About a Literary Work NCT DO8NOT SUBMAN
BOOK BY FOUR OR MORE AUTHORS	Pract, Robert A., et al. <i>Masters of British Literature</i> (2) webton, 1956.
BOOK BY A CORPORATE AUTHOR	The Rockefeller Panel Reports. Prospect for America. Double 1061.
BOOK BY AN ANONYMOUS AUTHOR	Literary Market Place: The Directory of the Book Publishing Industry
BOOK WITTON AUTHOR AND AN ELLIOR	Toom it, Jun and Huited by Dryn Durk, Stron, 1988.
A WORK IN ANTHOLOGY	Morris, William, "The Havatack in the Floods," <i>Nifter enth Century British Minor Poets</i> , edited by bard Will at 2 d. W. H. Auden, Dell, Laurel Edition, 1965, pp. 35-52.
AN EDITION OF R THAN THE FIRST	Chaucer, Geoffrey. <i>The Riverside Chaucer</i> . Edited by Larry D. Becon. 3rd ed., Houghton, 1987.
SIGNED ARTICLE IN A REFERENCE BOOK	Wallace, Wilson D. "Superstition." World Book Encyclop 15, 1970 ed., vol. 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.
- iournal titles. Italicize titles of books Capitalize only the first word of a title or and journals. Note that the italicizing entries includes commas and perio
- Invert authors' names (last name to give last name and initials for all authors of a particular in unless authors (in this case, list the six authors and then us et al. after the sixth author's name to six authors' last the letter by letter. If you have more than one work by a particular at date, oldest to newest (fr. 1008 article would appear before a 2009 article). When an author appears to the sixth author appears. unless the work has more than te the rest of the authors). es letter by letter. If you have more than one work by a particular av 🔊 1, order them by publication sole author and again as list the one-author entries first. If no author is given for a particular source, tize by the title of the piece in the reference Lt. Use a shortened version of the title for parenthetical citations within the text.
- Use "&" instead **(And)** before the last author's name when listing multiple authors of a single work.

BASIC FOR STUR

An article in iodical (such

Author, A. thor, B. B., & Author, C Title of ical, volume number (issue

e volume number if the periodical uses continuous pair You need to list o sue begins

A nonperiodica such as a book, report, brochure or audio

of publication). Title of work: Capital letter also for subtitle (I nof the publisher in the citation. Do not include the

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

Author, A. A., & A. B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.) chapter). Publishe

When you list the pages of the apter or essay in parentheses after the book title, use "pp." before the numbers TNIAG AOS TIMEUL tge numbers in periodical references, except for newspapers.

BASIC FORMS FOR ELECTRIC SOURCES

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.

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-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

Work discussed in a secondary source

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. 1 D., M. C. of reSupport Dual-route and parallel-distributed-processing approaches. *Psychologic* 100, 589-608.

Give the secondary source in the reference is in the text, name the original work, and give a citation the secondary source. For example, if Seidenberg and McClelland's vortice and in Coltheart et al. and you did not read the original work of the Coltheart et al. reference in your reference list. In the text, as a following citation:

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

Magazine article, on author

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

Rook

- Calfee, R. C., Calencia, R. R. (1991) APA guide to preparing manuscripts for journal publication.

An article or conter of a book

O'Neil, J. Mark Egan, J. (1992). Men's and wond sayer described by the exploration having, transition, transformation. In B. R. Wainrib (Ed.), Gender issues across the life well (pp. 107-123). Springer

A government plication

National Insulate of Mental Health. (1990). Clinical training in serious antal films. (DALF) Publication No. 21M 90-1679).

U.S. Government Printing Office.

A book or articl with no author or editor named

- Merriam-Webster allegiate dictionary (11th ed.). (2005). Merriam-Webster.
- New drug appears wirsk of death from heart failure. (1993, July 15). The Washington Post, p. A12.

For parenthetical citation of sources in text with no author named, use a shortened version of the title instead of a duthor's name. Use quotation marks and rune appropriate. For example, parenthetical citations of the two sources above ruled appear as follows: (Merriam-Webster's, 2005) une New Drug," 1993).

A translated work and/or a coublished work

Laplace, P. S. (1951). A philosophid on probabilities (F. W. Truscott & F. L. Emory, 1888).

(Original work published 1814).

A review of a book, film, television program, 5.5

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 root words & their derivatives



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

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

anni, annu, enni | year

- anniversary, annually, centennial

arch | chief, first, rule

- archangel, architect, archaic, monarchy, patriarchy

aud | hear, listen

audiology, auditorium, audition

belli | war

- rebellion, belligerent, bellicose

capit, capt | head

- decapitate, capital, capta

clud, clus, claus | shut

- include, conclude, clusion, claustrophobia

cord, cor, cardi

- cordial, concord

corp | body

- corpse, corps, corporal puni

crea | create

🗕 creature, recre creation

cresc, cret, cres-

- crescendo, conc<mark>re</mark> ncrease

cycl, cyclo | wheel ular 🛥 bicycle, cyclic, cy<mark>cl</mark>U Cyclops

dem | people - democracy, demogra

dict | say, speak

- dictation, dictionary, be dictator, edict, predict, ver

dorm | sleep

- dormant, dormitory

dura | hard, lasting

- durable, duration, endure

equi | equal

- equinox, equilibrium, equipoise

fall, fals | deceive

- fallacy, fallacious, falsify,

fid, fide, feder | faith, trust

confidante, fidelity, confident, infidel, federal, confederacy

fin | end, ended, finished

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

fort, forc | strong

fortress, fortify, forte, fortitude

geo | earth

geography, geocentric, geology

grad, gress | step, go

🛥 grade, gradual, graduate, progress

here, hes | stick, cling

adhere, cohere, inherent, cohesion

hydr, hydra, hydro | water

dehydrate, hydrant, hydraulic, hydrogen, hydrophobia

ignis | fire ignit

SUBMIT

lau, lav, lot, lut | wash

launder, lavatory, lotion, ablution

liter | letters

- literary, literal, alliteration

magn | great

magnify, magnificent, magnitude, magnanimous, magnum

memoir, memorable

mit, miss | send, let go

- emit, remit, submit, commit, transmit, mission, missile

nat, nasc | to be from, spring forth innate, natal, native, renaissance

🛎 novel, novice, innovate, renovate

omni all, every

omnipotent, omniscient, omnipresent,

- pathos, smy

ped, pod | foot

- pedal, impede, pedestrian, centipede, tripod, podiatry

pel, puls | drive, urge compel, dispel, expel, repel, propel,

pulse, impulse, pulsate, repulsive

poli | city

- metropolis, police, politics, acropolis

portable, transport, export, support

punct | point, dot

punctual, punctuation, puncture

ri, ridi, risi | laughter

- deride, ridicule, ridiculous, risible

salv, salu | safe, healthy

- salvation, salvage, salutation

scope | see, watch, examine

telescope, periscope, kaleidoscope

scrib, script | write

scribble, inscribe, describe, prescribe, manuscript

sent, sens | feel

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

signi | sign, mark seal

🛦 signature, design, insignia

(La stit | stand

ist, stamina, status, state, assis. stable,

solv, solu 1

solvent, absolve soluble, solution

spir | breath

- spirit, expir**e, in** respiration

tact, tang, tag**, ti**

actile, contac**t, int U** itagious, co**ntig**

nant, tenur**e, d** n, pertinent, Sontain, pertain

terra | earth

+ terrain, te**rra** rritory

tractable, abstract tractor, a

tribute, attribute

icorn, 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

- zoo, zoology, zoomorphic, zodiac

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
auto-	self	automobile, autopilot
bi-	two or twice	bicycle, biannual, biweekly
com-	with	compare, communicate, company
con-	with	conference, concert, confide
dis-	do the opposite of	disappear, dislike, distrust
en-	to make	ensure, enlarge, enable
extra-	beyond	extraordinary, extrasensory
il-	not	illegal illegic D. Cherane SUR
im-	not or within	ensure, enlarge, enable extraordinary extrasensory illegal clic in Detection SUBMIT insecure, incomplete, indoors, ingrown international, interact, intersection irresponsible, irregular midnight, midstream, midway
in-	not or within	insecure, incomplete, indoors, ingrown
inter-	between	international, interact, intersection
ir-	not	irresponsible, irregular
mid-	middle 😯	midnight, midstream, midway
mis-	wrong	mistake, misguide, misunderstood
non-	not or without	nonsense, nonfat, nonfiction
post-	af	postgraduate, postwar
pre-	b\$5re	prehistoric, precaution, preschool entin revier, ecircle, react submatine, subzero, subtitle sup rna un a su en varket sap rp we
re-	back or again	ett in re vrie, ec rcle, react
sub-	Llow	submarine, subzaro, subtitle
super-	Cove , outside	sup rna lura su ler Carke Opp (T) w T K S
trans-	across, over	transpiant, transcontinental transport
un-	mot .	unsafe, unusual, unsure

A SUFFIX IS A SYLLABLE ADDITION TO LANGE ITS MEANING. IN MOST CASES, WHEN AD SUFFIX THAT STARTS WITH A SUFFIX IS A SYLLABLE ADD.

MEANING. IN MOST CASES, WHEN A SUFFIX THAT STATS WITH A VOWEL, DROP THE FINAL E OF THE ROOT WORD. FOR EXAMPLE, NERVE BECOMES NERVOUS. ALSO, CHANGE A FINAL Y IN THE ROOT WORD TO AN / BEFORE ADDING A SUFFIX, EXCEPT -ING.

Suffix	Mexing	Exam
-able	able to LO	payable
-al	of, like, or cattable for	logical,
-an	relating to, belowing to, or living in	Americ
-ance	the condition or start being	perforn
-ant	a person or thing that use // rething	contest
-ative	having the nature of or relating W	-magi
-ent	characterized by	differer
-ful	full of	though
-ian	relating to, belonging to, or living in	musicia
-ity	quality or degree	activity
-ive	have or tend to be	active,
-less	without or lacking	homele
-ment	act of	paymei
-ness	state of	happin
-or	person or thing that does something	actor, a
-ous	characterized by	nervou
-ship	quality of or having the office of	friends
-ward	in the direction of	backwa

nples

le, movable, portable l, natural, comical can, European, librar mance, allowane

NIAG Karn ive, decorative nt, reverent, independent

htful, beautiful ian, magician y, fatality, popularity attractive, impressive ess, thoughtless

ent, employment, achievement

ness, thoughtfulness

accelerator

ıs, courageous, famous

ship, leadership, companionship ard, homeward, westward

LANGUAGE ARTS exploring French



GREETINGS

Hello/Good morning/Good afternoon | Bonjour

Good evening | Bonsoir

Hi/Bye | Salut Bye | Ciao

Goodbye | Au revoir

How are you doing? | Comment allez-vous?

(Informal: Comment vas-tu?)

I'm... | Je vais...

(very) well | (très) bien

(very) poorly | (très) mal

So-so. | Comme-ci, comme-ça.

How's it going? | Ça va?

It's okay. | Ça va.

It's going well. | Ça va bien.

It's going poorly. | Ça va mal

Not bad. | Pas mal.

And you? | Et vous? (Inform

ONLY . DO NOT SUE

BASICS

Who | Qui

Where | Où

When | Quand

Why | Pourquoi

How | Comment

A lot | Beaucoup

What | Quoi

And | Et

Also | Aussi

Do you speak English? anglais? How do you say...? | Comme

I need help. | J'ai besoin d'aide. Help! | Au secours!

I am lost. | Je suis perdu.

INTRODUCTION

What's your name omment yous appelez-vous?

(Informal: Comme Tappelles-My name is...

Pleased to meet Enchanté(e). I'd like you to me man. | Je vous présente...

(Informal: Je te présente...)

This is... | Voici

PLEASANT

Please | S'il vous p Informal: S'il te plaît)

Thank you | Merci

You're welcome. | Je

(Informal: Je t'en prie.)

No problem. | De rien.

Cormal: Excuse-moi.) Excuse me. | Excusez-moi. • REVIEW ONLY

NUMBERS

Monday | lundi Tuesday | mardi

Wednesday | mercredi

Thursday | jeudi

Friday | vendredi

Saturday | samedi

Sunday | dimanche

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

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?/; Qué tal?

It's okay | Está bien

Not bad | No está mal

And you? | ¿Y usted/tú?

BASICS

Who | ;Quién?

Where | ; Dónde? When | ;Cuándo?

Why | ¿Por qué?

What | ¿Qué?

How | ;Cómo?

Which | ;Cuál?

And Also Tamon
Also Tamon
The El, La, La, Milly
Also Tamon
The El, La, La, Milly
For And I (Habla Inc.)
Ce dictar nes
nartes
ay | miércoles
ay | jueves
| viernes
rday | sábado
day | domingo

January | enero
February | febrero
rch | marzo
' abril
vo

INTRODUCTION

no se llama usted? What's your name?

My name is... | M

Pleased to meet **nca**ntado

Likewise | Igualme!

I'd like you to mer Me gustarí

This is... | Este(a

PLEASANT

Please | Por favo

Thank you | Grad

You're welcome

blema No problem | No l

Excuse me! | ¡Discul

Sorry | Perdón

• REVIEW ONLY

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.)

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's?

It's okay. | Es geht.

It's going well. | Es geht gut.

It's going poorly. | Es nicht Not bad. | Nicht schlech

And you? | Und du?

. DO NOT SUB

ie Englisch? Do you speak English? How do you say ... ? | Wie sage

I need help. | Ich brauche Hilfe.

INTRODUCTION

What's your name

(Informal: Wie hei? u?) My name is...

Pleased to meet you. | Freut mich.

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

This is... | Das

BASICS

Who | Wer

Where | Wo

When | Wann

Why | Warum

What | Was

How | Wie

And | Und

Also | Auch

PLEASANTIMES

Please | Bitte

Thank you | De You're welcome. | Brus No problem. | Kein Prof. A. Excuse me. | Entschuldige Or Tilly O Mainable .

Of course. | Natürlich.

OK | Zustimmung

Maybe | Vielleicht

TITLES

Miss | Fräulein

Mrs./Ma'am | Frau/ gnädige Frau

Mr./Sir | Herr/ mein Herr

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 hǎo

How's it going? | 最近怎么样? zu

It's okay. | 还行 hái xíng

Not bad. | 还不错 hái bú And you? | 你呢? nǐ nē?

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

And | 和 hé Also| ₺ yě

💈 hěn duō / xǔ duō NOT gè∕nà gè

PHRASES

Do you speak English? | nĭ shuō yīng yǔ mā?

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

I am lost. | 我迷路了. wǒ mí lù lē.

INTRODUCTION

What's your name

nĭ jiào shén m

My name is... wŏ jiào.

Pleased to meet [4] 很高

hěn gão xìng 📷

11 Likewise. | 我也 wŏ yĕ yī yàng.

. | 我来介绍下 wǒ lái j I'd like you to meet.

This is... | 这位是一 è wèi shì...

PLEASANT

Please | 请 qǐng

Thank you | 谢谢 >

You're welcome.

No problem. | 没问题 wèn tí.

Excuse me! | 不好意思!

Sorry | 对不起 duì bù qì

DAYS OF

Monday | 星期一 xīng qī yī

Tuesday | 星期二 xīng qī yīèr

Wednesday | 星期三 xīng qī sān

Thursday | 星期四 xīng qī sì

Friday | 星期五 xīng qī wǔ

Saturday | 星期六 xīng qī li

Sunday | 星期日 / 星期天 xīng qī tiān

RESPONSES

Yes | 对 / 是 duì / shì

REVIEW ONLY No | 不对 / 不是 / 没有 bú duì / bú shì / méi yòu

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 / nű shì

Mr./Sir | 先生 xiān shēng

TNIAG

January | 一月 yī yuè February | 二月 èr yuè March | 三月 sān yuè

April 四月 sì yuè

Mav | 五月 wǔ vuè June | 六月 liù yuè

July | 七月 qī yuè

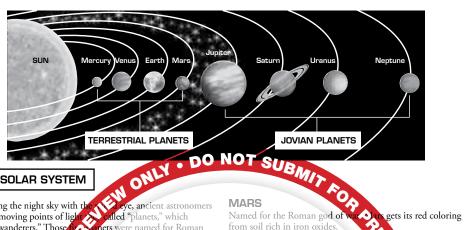
August | 八月 bā yuè September | 九月 jiǔ yuè

October | 十月 shí yuè November | 十一月 shí yī yuè

December | 十二月 shí èr yuè

SCIENCE the solar system





THE SOLAR SYSTEM

Observing the night sky with the deve, ancient astronomers noticed moving points of light salled "planets," which means "wanderers." Those fire anets were named for Roman means "wanderers." Those fire fanets were named deities: Mercury, Venus, Mars, Jupiter, and Saturn.

With the invention of the large relescope, astronomers were able to see other them. These included Uranus in 1781, Neptune in 1881, and Pluto in 1930, which was later redefined as a dwarf inet. Besides planets, thousands of asteroids and come will the unit the North astroids with between Mars and piter. Comet

There are two typ 💿 **f pla**nets. Terrestrial plan Sun, have rocky s Laces. These are Mercury, V Mars. Those beyend Mars' orbit – Jupiter, Saturn, Uran Neptune, are calle ovian planets, meaning "gas giants."

THE SUN

A huge sphere of ionized gas, the sun is the closest star to Earth.

diameter: almos 000 miles temperature: 27

MERCURY

Named for the Roman m god, Mercury orbits the sun faster than any other planet.

diameter: 3,031 miles

temperature: -280°F to 800°F mean distance from the sun:

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: 7,519 miles temperature: 55°F to 864°F

mean distance from the sun: 67.24 million miles

EARTH

Earth is the only planet known to harbor life and the only

planet with liquid water on its surface. diameter: 7,926 miles

temperature: -126°F to 136°F

mean distance from the sun: 92.96 million miles

from soil rich in iron oxides.

diameter: 4,221 miles temperature: -225°F to 95°F

mean distance from the sun: 14 million miles

JUPITER

The largest planet in our solar system was nan for the king of the Roman gods. Its bands of color can be

meen distance from the

of agriculture, Saturn Named for the as the most theancients. Its rin distant planet known comprised of ice particles.

diameter: 74,500 miles temperature: -288°F

mean distance from the sun: million miles

URANUS

Originally named Georgium honor of King George III, is twice as far from the sun as Uranus was discovered in

diameter:

F uniform

distance from the sun: 1,784.89 million miles

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

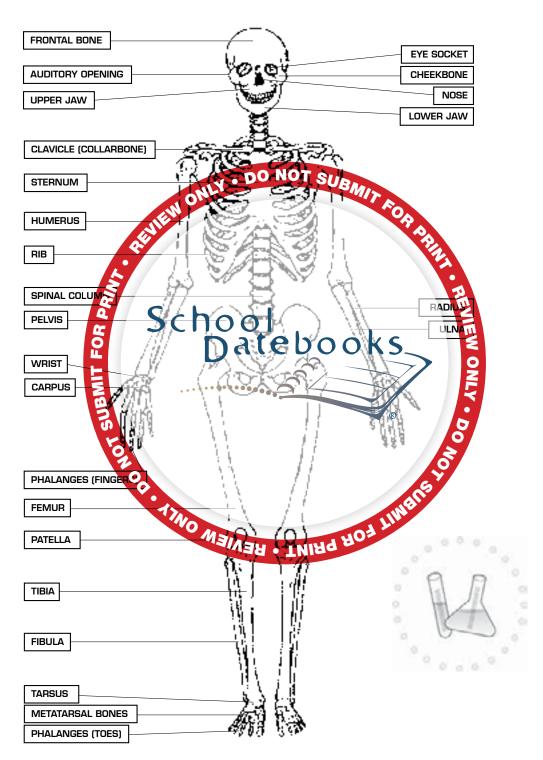
mean distance from the sun: 2,793.12 million miles

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.

