

K-12 REFERENCE PAGES

5.5" X 8.5"



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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 the subject of a sentence or clause.

→ Examples: She took the bus to visit Age.
We are looking forward to visiting Ogon.

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

- Examples: Please give the papers.

Timothy's outstanding service earned him the award.

Possessive Case Conouns show ownership or

Lugar esca → Examples: Th Their car slid off the icy road

VERB

THAT EXPRESSES ACTIO A STATE OF BEING, IT ALSO INDICATES THE TIM OF ACTION OR STATE OF BEING, A VERB HAS STREENT FORMS DEPENDING ON ITS NUMBER, PERSON, VOICE, TENSE, AND MODE

Number indicates thether a verb is singular or plural. The verb and its subject must agree in number. — Examples: One di Darks. Two dogs bark.

Person indicates whether the subject of the verb is 1st, 2nd, or 3rd person whether the subject is singular or plural. Verbs wally have a different singular or plural. Verbs whally have a different form only in third person singular of the present tense.

-- Examples: Singular 1stop.

You stop. You stop.

He/She/It stops. They stop. 3rd Person:

Voice indicates whether the subject is the doer or 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 WORD THAT DESCRIBES OR MODIFIE A VERB, AN ADJECTIVE, OR ANOTHER ADVERB. AN ADVERB TELLS HOW, WHEN, WHERE, WHY, HOW OFTEN, AND HOW MUCH.

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

ADJECTIVE

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

 Examples: red, large, three, gigantic, miniature Adjectives have three forms: positive, comparative, and superlative.

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

- Example: My apple pie is good.

The comparative form compares two things.

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

The superlative form compares three or more things. DO NOT SUBMIT Mom's apple pie is the best of all!

PREPOSITION

WORD (OR GROUP OF WORDS) HAT SHOWS HOW A NOUN
PRONOUN RELATES TO
ACCUPAGE WORD IN A SENTENCE.

- Examples: The man walked to the gym. The horse leaped *over* the fend

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

CONJUNCTION

A WORD THAT DIVINECTS INDIVIDUAL WILLDS OR GROUPS OF WILLS.

Coordinating conjunctions onnect a cord to a or a phrase 🔂 a phrase. oined by a **cad**inating equal. Common coordinating conjunctions are: and, but, or, nor, bet, so. Coordinating conjunctions used for are called correlative conjunctions. Common correlative conjunctions are: either, or; net only, but also both and oil also but also; both, and; whether, or

-• Examples: Both raccoon Susquirrels frequently invade our bird feeder. Weither Mary Ann rail die will be able to go with You.

you.

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

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

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

INTERJECTION

A WORD THAT IS USED IN A SENTENCE TO COMMUNICATE STRONG EMOTION OR SUR-PRISE. 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 America

Landforms - Mojave Desert, the Ap Holidays and holy days - Veterans

Official documents - Eman Terior Proclamation
Official titles - President Jama, Mayor Readless
Periode and Terior

Periods and events in Cory - Middle Ages, Renaissance

Planets, heavenly boces - Mars, Jupiter, Milky Way

Public areas - Yellstone National Park

Sections of a course or continent - the Northwest, the Middle East Special events - Cattle of Lexington

Streets, roads, Chways

Trade names - Tonda Ace

PLURALS

The plurals of the st nouns are formed by adding the Examples: pie thes | desk = desks | machine = machines

FOLLOWING CHART PR

The plural forms (2 nouns ending in s. sh, x, z, and ch are made by adding es to the single - Examples: bus - Loses | dish = dishes | fox = foxes | buzz = buzzes | church = churches

The plurals of commer Jouns that end in y preceded by a consonant are formed by change the y to i and adding

→ Examples: fly = flies

The plurals of words that entropy preceded by a vowel are formed by additional entropy and the entropy and the

The plurals of words ending in o predictions your are formed of Examples: studio = studios | rodeo = rodeos | This is not to be a supplementary of the plurals of words ending in o prediction of the plurals of words ending in o prediction of the plurals of words ending in o prediction of the plurals of words ending in o prediction of the plurals of words ending in o prediction of the plurals of words ending in o prediction of the plurals of the plural of the plurals o

The plurals of words ending in o preceded by a consonant are formed by adding s or es.

- Examples: hero = heroes | banjo = banjos | tomato = tomatoes | piano = pianos

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

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

- Examples: roof = roofs | chief = chiefs

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

→ Examples: wife = wives | knife = knives

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

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

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

 \rightarrow 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.



A simple sentence consists of one main clause. It expresses one main thought and has one subject and one verb. A simple sentence may contain a compound subject, compound verb, or both. → Examples: We enjoyed the concert. Amy and Scott were married yesterday (DO (NOTEST) Amy and Scott)
Ben is leaving work and going that (compound verb. leavely) eoing)

A compound sentence (major two or more main clauses (in italies Synected by a conjunction,

a semicolon or a con continuation.

→ Examples: Colley, fossils is fun, but I think identifying fossils is difficult. Andy's suit looks if it just got back from the cleaners. (semicolon) Erin came home for Easter, and Courtney went to Florida. (comma/conjunction)

A complex stence has one main clause (in italics) and one or more subordinate clause (underlined).

— Example Sad says that good grades are the result of diligent studying. (main clauses one independ 7 clause

Diligent Adying is clause, to depende

A compand-complex sentence subordinate clauses (underlined Because the school bus broke down, the heerl**eade-r**e Unless eyes are deceiving me, Kristi is an than

SPELLING RULES

Write i before e exercises after c, or when sounded like e as in weigh and eight. -i Exceptions: seize, we all either, leisure, neither

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

- Examples: reign, weigh, ne zhbor
- Exceptions: friend, view, mis figure

onsonant preceded by one vows When a multi-syllable word ends accent is on the last When a multi-syllable word ended a wild syllable and the suffix begins with the syllable and the syllab 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, instruct, inform, or persuade? Keeping your purpose in mind as you write will result in a paper that is focused and consistent.