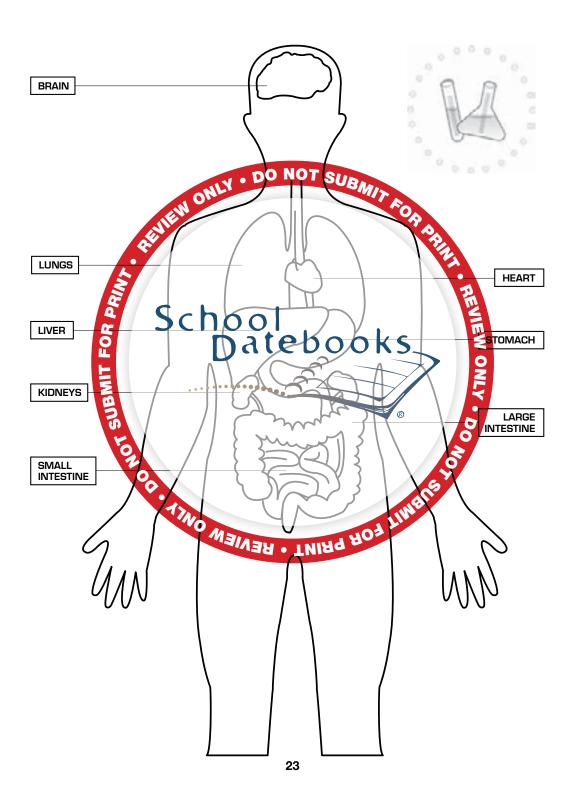
SCIENCE the human skeleton





SCIENCE major organs of the human body





SCIENCE Periodic table of the elements



	GROUP 1 ** IA ***								F	E L		,						18 VIIIA
•	- I					Atomician SUSMITTED BRIVE	Atom	15 }	AG A	Symbol	A DA	N. N.						<u>۔</u>
-	hydrogen 1.008	2 <u>≅</u>					To Co	nent Name —	sffver 107.9	Atomic Mass	so	7	E M	4 AVI	15 W	16 VIA	11 VIIA	helium 4.003
	۳:	4 (- Cilicum	A political A	lydroden) co	umprisee the a	metale						(V)	9 (7	∞ (6 [۹ ۽
2	3	Be	Group II	IA comprises t	the alkaline-	earth mytals.	indials.				S			U	Z	0	L	9
	lithium 6.941(2)	beryllium 9.012	Group \	VIIIA comprise	s the noble (gases.					•		boron 10.81	carbon 72.01	nitrogen 14.01	0xygen 16.00	fluorine 19.00	neon 20.18
	=	12				1			•		C		13	1	15	16	17	18
6	R	δ					ransition !	Metals —	•		1		A	0	Δ.	S	ច	Ā
	sodium 22.99	magnesium 24.31	e ≣	4 8	68	NIB VIB	7 VIIB		9 — VIIIB	70	-7≌	12 IIB	aluminum 26.98	28.0 7.0 8.0 7.0 8.0 8.0 8.0 8.0 8.0 8.0 8.0 8.0 8.0 8	phosphorus 30.97	sulfur 32.07	chlorine 35.45	argon 39,95
	19	20	21	22	11 23	24	25	26	27	88	Ĉ	30	31	32	33	34	32	36
aois 4	¥	Sa	Sc	F		Ç	M	P	C	Z	3	Zn	Ga	95	As	Se	Ŗ	¥
d3d	potassium 39 10	calcium 40 08	scandium 44 96	titanium 47.87	Van Trans	chromium 52.00	manganese 54 94	iron 55.85	coba	nickel	roper 63 55	zinc 65.38(2)	gallium 69.72	germanium 72 63	arsenic 74 92	selenium 78 97	bromine 79 90	krypton 83.80
	37	88	39	40		42	43	44	45	46	747	48	49	20	15	25	53	54
ß	8	Š	>	Ž	Ž	Mo	T C	Ru	£	Pd	Ŧ	Co	드	S	Sb	L	_	Xe
	rubidium	strontium	yttrium	zirconium	niopium	molybdenum	technetium	ruthenium	rhodiun	palla		cadmium	indium	ug.	Antimony	tellurium	iodine	xenon
	85.47	87.62	88.91	91.22	•	95.95	(26)	101.1	1 2.9	106.4	-	112.4	114.8	118.7	121.8	127.6	126.9	131.3
	22	8	57-71	72	N	74	75	76	_		79	80	81	82	£	8	82	98
9	ဌ	Ba	Indhanoide		Π	>	Re	00		7	Au	B	F	Q	9	2	¥	ž
	cesium 132.9	barium 137.3		hafnium 178.5	tar a wm	tungsten 183.8	rhenium 186.2	osmium 190.2	dium 92.2	C 1981	gold 197,0	mercury 200.6	thallium 204,4	lead 207.2	Dismuth 209.0	polonium (209)	astatine (210)	radon (222)
	87	88	89-103	104	2	106	107	108	109	110	111	112	113	114	115	116	117	118
7	ř	Ra	Actinoids	ž	9	Sg	Bh	H	Mt/	6	Rg	Cu	N N	3/	Mc	2	L	6 0
	francium (223)	radium (226)		rutherfordium (267)	dubriur (268)	seaborgium (269)	bohrium (270)	hassium (269)	heitherium 277)	darm stat. (281)	roentgenium (282)	copernicium (285)	nihonium (286)	flerdov	moscovium (290)	livermorium (293)	tennessine (294)	oganesson (294)
								7		K				7				
* IUPAC	* IUPAC conventional atomic weights; standard	mic weights; star	ndard	22	28	1	09	61 ③		S 9	64	65	99		89	69	70	11
expresse	expressed in intervals; see iupac.org for an	elements are se iupac.org for a	9 w	Ľ	ပီ	N.	PZ	Рш	Sir	Z W	P 5	Q L	à	°	ш	Ē	Ž	3
explana: adopted	explanation and values. ** Numbering system adopted by IUPAC. *** Numbering system	** Numbering sys mbering system	stem	lanthanum 138,90547	cerium 140.116	praseod) 140.907	heodymium 144.242	promethium (145)	samarium 150,36	8urg/ium 15,.964	gadolinium 157.25	terbium 158,92535	dysproc vm	Nolmium 164,93033	erbium 167.259	thulium 168.93422	ytterbium 173.054	Intetium 174,9668
widely u	widely used from the mid-20th century.	1-20th century.		88	06	91	2	25	94	95	96	97	9	66	100	101	102	103
() indicates lived isotope	() indicates the mass number of the longest- lived isotope.	mber of the long.	est-	Ac	ᄕ	Ра	Ş	QN	nd.	Am	Ę	BK	5	ВS	Ē	Š	Ŷ	۲
			•	actinium (227)	thorium 232,0377	protactinium 231.03588	uranium 238.02891	0	plutonium (244)	americium (243)	curium	er ium	californium (251)	einsteinium (252)	fermium (257)	mendelevium (258)	nobelium (259)	lawrencium (262)
					Common	Tr. Informational	- Completion			W. C.				1			,	

SCIENCE physics laws & formulas



Mass Density

mass density = volume

Speed

distance covered average speed = elapsed time

Acceleration

$$a = \frac{\Delta v}{\Delta t}$$
 or $\frac{vF - vI}{tF - tI}$

(a=average acceleration; v=velocity; t=time; vF=final velocity; vI=initial velocity; tF=final time; iI=initial time)

Torque

T = FR

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

Boyle's Law when temperature constant:

$$p_1V_1 = p_2V_2$$

(p₁=original pressure; p₂=new pressure; V₁=original volume; V₂=new volume)

Wave Motion

n=wave frequency; l=wavelength)

Law of Universal Gravitation

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

(F=force of attraction; m1 and ers of m₁ and m₂; bodies; d=distance between G=gravitational constant)

face Perpendicular to the

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

urce; r=distance from (E=illumination; I=intensity of source to surface perpendicular to

Work Done by a

work = (force)(d

Power

power =

Focal Length of Mirrors and Ler

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

(f=focal length; d₀=object distance; d_i=im

Kinetic Ener



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

Specific Heat $Q = cm\Delta t$

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

Ohm's Law

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

(I=strength of the current flowing in onductor; V=the potential difference applied to its

Electric Current

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

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

Momentum

REVIEW ONLY momentum = (mass)(velocity)

Mass-Energy Equivalence

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

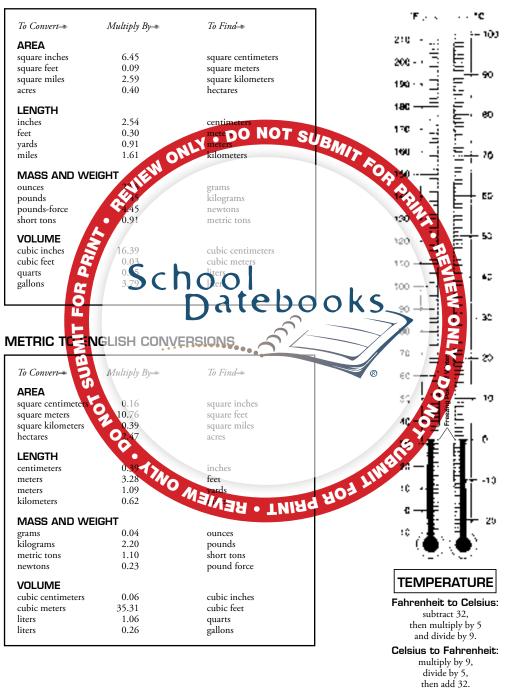
Newton's Second Law of Motion

force=(mass)(acceleration)





ENGLISH TO METRIC CONVERSIONS



SCIENCE weights & measures & formulas



WEIGHTS AND MEASURES

ENGLISH

1 hour (h) -----1 day (d)------1 week (wk)----1 year (yr) -----1 year ------1 year ------

1 century (c) --Weight
1 pound (lb) ---

1 short ton (T) --

	1
1 square vard (vd2)	144 square inches (in²) 9 square feet 43,560 square feet
1 square mile (mi ²)	640 acres
Capacity	0.4.1. (4.)
1 cup (c)	8 fluid ounces (fl oz) 2 cut
1 quart (qt)	2 pints
1 quart 1 gallon (gal)	
Length	
1 foot (ft) 1 yard (yd)	2 G
1 yard1 1 mile (mi)	5,280 feet
1 mile	1,760 yards
Time	
1 minute (min)	60 seconds (s)

FORMULAS ?

Perimeter of a rectangle

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

Simple interest----- I = prt

METRIC

O.T. SUB	001 liter (L)
1 centiliter (ci)	.001 titer
1 deciliter (dl)	
1 dekaliter (dal)	10 liters
1 hectoliter (hl)	100 liters
1 kiloliter (kl)	1,000 liters

Length	
1 millimeter (mm)	1 meter (m)
1 centimeter (cm)	01 meter
1 decimeter (dm)	
	10 meters
1 hectometer (hm)	100 meters
1 kilometer (km)	000 meters

Mass/Weight 1 miligan (rtg)	k s	
1 centi ram (cg) 1 decigram (dg)		01 gram 1 gram
hectogram (hg)	<i></i>	10 grams 100 grams
1 kilogram (t)	8	1,000 grams 1,600 kilograms

FORMULA KEY

-----365 days

16 ounces (oz)

2,000 pounds

A =	area		
b =	base, length of any	of a plane fig	gure
B =	area of bar		-
1 N	IHd"B		

height, perpendicular distance from the furthest point of the figure to the extended base
 length

P = perimeter r = radius s = side

sa = surface area V = volume

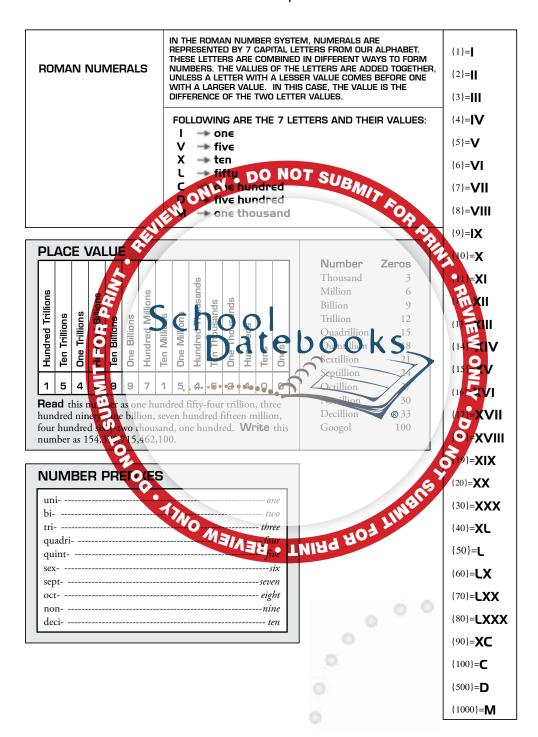
w = width

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

d = distance, r = rate, t = time



MATHEMATICS Roman numerals & place value



MATHEMATICS squares & square roots



SQUARES & SQUARE ROOTS

N.										
N	N^2	\sqrt{N}		N	N^2	\sqrt{N}		N	N^2	\sqrt{N}
1	1	1.00		51	2,601	7.14		101	10,201	10.05
2	4	1.41		52	2,704	7.21		102	10,404	10.10
3	9	1.73		53	2,809	7.28		103	10,609	10.15
4 5	16	2.00		54 55	2,916	7.35		104 105	10,816	10.20
6	25	2.24			3,025	7.42		106	11,025	10.25
7	36 49	2.45 2.65		56 57	3,136 3,249	7.48 7.55		108	11,236 11,449	10.30 10.34
8	64	2.83		58	3,24)	T.Go.		108	11,664	10.34
9	81	3.00			3,481	T SU	BMI	109	11,881	10.44
10	100	3.16	, 0	60	3,600	7.75			12,100	10.49
11	121	3.32	N.	61	3,721	7.81		TO.	12,321	10.54
12	144	3.46		62	3,844	7.87		112		10.58
13 14	169			63	3,969	7.94		113 114	769	10.63
15	196 225	3.87		64 65	4,096 4,225	8.00 8.06		115	13.25	10.68 10.72
16	256	4.00		66	4,356	8.12		116	13,456	10.72
17	289	4.12		67	4,489	8.19		117	13,689	
18	324	4.24		68	4,624	8.25		118	13,924	0.86
19	361	4.36	۱ ۱	69	4, T 61	8.31		119	14,161	10.91
20	400	4.47	D		4,900	8.37		120	14,400	0.95
21	446	4.58	Ţ	1 3	,0 1 4	8.43		/121	14,641	1.00
22	4811	4.69		アの		9.40	Ψ	122_	14,884	11.05
23 24	529	4.80 4.90		74	5,329 5,476	8.60	+	123	15,376	09
25		5.00		75	= (2=	8.66	+	125	15,625	1118
26	6700	5.10	1	76	5,776	8./2		1/6	15,876	1.22
27	725	5.20		77	5,929	8.77		187	16,129	11.27
28	784 (1)	5.29		78	6,084	8.83		128	16,384	
29	841	5.39		79	6,241	8.89		129	16,641	
30	900	5.48		80	6,400	8.94		130	16,903	11.40
31 32	961	57		81	6,561	9.00		131	17,0	11.45
32	1,024 1,089	00		82 83	6,724 6,889	9.06 9.11		132 1 33	6,689	11.49 11.53
34	1,156	200		84	7,056	9.17		134	7,956	11.58
35	1,225	5.92	15	85	7,225	9.22		170	18,225	11.62
36	1,296	6.00	17/10	86	7,396	9.27		36	18,496	11.66
37	1,369	0.00		MEIN	7,569	9.33	40		18,769	11.70
38	1,444	6.16		88	14 764 1			138	19,044	11.75
39 40	1,521	6.24		89 90	7,921	9.43		139 140	19,321	11.79
	1,600	6.32			8,100	9.49			19,600	11.83
41 42	1,681 1,764	6.40 6.48		91 92	8,281 8,464	9.54 9.59		141 142	19,881 20,164	11.87 11.92
43	1,764	6.56		93	8,649	9.59		143	20,164	11.92
44	1,936	6.63		94	8,836	9.70		144	20,736	12.00
45	2,025	6.71		95	9,025	9.75		145	21,025	12.04
46	2,116	6.78		96	9,216	9.80		146	21,316	12.08
47	2,209	6.86		97	9,409	9.85		147	21,609	12.12
48 40	2,304	6.93		98	9,604	9.90		148 149	21,904	12.17
49 50	2,401 2,500	7.00 7.07		99 100	9,801 10,000	9.95 10.00		150	22,201 22,500	12.21 12.25
- 00	2,700	/.0/	I		10,000	10.00			22,700	12.27

MATHEMATICS algebra & mathematical symbols



ALGEBRA

Expanding

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

Laws of Exponents

- $\{1\}$ $a^{r}a^{s} = a^{r+s}$
- $\{2\}$ $a^{r}/a^{s} = a^{r-s}$
- $\{3\}$ $a^r a^s / a^p = a^{r+s-p}$
- $\{4\}$ $(a^r)^s = a^{rs}$
- $\{5\}\ (ab)^r = a^r b^r$
- $\{6\}\ (a/b)^r = a^r/b^r (b^r)$

if r and s are positive integers

Quadratic For Qua

When given a for 14

The solution can derived using the quadratic fornities

in the for Condition of the Condition of

MATHEMATIC SYMBOLS

- plus minus
- plus or minus
- х multiplied by
- divided by
- = equal to
- 보 not equal to ٥.
- nearly equal to ٧X square root of x
- "\X --- root of x
- % percentage
- sum of

- greater than
- less than
- Marthan or equal to less than 3 Huch INING €:
- infinity
- is to (ratio) as (proportion)
- π pi (--3.14159)

and so on

- therefore
- because lx absolute value of x

- circle 0
- rectangle
- parallelogram ۸ triangle
- angle Z
- right angle
- perpendicular 丄 П parallel
- degrees minutes

MATHEMATICS fractions & percentages & multiplication table



FRACTIONS AND PERCENTAGES

1	=	1.0	=	100%
3/4	=	0.75	=	75%
2/3	=	0.667	=	66.7%
1/2	=	0.5	=	50%
1/3	=	0.333	=	33.3%
1/4	=	0.25	=	25%
1/5	=	0.2	=	20%
1/6	=	0.167	=	1670
1/7	=	0.142	=	174.2 %
1/8	=	0.125	Z Z	12.5%
1/9	=	0.111	~~	11.1%
1/10	=	0.1	= /	10%
1/11	=	0.0	7	9.1%
1/12	=	0.73	7	C 8.3% L

WORKING WITH FRACTIONS

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

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



To multiply:

raction with the reciprocal

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

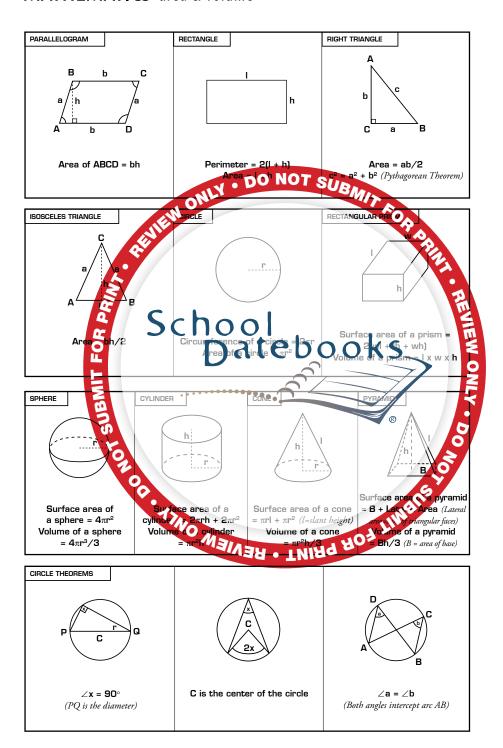
To add or subtract, first find the co

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

1/12	2 =	: 0	6 5	=	S	8.3%	h	\bigcirc	\bigcirc					0 /		0 /		2		•
MU	MULTIPL PATION TABLE DATE DOOKS																			
	1	2	3	4	5	6	7	8	9	10		12	13	14	15	26	17	1	3 9	20
1	1	2		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	1 9	20
2	2	4	2	8	10	12	14	16	18	20	22	24	26	28	3®	32	34	36	3 8	40
3	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48	51	d	57	60
4	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60	64	68	72/	76	80
5	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	86	90	95	100
6	6	12	18	20	30	36	42	48	54	60	66	72	78	84	90	96	177	108	114	120
7	7	14	21	28	35	42	49	56	63	70	77	84	91	98	105	20	119	126	133	140
8	8	16	24	32	46		56	64	72	80	88	96	104	112	130	<u>\\ \\ \</u> 28	136	144	152	160
9	9	18	27	36	45	-	0 53	72	81	90	99	108	117	60	235	144	153	162	171	180
10	10	20	30	40	50	60	70		E	100	118	181	1 6	140	150	160	170	180	190	200
11	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165	176	187	198	209	220
12	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180	192	204	216	228	240
13	13	26	39	52	65	78	91	104	117	130	143	156	169	182	195	208	221	234	247	260
14	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210	224	238	252	266	280
15	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300
16	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240	256	272	288	304	320
17	17	34	51	68	85	102	119	136	153	170	187	204	221	238	255	272	289	306	323	340
18	18	36	54	72	90	108	126	144	162	180	198	216	234	252	270	288	306	324	342	360
19	19	38	57	76	95	114	133	152	171	190	209	228	247	266	285	304	323	342	361	380
20	20	40	60	80	100	120	140	160	180	200	220	240	260	280	300	320	340	360	380	400

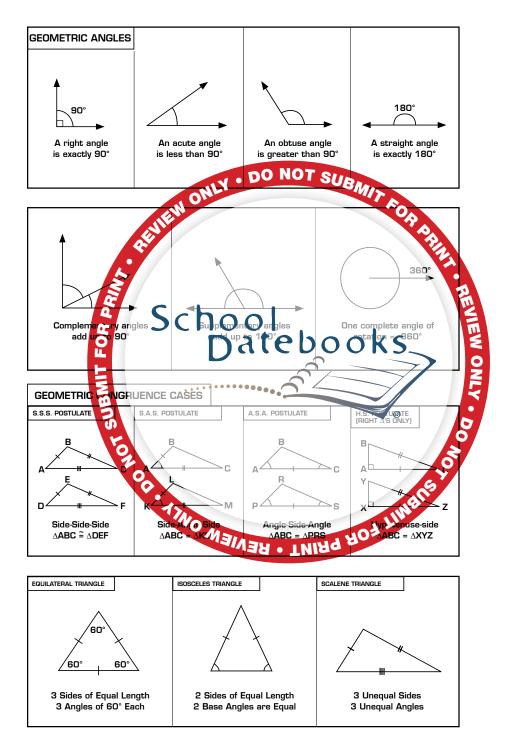
MATHEMATICS area & volume





MATHEMATICS geometric angles & congruence cases





MATHEMATICS trigonometry





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

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

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

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

 $sin^{2}\theta + cos^{2}\theta = 1$ $cos^{2}\theta - sin^{2}\theta = cos2\theta$ $tan^{2}\theta + 1 = sec^{2}\theta$

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

NOMLY . DO NOT SUBMIT

TRIGONOMETRIC RATIOS

Law of Sines

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

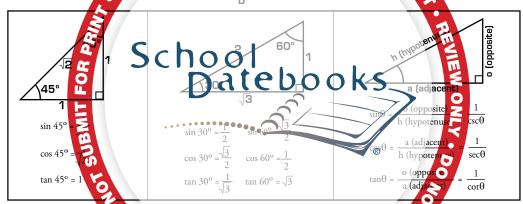
Law of Cosines

 $a^{2} = b^{2}+c^{2}-2bc(\cos A)$ $b^{2} = a^{2}+c^{2}-2ac(\cos B)$ $c^{2} = a^{2}+b^{2}-2ab(\cos C)$

Law of Tangents

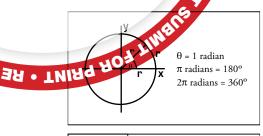
 $\frac{b}{\tan \frac{1}{2}(A-B)} = \frac{\tan \frac{1}{2}(A-B)}{\tan \frac{1}{2}(A+B)}$ $\frac{b-c}{\cot c} = \frac{1}{2}\frac{1}{2}\frac{1}{2}\frac{1}{2}$

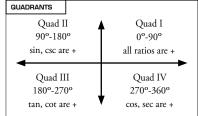
 $\frac{-a}{+a} = \frac{\tan 1/2}{\tan 1/2}$



VALUES O	F TRIGONOI	METRIC RAT			
θ	0	π/2	π	3π/2	2π
sinθ	0	1	0	λη/2 //O -1	NEI
cosθ	1	0	-1	0	1
tanθ (sin/cos)	0	8	0	-8	0
secθ _(1/cos)	1	8	-1	8	1
cscθ (1/sin)	∞	1	∞	-1	∞
cotθ (1/tan)	∞	0		0	∞

note: ∞ denotes undefined or infinite





CIVICS Bill of Rights



AMENDMENT

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

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

AMENDMEN

No soldier shall ime of peace be quartered in any house, without reconsent of the of war, but in a manner to be

AMENDN -NT

The right of the cople to be secure in their persons, houses, papers effects, against unreasonable searches and seizers, shall not be violated, and no waria.
supported by oat.
describing the place or things to be seized.