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



What form will my writing the policy of the requirements or research papers, etc., have the requirements. Descriptions of the requirements of the ing the requirements. Decide on the latter sour writing will take, and the requirements for that form of writing. then make sure vo

PLANNING AND CHITING AN ESSAY OR COMPOSITION

- {1} Select a ge subject area that interests you.
- your thoughts and ideas about the subject.
- {4} Decide viat you was this pur
- **{5}** Make of details to support
- list of details into an outline. (6) Arrange
- (7) Do any Ling and research necessary to provide Miriona Keep a Lil list of all of your sources for your bibliograph ur outline.
- (8) Write a firm draft
- (9) Revise your jest draft, making sure that:
 - (a) The introduction includes a clear statement of purpose.
 - (b) Each paraground begins with some link to the preceding paragraph.
 - (c) Every statement is supported or illustrated.
 - The concluding path, oh ties all of the important points together tilling a clear understanding to e meaning of the essay or composition.

 Words are used and spelled to the essay or composition. ng the reader with
 - (e) Words are used and spelled WINTH IN IN IN IN
 - {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 words in a series.

→ Example: I used worms, minnows, law balls, and bacon for bait.

Note: Some stylebooks and comma before "and" in a

- Example: He ran, jug

Use: to separate an xplanatory phrase from the rest of the sentence

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

Use: to distinguis items in

— Examples: Jo

September 20

Use: to separat itle or an initial that follows

- Example: Josep Tones, Ph.D.

QUESTION MA

Use: at the end of a dire a indirect question. — Example: Did your relative e you to visit them this summer?

Use: to punctuate a short question within INEH parentheses.

- Example: I am leaving tomorrow (is that possible?) to visit my cousins in France.

APOSTROPHE

Use: to show that one or more letters or numbers have been left out of a word to form a contraction. - Examples: do not = don't | I have = I've

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

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

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

- Example: bosses = bosses', children's

COLON

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

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

SEMICOLON

Use: to join compound sentences that are not connected with a conjunction. Example: It's elementary, my dear Watson;

Use: to separate gry us of words.

- Example: I packed On this trush, deodorant, and perfume; jeans, a rate of the sweatshirts and sweatshirts; and boots and tennis shoes

QUOTATION MARKS

Use: to frame direct quotations in Only the exact words quoted are plead within the quotation marks. mow," she said

discussed. that is bei

at[®]a word is **sla** - Example: Julie only bought that to show that she's "with it."

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

- Examples: "You Wy Sunshine," "Violence in Our Social" The Road Not Taken"

SINGLE QUOTATION MARK

6)

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

EXCLAMATION MARK



Use: to express strong feeling. - Example: Help! Help!

LANGUAGE ARTS frequently confused words

accept | to agree to something or receive something willingly

except | not including

- Examples: Jonathon will accept the job at the

Everyone was able to attend the ceremony except Phyllis.

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

capitol | the building where a state legislature meets the Capitol | the building in Washington, D.C., in which the United States Congress meets

- Examples: The capital of France is Paris.

The capitol of Indiana is a building in Ind The vice president arrived at the arriving senators.

hear | to listen to here | in this place

- Examples: Do you hear hat strange sound? re n the refrigerator. The juice is right h

it's | the contraction of it is or it has its | shows owner or possession - Examples: It's not by time cleave for

football game.

The wagon los wheel in the mud

L metal lead | a heavy, lead to go first quide

led | the past ter of lead

- Examples: Wa pipes in many older homes are made lead.
This path will lead to the waterfall.

Bloodhounds led the police to the hideout.

loose | free or not to

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

clothes are loose.

If you *lose* your money, you be able to get into the park.

to the head of a school. principle | a rule, truth, or belief

principal | the first or most important.

- Examples: Pineapple is one of the principal crops

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.

Please place all of the newspapers over there.

They're coming over tonight.

to | in the direction of

two | the whole number between one and three

too | also or very

- Examples: The paramedics rushed to the scene of the accident.

This meal is delicious, and it is low in fat, too. Only two of the 10 runners were able to complete the race.

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

whether a choice or alternative NOT SUPW are hoping for warm, sunny weather for our family on.

We cannot decree as wer we will drive or fly to the reunion.

Who's | the contraction for so is or who has Whose | the possessive form bo

- Examples: Who's in charge of the lighting for

Whose bicycle is out in the rain?

you're | the contraction for you are your | the possessive form of you

lecto ask if *you'i*

om today.

Jay o Third Roa Thirdus

LANGUAGE ARTS frequently misspelled words

climbing absence clothes absorb colonel accept accidentally college column accompany commercial accuse committee ache achieve completely acquaintance concentrate acquire conscientious affect conscious afraid continue continuous against aggression convenience convenient aggressive counterfeit all right a lot countries already courage always courageou amateur courteo ambition cried criti among apology apparent appearance appreciate de arctic nite argument article nitely cend associate athlete cribe attendance ription attitude author awful beautiful beauty because didn't beginning difficult believe dinner benefit dining bicycle disappear biscuit disappoint boundary discipline Britain discussion brilliance disease brilliant dissatisfy bureau doctor business does doesn't captain career dropping carrying during cemetery easier certain easiest challenge easily chief effect children either chocolate embarrass chosen enough Christian entertain cinnamon envelope climbed equipment

equipped escape especially etc. everybody everywhere exaggerate exceed excellence excellent except excitement exciting existence expense experin O, amilies fascinate fasten fatigue fictitious forecast foresee forty freight friend front Ifill gave minut misch grabbed misch grammar grateful guarantee guard guess guest ĥandsome happen happiest happily happiness hear height here history hoping hospital

humor

humorous

hungry identify imagine immediate its

immediately immensely incident independent Indian innocent instead intelligence intelligent interpret TON OG knew loose lying marriage mischievous narrative necessary neighbor nervous niece nineteen ninety notice noticeable nuisance obedience occasion occur occurred occurrence occurring often

practically preferred rejudio princip principle prophecy psychology pursue quantit NIAG AO: raspberry realize really receive receiving recess recognize recommend reference referring rein reign relative relief religion remember

repetition

repellent

opportunity

opposite

original

pageant

parallel

parents

passed

peculiar

perform

permanent

SUBM

piece

plane

poison

pamphlet

parliament

particular

other

trouble reservoir truly restaurant rhvme two rhythm unique ridiculous until unusual running usually safety vaccinate Saturday scent vacuum vegetable schedule scissors village search villain weather secret Wednesday secretary semester weight weird sense were parate o aration we're seig a co shephe where whether which shining sincerely whole soldier whose sophomore witch spaghetti woman speak omen derful beech onsor k ng en pping stories strengthen studving succee ø mmary superintendent suspense suspicion swimming synagogue

temperament

themselves

therefore

thoroughly

thought

through

tobacco

together

tragedy

tried

tomorrow

there

thev

thief

they're

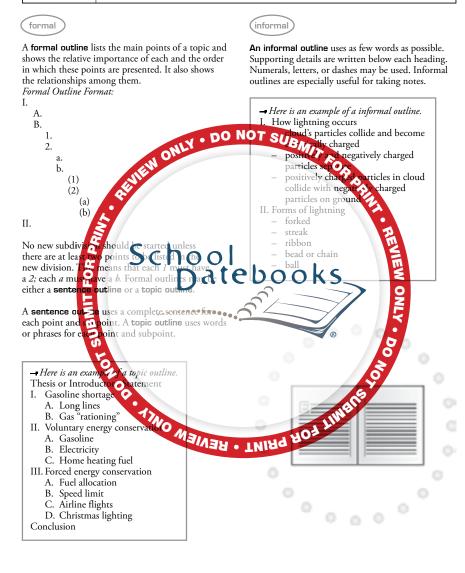
opinion

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.



LANGUAGE ARTS common editing marks



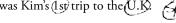
- 1 insert a comma
- → Her husband Andy decided to open his own repair business.
- → Mary hadn't planned on a sixth party guest.
 - ⟨ insert quotation marks
- → The students were required to read the poem Howl."
 - A | insert written suggestion
- → Jean-Pierre said his favorite country to visit was the States.
 - use a period
- → Mark likes scramb
 - اسی delete
- → Jim warned me that that magnet might harm my CD.
 - tratiose elements
- The team could be calso place first in the tournament.
 - C | clus up this space

Present the poem How.

In the country to visit was the States.

NOT SUBMITED TO NOT SUBMITED T

- → Milo restated to his dog house.
 - # inset single space
- → Jeff didn Unind waiting, but he was running out of time.
 - 4 | begin www paragraph
- "Who's that: "Passy asked." Her name is Beth," said Brend
 - No A | no new paragram
- BANTI FOR PRINT REVIEW "I'm tired," said Kevin. "I'd like to go home.
 - = | capitalize
- → They traveled to the capitol to meet the vice president.
 - lc | lowercase
- → Tim fondly remembers playing football in High School.
 - sp | spell out
- → It was Kim's (1st) trip to the (U.K).



Stel | stet (let it stand) → I don't like to hurt other people's feelings.







LANGUAGE ARTS MLA style of documentation

YOUR WORKS-CITED LIST

Your works-cited list should appear at the end of your essay. It provides the information necessary for a reader to locate and retrieve any source you cite in the essay. Each source you cite in the essay must appear in your works-cited list; likewise, each entry in the works-cited list must be cited in the text.

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

- **{1}** Double-space all entries.
- (2) Begin the first line of an entry flush with the left margin, and indent lines that follow by one-half inch.
- (3) List entries in alphabetical order by the author's last name. If you are listing more than one work by the same author, alphabetize the works according to title. Instead of repeating the author's name, type three hyphens followed by a period, and then give the title.
- [4] Italicize the titles of works published independently. Books, plays, long poems, pamphlets, periodicals, and films are all published independently.
- (5) If the title of a book you are citing includes the title of another book, italicize the main title but not the other title.
- ncluded in larger works, song titles, and titles of
- unpublished works.

 [7] Separate the author, title, and titles of the lowercase abbreviation to dentify parts of a work (for example, which to tolume), a named translator (trans.), and the first letter should sapitalized.

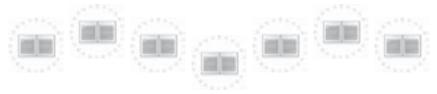
 [8] Use the shorten of the shorten of
- (9) Use the shortened this for the publisher's name. When the publisher's name includes the name of a person, cite the last name alone. When the publisher's name includes the name of Covertain one person, cite only the first of these names.
- **(10)** Use the phrac "Accessed 5 Jan. 2019" instead of listing the date or the abbreviation,