Vivo maintal no warrants shall is the, but upon probable cause,

otherwise infamous crime, unless on a presentment or indictment of a grand jury, except in cases arising in the land or naval forces, or in the militia, when in actual service in time of war or public danger; nor shall any person be subject for the same offense to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

AMENDMENT

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, NOT's have the assistance of counsel for his defense.

AMENDMENT

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

poishments

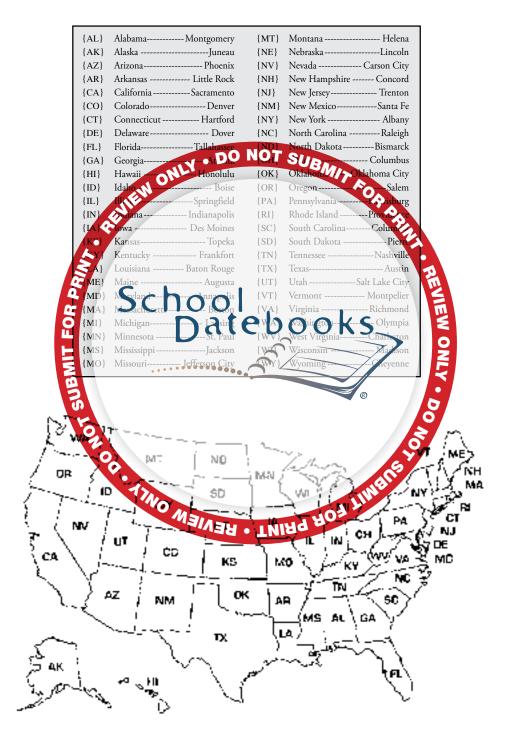
The enumeration in the Constitution of certain rights, shall not be construed to for disparage others retained by the people.

ated to the United States by the prohibited by it to the states, are to the states respectively, or to the people.



GEOGRAPHY states & state capitals





CIVICS United States presidents



No.	President	Party	Native State	Dates of term(s)	Vice President
{1}	George Washington	Unaffiliated	Virginia [†]	April 30, 1789-March 3, 1797	John Adams
{2}	John Adams	Fed.	Massachusetts [†]	March 4, 1797-March 3, 1801	Thomas Jefferson
{3}	Thomas Jefferson	DemRep.	Virginia [†]	March 4, 1801-March 3, 1805	Aaron Burr
	Thomas Jefferson			March 4, 1805-March 3, 1809	George Clinton
{4}	James Madison	DemRep.	Virginia [†]	March 4, 1809-March 3, 1813	George Clinton*
(5)	James Madison	D D	17	March 4, 1813-March 3, 1817	Elbridge Gerry*
{5 }	James Monroe	DemRep.	Virginia†	March 4, 1817-March 3, 1825	Daniel D. Tomkins
{6} {7}	John Quincy Adams	DemRep. Dem.	Massachusetts† Carolinas†	March 4, 1825-March 3, 1829	John C. Calhoun John C. Calhoun*
1//	Andrew Jackson Andrew Jackson	Dem.	Caronnas	March 4, 1829-March 3, 1833 March 4, 1833-March 3, 1837	Martin Van Buren
{8}	Martin Van Buren	Dem.	New York	March 4, 1837-March 3, 1841	Richard M. Johnson
{9}	William Henry Harrison*	Whig	Virginia [†]	March 4, 1841-April 4, 1841	John Tyler
{10}	John Tyler	Whig	Virginia	April 6, 1841-March 3, 1845	joini Tylei
{11}	James K. Polk	Dem.	North Carolina	March 4, 1845-March 3, 1849	George M. Dallas
{12}	Zachary Taylor*	Whig	Virginia		Millard Fillmore
{13}	Millard Fillmore	Whig	New York DO	March 4, 1852 March 4, 1857 March 4, 1857 March 3, 1853	
{14}	Franklin Pierce	Dem.	Na r Hampshire	March 4, 1853-IV. 1957	William R. King*
{15}	James Buchanan	Dem.	l'ennsylvania	March 4, 1857-March 5, 8	John C. Breckinridge
{16}	Abraham Lincoln	Reg	Kentucky		Hannibal Hamlin
	Abraham Lincoln*			March 4, 1865-April 15, 1865	ndrew Johnson
{17}	Andrew Johnson	Jem.	North Carolina	April 15, 1865-March 3, 1869	7
{18}	Ulysses S. Grant	Rep.	Ohio	March 4, 1869-March 3, 1873	Sca Jer Colfax
(10)	Ulysses S. Grant	D	01:	March 4, 1873-March 3, 1877	Scaler Colfax Hene Wilson* Willian Wheeler
{19}	Rutherford B. Hayes	Rep.	Ohio	March 4, 1877-March 3, 1881	Wilhai Wheeler
{20}	James A. Garfield*	Rep.	Ohio	March 4, 1881-Sept. 19, 1881	Chester vthur
{21} {22}	Chester A. Arthy Grover Clevelar	Rep. Dem.	Vermont New Jersey	Sept. 19, 1881-March 3, 1885 March 4, 1885-March 3, 1889	Thomas A. I Ondricks*
{23}	Benjamin Ha	Rep.	Ohio	March 4, 1889-March 3, 1893	Levi P. Morto
{24}	Grover Clava	Dem.	New Jersey	March 4, 1893-March 3, 1897	Adlai E. Stever
{25}	Grover Cleve	Rep.	Ohio	March 4, 1897-March 3, 1901	Garret A. Hoba
(20)	William Mainley*	Cycle		March 4, 1901-Sept. 14, 1901	Theodore Roose
{26}	Theodor <mark>e Prosev</mark> elt	let.	N w York	Sept. 14, 1901-March 3, 1905	
	Theodor <mark>ese</mark> velt			3 6 4 / 1005 3 5 1 0 1 00	Charles W. Fairba
{27}	William I 🔵 aft	Rep.	Oh	March 4, 1905-March 3, 1109 Parch 3, 1909-March 1109 March 4, 193-March 3, 1921 March 4, 1917-March 3, 1921	James S. She rman
{28}	Woodro <mark>w Tilso</mark> n	Dem.	Virg nia	Mart 1, 193 Marbs, 111	Thomas R. Marshall
	Woodro <mark>w Wilso</mark> n			17101011 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
{29}	Warren G Harding*	Rep.	Ohio	March 4, 1921-August 2, 1923	Caly in Coolidge
{30}	Calvin <mark>Cidg</mark> e	Rep.	Vermont	Avagust 3, 1923-March 3, 1925	
(21)	Calvin Charle		• • • • • • • • •	Wis ch 4/1925-March 3, 1929	Charles G. Dawes
{31} {32}	Herbert C. Gover Franklin L. posevelt	Rep. Dem.	Iowa New York	March 4, 1933-Jan. 20, 1937	Charles Cu rtis John N. G arner
{32}		Dem.	INEW IOIK	Jan. 20, 1937-Jan. 20, 194.	John N. Garner
	Franklin D. Posevelt Franklin D. Mosevelt			Jan. 20, 1937-Jan. 20, 1945	Henry A. Wall
	Franklin D. Roosevelt*			Jan. 20, 1941-Jan. 20, 1945	Harry S. Trur
{33}	Harry S. Trum	Dem.	Missouri	April 12, 1945-Jan. 20, 1949	rianry of that
()	Harry S. Truma			Jan. 20, 1949-Jan. 20, 1953	Alben W. Barrey
{34}	Dwight D. Eisenk	Rep.	Texas	Jan. 20, 1953-Jan. 20, 1957	Richard Vixon
	Dwight D. Eisenhower			Jan. 20, 1957-Jan. 20, 1961	
{35}	John F. Kennedy*	Dem.	Massachusetts	Jan. 20, 1961-Nov. 22, 1963	Lyndon L. Johnson
{36}	Lyndon B. Johnson	Dem.	Texas	Nov. 22, 1963-Jan. 20, 1965	9
	Lyndon B. Johnson			Jan. 20, 1965-Jan. 20, 1969	rt H. Humphrey
{37}	Richard M. Nixon	J.P.	California	Jan. 20, 1969-Jan. 20, 1973	T. Agnew*
(20)	Richard M. Nixon*		27.1	Jan. 20, 1973-Aug. 9, 1974	Gerald R. Ford*
{38} {39}	Gerald R. Ford	Rep.	Nebraska	Aug. 9, 1974-Jan. 20, 1977	Nelson Rockefeller
	James E. Carter, Jr.	Dem.	eorgia	Jan. 20, 1977-Jan. 20 Jan. 20, 1981-Jan. 20,	Walter Mondale
{40}	Ronald Reagan Ronald Reagan	Rep. O Dem. Rep.	KEVIE	Jan. 20. 1307-11. 21-76)	George H. W. Bush
{41}	George H. W. Bush	Rep.	Massachusetts	Jar. 20, 1989 Jan. 20, 1989-Jan. 20, 1993	Dan Quayle
{42}	William J. Clinton	Dem.	Arkansas	Jan. 20, 1993-Jan. 20, 1997	Albert Gore, Jr.
(,	William J. Clinton			Jan. 20, 1997-Jan. 20, 2001	
{43}	George W. Bush	Rep.	Connecticut	Jan. 20, 2001-Jan. 20, 2005	Richard B. Cheney
,	George W. Bush	1		Jan. 20, 2005-Jan. 20, 2009	/
{44}	Barack H. Obama	Dem.	Hawaii	Jan. 20, 2009-Jan. 20, 2013	Joseph R. Biden, Jr.
	Barack H. Obama			Jan. 20, 2013-Jan. 20, 2017	
{45}	Donald Trump	Rep.	New York	Jan. 20, 2017-Jan. 20, 2021	Mike Pence
{46}	Joseph R. Biden, Jr.	Dem.	Delaware	Jan. 20, 2021-	Kamala Harris
	(*did not finish term, †born as	subjects of Great	t Britain before United	l States was established)	

ORDER OF PRESIDENTIAL SUCCESSION

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

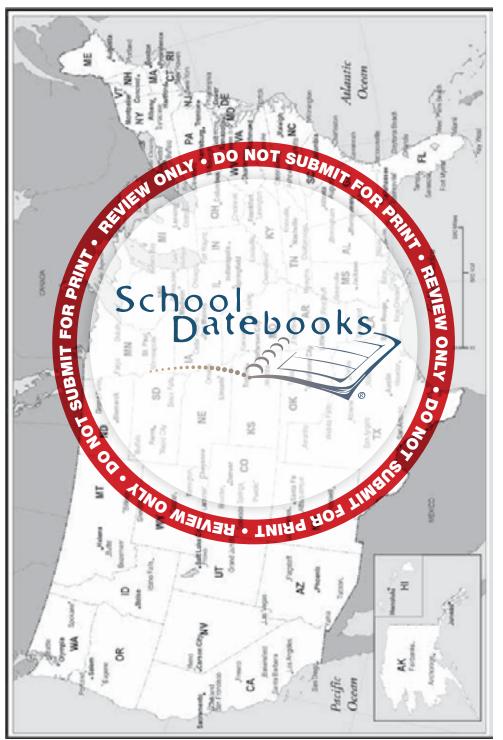
{16} Secretary of Education

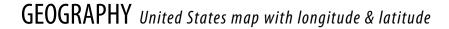
{17} Secretary of Veterans Affairs

{18} Secretary of Homeland Security

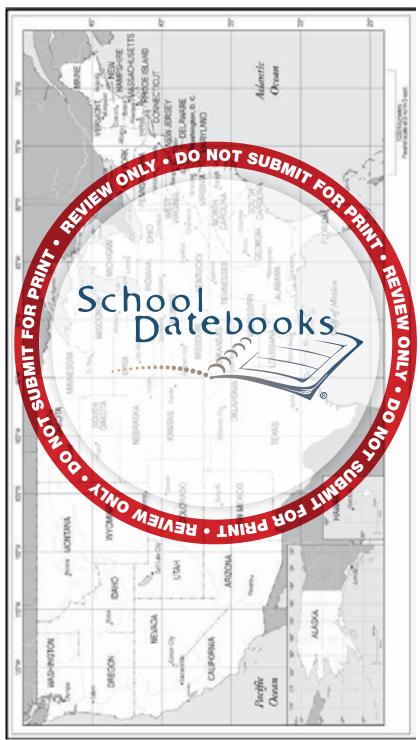
GEOGRAPHY United States map



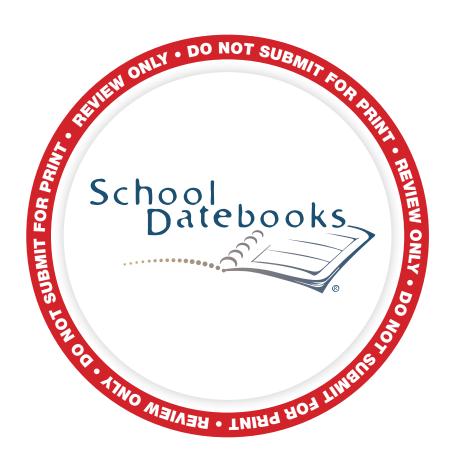


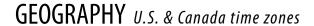




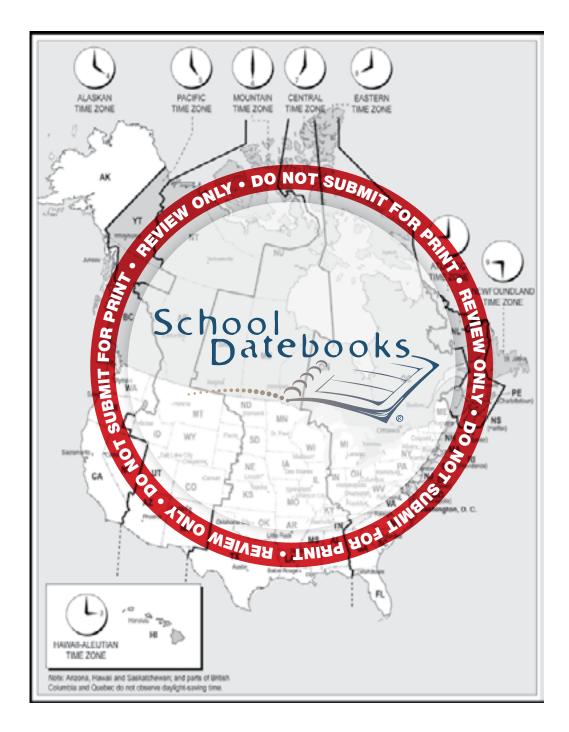












ENVIRONMENTAL AWARENESS recycling



Be kind to your Given our alternatives, we should treat Mother Earth mother with all the respect she bottles can Ow en they first comp A tel Oo O Kry The comp of the comp of the comp A tel Oo O Kry The comp of the comp of the comp of the comp The comp of the comp Ifacturing a standard able battery takes es more power than ces. Solution: use can pollut world. Wear Wolfe and newspaper you recycle means one less is polluting our world. Shall a company of the polluting our world. The year world and newspaper you recycle means one less is polluting our world. The year world and newspaper you recycle means one less is polluting our world. 250,000 ga lons of drinking water. 100,000 marine mammals die each year Share your old from eating or becoming stuff. Rather than entangled in plastic debris. Be your own bottler. throw them away, Convince your family → Every year, Americans toss give your old toys, away enough office and to invest in a waterclothes, sports writing paper to build a buy water in those huge 12-foot-high wall spanning reusable bottles. Then the miles between New York people who can use City and Los Angeles.

ENVIRONMENTAL AWARENESS recycling

FACTS

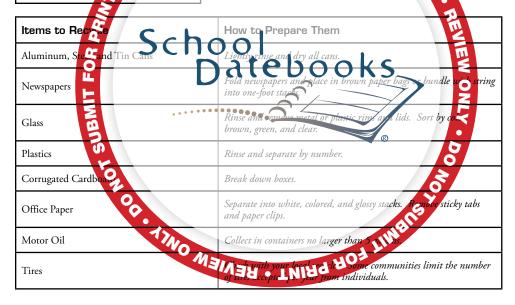
- The normal faucet flow is around 3-5 gallons of water per minute.
- → Showers can account for up to 32% of home water use.
- 280 million tires are discarded every year in the United States.
- Polystyrene foam is not biodegradable. In simple terms, the foam cup you throw away today will still be sitting there 500 years from now.
- ** When motor oil is not disposed of properly it a D O seep into the ground and contaminar which it is seep into the ground and contaminar which is seep into the ground and contaminar which is seen in the seep into the ground and contaminar which is seen in the seep into the seep i 250,000 gallons of drinking

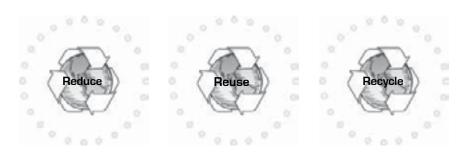
- An aluminum can that is not recycled will still litter the earth almost 500 years later.
- The average office worker throws away about 180 lbs. of recyclable paper every year.
- Hot dogs last up to 20-25 years in a landfill.
- recyc.

 NOTES US ach year

 Americans the wax enormonths to rebuild to only notice con. 70% of the trash that people throw away can be
 - h person throws away an average of 1,460 pounds
 - enough aluminum every three tire commercial air fleet.

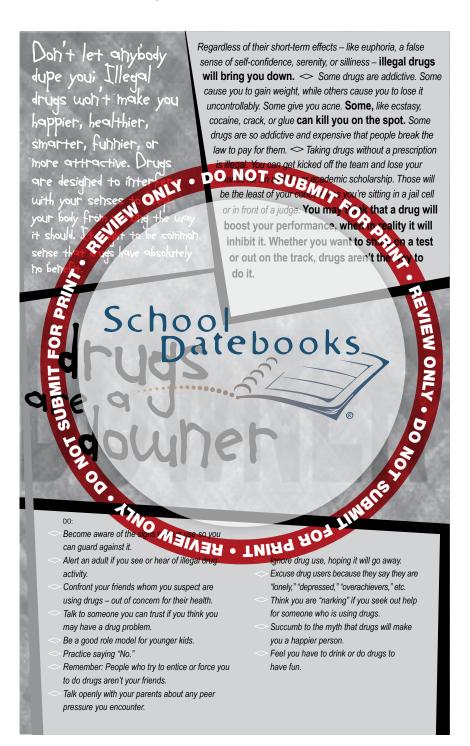
WHAT CAN 🧗 RECYCLED?





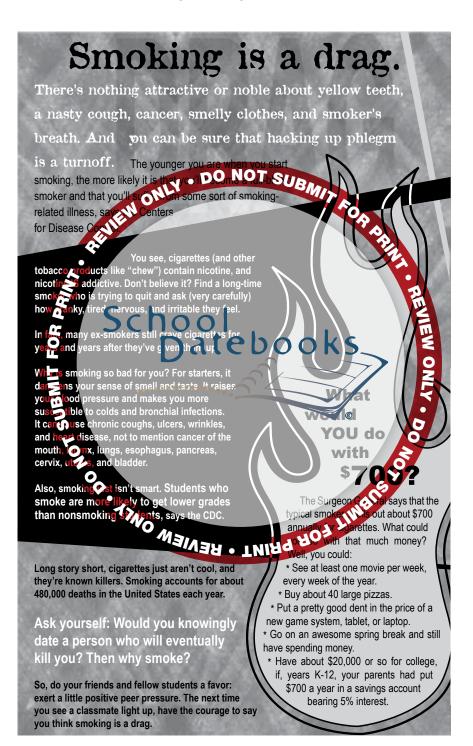
HEALTHY LIVING drugs are a downer





HEALTHY LIVING 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 surprisingly quickly. Since substances can make a person feel good for a little while, they can make a user forget the damage they are doing. Be careful and treat your body with respect

accidents or illnesses () any other drug.

Drinking...

...makes skin by e and dry, causing cracking, blemis , and bloating of the skin; especially he face and stomach regions.

...harms organ body. Alcoh mages the entire digestive m. It can cause scarring of the ver and eventually lead to live rase. Alcohol can cause your chemistry to change, caus memory loss and sudden med swings.

...is packed we empty calories.
Alcoholic beve ages are very high in calories and cause weight gain and increase the risk labetes, even if taken in moderation!

Learn More At: http://www.niaaa.nih.gov/publications/brochuse-and-fact-sheets/alcohol-facts-and-statistics

A leafy plant which contains nicotir addictive stimulant. Out of 20 often-used drugs nicotine ranked third most addictive, just behind Heroin and Cocaine.

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

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

Alcohol

A legal intoxicant that is unably the most dangerous drug on the pix ach year, more people are injured or discondinced and accidents or illnesses. A legal intoxicant that is unably the most dangerous drug on the pix ach year, more people are injured or discondinced and accidents or illnesses. A legal intoxicant that is unably the most dangerous drug as have shown the addiction to be just as powerful as that or a couple of a legal intoxicant that is unably the most dangerous drug as have shown the addiction to be just as powerful as that or a couple of a legal intoxicant that is unably the most dangerous drug as have shown the addiction to be just as powerful as that or a couple of cigarettes on ause dependence. Studies have shown the addiction to be just as powerful as that or a couple of cigarettes on ause dependence. Studies have shown the addiction to be just as powerful as that or a couple of cigarettes on ause dependence. Studies have shown the addiction to be just as powerful as that or a couple of cigarettes or a couple of cig out struggle with nice ne. Don't fall into the tobacco trap!

Illegal Drugs...

...are dangerous to yearnd those around you. |||egal drug an cause drastic changes in a to live a normal life. Il La drugs **Chi**ly and and from 1e comat large. you or meone you user, get help nool

reversible ...can cause damage to the mile and body. For example, cocaine can be on strokes and seizures, even in your people. Twentythree percent of people to try heroin will become addicted. Of bodies are fragile.

Don't risk your future sisks not a game.
...can land you was slammer! The food and lack of sunligh has to be bad for your body! But in close usness, a criminal record can stay of forever. Don't let illegal drugs take uture opportunities away from you. It's never

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.

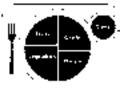
HEALTHY LIVING dietary guidelines



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, trans fats, cholesterol, salt (sodium), and added sugars.

Clock***MyPlate**:307

Daily recommendations vary depending on age, weight, calorie intake, and exercise patterns. The United States Department of Agriculture (USDA) has developed a website. you figure out the foods and portions that are right for you.

at, calorie intake, ambound of the property of PROTEIN GRAINS Go lean with protein at more dark green Go low-fat or se low-fat or Eat grains, Eat a variety of veggies like broccoli fruit. especially wholefat-free when eats, and grains, like brow or spinach. you choose milk, Choose fresh, rice, oatmeal, yogurt, and other anned, or roil it or popcorn. Other grain o Vary protein include bread routi hoose crackers, cere Eat more dry beans more beans. pasta. and peas like pinto peas, and beans, kidney beans seeds Limit starchy vegetables.

Your foc

• REVIEW ONLY

Find your balance between food and physical activity

- Be sure to stay within your daily calorie
- 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.
- 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



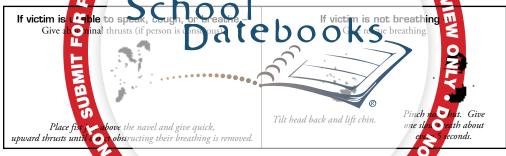
EMERGENCY ACTION STEPS

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.

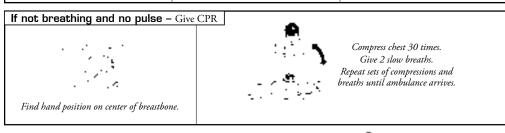


lways care for life-threatening conditions first. If there are none. hanges in the victim's breathing or consciousness. - Help the victim rest

- tably.
- tim from getting chilled or overheated.
- Reassure the victim.







American Red Cross

HEALTHY LIVING hotlines & helplines



GENERAL CRISIS		
7 Cups of Tea	Online listeners	www.7cups.com
Boys Town Hotline (24 hrs.)	800-448-3000	www.boystown.org
Crisis Call Center (National Suicide Prevention Lifeline) (24 hrs.)	800-273-8255	www.crisiscallcenter.org
I'm Alive (Online Crisis Network)	Online chat	www.imalive.org
Lifeline Crisis Chat (National Suicide Prevention Lifeline) (24 hrs.)	Online chat	suicidepreventionlifeline.org
National Center for Missing and Exploited Children (24 hrs.)	800-843-5678	www.missingkids.com
National Runaway Safeline (24 hrs.)	800-RUNAWAY	www.1800runaway.org
Teen Line	800-852-8336	www.teenlineonline.org
Youth America Hotline Your Life Counts	OT-SUBMY	www.1800runaway.org www.teenlineonline.org www.yourlifecounts.org wal-anon.alateen.org www.org www.corg
ALCOHOL/SUBSTAIO ABUSE	TIME	
Al-Anon/Alateen (For Families as Viends of Problem Drinkers)	888-4AL-ANON	w.al-anon.alateen.org
Alcoholics Anonymous	212-870-3400	www.org
American Council on A <mark>lcontism</mark>	800-527-5344	www.rt erymonth.com
Narcotics Anonymous	818-773-9999	www.na.or
National Institute on solpol Abuse and Alcoholism	niaaaweb-r@exchange.nih.gov	www.niaaa.n i.gov
ABUSE ALTH INFO		To the second
American Hear <mark>t Associ</mark> ation SCOO	800-AHA-USA-1	www.heart.org
	100-CDC-INFO	www.cdc.gov/hiv
CDC National Contact Center Contact Center		www.cdc.gov/std
National Can <mark>cer Ins</mark> titute	80004-CANCER	www.c.hcer.gov
Childhelp Natio Child Abuse Hotline (24 hrs.)	300-4/A-CHILD	www.childhelp.o
National Organizion for Rare Disorders	800-999-6673	www.raredis easer_g
Office on Women ealth	800-994-900	www.womensher-th.gov
American Association of Poison Control Centers (24 hrs.)	800-222-1222	www.aapcc.org
Rape, Abuse and Incest National Network (RAINN) (24 hrs.)	800-656-HOPE	www.rainn.o
Youth Violence Preven O	800-CDC-INFO	www.cdc.go violenceprevention
MENTAL HEATH		
Depression and Bipolar Support Alliance Helpline	800-826-3632	ww Cosalliance.org
Mental Health America	800-969-6642	w.mentalhealthamerica.net
National Alliance on Mental Illness Inf. / ion Helpline	800-950 -NAMI	www.nami.org
National Mental Health Consumers' Self-Help	selfhelpclearinghou (1)com	www.mhselfhelp.org
National Eating Disorders Association Helpline	TNIAG531	www.nationaleatingdisorders.org
SAFE Alternatives (Self Abuse Finally Ends)	800-DONT-CUT	www.selfinjury.com
SEXUAL ORIENTATION/GENDER	IDENTITY	
Lesbian, Gay, Bisexual and Transgender National Youth Talkline	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

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



HEALTHY LIVING breakfast — who needs it?



wellness Who Needs 12. DO NOT SUBMIT FOR PARE to get yearly toward BREAKFAST

more sleep and eating breakfast, do you snooze?

That's when you se, nutritionists say. Believe it or not, break is what will kick you into high gear after cour long see. And tobe breakfast incluses a variet cereal, protein fruit, and milk or yogutal lebooks.

Everyone needs breakfast for the day's energy. You don't ha to pig out or eat something that doesn't appeal you. But do give your body a boost with fooththat will get you going.

Quick Takes

Breakfast on the go is one fine one day. Some easy-to-grab food you head out the door:

Mainable LNIEd E Breakfast on the go is often the order of the

- Fresh fruit
- Cereal/energy bar
- Cereal without milk for a crunchy snack
- Toast with peanut butter
- Hardboiled egg (cook a few once a week)

Two for the Price of Ce

ugh, but you 🚮 double up.

- Eat breakfast while you rend notes for your test or presentation
- Eat and skim the sport age
- Eat and score one on your parents by sitting down it the family in the morning

"All happiness 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 Myths & Facts Do NOT SUBMITTE World's Menu? What's on the World's Menu? BREAKFAST

you to skip what's act the most important meal of the day. You probably heard these myths. Make sure you know the true facts!

MYTH: I'll ase weight if I don't eat breakfast.

FACT: An empty sto be filled. This who have skipped often construe extra calories later i day to make up for an empty feeling that would have been curbed by a few bites.

MYTH: stomach can't handle food in the morning

FACT: Your body may not be interested in spicy, heave bods, but it can handle and really want - cereal, toast, an egg, and/or some fruit

MYTH: Breakfast will make me hungry later.

FACT: You'll get hungry latel the day with or without breakfast. Eating and I! make you hungry. An empty stomach does!

MYTH: Breakfast will put me to sleep in class.

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 to neals, here's a sampling of what's often some for breakfast around the globe:

ALGERIA: French bread

ARGENTINA: Ham and cheese tosta

AUSTRALIA: Eggs, sausage, and tom



ch⊛d eggs, green

PHILIPPINES: Garlic fried rice, eggs

Russia: Black bread, sausage SCOTLAND: Oatcakes, scones

SPAIN: Roll with butter and

TURKEY: White cheese Vinatoes, black olives, bread

from 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 POSTURE

Lighten Your Backpack

Heavy backpacks, especial if they're worn on one shoulder, can they off your posture and leave you aching

While it's convergent to have everything with you and not have to hit your locker, lugging all that weight arend is to sh

Start by buyio a lightweight backp multiple compartments, a hip belt, padded straps

Pack for the carrying only what you need. The total weight shouldn't be more than 20 percent of your Cody weight. And some who treat back pain Acteens say no more than 15 percent. Weigh bounds? Pack less than 15 or 20 pounds.

Put the heaviest items at the back and distribute your stuff in diffusion compartments. That distributes the weight, so Ce part of your body isn't too stressed. Adjust the strain so you wear the pack close to your body.

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

Too Much Weight on Your Back?

How long has it been to eyou unloaded your backpack and lightened you load?

Watch for these weighty and unnecessary items:

- A too-hefty notebook
- Extra pair of shoes
- - could leave at hom
 - last year's Stanish class
 - Water bo when you could use school fountains

What's in Your Back?

Items I've got to carry day:

TNIA9 BO	 	

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 SLEEP

Getting Enougho NOT SUBMILIT Sleep Training Turning Training ZZZS? ONLY Sleeping through first lifth periods means

you only need six has more at night, right? If only.

When you doze in class, you're missing the value of continuous sleep. Because your body goes through afferent weles while you slee and these each take a certif amound to, you need a cele stretch of time to be the fall benefit of slip, doctors say.

Late Nists Natural. for Teens.

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

During your teer ears, your circadian rhythm, an internal clock, is set. Its ticking keeps you awake later in the even than it did when you were a young child, and that prompts you to want to sleep later in the the than the challenge for teens is that alarms ring cather than your for teens is that alarms ring came to get up for the left of the l morning classes.

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

- Friedrich Nietzsche

That makes creating are bit of getting to bed 8.5 to 9 hours before you seed to get up all the more important. Think of straining, much like you would for sports.

Wind down earlier, eat only a soft snack in the evening, and make sure your rouse is dark and cool. If you have trouble getting sleep, read Surely one of your textbulk will help

Despite the temptation, my to go bed and get up at the same tiple on the workends. It day/early alarm all he easier to respond to. An odies love the steady routine.

Too Little Sleep Takes Its Toll

If your night's sleep isn't as ying as your body needs, you're shortchan by yourself. Not enough sleep could

poorly in school

- Giving a sluggish sports performance
- Feeling irritable and out of sorts
- Not being able to pay close attention when you're driving

HEALTHY LIVING sleep — true or false?



wellness SLEEP

True or False? Do NOT SUBMICE Sleep, Too

True, you may be a nighterson, and in fact, most teens are. But y can establish a regular time to hit the pilloc and develop a sleep routine that fits your early-morning school schedule. A tip steeling tired when it's time to wind down soid caffeine – an ingredient in many colas ceas, coffee, and thocolate. It can keep you wide-eyed to fafter you should be snoozing.

I catch up on my sleep on the week

You may sleet onger, but there's really no way to make up for lost sleep. It's far better to try to get a full nits's sleep every night. For teens, that's 8.5 or 9 Tours. Too much more or less could be detrimental.

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

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

If I sleep as much adults say I shows May sleep my life away.

Well, you'll only sleep a third of it away, as all 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 to led in equal portions by all living things. Anima vary in their sleep habits, with differing average number of hours per day for different species.

THE SHORT SNOOZERS:

Giraffe ■ 1.9 hour

atebon

THE REAL SLEEPERS:

Dog ■ 10.6 hours

Cat ■ 12.1 hours

Tiger 15.8 hours

Python 1813a

INITED and Awake Records

Rip Van Winkle slept for 20 years and two days straight, but, of course, 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

Accept That Car Happens Life Spinning Out of Congro!

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

Juggling # All at easo Oeki S Situations

Most parents ill be the first to ad today's teens have significant stress. There are so many dem des on your time, your brain and your life or eping all those balls in the air and achieving you're after take a toll.

Stop, Breating

First, you've got to prize when you're feeling on edge, overloaded, or stressed out. Then you've got to have sup immediate coping strategies – a quick brea some deep breaths, a healthy snack, and a few langer compose yourself.

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

Sometimes you can't avoid ress, like family problems, a loss, a move, of disappointment. These take energy to get through. That's where good rest, healthy foods, and legging to accept the things you can't change all

Semetimes you can separate from your stress. Allow plent of time somewhere. bak big school projects mall daily tasks that will keep you on track for the deadline Practice every day so your athletic, theatrical, musical, or other performance comes easier.

• TNIAG AOA TIMEUR

"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



wellness Signs of Stresso NOT SUBMIT FOR PAPE STRESS ■ Forgetting thir? inst stress "The greatest weapon ■ Grinding wur teeth at night is our ability to choose one thought Feeling lisyou're being picked on over another." - William James Getting Sore necks removed to jatebooks Losing ■ Feeling sad or anxious Chill Out Take deeporeaths What's stressful for some is not beg to others and vice versa. What sets you are edge? Step away on the situation Go for a walk of Take a break Get good rest Eat healthy foods Take a break INIED HOS LIMBERS LNIED HOS LIMBERS Get some exercise How Will You De-stress? Find someone to listen When you're as taut as a rubber band, what's Give yourself positive messages going to help you relax? Set priorities

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



wellness /ATER

Water, Water Everywhere: Why It Good to Drive

With all the grave choices in soda pop, juices, and flavored parts drives, why would you choose water quench uth rs? O O

Maybe becate you'd like to avoid the cabrils. The sugar. The expense. The after see. Better yet, maybe par'd like to give your body a healthy boos a dose of what it needs to function well measure of what you need to feel well.

Like an apple a lay, healthy water consumption is a great way to eep the doctor away.

Next time you're thosty, head for the water fountain. Better yet. On't wait until you're thirsty. That means you re already dehydrated. Drink water frequently the pour the day, and especially after strenuous pury plactivity. PRINT . REV

Tips for Discing More Water

- Drink a glass ween you brush your teeth
- Drink a glass at ever neal
- Freeze a glass or mug and fill it with cold water for a cool treat
- Take a bottle of water with uou on outings
- ter even if you are

Some say drink a Per of water day. Others suggest eight 8-ounce glasses and double the one liter. Some even suggest 10 glasses a day. Many say it depends to how active you are, how hot it is, what he climate is like where you live, and how nuch you sweat.

You don't want to Win around, but do turn to water frequently. Leep yourself hydrated.

"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 Too Little Too Spells Trouble Full of Wate If you're not drinking to high water, you could be raining on your to harde. Without For the human body of is vital. About two-thirds of your body of the comes from water. sufficient water, you might rerience: For adults weighing 150 pounds, their bodies are vessels that carry between 40 and 50 quarts Dizziness or lightheadedno of water. Impaired short-term men Where is all the water? Sleepiness during the day ■ Your bled is 92 pe ■ Your miscles are 75 percent val) rate 5 ■ Your blan is 75 percent water ■ Your best are 22 percent water I drank water t Water's Boyefits ☐ When I got up Water is indeed tr's cracked up to be. ☐ After I brushed my tee Consider that wat Helps you diget ad absorb vitamins ☐ Between classes ☐ At lunch Contributes to a healthy body ☐ After PE. Carries waste from your low REVIEN NATE WOOD While I did my homework Boosts your energy Helps your skin ☐ After sports activity

Reduces the risk of certain cancers

help you avoid overeating

Another important benefit: Water is free!

Gives you a feeling of fullness, which may

"Water is the best of all things."

— Pindar

☐ At supper

☐ Later in the evening

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!

Be Smart!

Everything you post online stays online for DQLNQTpSUBed and distributed by anyone. Think, before you post images or word whight regret!

Re Respectfix:

When online, people metimes forget that they are communicating with other people and not with their computer screen. They might say or do things online they would never say or do in people and not with their computer screen. are called cyberkallies.

Remember to at others online as you would want to be treated. Don't yor do anything that you wouldn't say or do to sor earne face-to-face. Be kind, courteous, and respectful Cothers. Cycerb in many st 25. tebooks

Be Schure!

The online ___orld is not a game. It is real life. Keeping you personal financial information safe is important, are a few tirm on how to keep your information safe online.

* If it isn't quired, don't fill it in.

- **★** Keep you passwords and login information to email, social networking sites, and other accounts secret from e en your best friend. Change your passwor (s) periodically.

- more than seven characters.
 Make sure your connect // secure before logging in.
 Check the URL (www. Addle.) The website you are logging in Don't trust the appearance of the secure before logging in Don't use the email's lie! the email and make sure it isn't a scam.
- ➤ Use up-to-date Antivirus software, and do regular scans for viruses.

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

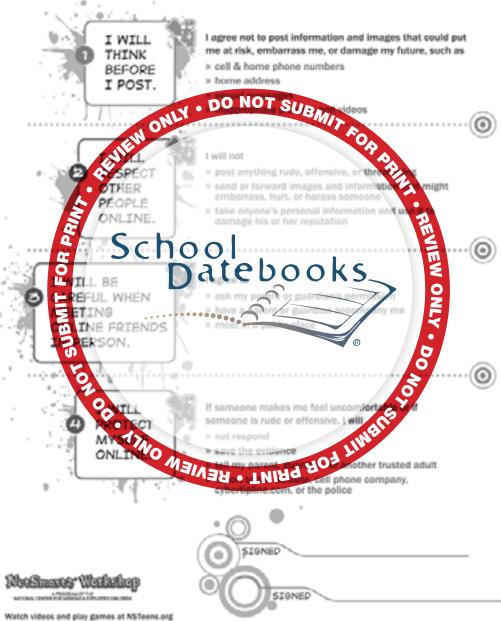
Why is it important to be smart, safe, and respectful online? Answer on a separate piece of paper.

HEALTHY LIVING internet safety pledge



INTERNET SAFETY RULES

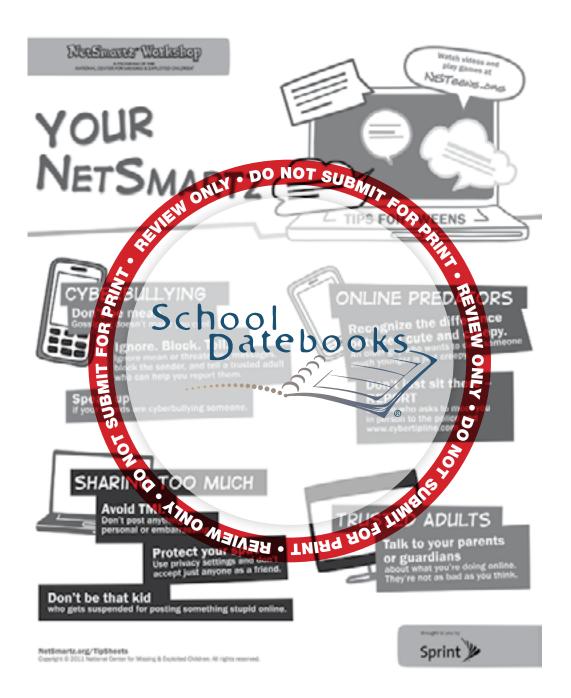
Middle School . High School



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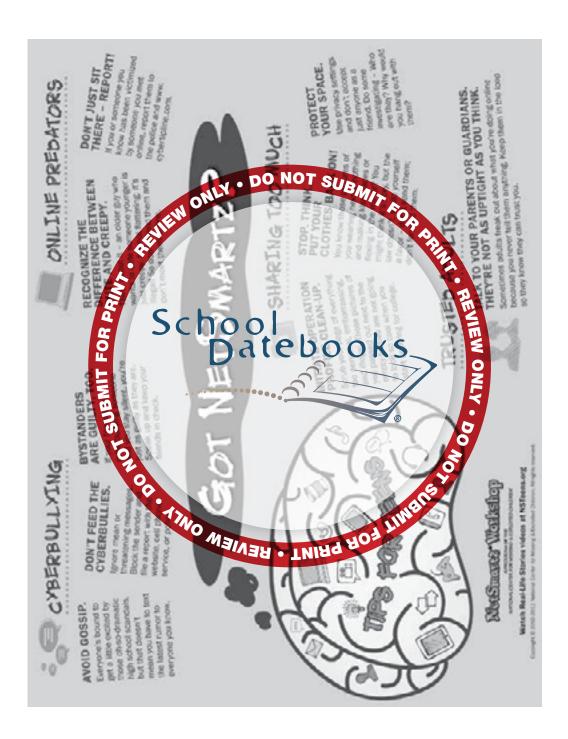
HEALTHY LIVING NetSmartz for tweens





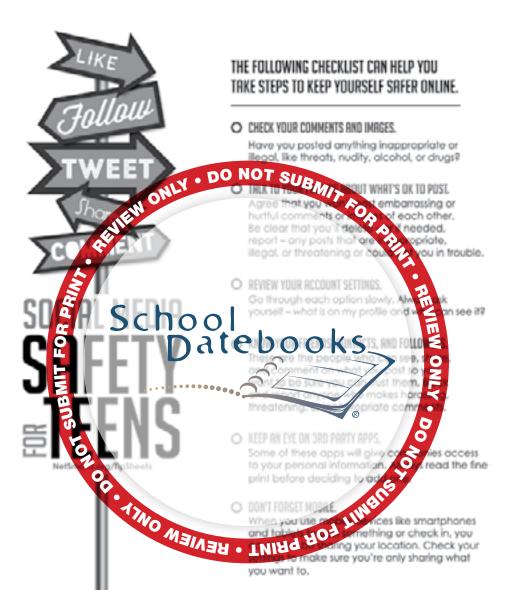
HEALTHY LIVING NetSmartz for teens





HEALTHY LIVING social media safety for teens





A program of the



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NecSmarcz Workshop

You have the right to be safe online, if anyone cyberbullies you, make a report to the website or app. If anyone shares or asks you to share sexual messages or images, make a report to

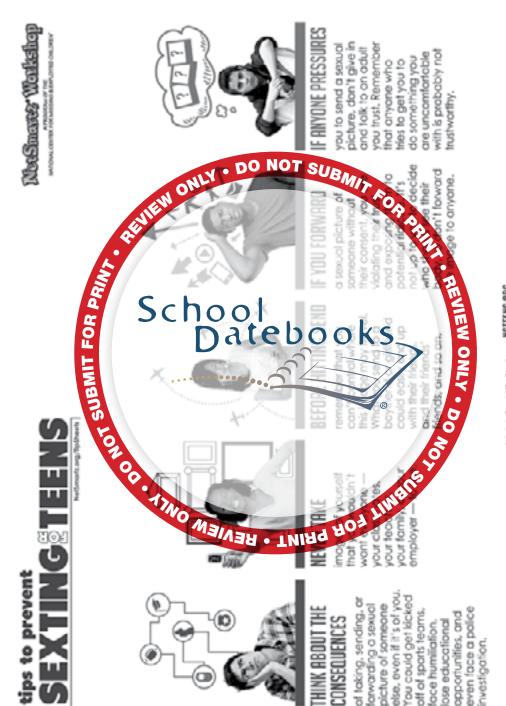
For more resources visit NSTEENS.ORG

O REPORT.

www.CyberTipline.com.