<u>c</u> la	m .
ANY CITATION (GENERAL GUIDELINES)	Author Fig. Top of container (self contained if book), Othe Intributors (transfer is a circum) self-container (self-contained if book), Othe Intributors (transfer is a circum), Publication Date, Location (pages, parascaphs, UP), or DOI). 2nd container's title, Other contributors, Version, Number, Eplisher, Publication date, Date of Access (If applicable).
PAGE ON A WEBSITE	"How to Change Your Car's Oil." <i>eHow</i> , 25 Sept. 2018, www.com/how_2018_how-oil.html. Accessed 5 Jan. 2019.
ARTICLE IN A JOURNAL FROM A WEBSITE (ALSO IN PRINT)	Doe, Jim. "Laws of the Open Sea." <i>Maritime Law</i> , vol. 37 to. 6, 2018, pp. 595-600, www.maritimelaw.org/article. Accessed by the b. 2017.
ARTICLE IN A PERIODICAL (GENERAL GUIDELINES)	Authorns first name. "Arrick Of Seriodical title, Day Month Year, page."
BYLINED ARTICLE FROM A DAILY NEWSPAPER	Barringer, Felicity. "Where Many Elderly Live, Signs of the Future." New York Times, 7 Mar. 2018, p. A12.
UNBYLINED ARTICLE FROM A DAILY NEWSPAPER	"Infant Mortality Down; Race Disparity Widens." Washington Post, 12 Mar. 2018, p. A12.
ARTICLE FROM A MONTHLY OR BIMONTHLY MAGAZINE	Willis, Garry. "The Words that Remade America: Lincoln at Gettysburg." Atlantic, June 2019, pp. 57-79.
ARTICLE FROM A WEEKLY OR BIWEEKLY MAGAZINE	Hughes, Robert. "Futurism's Farthest Frontier." <i>Time</i> , 9 July 2019, pp. 58-59.
EDITORIAL	"A Question of Medical Sight." Editorial. <i>Plain Dealer</i> , 11 Mar. 2019, p. 6B.

LANGUAGE ARTS MLA style of documentation

BOOK (GENERAL GUIDELINES)	Author's last name, first name. 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. <i>Elements of Writing About a Literary Work</i> . NCTE, 1968.
BOOK BY FOUR OR MORE AUTHORS	Pratt, Robert A., et al. <i>Masters of British Literature.</i> Houghton, 1956.
BOOK BY A CORPORATE AUTHOR	The Party ller Panel Reports. Prop. My merica. Doubleday, 1961.
BOOK BY AN ANONYMOUS AUTHOU	tterary Market Place: The Directory of the Book 16.7 Whing Industry. 2003 ed., Bowker, 2002.
BOOK WITH AN AUTHOR AND AN EDITOR	Toomer, Jean. Cane. Edited by Darwin T. Turner, Norton 1988.
A WORK IN A ANTHOLOGY	Morris, William. "The Haystack in the Floods." <i>Nineteenth Chary</i> British Minor Poets, edited by Richard Wilbur and W. H. Alinn, Dell, Layre Wilkon, 1969, p.O.5 O. K. S.
AN EDITION THER THAN THE FET	Chaucer, Geoffrey. The Riverside Chaucer Edited by Larry D. Be Zn. 3rd ed., Houghton, 1987.
SIGNED ARTICLE IN A REFERENCE COK	Wallace, Wilson D. "Superstition." World Book Encyclopedia. Colled., vol. 2, Macmillan, 2019.

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LANGUAGE ARTS APA style of documentation

YOUR REFERENCE LIST

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

BASIC RULES

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

- Indent your reference list one-half inch from the left margin, excluding the first line of each reference, which should remain flush left. This is called a hanging indent.
- Double-space all references.
- Capitalize only the first word of a title or subtitle of a work. Capitalize all major words in journal titles. Italicize titles of books and journals. Note that the italicizing in these entries includes commas and periods.
- Invert authors' names (last name first); give last name and initials for all authors of a particular work, unless the work has more than six authors (in this case, list the first six authors and then use et al. after the sixth author's name to indicate the rest of the OOT grows by authors' last names letter by letter. If you have more than one work by dicular author, order than 30 date, oldest to newest (thus a 2014 article would appear of the OOT atticle). When an author is a sa sole author and again as the first author of a grow of the cone-author entries first. If no author is a particular source, alphabetize by the titler of piece in the reference list. Use a shortened version of the titler of the reference list. Use a shortened version of the titler of the reference list. citations within the
- Use "&" instead of d" before the last author's name when listing multiple author single work.

BASIC FORMS OR SOURCES IN PRINT

An article in a policial (Sch per, or magazine)

AcAuthor, & day). Title of arti Author, A. ion year, mont ojodical, volume numb

Title of You need to list the volume number i e begins with page 1, then you should list the volume. If each volume number (issue ber), pages.

A nonperiodical fouch as a book, report, brochure of audi

iblisher. Author, A. A Pear of publication). Title of work: Capital letter also Do not in Ode the location of the publisher in the citation

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

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

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

ewspapers. BASIC FORMS FOR ELECTROMS • TNIAG AO3 TIM

A web page

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

An online journal or magazine

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

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

An online journal or magazine (with DOI assigned)

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

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, 2015).

LANGUAGE ARTS APA style of documentation



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. (1993). Models of reading aloud: Dual-route and

parallel-distributed-processing approach O NO 14 \$170, 100, 589-608.

Give the secondary source in the reference in the network, name the original work is cited in the secondary source. For example, if the original work is cited in the secondary source. For example, if the original work, list the original work, list the original work, list the original work is cited in Sedenberg and Morrow and set study (as cited in Coltheart, Curtis, Atkins, & Oct. 1993), ...

Magazine article, one a thor

→ Henry, W. A., I **J. (1990**, April 9). Making the grade in today's schools. *Time*, 135, 2 Book

Valencia, R. R. (1991). APA guide to preparing manuscripts for journal p

An article or cha

→ O'Neil, J. NT & Egan, J. (1992). N transit<mark>ic ... a</mark>nd transformation. In B. R. Wainrib (EA), *Gender issu*

A government pulication

→ National Instruct of Mental Health. (1990). Clinical training in serious mental illness (D Publication No. ADM (21679). U.S. Government Printing Office.