HEALTHY LIVING tips to prevent sexting for teens



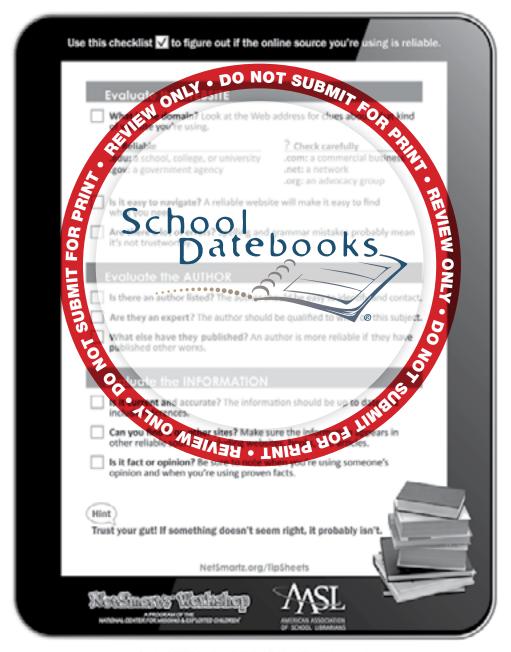


Watch Real-Life Starles at NSTERNS.ORG Copyright 9:2012 National Center for Mesing & Episoted Children. All rights reserved.



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 Abuse & Healthy Relationships / Prevention Education Overview



IDENTIFYING UNHEALTHY RELATIONSHIPS:

HOW TO PREVENT EXPLOITATION AND TRAFFICKING

Throughout high school, you have an awesome opportunity to engage with your peers and form friendships and dating relationships. But it's important to know the difference between what healthy relationship behavior is and what it is not.

Red Flags for Unhealthy Relationships:

- CONTROLLING: demands all your time and only to know where you are at all times, isolates you from others
- DISHONEST: lies about they're with and where they are, denies the colors are abusive, lies about their age or identity
- DISRESPECTEV alls you names, belittles you, accuses you of things you didn't be
- PRESSURING: pressures you to send sexual images or videos of yourself, asks you forcefully to do sexual
 acts you are cheady to do, asks you to do sexual acts for others as a favor or to pay a debut

Spotting these figgs early on in your relationship, or your friend's relationship, could lead to reventing a potential serious rime – His an first large flurge Tafficking is the recruitment of people by means of force, fraud, or coefficial for the purpose of exploration. The signs of human trafficking can be subtle an informatimes the victim is a local or aware they are involved in purpose.

Here are some important definitions and tips

RECRUITME is the way in which a trafficker with their victim. A trafficker can use as some ponline who wants to get to now you in a romantic way or they could be an one producted at a party who asks to see you again. Whether ponline or in-person, traffickers are often master manipulated as making it easy to believe their intentions are of the could be an one person of the could be an one product.

- TIP #1: NEV respond to someone you don't know online, even if they claim to know our or say they have respond friends.
- TIP #2: Think be to on send nude images. Even in the heat of the moment, try to respine that what you send online, STAYS or the and can easily spread beyond the person it was intend. Or
- TIP #3: It is NEVER too land osk for help. Find a trusted adult to help y havigate a threatening or potentially danger in stration if you believe you a long to be exploited online or in person.

You should tell a trusted adult if you or someone you know is involved in an unhealthy relationship. You can also access the resources below if you need immediate help or advice:

CYBER TIPLINE: www.cybertipline.org

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

HUMAN TRAFFICKING HOTLINE: 1-888-373-7888

 Call the number above or text "HELP" to 233733 to report suspected cases of human trafficking.

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, bed. pilov. DO NOT SUBMIT
 - **f.** Scientific groups Flowers,
- Look for patterns. Try to a word out of the first letters of a list of things will be the remember. You also continued a sentence out of the first letters of the words you are **{4}** Look for patterns. Try to remember.
- **(5)** Associate new thir you learn with what you already know.
- **6** Use rhythm or noke up a rhyme.
- **{7}** Visualize the normation in your mind.
 - a. See the piere clearly and vividly.
 - b. Exagger and enlage things
 - C. See it ir three dimensi
 - **d.** Put your elf into the picture.
 - e. Imagir un action taking place.
- **(9)** Use the in rmation whenever you can. Repetition

TIPS FOR TAUNG STANDARDIZED TESTS

- **{1}** Concentrate. nt talk or distract others.
- **[2]** Listen carefully to to directions. Ask questions if they are not clear.
- (3) Pace yourself. Keep your eye on the time, but do not worry too much about not find
- **(4)** Work through all of the gad sin order. If you do not think you know an it and come back to it when we have finished the test. a problem, skip
- **{5}** Read all of the possible answers for each
- **{6}** Eliminate any answers that are clearly wrong, others. Words like <u>always</u> and <u>never</u> 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
- **[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:

- ear.

 personal problems outside

 DO NOT SUBJUTE em

 our is organized.

 and. - Approach the classroom ready to learn; leave personal problems outside the classroom. Try to avoid
- Even if you do not sit close to
- Pay attention to the teacher we and how the lecture is organized
- Participate; ask for de action when you do not understand.
- Take notes.
- Listen for key , names, events, and dates.
- udgments; separate fact from opinion.

HOMEWONK SKILL

atebooks

- **our** daily assignments in this datebook so ou will always know
- Homework on essential part of learning. Even though you ... not he e_©asier it is reread assignments. The more you review information remember an The longer you are able to retain it. Not doing your homework because yo not believe in homework is elf-defeating behavior.
- It is your responsed ity to find out what you have missed when you are absent. Take the intimite to ask a classmate or teacher what you need to make up. You need to also know when it need to be turned in. If you are absent for sevo days, make arrangements to receive assignments while your out.
- Have a place to study that we the for you one that is free from distractions. Be the st with yourself about using the TV or listening to work the during study time. Make sure you have the study on need before you begin to work begin to work.
- Develop a schedule that you can follow. Beday on INING t is okay to study in short blocks of time. Marathon study sessions may be self-defeating.
- Prioritize your homework so that you begin with the most important assignment first: study for a test, then do the daily assignment, etc.
- Study for 30-40 minutes at a time, then take a 5-10 minute break. Estimate the amount of time it will take to do an assignment and plan your break time accordingly.















SUCCESS SKILLS successful notetaking



SUCCESSFUL NOTETAKING

- Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate information makes your outside study and review time that much easier. Good notetaking requires practice.
- Be aware of each teacher's lecture style; learning how to adapt to each style takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for each class or in a loose-leaf binder that has a section for each class. Your teacher may have certain requirements.
- Date each day's notes, and keep them in chronological order. Some teachers provide outlines that tell you how a series of lectures will be organized DO: NOTES 1/2 liver their lectures and expect you to write the information in your note in the margin or highlight any in quation the teacher specifically identifies as important
- ver clearly so you will be → Write notes in short (ases, leaving out unnecessary words. Use abbreviations. able to understand vur notes when you review them.
- If you make a next stake, a single line through the material is less time consuming than trying to erase the whole thing. To will save time and you won't miss any of the lecture. Don't copy your notes over to make them now write them neatly in the first place. Don't create opportunities to waste them.
- Write notes the right wo thirts of questions a highligh are hally imple ng book page. Keep the left one-third free for follow-up and of the discussion.
- Listen for kni ideas. Write them down it for two words to 't crotherite down every words that your teachers say. Some teachers will use the chalkboard, an oy thead projector, or a PowerPoint O sentation to outline the vey ideas. Others will simply stress them in their discussion.
- Soon after while the information is still fresh in your mind, create of your notes in the left column of the paper. Place these questions acres the information to which it pertains. High or underline any key points, terms, events or people. Quiz yourself by ering the 2/3 side of your notes and try to answer the questions you developed without referring to you lotes. If you need to refresh or memory, simply uncover the note section to find the answers to you questions. Short, quick reviews will be you remember and understand the information as well as prepared tests.
- Devise your notes sund // St., not duplicate, the material.

 Devise your own use of shorthand // St/134 ININA HOLD ININ - Review your notes This reinforces the information and helps you make sure

- Keep class lecture notes and study notes together.















SUCCESS SKILLS helpful hints



THE SUCCESSFUL STUDENT'S

(BAG OF SKILLS)

NING says. DO NOT SUBMIT FOR PARILLE. LAUDABLE LISTENING

- Concentrate on what the instructor says
- Avoid distractions.
- Pay attention to the lecture hake good notes. Participate! Ask quest in a you don't understand
- Listen for key work mes, events, and dates.
- dge. Separate fact from opinion.
- ou hear to what you already know.

- e absent, have a frie ur assignments.
- p a routine for completing your hon. york: Set aside a time; choose a plact have your supplies at hand; and the TV or music.
- Study Nocks of time (if that works best
- Begin We your most important assignment a first.
- Take breaks Pariodically to refresh yourself and rew what you've lea ew what you've learned.

- understa**nd**
- two-thirds of the page for notes and the left third writing questions and highlighting
- Review your notes important after the class session.
- Fill in any points of missed. Use titles, drawings to organize a titles, drawings

T FOR PRINT . REVIEW ONLY A MEMORABLE MEMORY

- Use a variety of avenues (listening, notetaking, reading, online resources, etc.) to improve your chances of retaining the
- Look for the main ideas, then find out how they all relate.
- Use mnemonic devices. For example, make a word out of the first letters of the items you are trying to remember. To remember the five Great Lakes, think of HOMES: Huron, Ontario, Michigan, Erie, and Superior.
- Make up rhymes using the information you want to remember.
- Visualize the information or make up a story using the different facts you must recall.
- Use and review the information as often as you can because repetition is the key to a good memory.



WINNERS NEVER CHEAT. CHEATERS NEVER WIN.

SOME PEOPLE RATIONALIZO OINOTS "MY COMPLIZER CRASHED AND I LOST MY PAPER A LITTLE HOMEWORK," "IT WASN'T LIKE IT **TEST OR ANYTHING IMPORTANT!"** Stehnoro Don't be fooled someday **Cheaters:** ON LEARNING THE MATERIAL AND EVENTU. FEEL BADLY ABOUT CHEATIN 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.



PLAN TO GET AHEAD!

People don't succeed become they succeed because they set and work to be they set and work to be they succeed because they set and work to be they succeed because they set and work to be the succeed because they set and work to be they succeed because they succeed because they succeed because they set and work to be the succeed because they succeed because they succeed because they succeed because they set and work to be the succeed because they set and work to be the succeed because they set and work to be the succeed because they set and work to be the succeed because they set and work to be the succeed because they set and work to be the succeed because they set and work to be the succeed because they set and work to be the succeed because they set and work to be the succeed because they set and work to be the succeed because they set and work to be the succeed because they set and work to be the succeed because they are the succeed by the succeed because the succeed because the succeed by the succeed because the succeed by t

They plan for secess, and they follow the four strategies to succeed:

Use this datebook to write down all the homework, projects, and events for which you're responsible. Also, ensure you have all the information and tools to complete your school work correctly and on time.

- 2 Time an agement who nagingly till a visely as west ou have the set to do and what you went to do Three keys:
- Set as despecific times for routine tasks (e.g., nomework and house old chore
- Map out the for everything you have to do, such as travel to school, attend text practices, and go to our part-time job.
- Build in some flexibility. Some things may take more or less time than you expect Plan on it!
- Start with your more important tasks and mo down the list.
 Stay on task don't let yourself get sidetresked. Stick to those tasks that must be completed and have the most impact on your suggests.
- Setting Goals

 Justing to get better grades goals in sports accomplishes nothing. To get a a NULCH with clear, attainable goals. Goalsetting 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 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 accomplishments achieved in s activities, internships, and in lit

These are the 5 basic part

- **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).
- {3} Qualifications: a brief list or statement highlighting your background, your strengths and what you want your employer to his can be optional.
- iption of your abilities, accomplishments, and areas of nce. These can also be grouped under headings, such as Office Skills al Experience, or Planning/
- {5} Education: a list of all formal education, ops, seminars, internships, school-related activities, and on-the training (if any). The most recent should come first.

Remember:

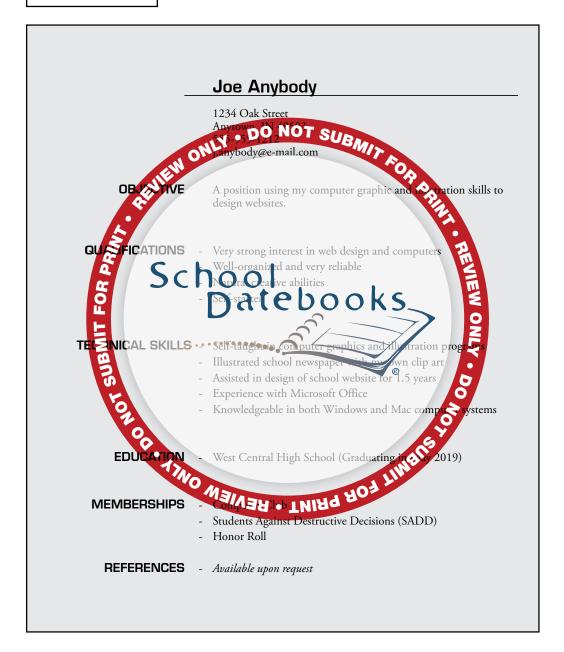
- Use only one o typefaces in the
- Use short phr instead of
- Line up all
- Use good q paper; A neutral color
- Do not inc alary requirements.
- ONLY, health, religions ersonal information such as date of birth,
- Do not use the ord résumé at the top of the page.
- Keep your résume to one page.
- Have a list of refer s (names, company names, phone numbers) ready to give if requested.

INING INITERISTOR Use Action Words to escribe Skills accomplished charte classified to formula coordinated Maintale activated administered formulated advanced advised completed analyzed guided computed applied critiqued implemented arranged improved delegated reorganized assembled initiated designed streamlined attained determined instituted trained automated developed instructed updated budgeted devised introduced utilized calculated established invented wrote

SUCCESS SKILLS basic résumé writing



SAMPLE RÉSUMÉ



SUCCESS SKILLS plan for success



PLAN FOR SUCCESS

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

- **{1} Organization** Getting organized is the first step to success.
 - Remember that you are responsible for knowing about and completing your assignments and special projects.
 - Use your datebook to write down your homework, extracurricular activities, community responsibilities.
 - Make sure you have all the ls you need when you go to class and when you do bur homework.
- SUBMIT FOR PARILLE **{2}** Time Managem Managing time wisely will help ensure that you have the opperanity to do both the things you need to do and the things you want o do.
 - Plan a de wite time to do your homework.
 - or extracurricular and social activities, as well as home responsibilities.
 - lan, but be flekible. For example, if something happen ham word during the regularly scheduled time, plan an alternation
- {3} Set Priorities If you have lot
 - Rank ... ch task in 1, 2, 3 order. Start with #1 the most important task down continu
 - When ing homework, start with the subject in which you
 - Check an inished tasks.
 - If you in salently find that you cannot finish all the tasks on your list, you may need prioritize your optio activities and eliminate some that are low on your priority list.
- **Set Goals** Jucoushing to get better grades or to excel in a sport accomplishes nothing. You need a plan of action to actieve your goals. Setting goals will result in better grades a digher self-esteem. Best of all, setting goals will make you feel in control of your life. Some him to setting goals:
 - Be specific. List specific // for each academic subject. Also list you or other school and home activities.
 - Set time limits. Your goals can be be set to Blue of the limits. month or on the next quiz or test) and long-term (within the semester or within the school year).
 - Set realistic goals. For example, if math has always been difficult for you, don't aim for an "A" in Algebra at the beginning of the year. If you usually get a "C-" in math, you may want to begin by setting a short-term goal of "C+" or "B-". Reaching that first short-term goal will give you the confidence to raise your goal for the next test or the next grading period.
 - Draw up a step-by-step plan of action for reaching each goal; then go for it!
 - Write your goals down, and put them in several places (your locker, your datebook, your bulletin board) so you will see them several times a day.
 - Share your goals with others your parents, teachers, good friends, etc. They can give you encouragement.
 - Keep at it! Be determined, and keep a positive attitude. Visualize yourself achieving your goals.
 - Reward yourself when you reach a goal.

SUCCESS SKILLS 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 performance in all subjects.
- **{3}** Take the SAT or ACT in time to include
- **[4]** Look at as many potential colleges as to sibe
- missions while at the college. (5) Visit as many campuses as porsi and talk to students, staff, and the off
- e colleges beginning in early fall of your senior years can obtain applications **(6)** Send applications to prov and information in the vidance office or online at university and college websites.
- **{7}** Fill out any potent scholarship forms and send them to the appropriate personnel.
- **(8)** Allow at least two weeks for your counselor to process your applications.
- **(9)** Many schools I respond to your application within four to six weeks.

Steps for Jun 45

- **{1}** Talk to 1 class schedule with coursework in English, commended that students take as many usthematics courses as ssible.
- {2} Colleges a
- [3] Find out men potential universities are visiting your school or when your school g on visit
- **[4]** It is best the sit campuses when classes are in session. (Not spring
- **(5)** Take a court that prepares you for the SAT or ACT.
- **(6)** At the beginning of your junior year, take the PSAT exam to practice for the SAT.
- [7] Take the SATOACT in the spring of your junior year. If you feel the score does not reflet bility, retake the exam during our senior year.
- [8] Start applying for Scholarships you feel you are qualified.
- **(9)** If you know your intended field of study in college, schedule your senior year with asis in that area.
- {10} Plan to visit as many collectiving the summer as possible.

Steps for Seniors

- **{1}** Attend as many college fairs as possible in yo
- Mainer as possible.

 Mainer as possible.

 Mainer as possible.

 Mainer as possible.

 Mainer as possible. {2} Visit as many institutions and universities as possible. It is best to visit campuses when classes are in session. (Not spring break, Christmas, or any major holiday.)
- When visiting colleges, meet with the admissions office, and financial aid office, as well as speak with professors {3} in your intended field of study.
- **[4]** Talk to older friends and students about that particular college or university.
- **{5}** Ensure that your SAT or ACT scores meet the requirments 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 keeping a monthly budget

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

- When dining out with friends, don't order a soda; drink water instead.
- Skip costly coffeehouses and brew your own at home.
- Save money on gas and parking by walking to class or carpooling with pals.
- Many communities offer paying recycling programs, so cash in those cans.
- Consider trimming "extras" that add up, such as streaming services or eating out.

Category	Monthly Budget	Monthly DO:uN	T SUB/	Semester Actual	School Yr. Budget	School yr. Actual
INCOME	ONL		JOB	117		
From Jobs	1			NO _A		
From Parents					0,0	
From Student Loans						
From Scholarship					10	
From Financial 2d					Time the second	
Miscellaneous Income	cho	0				
INCOME TO AL	D	ate	boc	KS	E	
EXPEN <mark>SE</mark> S					> 9	
Rent or Root and Board		••••			6	
Utilities (Gas Cectric, Water)						
Cell phone 10					DO	
Cable TV or Streeting Services	5				2	
Groceries					6	
Car Payment/Transport Con					8	
Insurance				ME		
Gasoline/Oil	OME		, H	04 7		
Entertainment	NO MEI	T • REV	NIA9 C			
Eating Out/Vending						
Tuition						
Books						
School Fees						
Computer Expense						
Miscellaneous Expense						
EXPENSES TOTAL						
NET INCOME (Income minus expenses)						

SUCCESS SKILLS manual alphabet



AMERICAN SIGN LANGUAGE School Datebooks NO WEIVER OF THE PONT IN



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:

Negotiated with your family on what to do on vaca	ation:
Helped friends agree on a pizza topping:	TOP A
Got everyone to agree on a pizza topping:	THE .
Got a stug team to decide on a project:	REVIE
Decider what music a car full for less than the less than	erO.KS
How discussion.	thers? Peol about the Kults?
What lessor are there in these everyday situations consensus-beading skills?	
CONSENSUS-BY ding skills? ONE GOALS ONE GOALS	HOZ TIMBUS
OWE GOALS	
I'd like the world to build consensus on:	"THE BEST POLICY IS MADE WHEN YOU ARE LISTENING TO PEOPLE WHO ARE GOING TO
At school, we might work to build consensus on:	BE IMPACTED. THEN, ONCE POLICY IS DETERMINED, YOU CALL ON THEM TO HELP YOU SELL IT."
	— Elizabeth Dole



LESSONS IN FADERSHIP

Diversity

Involve All People

Look around the world. The U.S. Your community. Your school. You'll see people of many backs of the property o

Now take a look covour friends, teams, and organizations. Whey represent the world at large? Or are the people in your group all the same gender; ethnicity, or socioeconomic class?

School patebooks

Out!

Enrich your school and community by meeting and learning about people of discret ethnicities rent ethnicities and tries and cultures. from many co

- SOME WAYS:

 Befriend people of Mainable Mainab
- Learn about the world's cultures
- ▶ 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

w. comm. and including a more diverse population. You'd cet varied viewpoints, enjoy greater articipation, and see increased succes. And if you're one of the group's leaces, it's your job to spearhead this.

ENJOY THE THINESS Think about gende Ostare, sexual orientation, LNING Scroeconomics, and those with disabilities. More than saying you're open to all people, reach out to individuals face-to-face and invite them to join. When you create a group that represents the world and all its people, your organization will be all the richer and more effective for it.



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, but your group will also be better for it.

Some ways you can bring nevo o NOT Stople to your group:

- Hold a callout; in your and the diverse membership with the control of the contro
- Personally invite dividuals whose ethnicities may be underrepresented in your group
- Create an a visory group of diverse adults in your community and ask them for suggestions.