A book or article with author or editor named

- → Merriam-Webster (piate dictionary (11th ed.). (2005). Merriam-Webster.
- New drug appears to chick of death from heart failure. (1993, July 15). The W-For parenthetical citations of sources in text with no author named, use a shortened of an author's name. Use quotation was and italics, as appropriate. For example, sources above would appear as follows: On prism-Webster's, 2005) and (2005). ngton Post, p. A12. of the title instead of thetical citations of the two

A translated work and/or a republished WAR INIE

Laplace, P. S. (1951). A philosophical essay on probabilities (F. W. Truscott & F. L. Emory, Trans.). Dover. (Original work published 1814).

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

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

An entry in an encyclopedia

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

An online journal article (no DOI assigned)

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

A web page

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

LANGUAGE ARTS 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, captai

clud, clus, claus | shut

- include, conclude, rel occlusion, claustro

cord, cor, cardi |

- cordial, concord cord, courage

corp | body

ration, → corpse, corps, **l p**unishment 0 corpulent, cor

crea | create

---on, creation - creature, recre

cresc, cret, cre; rise, grow - crescendo, concr

cycl, cyclo | whee

Cyclops → bicycle, cyclic, cy

dem | people

democracy, demograp

dict | say, speak

- dictation, dictionary, benedical dictator, edict, predict, verdict

dorm | sleep

dormant, dormitory

dura | hard, lasting

- durable, duration, endure

equi | equal

equinox, equilibrium, equipoise

fall, fals | deceive

→ fallacy, fallacious, falsify,

fid, fide, feder | faith, trust

- confidante, fidelity, confident, infidel, federal, confederacy

fin | end, ended, finished

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

fort, forc | strong

→ fortress, fortify, forte, fortitude

qeo | 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

ianis | fire

→ ignite, igneous, ignition

ject | throw

- deject

DO NOT

launder, lavatory, lotion, ablution

liter | letters

→ literary, literal, alliteration

magn | great

 magnify, magnificent, magnitude, magnanimous, magnum

nan | hand

manufacture,

no, commemoration

memoir, memorable

migra | wander

migrate, emigrant, immigrate

mit, miss | send, let go

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

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

nov new

wel, novice, innovate, renovate

PRINT . REVIE

- omnipotent omnipresent, omnivorous

path, pathy | feeling, suffering

pathos, smypathy, apathy, telepathy

ped, pod | foot

→ pedal, impede, pedestrian, centipede, tripod, podiatry

pel, puls | drive, urge

- compel, dispel, expel, repel, propel, pulse, impulse, pulsate, repulsive

poli | city

metropolis, police, politics, acropolis

- portable, transport, export, support

punct | point, dot

punctual, punctuation, puncture

ri, ridi, risi | laughter

deride, ridicule, ridiculous, risible

salv, salu | safe, healthy

→ salvation, salvage, salutation

scope | see, watch, examine

→ telescope, periscope, kaleidoscope

scrib, script | write

→ scribble, inscribe, describe, prescribe, manuscript

sent, sens | feel

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

sign, signi | sign, mark seal

🛾 signal, signature, design, insignia

sta, stit | stand persist, stamina, status, state, stationary

solv, solu (sen - solvent, absolv, soluble, solution

spir | breath

─ spirit, expire, ir respiration

tact, tang, tag, tip touch tactile, contact, inuc

e**S**tagious, co**ntig**

tempo ti y, conte<mark>m -rary, temporal</mark>

in, tain | hold

enant, tenure, deention, pertinent, conta pertain

terra | earth in, territory → terrain, ter

tract, tra diaw, pull

- tracta Cract, tractable, abstract

bestow

ate tribule bute, contribute, attribute

- unicorn, unify, universal

vac | empty

→ vacate, vacuum, vacant, evacuate

ven, vent | come

→ convene, venue, venture, advent

ver, veri | true

→ verdict, verify, verisimilitude

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

viv, vita, vivi | alive, life

revive, survive, vivid, vitality

voc | call, voice

■ vocation, convocation, evoke, vocal

zo | animal

→ zoo, zoology, zoomorphic, zodiac



LANGUAGE ARTS 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 o	of disappear, dislike, distrust
en-	to make	ensure, enlarge, enable
extra-	beyond	extraordinary, extrasensory
il-	not	illegal, illogical, illiterate
im-	not or within	impossible, immature, impatient
in-	not or within	
inter-	between	
ir-	not	irresponsible, irregular
mid-	middle (irresponsible, irregular midnight, midstream, midway mistake, misguide, misunderstood nonsense, nonfat, nonfiction postgraduate, postwar
mis-	wrong	mistake, misguide, misunderstood
non-	not or Vithout	nonsense, nonfat, nonfiction
post-	after	postgraduate, postwar
pre-	be re	prehistoric, precaution, preschool
re-	or again	return, rewrite, recycle, react
sub-	Plow C	submarine, subzero, subtitle
super-	pove, outside	Supernatural, supermarket, superpower
trans-		Ansolat, transortifenta transport
un-	ecross, over	unsafe, unusual, unsure
	当	submarine, subzero, subtitle subcrutural, supermarket, superpower and a soli @taktraSport unsafe, unusuar unsure
сомм	ON OFFIXES	A SUFFIX IS A SYLLABLE ADDED TO THE END OF THE ORD TO CHANGE ITS WEANING. IN MOST CASES, WHEN ADDING A SUFFIX THAT STARTS WE A VOWEL, DROP THE FINAL E OF THE ROOT WORD. FOR EXAMPLE, NE SECOMES NERVOUS. ALSO, CHANGE A FINAL Y IN THE ROOT WORD TO Y JEFORE ADDING A SUFFIX, EXCEPT JAN.

Suffix	Meanin 	Examples &
-able	able to be	payable, portable
-al	of, like, or suital for	logical, Mural, comical
-an	relating to, belonging the condition or state of being the LNING	yOcacan, European, librarian
-ance	the condition or state of being 8 • IN 180	performance, allowance
-ant	a person or thing that does something	contestant, peasant, servant
-ative	having the nature of or relating to	imaginative, talkative, decorative
-ent	characterized by	different, reverent, independent
-ful	full of	thoughtful, beautiful
-ian	relating to, belonging to, or living in	musician, magician
-ity	quality or degree	activity, fatality, popularity
-ive	have or tend to be	active, attractive, impressive
-less	without or lacking	homeless, thoughtless
-ment	act of	payment, employment, achievement
-ness	state of	happiness, thoughtfulness
-or	person or thing that does something	actor, accelerator
-ous	characterized by	nervous, courageous, famous
-ship	quality of or having the office of	friendship, leadership, companionship

backward, homeward, westward

in the direction of

-ward

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-ca.

How's it going? | Ça va?

It's okay. | Ca va.

It's going well. | Ça va bien.

It's going poorly. | Ca va p

Not bad. | Pas mal.

And you? | Et vous? (Ip onal: Et tu?)

DO NOT SI

Do you speak English Parlez-vous anglais? How do you say...? Correct dit-on...?

REVIEW ONLY . DO

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

I am lost. | Je suis perdu.

INTRODUCTION

What's your nata? | Con (Informal: Con Gent t'app

NUMBERS

BASICS

Who | Qui

Where | Où

When | Quand

Why | Pourquoi What | Quoi

How | Comment

A lot | Beaucoup

And | Et

Also | Aussi

My name is... Qe m'appelle...
Pleased to meet you. | Enchanté(e).
I'd like you to meet... | Je vous présente...

(Informal: Je te esente...)

This is... | Voi

DAYS OF THE WEEK

Please | S'il vous plait o formal: S'il te plaît)

Thank you | Merci

You're welcome. | Je vous

(Informal: Je t'en prie.)

PLEASANTRIC

No problem. | De rien.

REVIEW ONLY Excuse me. | Excusez-moi. (Informal: Ex

weday | mardi Wednesday | mercen English Thursday | jeud

Friday vy 02 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

MONTHS

January | janvier

February | février March | mars

April | avril

May | mai

June | juin

July | juillet

August | août

September | septembre

October | octobre

November | novembre

December | décembre

LANGUAGE ARTS exploring Spanish



GREETINGS

Hello | Hola

Good morning | Buenos días

Good afternoon/evening | Buenas tardes

Good night | Buenas noches

Goodbye | Adiós/Chao

See you later | Hasta luego/Nos vemos

How are you? | ;Cómo estás?

I'm... | Estoy...

(very) well | (muy) bien (very) bad | (muy) mal

How's it going? | ;Cómo vas?/;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 | Y

. DO NOT SUR

Also | También

A lot | Mucho



PHRASES

Do you speak English? Inglés? How do you say...? | ¿Cóm

I need help | Necesito ayuda I am lost | Estoy perdido(a)

INTRODUCTIONS

Cómo se llama usted? What's your named

Le llamo. My name is...

Pleased to mee Jou | Enc

Likewise | Igual ente

l'd like you to Ret... | Me gustaría qu

This is... | Este(a) es..



PLEASAN

Please | Por fav

Thank you | Grad You're welcome | 10

No problem | No hay 10

Excuse me! | ¡Discúlpe

Sorry | Perdón

DAYS OF THE WEEK

Monday | lunes Tuesday | martes

5 | cinco

Wednesday mié

day sábado Sunday | domingo

Thursday

· 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

MONTHS

January | enero

February | febrero March | marzo

April | abril

May | mayo

June | junio

July | julio

August | agosto

September | septiembre

October | octubre

November | noviembre

December | diciembre

TITLES

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

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 nic

Not bad. | Nicht schle And you? | Und du?

BASICS

Who | Wer

Where | Wo When | Wann

Why | Warum

What | Was

How | Wie

And | Und

Also | Auch A lot | Viel



REVIEW ONLY . DO

Do you speak Englisch? | Sprechen Sie Englisch? | How do you say...? | Sprechen Sie Englisch? I need help. | Ich brauck

I am lost. | Ich bin verlore

INTRODUCTION

What's your nam

Pleased to meet you. | Freut mich.

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

This is... | Da

NUMBERS

6 | sechs

DAYS OF THE WEEK

Monday | Montag

Please | Bitte

Thank you | Danke

PLEASANT

You're welcome. | Bitte

No problem. | Kein Problem

Excuse me. | Entschuldigen Sie

Wednesday | Mittwoch Thursday | Donnerst

Tuesday | Dienstag

PRINT - REVIEW ONLY Friday | Freitag

Saturday

RESPONSES

Yes | Ja No | Nein

I don't know. | Ich weiß es nicht.

Of course. | Natürlich. **OK** | Zustimmung

Maybe | Vielleicht

TITLES

Miss | Fräulein

Mrs./Ma'am | Frau/ gnädige Frau Mr./Sir | Herr/ mein Herr

MONTHS

January | Januar February | Februar

March | März

April | April May | Mai

June | Juni

July | Juli

August | August

September | September

October | Oktober

November | November

December | Dezember

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 wǎn ān Goodbye | 再见 zài jiàn

See you later | 再会 / 一会见 zài huì / yī huì jiàn

How are you? | 你好吗? nǐ hǎo 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? zuì

It's okay. | 还行 hái xíng

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

INTRODUCTIONS

What's your name 你

ming z nĭ jiào shén i My name is...

Pleased to me you. | 很高

hěn gão xìng n shí nǐ. Likewise. | 我 样. wǒ yě yī yàng.

I'd like you to Let... | 我来介绍下 wǒ lái jiè shào

This is... | 这位 thè wèi shì..