Once you'ge brookened your group's a smbership, be sore

- Create a relcoming, respect and tebooks inclusive nvironment
- When y appoint committee leaders, sure to include a mix of ratio backgrounds, and females and males to these posts
- Make sure ewoone is heard and their opinions of ed at your events
- Consider speakers or workshops
 that will help your growalue
 diversity

 Increasi

 Enhance

 Your co

"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

WHEN YOUR GROUP IS OVERSE, IT HELPS MAKE SCHOOL AND COMMUNITIES BETTE SY:

- Increasing under Minding of others
- Enhancing Deect for others

NIEGucing 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



FADERS LESSONS IN

Empower, Inspire

Lead Rather Than Dictate

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

It's valuing what the save to say and what they do and providing contunities for them, too, to become lead

And leadership is about keeping everyone excited about your organizat and committed to your goals.

wo wed know:

- beat and positive
- It's good to offer little prize and incentives for arriving first, bringing in the most new members, making emost signs
- Everyone should den for every achievement
- Emails and Winessages can cheer
- INIEG 774 party to celebrate a milestone keeps everyone coming back
 - "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

How to lead!

How to lead! apower

- ▶ Don't Hand someone a bu enveldes to stuff. Instead, ask for he planning what points to covering a meeting with the principal and invite a couple of members to go with you.
- Don't tell em to bring refreshments instead, ask them to contact the payor for that special proclamation you're after.
- Don't tell someone to up the podium. Instead, invite member to say a few words about 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.



LESSONS IN

Follow Through

Swing Through for Success

Like an athlete swinging a golf coo NOT's sucket, or baseball bat, good follow through is a skill bat leader should make the same than the sam

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

Instead of the mythical "Sorbeday Isle," leaders who follow through make Today I Will." Their sunch list in Sun et al. Do Oct letails large and small.

Head for neday Isle' Todav

Ever told your title brother, "Someday I'll tead you to skateboard"? Your parents skateboard"? Your going to empty the dishw soon"? A teacher, "Yeah, I'd li to look at that book sometime"? Or a group you're in, "One day I'm going to gather 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.

When you follow through, ye'll feel good about yourself and more condent in your abilities. You'll earn respect or paying attention to the details. Que project will likely be a great success. And you'll master a skill that will serve well throughout TNIAG AOA TIN

"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



Einstein

LESSONS IN LEADERSHIP

Organization

Get Organized for Success

Ever sit in a meeting while the legic Notes ground trying to find something? Ever spent ting atting in the car VS/My the driver hunts for the keys? Or wasted time vorself looking for a notebook or packet to saw somewhere just yesterday?

► KEEP A CALENDAR

Organization to can make life simpler – putting stuff where can find it quickly, keeping a calendar, tracking you arriging to

It's also ke so good leadership when once less of you for direction, do you want to be caught poking around states of paper, wondering where you put something a showing up late? Or world you rather come off as a ficient, respectful of others' time, and someone when in charge?

Getting and string organized saves time. It makes it easier to get things delte. And it gives you and others confidence in you as a

Others Do It

▶ 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 EXCEPTHING

Find a place for examing and put it there when you're or using it. Write down at NIE day, tasks, meetings, and fun activities. Train yourself to think about the day and week ahead and to gather what you'll need in advance.

It will save you 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



LESSONS IN

Leadership Qualities

Load Up on What Leaders Need

Heard the phrase, "born leader?" Don't believe it. Good leaders learn and then practice their skills, just like everyone else.

True, there's a boatload of sills DQt NO Insuming "Leadership." They live deserves their say. Good leaders the floor and crefully consider what others suggest. **EXAMPLE** Showing is always more powerful than telling, so that actions speak ouder than words. Pitch in and model what you want other to do. ATTITUDE Believing you and your group car accomplish someting is the biggest part of the ejection. Experies of the ejection of contagious! special skill to ke it a true DIALOGUE Anyone can talk eryone and all points of view. give-and-take dialogue, a discussion that inclu-Good leaders know the value of dialogue. ONERGY ▶ Effective leaders are often described as tireless. Altough you can a some rest, the energy you bring to your group will be a my vator and commonent in your success. RESPONDED TO THE buck stops here, good lex whow, meaning they've got to do while mested, keep their word, and through every step of the way.

STANDARDS This one's especially tough. You'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.



v score today

FADERSH

How Do You **Rate?**

Becoming a good leader is a process.

Rate yourself from 1 to 10 (10 being the best) in each of these areas so vant to work ou.

• DO NOT SUBMIT FOR you'll know the qualities you want to work on.

	From 1 0 (10 is tops)
I listen ver to others. I'm a good role mode COO My attitude is positive and care of COO	1 2 3 4 5 6 8 9 10
I'm a grad role realeC \(\begin{align*} \text{O} \\ \t	1,23456 78910
My attride is positive and care at C	DOO165456 \$ 9 10
I engag-in healthy discussions.	5 6 28 9 10
I bring os of energy to the task.	3 4 5 6 8 9 10
I'm responsible in my actions and keep pr	omises. 1 2 3 4 5 6 7 8 9 10
I hold mys to high standards.	1 2 3 4 5 5 7 8 9 10



I'm enthusiastic about projects I commit to.

Mainale Tuine Road I'm

I'm humble and the my accomplishments.

You can count on my integrity.

EADERS DEVELOP UNIQUE ES. CONSIDER THE FERENT APPROACHES OF THESE LEADERS:

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



FADERS

A Good Leader **Shares** Credit

Who 'Dun It'?

Everyone loves a mystery, but no o'NOTisplyes one person getting all the credit for a whole team out to Good leaders this and make sharing and giving credit a tax priority.

TELL ALL Sometic it's important for a group to have a face to pursefore a crowd, to help you achieve awareness and goals. But that face can't claim all the colit. And your acknowledgement must be sincere. So tell all – who did what and what that meant to your success.

- GO PUBLICA What's the best way to sha Say "we instead o
- Send exils and notes or specific face-in-race balo was in the group's success and give specific amples
- Public knowledge individuals and their charts

Sharing the redit is more than saying "thank you." It's also yong, "This person did this and here's how it was vital to our success."

Save any myst of for a good book or movie.

• THIAG AOA TIMEUR

▶ 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?

Indira Gandhi

"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 "



LESSONS IN LEADERSHIP

Teamwork

Collaborate to Win

Is your club stuck in a rut, doing the **DO NOTATE** etings, feeling a little bored and tire the use new energy and study by teaming up with another group for an action, event, or so service project.

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

If you're working on a project, like cleaning up a community park or raising funds for a basketball go at the bark two groups can get the work done quicker and both will go tots of keeps and creat.

Good lead in understand the value of a trest is Od Onto Sey look for hem. Build them. Nur re them.

It's All About Everyone

You know the type ho thinks, "It's all about me. rarely make good leaders because the "me" is too focused on power, control, and attention. Leaders who are focused on group goals know it takes everyone to reach them, sometimes even partnerships outside the group.

Washing . D.C. are cosponsored by more than 100 group. They know every group will bring a contingency and all that much more support for the cause.

In your class, school ommunity, and beyond, think and winning through teamwary of partnerships. It makes for INIH adership and achieving goals.

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

Ken Blanchard

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

- Michael Jordan



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 to yours.

- CLUBS Are you in a government of ervice club. USIN local Republican and Democratic parties to the lite you in one of their events. (17% broaden your agenda, give you an interest of speaker, and help you connect with people in the community who are interest on what you're doing.
- SCHOOL Trams Organizing a school spirit day! It off-season teams to join you with Chort exhibition or even a comedy A. The increase of product he more fulfind successful it will be.

funds for charitable project? If you invite our groups to help, you have to share the ofits, but you reach a wider group of Cospects, too.

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

Any group that shares a similar interest 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

What other school greats might be a good match for an Octivity? NIEG community groups might join you in a project? Association of Women Business Owners Chamber of Commerce Friends of the Zoo Kiwanis Lions Club Optimists Other:	CooksParts ers
you in a project? Association of Women Business Owners Chamber of Commerce Friends of the Zoo Kiwanis Lions Club Optimists	a good match for an Sctivity?
 □ Association of Women Business Owners □ Chamber of Commerce □ Friends of the Zoo □ Kiwanis □ Lions Club □ Optimists 	INILIA community groups might join you in a project?
	 □ Association of Women Business Owners □ Chamber of Commerce □ Friends of the Zoo □ Kiwanis □ Lions Club □ Optimists



What's CHARACTER all about?

"Chahacteh is poweh." ~ BOOKER T. WASHINGTON

"What lies behind us and what lies before us are small matters compared to what lies within polynomy expension

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

Your character determines whether your friends, classmates, and family me ess see you as a loader, respect you as a role model, and ultimately, feel their interactions with you help hem become better people.

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

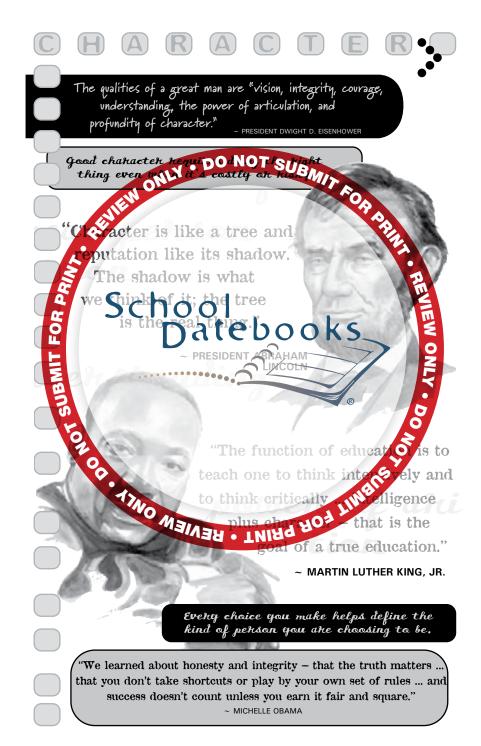
CARING Carin and cun em for them to treat you."

HONESTY Be honest with yourself and with others in every interaction. Honesty and integral, are the core values that make respect, courage, and trustworthiness possible.

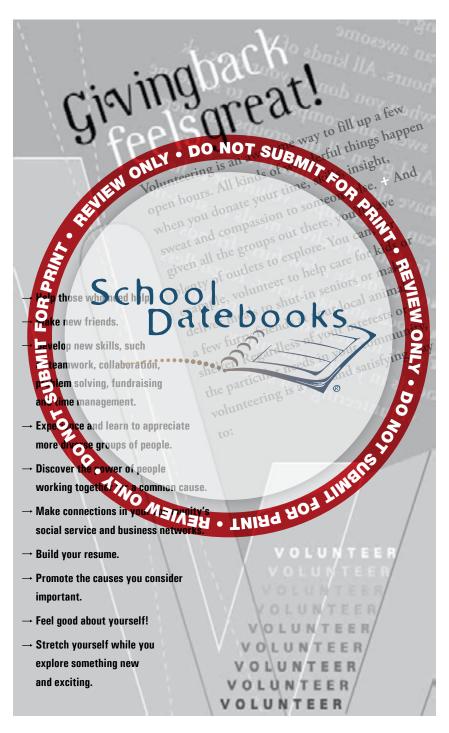
- ACTIONS Your actions not your intentions or words are vibration of the control of the contro
- Campels you to do the right thing, follow through on your purches, and be accountable for your actions. Personal rights are only possess if they're accompany to responsibility.
- ACCEPTAGE preacter the differences and appreciate how disciplify strengthens our society.
- CTIZENSHIP People of strong moral character don't sit on the sidelines. Contribute your "fair share" participate fully as a concerned student, volunteer, and voter.
- TRUSTWORTHINESS Trust can't be granted; it can only be earned. Deliver on your promises. Act honestly at every turn.
- ENIPATHY When you empathize with others, you go beyond kindness and caring; you truly begin to see the world from someone else's perspective.
- RESPECT Respect for yourself and for others is an integral component of character. Without respect, caring and empathy are empty expressions. Respect is what enables us to accept and appreciate others' differences.

CHARACTER people of character



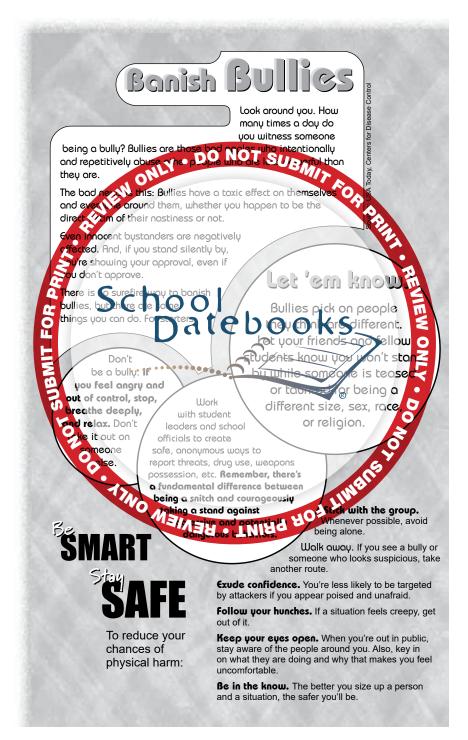






CHARACTER anti-bullying





CHARACTER bullying: it's not ok



STOP BULLYING

Bullying is a form of abuse.

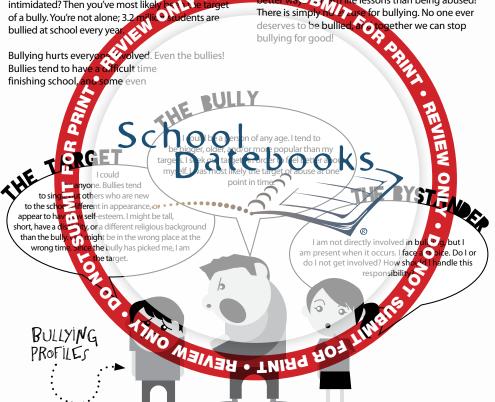
It is an intentional act meant to hurt another person emotionally or physically, and it's not OK.

Have you ever been teased or taunted? Received a nasty email or text message? Been physically intimidated? Then you've most likely by the target of a bully. You're not alone; 3.2 milio students are bullied at school every year

Bullying hurts everyon wolved. Even the bullies! Bullies tend to have a bifucult time 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 "cycle" of abuse.

Some believe that bullying is part of growing up, and elearn to stand up for ourselves. There are Uspry life lessons than being abused! There is simply how cuse for bullying. No one ever



BULLYING VOCABUL

Cruelty: The act of hariming 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 by standers away from helping a victim. Bully: An individual who regularly menaces others for personal gain. TEASING 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

Is it a Tease or a Taunt when... (Circle One) Tease / Taunt Tease / Taunt Tease / Taunt someone is upset, the teasing stape Tease / Taunt it is not playful and directed meone you do not know well .Tease / Taunt in a group, everyone lav even the one who is teased. .Tease / Taunt

Have I ever....

else's feelings because I was jealous? made fun of so because it made me feel better about myself? joined in with n though didn't actually want to

cally hurt some pinched, slapped, ne's property on purpose to ext messages, emails, or spread of someone else simply beca

Sometim bully canno recognize they are being they are being they mainable.

TYPES OF BULLY

PHYSICAL BULLYING: Hitting, poking, pulling hair, or damaging someone else all examples of physical bullying. Hurtings are physically is neuroset. physically is never ok, even if they do it

Te ang, name-calling, reading threats, or other atened. T k my bones at words ge, "Sticks and stones erbal torments can lead to never hurt me" is not vou wouldn't wan someone hen don't say it to thom

SOCIAL BULLYING: Excluding or teasing of the symbol adifferent from you and your friends (What a geek!). Or, rs who are picking someone last or not at all for kick al, just because you don't like them or they are unpopul among your friends.

CYBERBULLYING: Using the protection of electronic devices to engage in verbal or social media sites and adjunction of the control of the cont emails are a few colles. In some states, cyberbullying is now less than the states are a few colless. In some states, cyberbullying is now less than the states are a few colless. In some states, cyberbullying is now less than the states are a few colless. In some states, cyberbullying is now less than the states are a few colless. In some states, cyberbullying is now less than the states are a few colless. In some states, cyberbullying is now less than the states are a few colless. In some states, cyberbullying is now less than the states are a few colless. In some states, cyberbullying is now less than the states are a few colless. In some states, cyberbullying is now less than the states are a few colless. In some states are a few colless than the states are a few colless than the states are a few colless. In some states are a few colless than the states are a few colless. In some states are a few colless than the states are a few colless tha

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!

SSIN 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."



STOP BULLYING

What should I do? -

TAKE A STAND!

Bullies often target those who they believe are not going to stand up for themselves. Be assertive and confident if you are bullied.

If you are confronted by a budy

Don't:

- ★ Engage the bully with Ar behavior. If they taunt you, don't tau lack. If they shove you, don't shove back. It's explain they want.
- **★** Show you're upset. Fry to control your emotions and keep cool.
- ★ Keep it a sec

Do:

- + Proudly Clk away an Signore the July On's show y Care affected.
- Confide y tell the bully you don't fee that they an Loing and tell them to sto Ry nember, you decreve respect and the bully is being disrespenful.
- + Ask you siends for help and to accompany you are places the plac
- Ask an action you can trust for help. Even if you think you have solved the problem, let an adult know. The You'v may move on to someone else.

DON'T STAND BY

bullying

occur..

It may seem obvious to not contribute to bullying. But, it can sometimes be difficult.

Can you think of a time when it might be difficult? Discuss.

contribute

When small you be a Op and when she don't you. Can you winn on a situation where speaking up mould be a bad idea? A good idea? Are what a could you say? Discussang practice/re lay.

If you are sing to get elp, where should you get help from? Top no, come up with several bullying scenarios. For each scenario come up with a plan to get help.

REFLECT: 0

Describe a time you rnother person were bullied:

"NO N

Given what you've learned, what would May done In Hed

BULLYING VOCABULARY

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."

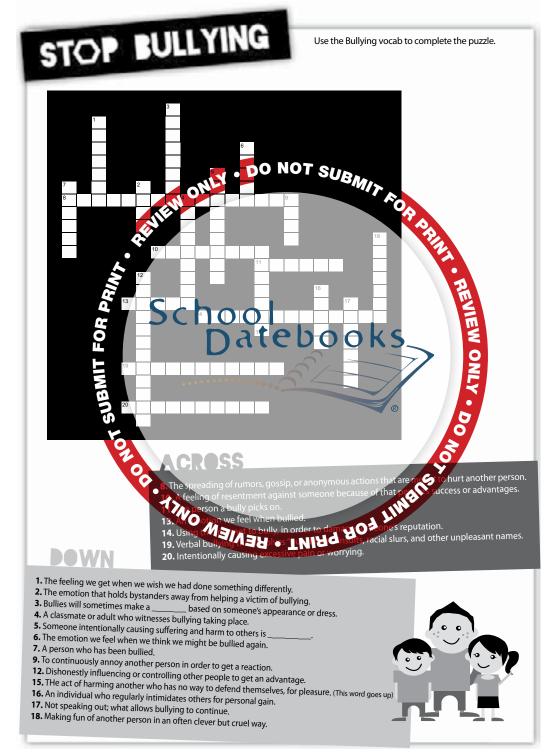
Worry: The emotion we feel when we think we might be bullied again. **Bystander:** A classmate or adult who witnesses bullying taking place.

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









Respect in Your World

Early on we learn when to say "please" and "thank you," but showing respect isn't always clear cut. What kinds of words and actions convey respect when:

- Some of your friends are teasing the new kid at school and giving him a hard
- You disagree with the grade will be well on an essay?
- You attend your young abling's school talent show?
- A classmate you don't know very well calls you names in the allway?

What's Your Take?

- Bullies use threats and intimidation to get "respect." Is that really respect, or is it fear?
 Can violence be used as a means to get respect?
- Determined a single state of the state of th
 - When was the last time you were discreteful to someone else? What was the other perse as reaction?
- How do you feel when someone is disrespect; toward you?
- What can you do to make your school environment more respectful? What about your hor

How were you respectful toward someone else today
Olov did you show respect for yourself today?

Me First

You've probably and the saying that you have to be a friend to warself before anyone else will be friend you. It's the Use the following exercise to build your self seep.

I excel at

I'm a good

I'm proud of my abili

I can teach others how to

My favorite thing about me



"If you want to be respected by others the great thing is to respect yourself."

- FYODOR DOSTOYEVSKY



RESPONSIBILITY s sibility grocery, or turning are sponsibilities. DO NOT SUBMITEONIA. REVIEW ONLY. 60 Property of the contract of the contra

My Responsible Roles

As you grow older, your level of responsibility changes. Whether it's running to the grocery store, babysitting some younger kids, or turning in your homework on time ... others are depending on you to fulfill your responsibilities List some of them here:

Test Your Reponsibility

When you make a mista

- a. Blame someone else:
- b. Admit the mistake and

When you get up in the morning, d

- 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?

When you are at school, do you

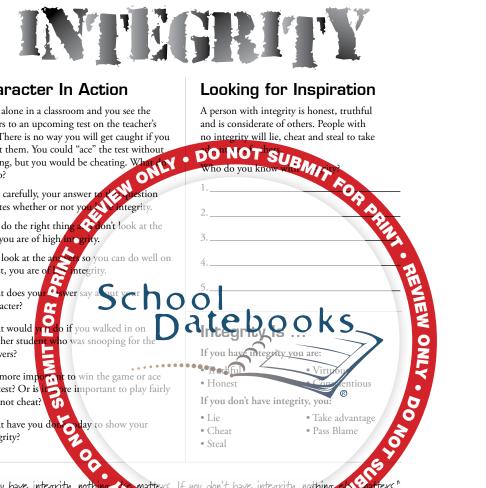
- a. Arrive to class on time, listen attentively and turn in your assignments on time?
- b. Come to class after the bell, talk and pass notes, finish up assignments in class?

REVIEW

responsibility for your words and actions?

- How do you feel when you are acting in a responsible manner?
- · How are others responsible for you?
- Who can take responsibility for your success?
- When have you been irresponsible? What were the circumstances? What was the outcome?
- How are we responsible for the environment? As individuals? As a nation?