PLEASANTRIC

Please | 请 qing

Thank you | 谢谢 xiè You're welcome. | 不客

No problem. | 没问题. m

Excuse me! | 不好意思! bù h Sorry | 对不起 duì bù qǐ

RESPONSES

Yes | 对 / 是 duì / shì

No | 不对 / 不是 / 没有 bú duì / bú shì / méi yǒu

I don't know. | 我不知道. wǒ bù zhī dào.

I don't remember. | 我不记得了. wǒ bú jì dé lē.

Of course. | 当然. dāng rán.

OK | 好/行 hǎo xíng

Maybe | 可能 / 也许 kě néng / yě xǔ

Absolutely | 绝对的/肯定的 jué duì dē / kěn dìng dē

TITLES

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

BASICS

Who | 谁 shéi

Where | 在哪里 zài nǎ lǐ

When | 什么时候 shén mē shí hòu

Why | 为什么 wèi shén mē

What | 什么 shén mē How | 怎么样 zěn mē vàng

Which | 哪一个 nǎ yī gè

And | 和 hé

Also | 也 yě

A lot | 很多/许多 hěn duō/xǔ duō

The | 那个/这个 zhè gè/nà gè

DO NOT SUBMI

I am lost. | 我迷路了. wǒ mí b le

NUMBERS

DAYS OF THE WEEK

Monday | 星期一 xīng qī Tuesday | 星期二 xīng qì

Wednesday | 星期三文

100 Thursday | 星期 四 Friday 星期五 qı wü

Saturday xīng qī liù

日 / 星期天 xīng qī rì /

RINT • REVIEW ī tiān

MONTHS

January | 一月 yī yuè

February | 二月 èr yuè

March | 三月 sān yuè

April | 四月 sì yuè May | 五月 wǔ yuè

June | 六月 liù yuè

July | 七月 qī yuè

August | 八月 bā yuè

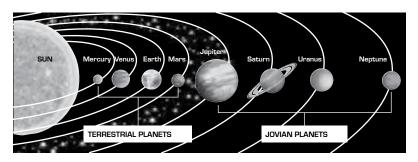
September | 九月 jiǔ yuè

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

December | 十二月 shí èr yuè

SCIENCE the solar system





THE SOLAR SYSTEM

Observing the night sky with the naked astronomers noticed moving points of the called "planets," which means "wander hose first planets were named for Roman deith hercury, Venus, Mars, Jupiter, and Saturn.

With the invention of the large telescope, astronomers with the invention of the large felescope, astronomers were able to see other and selections. These included Uranus in 1781, Neptune is 46, and Pluto in 1930, which was later redefined and dwarf planet. Besides planets, thousands of aster his and colors for the universe. asteroids orbit be een Mars beyond Pluto's

There are two types of planets. Terrestrial planets, closest to the Sun, have y surfaces. These are Mercury, to the Sun, have ky surfaces. These are Mercury, Venus, Earth, and Lars. Those beyond Mars orbit – Jupiter, Saturn, Lines, and Neptune, are called Jovian planets, meaning giants."

THE SUN

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

diameter: almost 870 temperature: 27 million

MERCURY

Named for the Roman Messenger g the sun faster than any other planet. diameter: 3,031 miles

temperature: -280°F to 800°F

mean distance from the sun: 35.98 million miles

VENUS

Named for the Roman goddess of love and beauty, it is the only planet that rotates in the opposite direction of its orbit around the sun.

diameter: 7,521 miles temperature: 55°F to 846°F

mean distance from the sun: 67.23 million miles

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

Named for the kg na sod of war, Mars gets its red coloring from soil rich Connoxides.

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

mean distance from the su 1.61 million miles

.II IPITER

The largest planet in our solar system as named for the king of the Roman gods. Its bands of who can be seen with a large telescope.

ameter: 88,846 mi 483. million miles

d of agricultur Saturn was the wn by the angierts. Its rings are comprised of ice pa

diameter: 74,897 miles temperature: -288°F

(O) 0.73 million miles mean distance from the su

URANUS

Originally named Georgiv dus in honor of King wered in 1781. It is twice as George III, Uranus wa far from the sur

ure: -353°F uniform

mean distance from the sun: 1,784.89 million miles

NEPTUNE

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

diameter: 30,775 miles temperature: -391°F

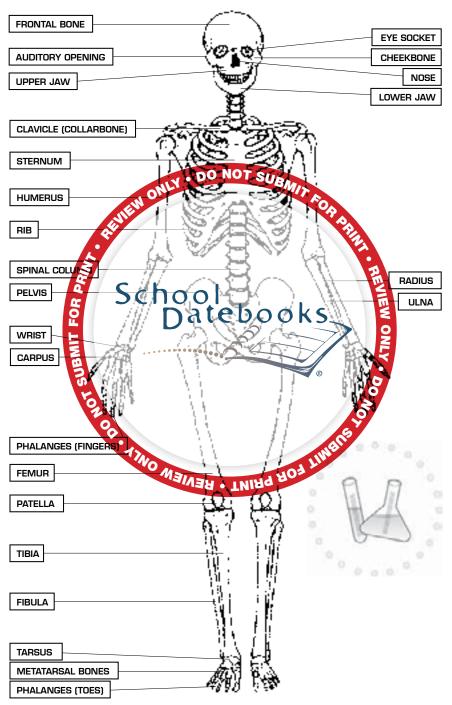
mean distance from the sun: 2,793.12 million miles

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 Periodic table of the elements