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 "ace" the test without studying, but you would be cheating. Wha you do?

Think carefully, your answer to indicates whether or not you

If you do the right thing and on't look at the test - you are of high int grity.

If you look at the angress so you can do well on the test, you are of integrity.

- What does your say a Sut year of the character? character?
- What would yindo if you walked in on another student who was snooping for the answers?
- Is it more import to win the game or ace the test? Or is ore important to play fairly and not cheat?
- day to show your What have you do integrity?

O Walver V Simbson

Watters' It has que, t have integrith nothing the part of MEVIEW ONLY "If you have integrity, noth





COURAGE

"Courage is what it takes to stan and speak; courage is also what in to sit down and listen."	nd up t takes
Heroes in the News ON Browse through newspaper an impazine articles for stories about per performing courageous acts. • Which stories exemplify "heroes" to you?	ool otebooks
How are course and heroism different from recklessness and exploitation?	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
Counting on Courage What kinds of peer pressure exist at	Would I join a new club, even if I didn't know any other club members? Describe a situation where you relied on courage to
your school?	take a stand against peer pressure.



LEMINATION

Learn from Lincoln

Everyone's heard of Abraham Lincoln, right? Well, if Lincoln didn't have determination, his name would mean nothing to you. Consider this:

Lincoln was defeated when he ran for the Illinois House of Representatives in 1832 in the House race in 14 and was then re-elected for three consecutive

He was defeated w ne ran for the U.S. House of Representative 843, then ran successfully

for a House seat He was defeated

Vice President in 1856

He was defeated He was defeated fo the Senate again in

Finally, in 1860 Incoln was elected President of the United Sta

• Who else do you now who has shown determination:

Make a Plan. Make it Happen!

Whether it's raising your grade or making determination ...

DO NOT SUBMITED TO PROPERTY OF THE PROPERTY

How I will reward myself:

Traits in Cor.

How are determination everance alike?

How does motivation affect determina

How is determination affected by optimism?

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

- ABRAHAM LINCOLN





AMBITION

Think About It

- Which of your friends and family members have achieved ambitious goals?
- What kinds of obstacles have they overcome?
- · What helped them achieve the goals?
- What do you share in @ with other ambitious

Already Artitious?

If it's overwhelm range goals, you goals to achieve month or the service er. Each small **r to** the big goal is one step clo picture. Chance you're already ambitious! Ask elf:

How have I show mbition this week?

What goals have I achie two years?

Planning for Success

If you want to excel in life, you have to have hopes, dreams and ambition! When you're setting goals for yourself, keep in mind these suggestions:

- e specino on OTy SUP you want to achieve.

 *realistic. Results won't happen 4/15 ht. It may take several steps to reach your goal.
- Set time limits. It will help motivate you towa
- Write your goals down. Use your datebook to record goals and track your progress.

In My Life to be doing in 20 years? Where will I be?

"Intelligence without ambition is a tick of without wings."

— C. ARCHIE ALMERSON

AND DESCRIPTION OF THE PROPERTY OF THE PROP





CHIZENSHI

Citizenship = Participation Citizenship is having pride in your school, your ONLY DO NOT SUBMIT FOR PAR city, your community and your country ... and keeping them something to be proud of! • What kind of citizen are you? • Does your level of involvent community mirror the you think you are? W why not? School Datebooks • Why is it imp citizen? How are you ted when others show poor c ship? Take Another Look • The fourth amendment protects citizens against unlawful searches and seizures, but it often doesn't extend to things !!! lockers that are or fair? W

• At what point do the rights of a single citizen become less important than the safety and security of the community? The nation?

fair? Why or why not?

• If you were able to add another amendment protecting the rights of the people, what would it be?

"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it's the only thing that ever has."

— MARGARET MEAD



Caring in Action

What does it mean to care for the environment?

How do you care for yourself?

What does it feel like when some does something caring for you

What does it feel uncaring toward

Would your **hy** or why not? caring perso

CARING

How Much Do You Care?

Are you concerned for other people's feelings? Do you DO NOT SUSMI and water? Do you help o, then you are a caring person

- If you're caring toward other people, doe you have to put your needs second? Why
- How far would you go to care for someone else meant you were inconveniencing yourself?
- Is it enough to perform caring acts, or do you really need to care from the heart? Is it possible to do one

Is it true that,

Quiz Yourself

Do I always treat others with kindness and gen

Do I ever treat someone meanly or talk them behind their back?

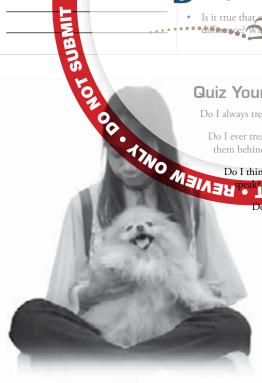
Do I think about ot eelings before I

> Do I take time to help others, even if I am busy?

> > Do I treat animals and the environment with care and respect?

> > > "Without a sense of caring, there can be no sense of community."

- ANTHONY J. D'ANGIELO





TRUSTWORTHINESS

The Truth About Trust Trustworthy people know the importance of trust and make sure they embody it in everything they do. Whom do you trust? _ . DO NOT SUBM Can others trust you? Why Why is it important to trust or another?. Schoo Do's and **J**on'ts Make a list of os and don'ts when it comes to being trust torment if you don't Do: How are friendship a... How are friendship a... Howesty How are friendship and loyalty rela How are fairness and honesty related to trust? Don't: Why might you need to betray a friend's trust?





Are You Fair?

- · Do you let everyone have a turn before you go again?
- Do you follow the rules?
- · Do you listen to both sides of the story if your friends are arguing?
- Are you careful not to judge you get to know them?
- Do you treat others t be treated?

People who are fair wake it a point to ensure chance to achieve. everyone has the

natebooks

Tolerance

- Think about I me when you were treate as an outsider How did it make you feel
- Think about the when you treated someone else they were different. How lit make you feel?
- Intolerance is often ared from ignorance and prejudgments about other individuals, estyle. Is that fair? their culture or the Why or why not?

- fair trial?
- Which school rules or community laws exist that you think are unfair?
- What are some good reasons why those rules and laws exist?
- · If you were to contest school rules or community laws, do you think you'd be given a fair chance to make your case? Why or why not?

J an Effort

mes it can be difficult to succentrate on fairness ...

school?

DO NOT SUBMITED

Thome?

Thome?

Thome? • Have you ever been unfairly accused of the something you didn't do? How did it make you feel?
• What kinds of laws are in place in our judicial system to accuse this are the something you feel? "It is not fair to ask of others what you are not willing to

- ELEANOR ROOSEVELT

do yourself."



HONESTY

Honest or Dishonest?

Think about these situations and decide what you think is honesty or dishonesty:

Turning in a paper from an Internet source that you created by changing some words, paragraph order and a couple of examples.

Telling your aunt you like the poster you for your birthday even though longer like the band.

Telling your parents you're because your friend had corouble when the problem was needing to stop for gas, which only took a few minute

you safe when you Letting the umpire know the shortstor agged you

Assuring your little just heard was the cat when yo no idea what it

t<mark>ra do</mark>llar you got in change Keeping the ex rather than tellin the clerk about his mistake.

Nagging Feetings

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

How do you feel after you have honest with someone?

"Truth burns up error."

— SOJOURNER TRUTH

Is honesty always best?

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

DO NOT SUBMITED BACKGround Injuries to be honest FOA

Training Scenario

A friend asks to copy your science homework What do you do?

TIME TOR PRINT . REVIEW ONLY

CHARACTER traits of good character



PERSEVERANCE

Winners Despite Rejections

If you're brainy enough to write a book - and persevere through that long process - surely you can count on getting it published, can't you? Not necessarily. It's after the writing is done that you need perseverance the most, many authors who've faced rejection lett will tell you.

Dr. Seuss Persevered

If Dr. Seuss quit after his fix 10th rejection, you'd nev wave read Green Eggs and Ham or Go Do Go. His first book, To Think That I Sale on Mulberry Street, was rejected more of two dozen times. He went on to write n 50 children's books, many loved by ad as, too.

If he hadn't personared, you w the promise of ho ale, Oh the Places You'll Go.

So Did Emily Lininson

Emily Dickinson, 19th century U.S. poet, saw just seven of poems published in her lifetime. But so kept on writing – more than 1,700 poems and Today, her work is studied and revered y many.

Without her perseverate you wouldn't be inspired by her words, "Hoe is the thing with feathers/That perches he soul" or "As imperceptibly as Grief/The suramer lapsed away."

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

- JOHN H. JOHNSON

They Kept At It

Those who quit don't make history. Those who stick to it, like these folks, are remembered:

Charles Schulz

The writing is the the most, extion letters Charles Schulz Charles Schulz Charles Schulz Charles Schulz Charles Schulz De La Clark Charles Schulz Do La Clark Charles Charles

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.

A TIME FOR JOY The word "Advent" comes from the Latin "adventus," which means "arrival" or "coming," signaling the Christ on Christmas Day.

Joy is abunda Eduring Advent as we anticipate Christmas. To prepare, we fous on readying ourselves for this wonderful gift.

TRADITIONS

advent tradition do your family follow?

That might you add the par?

Lighting an Advent wreat Malage Interpretation of the strong A NEW BRINNING IN (I) e Contemplation and renewal, a to e to anticipate a

Your **Agyent Traditions**

What advent tradition do your family follow? What might you add the year?

- ☐ Contemplating a special reading before Sunday dinner

- ☐ Others:

CATHOLIC EDUCATION Advent





THE ADVENT WREATH

A symbol of the coming of the light, the Advent wreath contains four candles, one for each Sunday of the season.

EVERGREEN FOR ETRUSTY

Traditionally, the of the candles are purple and one is rose.

The candles are placed in an evergreen

- circle, which sepresents eternal life.
- The ritual righting the candles signals the coming of the light the birth of Christ on Christmas Day.

REPRESENTING EXICTATION OLOPE, JOY, PURITY

- On the rist Sunday, a purp
- The ne Sunday, the first candle and a new purple candle, hope, arlit.
- On the ord Sunday, the rose cand representing joy, is lit, and with the candles from he first two weeks.

"We light a candle tous as mall dim light against a world that often seems forbidding arodark. But we light it because we are a people oppe."

- Sacred Heart League
- On the last Sunday, the fourth candle, representing purity, is lit, a with the other three.
- On Christmas Day, wrple and rose candles are replact with white candles, signaling the new beginning th

YOUR PERSONAL PREPARATIO

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 providing learning opportu Dies for girls and women.

St. Ambrose was an artifley, known for his peace-making skills.

St. Catharine of Booma's skills were in writing and illustration. As a member of the Poor Clares order, she illustrated manuscripts and wrote a book keself.

Their lives a stories of courage and application of their talents to make the weld a better place. And these are just a sampling of the saints we can read about and learn from

ALL SAINS' DAY – Each N celebrates E Saints' Day. This year, learn more about your namesake, Zamily member's, or a friend's You're sure an amazing te and inspiration for your own life.

"The saints we always been the source and origin of renewal in the most circuit moments in the Church's history."

- Pope John Paul II

hat better model for your life than one of the saints? Besides lessons for living, their

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

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

stories will energize you, too.

Providence of St. Mary-ofthe-Woods in Indiana

Elizabeth Ann Seton, the first American-born saint





SEVEN SPECIAL GIFTS

The Holy Spirit bestows seven gifts at your Not sugarion. They are found at Isaiah 11:2 in this verse:

art	W/I E
"The spirit of the solution of the solution of under and ing, a spirit of counsel and a spirit of souledge and of fear of the Lord.	of strength.
Today, these generally referred to as:	
Wisdom - Gerstanding - Right judgment - Strength - Dowledge - Reverence - Worder and awe of Gode	A NAME OF THE PARTY OF THE PART
They're yours, ready to open ind reoperage O and again throughout your life. Each time you'll gain new leights and greater awareness. They are gifts that we never be used up or broken.	TREE BYARING MANY FRUITS The Holy Spirit is a source
THE HOLD SPIRIT IN YOUR LIFE – When have you relied on wisdom, understanding, strength, or an other of the Holy Spirit's gifts to get you through a Kallenging time?	of of going bour y Besides the Seven Gifts ou receive these twelve I is of the Holy Spirit.
Which of the seven gifts do you most count of today? Why?	Charles I Wastity Faithfulness Generosity
Which of the seven gifts do you most count of today? Why?	■ Gentleness
	GoodnessJoyKindness
How might you use these gifts to help plan your future?	■ Modesty ■ Patience
	■ Peace
	■ Self-control



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 VO doing good works, a time for working redemption to come.

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

GIVE OF YORSELF – If something as simple as that is an appropriate siren observance, imagine, then, what the impact would be of our doing something proactive during Lent. As you scale back of what you give your ending Lent, consider how you might give others. atebooks

Perhaps the money you would have spent on entertainment or eating out thing Lent could be given to your local soup kitcher. This may be good time to step forward to relunteer. Every community as groups needing help, from the local human conjety to homeless Telters and youth centers. Your church likely has special activitive too.

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

"So faith, hope, Whemain, these three; but the greate THERE OF TACTIONS WILL YOU TAXE

What will your WHAT ACTIONS WILL YOU TAKE? - What are your Lenten goals? What will you do at home or in the community to help others?

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.





THE SEASON

Lent begins on Ash Wednesday, which folls NOT sthe poor. If you wish God to anywhere from February 4 to Wish folls NOT straight your wants, provide depending on the date of F.O.r. them to as oou."

Although we refer to tax as a 40-day period, the time from Ash Codnesday until Easter is actually 46 days, because Sundays were not

"If you want God to hear your prayers, hear the voice of

— St. Thoms of Villanova

counted in the days of fast observed during Lent in earlier years.

LENTEN TS DITIONS – Lent is a season rich with tradition and practice for Catholics. They families, churches, and communities repeat their tradition year after year. Other, modify there to refer than jing times. Around the United Sines and the world, diffont Lenten practices have en early OO

Talk to your parents, grandparents, and teachers. Find out where they grew Q and what their paily and church traditions were when they were your sters. As them they felt about the time of Lent. Talk about how your family's traditions are milar different.

Of your family straditions, what are you likely to keep for years to come? · REVIEW ONLY. **WITIES MIGHT 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

These markings or unic gard and end.

TRADITIONS CONNECT LIG - ID Connection being a pages, tracking time helps to the learn more about out to only cory, chronologically revisit entry, celebrate specific holidays, and brown reverent meaning to the daily lives.

REPEATING EASONS – In the Catholic Church, the liturgical year begins the first Sunday of Advent and proceeds through the seasons, then repeat the first Sunday of Advent and proceeds through the seasons, then repeat the first Sunday of Advent and proceeds through the seasons, then repeat the first Sunday of Advent and proceeds through the seasons, then repeat the seasons of th

The season of the Catholic Charles are tebooks

Advent ■ Christmas ■ Ordinar

■ Pentecos → Ordinary Time

YOURFAVORITE

What are your family s This during the different church Tillians during the different church Tillians seasons?

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

CATHOLIC EDUCATION liturgical year, colors





COLORS BEAR IV...

Liturgical colors are also used to mark croinor submit so rechurch holidays. Each color subblies specific viving an added Chension our services. humility. ROSE: JOY On the thirs unday S (dva) and to fourth Sunday of Ent, rose re atebooks coming joyn RED: PASSION Palm Sund Pentecost, martyrs' feasts, and Re n are the times when red is used represents blood, fire, and martyrdom WHITE: GARY White is the Fargical color for Christmas, Easter, certain feast days, and oldings. It signifies joy, pley, light, innocence, triumph, and glory. GREEN: HOPE Green is the color Cosen following the Epiphany and Pentecost. It resents hope and BLACK: SORROW
The color black is chosen for Main and a second sec life eternal. ses, as we mourn the loss of those preceded us. YOUR THOUGHTS? 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?



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 can we realize that our mother did these belone a level of conversation with her, and that grows in the coming year.

This same interest is true for Cart of Do. No. 10 striptionship with Mary, the mother of lowed a beloved maternal figure. You may be beginning blevelop an understanding of what Mro offers you. And like the do with your own mother, you'll likely bection in years to come.

- the Blessed Sigin, Our Lady of Guadalupe, the Madonna, the Virgin Mary Se Queen of Heaven, and Our Lady of Mercy, among man School

"Nature Plossoming, the warm air of May even 1981, fill gladness in a world that is rewing itself—all these this enter in Veneration of Mary has its place in this very particul satmosphere, for she the Virgin, shows us faith under it mouthful aspect, as God's new beginning in a withat has sown old."

- Pope Benedict XVI

Lessons in accepting life's challan - INING HOLLING HO HER GIFTS US – As a truly holy woman and a mother, Mary's life offers the opportunity to model her behavior, to strive to be the patient, loving, caring person she was.

Some of her gifts to us in the

What gifts have you accepted from Mary?





FEASTS CELEBRATING MARY

Throughout the church year, we turn fround to Mary and her life's stories. Some of the days we honor the Blessed Wight:

EVENTS IN HER LIEN ON	FOR
December 8 ■ Impostate Conception	"Be apostles Divine Mercy
September 8 Mary's Birth	under the material and loving guidance of Mar
March 25 Annunciation	- Pope John Paul II
May 31 Visitation	巨
August 15 6 The Assumption Datebo	noks =
FEAST DAYS:	0
December Our Lady of Guadalups	
February 1 Our Lady of Lourdes	8
July 16 ■ Our Lady of Mount Carmel	o o
September 15 Our Lady of Sorrows	8
August 22 ■ Quee hip of Mary	S. S
August 15 & The Assumption FEAST DAYS: December Our Lady of Guadalupe February 1 Our Lady of Mount Carmel September 15 Our Lady of Sorrows August 22 Quee hip of Mary MAY: THE MONTH MARY — Catholics homonth each year; May is the Mary WHAT DOES MARY MEAN TO YOU? How does the Blessed Mother influence your life? H	nor the Ballia Mother for a full
What Does Mary Mean to You?	
How does the Blessed Mother influence your life? I	Help 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 one of four sets of mysteries of the rosary which DO NOTes Up the New Testament.

New Testament.

TIME FOR MEDIT ON, FOCUS – For those saying the rosary, the repetitive rayer offers an opportunity for meditation, focus, and devotics whether prayed alone, with classmates or

For individua praying the rosary can be a time to step outside the routine few minutes of reflection and an opportunity to focus on your faith.

CONNECTING FAMILIES SRCU Se Specamins a long car the by saying the rowy. Others use this form of during special times of the year, to bring the family together.

For groups, the rosary can formalize a gatheric create connections, unity, and peace.

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

— Pope John Paul II

DU AND THE ROSARY

The rosary should al vays be seen and experienced as a path of the second sec

YOU AND THE ROSARY

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 North began during the High Middle Ages, the 11th the 13th centuries by few people were able to rever Repeating the Our Father 150 times, which they had threed through oral tradition, provided a framework for control plative prayer. The prayers were counted off the control platic place of the control platic place.

It's believed the sometime in the late 1300s, Dominican friar Henry Kalkar Sylded the 150 prayers into 15 decades and replaced the fair Father with the Hail Mary. Later, the rosary was shortened to 5 decade.

Under Pope of XIII, who served from 8 8 2 123 October S was named the Month of the Hopkosary. The feast of Our Lady of the sary is celebrated on October 7 each ye

NEWEST MINOUS MYSTERIES - 12003

John Paul II troduced the Luminous Mysteries, the mysteries of 12ht, to the church's traditional Glorious, Joyful, and Solv wful Mysteries for contemplation while praying the rosa

The Luminous Myste es are:

- Baptism of Jesus in the Jordan
- The wedding at Cantillon of the Proclamation of the Marketing of God
- The Transfigure of Jesus
- The Last Section institution of the

ught thad no

o pray, then I saw an @rmless man saying his rosary with is feet."

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
- Jesus crowned with thorns

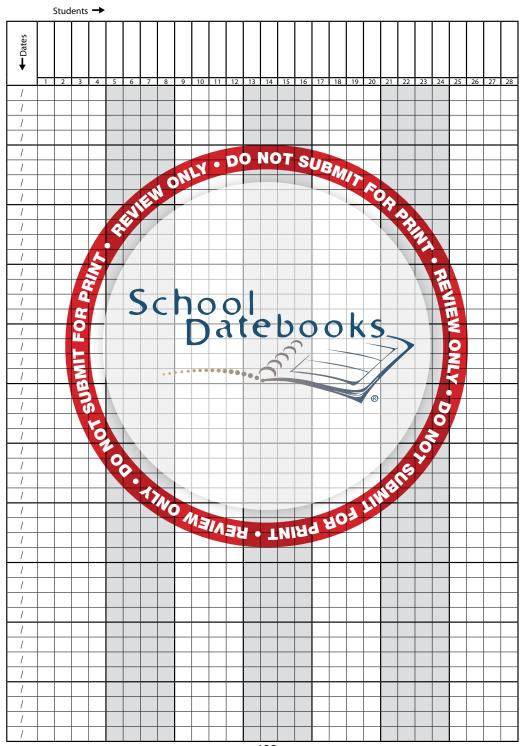
- Jesus carries his cross
- Crucifixion of Iesus

Glorious

- 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

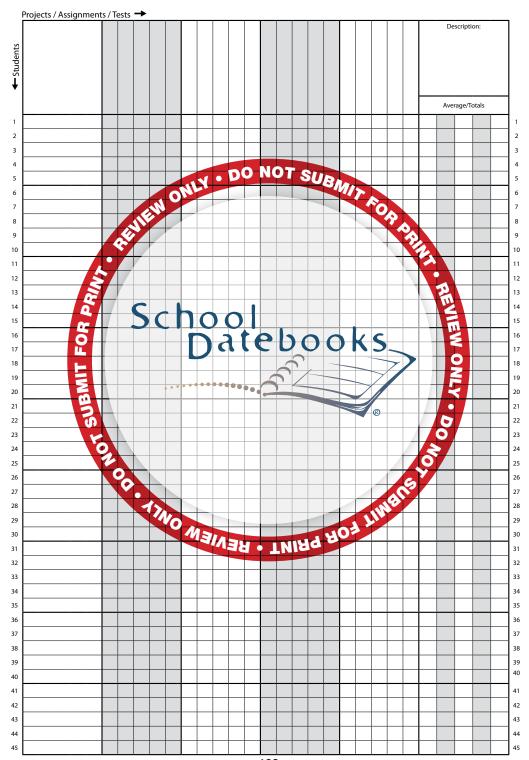
ATTENDANCE RECORDS





GRADE TRACKING





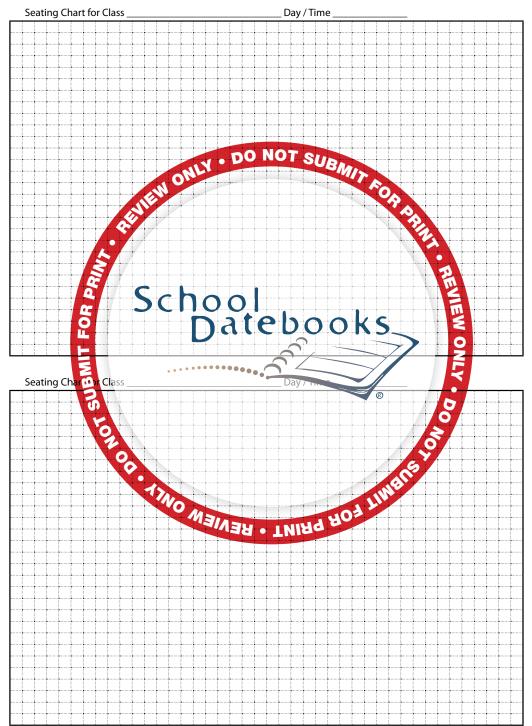
LESSON PLAN LOGS



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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	Attendance
AM Break	
Lunch	
School Resumes	
PM Break	Discipline
Dismissal	
Cat Halm Evans	
Get Help From	DO NOT O
Students	Dispisal DO NOT SUBMI
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- 1 ()	O _A S
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Sanatani.	
Secretary	Audio-Visual Equipment
Administrator(s)	
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Other Information	n

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 have been tough problems, gather evidence of SUBMAS information.

Many Am. 40 want to see more STEM in the classroy and 20%, then President Barack Obama said, Scient A. A. more than a school subject, or the periodic table in het properties of waves. It is an approach to the 6 d. A. cripical way to understand and explore and the compact with the compact of the compact way to one that works the capacity to the capa

Datebooks

Naus to

In 2014, only 16 percent of students were into exted in a STEM career, according to the U.S. Department of Education



coong STEM jobs, occupations in technology, such as seputing



STEM "has Mall be need "hearts and value," says Jack Ma, to Mall all NING maderscores how STEM occupations focus on humanity and improving 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 Process (EDP). It acts as a cycle. Once you build th the EDF steps yourself! Get a deck of care, and a roll of ild a house that stands up to strong winds. a solution, you will find w model, and retest

Practice go wigh the EDP steps yourself! Get a deck tape. Fine to build a house that stands up to strong wind



Sketches are OK



Practice: Test it by either blo card house or putting a fan up to it change it in the future to help it stand los

AND WAINER OF THIRD HOS TIMEUS TO

Pick your best idea, & plan your solution.



CREATE

Build a model of your solution.

Practice: Build your card house!

Practice: Use a detailed drawing to show your plan.





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, and thinking of ways to

ilding a model togenaprove it. DO NOT SUBMIT
ONLY . roles. Example & Jude: head engineer, quality control engineer, manager, and communication director.

on a team, it's important not to criticize oth or even Genroo of success or even something ye In those cases Datebook Sadvance with vo ur input.

Prac o e delivering your input in ques "Tha todel is too large and won't work," try,

smalls to large and won't work," try, with if wend smalls to he requirements better?"

One in teams of Mainale Initial Hoad Initialization of the for succession of the forest of Working in teams avoid distractions ✓ Manage your time wisley. ✓ Accept differences. \
✓ Listen to others while they're speaking. V Stay positive.

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 percent.

ONLY . DO NOT SUBMIT FOR THE SANDBERG (1969-) was the Chief of the Chi rating Officer tled, "Why a book ave too few women leaders," and she has wr. irled, "Lean In" about female leadership in busine

School Datebooks.

others designed the ech known as the Internet of Thing nonprofit organization, the Native Americ Enterpise Council, to help other Native American in



in 15. No discovering that the earth's Till and Mala rioles in the threatening the environment, and his work led to alternative 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



71-1948) and WILBUR WROAT (1867-1912) 903. They an yey copied and built the first successful air la ved how birds angled their wings to fly, ar ry copied is in the plane wings' design.

School Datebooks

and X-ray diffraction at C when analyzing DNA in provided necessary evidence for ide

July DEERE (1804-1886), a blacksmith medical tounder t PRINT . REVIEW OW Company, when 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





Wheel (3500 B.C.E.)

- Invented by our ancestors
- DO NOT SUBMIT FOR Today's adaptations: used on trains, automobiles,

Invented by Alexander Graham Sell

Toolog's adaptations: landlines, cell phones,

Light Bulb (1879)

First commercially viable bulb invented by Then ions: incondescents, floorescents, LE

patebooks

- Toolog's adaptations: content alerting, you the door has been open too lon

COBOL Computer Programming (

Work by Gtrace Hopper on the early d ked to this high level code

MIL FOR PRINT . REVIEW ONLY

Internet (1960s)

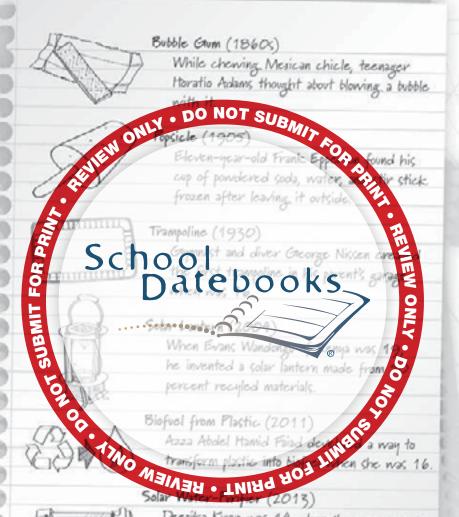
Developed over time - first used by the government during the Cold War

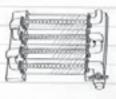
Today's adaptations: search, education, online shopping and advertising.



STEM Inventions at a Young Age







Deepika Kimp was 14 when she won a young. scientist award for her solar powered water purification system. She designed it to provide clean drinking water in countries without good water systems.

STEM Careers



AGRICULTURAL ENGINEER | Agricultural engineers bring technology to traditional agriculture by improving methods for livestock raising and crop production. They aim to improve yield (how many crops are produced). safety, and available feed and food supplies. These engineers may introduce advances in existing machining, create new equipment and design facilities. They also study w and pollution manager



ment and design DO NOT SUBMIT FOR CALLED TOOD SCIENTIST | Food scientists study too NOT SUBMIT FOR CALLED TOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study too NOT SUBMIT FOOD SCIENTIST | Food scientists study to Submit FOOD SCIENTIST | Food Scientist

other contents. They identify new food sources methods for processing and preserving food. The www.

School Datebooks

MECHAN Care, maintenance, and repairs and mechanic de list. These professionals of the man equipment they work on. Most sp in key area in any, airplanes, refrigeration, office machines - anything the appearates mechanically. Because equipment is always chargey and being invented, mechanics must continually lead to we chaniques and procedures.

11/10 MRIUM DIRECTUR AND LIMETER OF THE CARREST OF THE



trients and

anating the business office, nd care of marine life, with staff for planning, fur 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.



THE REAL PROPERTY.

And their habitats, behavior appulations, and health, providing education about which the public. They collect data in various areas; log and take blood or tissue samples. They are a whiter habitats, collect water and soil samples, and then tify problems that wildlife may encounter.

School Datebooks

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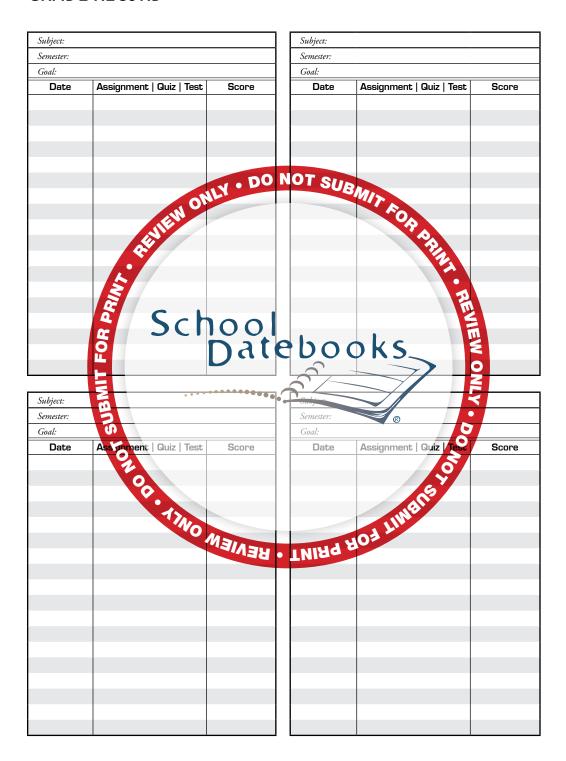


DIGITAL ANIMATOR | Digital animators create interesting, moving visuals and visual effects for digital communications. Many work in the entertainment, education, and advertising industries. The animations they create attract attention and can increase the impact of the message or commercial.



GRADE RECORD



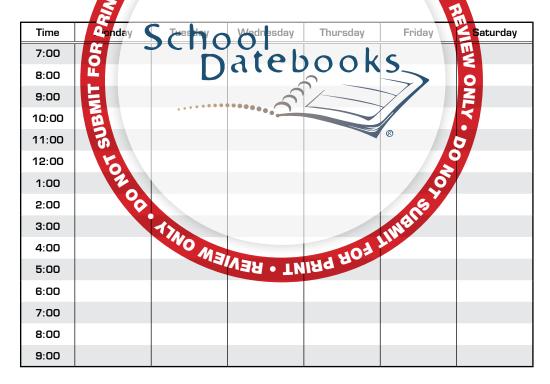


CLASS SCHEDULE first semester



FIRST SEMESTER

Subject	Instructor	Office	Telephone
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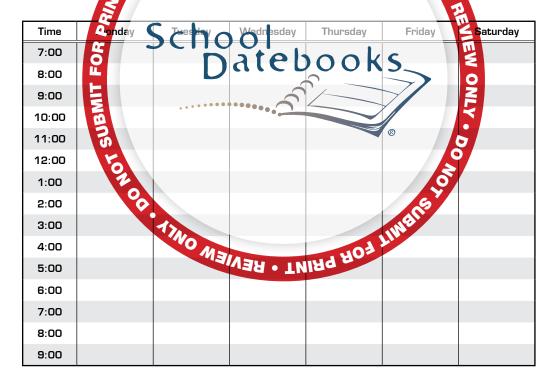


CLASS SCHEDULE second semester



SECOND SEMESTER

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	IN ONL	T. F.C.	
	TEN ONLY . DO NOT SUE	P	
\$ C			2

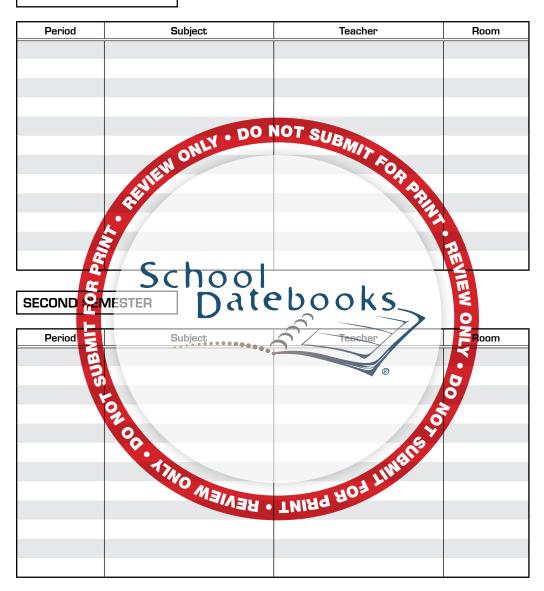




CLASS SCHEDULE first & second semester



FIRST SEMESTER





CLASS SCHEDULE trimesters



FIRST TRIMESTER

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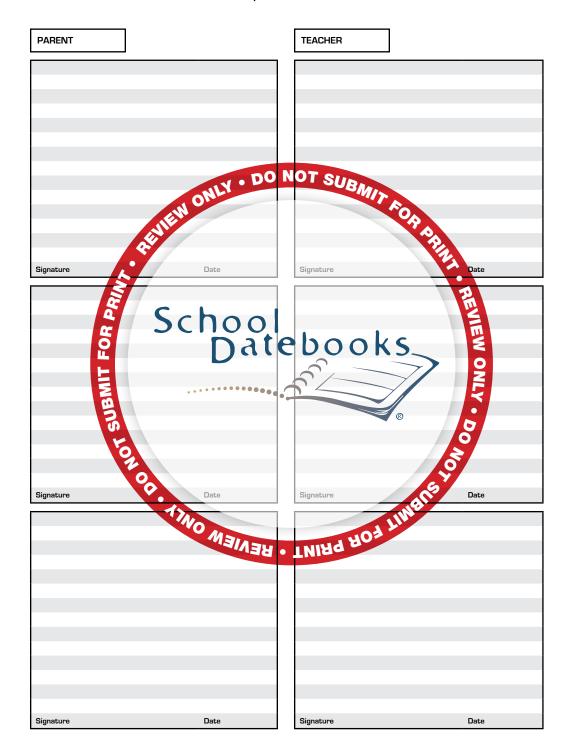
TIME-BLOCK SCHEDULE first & second semester



FIRST SEMESTER DAYS Period Subject Teacher Room DAYS Subject Teacher Period Room School Datebooks. SECOND MESTER DAYS Supject Jeacuer TNIAG AO3 TIMEU2 AO5 TIMEU2 Period Room DAYS Period Subject Teacher Room

COMMUNICATION between parent & teacher



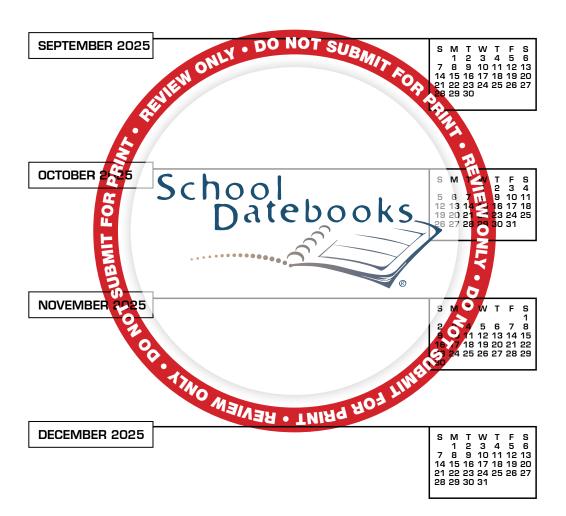


ADVANCE PLANNING



AUGUST 2025

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



CALENDAR YEARS



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

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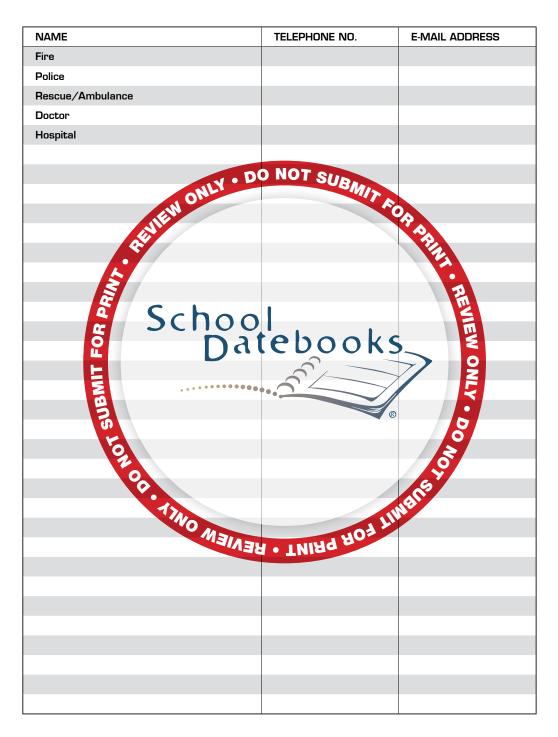


IMPORTANT DATES United States

	2024	2025	2026
New Year's Day*	Mon., Jan. 1	Wed., Jan. 1	Thurs., Jan 1
Martin Luther King Jr. Day*	Mon., Jan. 15	Mon., Jan. 20	Mon., Jan 19
Groundhog Day	Fri., Feb. 2	Sun., Feb. 2	Mon., Feb 2
Lunar New Year	Sat., Feb. 10	Wed., Jan. 29	Tues., Feb 17
Lincoln's Birthday	Mon., Feb. 12	Wed., Feb. 12	Thurs., Feb 12
Valentine's Day	Wed., Feb. 14	Fri., Feb. 14	Sat., Feb 14
Presidents' Day*	Mon., Feb. 19	Mon., Feb. 17	Mon., Feb 16
Washington's Birthday	Thurs., Feb. 22	Sat., Feb. 22	Sun., Feb 22
Ash Wednesday	Wed., Feb. 14	Wed., Mar. 5	Wed., Feb 18
Daylight saving time begins	, SupoaNOT	Syn., Mar. 9	Sun., Mar 8
Daylight saving time begins St. Patrick's Day First day of spring April Fools' Day Palm Sunday Passover begins at sund Good Friday Easter Earth Day	Sun., Mar. 17	SUBM, 4ar. 17	Tues., Mar 17
First day of spring	Tues., Mar. 19	Thurs M > 20	Fri., Mar 20
April Fools' Day	Mon., Apr. 1	Tues., Apr. 10	Wed., Apr 1
Palm Sunday	Sun., Mar. 24	Sun., Apr. 13	Sun., Mar 29
Passover begins at sund	Mon., Apr. 22	Sat., Apr. 12	Wed., Apr 1
Good Friday	Fri., Mar. 29	Fri., Apr. 18	Apr 3
Easter	Sun., Mar. 31	Sun., Apr. 20	Sry., Apr 5
Earth Day	Mon., Apr. 22	Tues., Apr. 22	Wei, Apr 22
Cinco de Mayo	Sun., May 5	Mon., May 5	Tue II May 5
Mother's Day Memorial Day Memorial Day	Sum May 12	Sun., May 11	Sun. Iay 10
Memorial Dage	Mon., May 27	Mon., May 26	Mon 111/ay 25
Flag Day		OSt. Juk 15	Sun., 5 14
Father's Day	Sun., June 16	Sun., June-15	Sun. <mark>, 🕞 2</mark> 1
Juneteenth*	Wed., June 19	Thurs., June 19	Fri., J-2 1 9
First day of surner	Thur June 4	Fri., June 20	Sun, Jun 21
Independence Tov*	Thurs., July 4	Their Diry 4	
Labor Day*	Mon., Sept. 2	Mon., S. t.@	Sat., In 4 Mon., Sep 7 Fri sep 11
Patriot Day	Wed., Sept. 11	Thurs., Sept. 11	Fri Sep 11
Rosh Hashanah bigus at sundown	Wed., Oct. 2	Mon., Sept. 22	Fri., Sep 11
First day of autumn	Sun., Sept. 22	Mon., Sept. 22	Ses., Sep 22
Yom Kippur begins at so down	Fri., Oct. 11	Wed., Oct. 1	Sun., Sep 20
Columbus Day*	Mon., Oct. 14	Mon., Oct. 13	Mon., Oct 12
Halloween	Thurs., Oct. 31	Fri., Oct. 31	Sat., Oct 31
Standard time begins	Sun., Nov. 3	Sun., Nov. 71	Sun., Nov 1
Election Day	Tues., Nov. 5	Tues Nov 4	Tues., Nov 3
Veterans Day*	BING Nov. Lan	Thurs Nov. 11	Wed., Nov 11
Labor Day* Patriot Day Rosh Hashanah hasha at sundown First day of autumn Yom Kippur begins at sudown Columbus Day* Halloween Standard time begins Election Day Veterans Day* Thanksgiving* Hanukkah begins at sundown	Thurs., Nov. 28	Thurs., Nov. 27	Thurs., Nov 26
Hanukkah begins at sundown	Wed., Dec. 25	Sun., Dec. 14	Fri., Dec 4
First day of winter	Sat., Dec. 21	Sun., Dec. 21	Mon., Dec 21
Christmas*	Wed., Dec. 25	Thurs., Dec. 25	Fri., Dec 25
Kwanzaa begins	Thurs., Dec. 26	Fri., Dec. 26	Sat., Dec 26
* Federal Holiday in the United States	l	l .	<u> </u>
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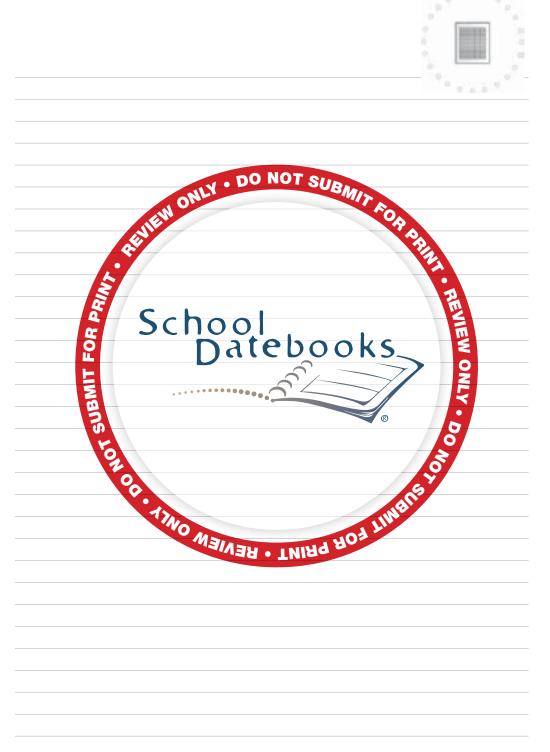






NOTES





HALL PASS