	GROUP 1 ** IA ***							•										18 VIIIA
-	- I						Aton	Atomic Number 47	47 AG	Symbol								۽ ڇ
-	hydrogen 1.008	82 ■				Hement Marie CUS MI	8	ment Name	BMIT	F0 F	PRIL		13 13	47 VA	15 W	16 VIA	VIIA	helium 4.003
	۳.	4	Group	Group 1A (excluding Hydroden) comprises the alkali	vdrogen) cor	norises the a	kali metak	0					ı	9 (- 2	æ (6	۹ ۽
2	5	B	Group II4	Group IIA comprises the alkaline-earth metals.	he alkaline-e	arth metals.	Q					Q.	n j	ა :	Z į	0	L į	Z
	6.941(2)	9.012	Group VI	Group VIIIA comprises the noble gases.	s the noble g	ases.	2						10.81	carbon 12.01	nitrogen 14.01	0xygen 16.00	19.00	neon 20.18
	=	12				7				•			Ş	14	15	16	11	18
က	Na	Σ				7/1	ransition	Metals —				Γ	N	S	Δ	S	ច	Ā
	sodium 22.99	magnesium 24.31	83	4 N	S VB	0	VIIB	_∞ _	Mills —	⁰	==	12 IB	alumi 26.90	silicon 28.09	phosphorus 30.97	sulfur 32.07	chlorine 35.45	argon 39,95
	19	20	21	22	23	Ž	25	26	2.2	02	29	30	31	32	33	34	35	36
aOIF	¥	Sa	Sc	F	>		Mn	Fe	CO)	Cu	Zu	Ga	Se Se	As	Se	ģ	ż
d3d	potassium 39 10	calcium 40 08	scandium 44 96	titanium 47 87	vanadium 50 94	Infominm 52 pm	manganese 54 q.4	iron 55.85	cobalt 58 83	nickel 586	copper 63 55	zinc 65 38/9)	gallium 69 72	yermanium 72 63	arsenic 74 92	selenium 78 97	bromine 79 90	krypton 83 80
	37	38	39	40	14	42	43	44	4	46	47	48		2	51	25	23	25
ß	8	Š	>	Ž	S Z	Z	Tc	Ru	문	DG	Ag	Co		- C	Sb	Ц	_	Xe
-	rubidium	strontium	yttrium	zirconium	niobium	molybdenum	technetium	ruthenium	rhodhum	p (la 0) m	silver	cadmium		₽ N	antimony	tellurium	iodine	xenon
_	55	87.62	88.91 57-71	72	73	95.95	(97)	7.101	SE	1.00.4	79	112.4	114.8) 2 2 3 3 4	83	127.6	126.9	86 86
9	S	Ba	:	Ŧ	Ta	3	Re	00	\ \ <u>\</u>	X	Au	H	F	9	<u> </u>	6	Αt	뚪
	cesium	barium	Lanthanoids	hafnium	tantalum	tungsten	rhenium	0smium	midim	n diin	blog	mercury	thallium	Sead	bismuth	molod	astatine	radon
	132.9	137.3	89-103	1/8.5	105	83.8	186.2	190.2	109	<u> </u>	1111	200.6	113		115	116	(210)	118
7	Ļ	æ	Actinoide	Æ	Db	0	Bh	H	M	3	Ra	C		Œ	<u>ک</u>	_	L	0
	francium (223)	radium (226)		rutherfordium (267)	dubnium (268)	se / gium	bohrium (270)	hassium (269)	m itnesium (277)	dar	roentgenium (282)	copernicium (285)	nihodir 1	flerovium (290)	moscovium (290)	livermorium (293)	tennes sine (294)	oganesson (294)
				•		W		®		5			ĵO,					
* IUPAC atomic v	* IUPAC conventional atomic weights; s atomic weights for these elements are	* IUPAC conventional atomic weights; standard atomic weights for these elements are	ndard	- 22	28	88	09	19	62	63	64	99	9	29	89 I	8	0,	۲,
express	expressed in intervals; see lupac.org for	expressed in intervals; see lupac.org for an	9	ā	S	P	E	Ed.	Sm	Eu	Cod		2	운	Ш	Ξ	A	3
explana. adopted	ion and values. ' by IUPAC. *** Nu	explanation and values. ** Numbering sys adopted by IUPAC. *** Numbering system	stem	lanthanum 138.90547	cerium 140.116	praseodymium 140.907	144.242	promethium (145)	samarium 150.36	europium 151,964	gadolimium 157.25	Sec	dysprosium 162.500	holmium 164.93033	erbium 167.259	thulium 168.93422	ytterbium 173.054	lutetium 174.9668
widely u	widely used from the mid-20th century. () indicates the mass number of the long	5	-tsa	68 4	و ا	ء و	92	00	94	92	REV		8 č	6 L	100	101	102 2	103
lived isotope	to be.		7	actinium	thorium	protactinium	uranium 238.02891	neptunium (237)	plutonium (244)	americium (243)	curium (247)	berkelium	californium	einsteinium	fermium (257)	mendelevium (258)	nobelium (259)	LL lawrencium (262)
			-	į	Source: T	Source: The International Union of Pure and Applied Chemistry (IUPAC), Encyclopaedia Britannica, and others.	Union of Pure	and Applied Che	emistry (IUPAC)	, Encyclopaedia	Britannica, and	others.	ì					

SCIENCE physics laws & formulas



Mass Density

mass density = volume

Speed

average speed = distance covered elapsed time

Acceleration

$$a = \frac{\Delta v}{\Delta t}$$
 or $\frac{v_F - v_I}{t_F - t_I}$

(a=average acceleration; v=velocity; t=time; v_F=final velocity; v_I=initial velocity; t_E=final time; i_I=initial time)

Law of Universal Gravitation

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

(F=force of attraction; m1 and m2=the masses of the two bodies; d=distant between the centers of m1 and G=gravitational constant)

Work Done by a Force

work = (force)(dista

Power

work above formula for work)

Kinetic Energy

 $KE = \frac{mv^2}{}$ 2 (KE=kinetic e

Specific Heat

 $Q = cm\Delta t$

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

Electric Current rength

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

Momentum

momentum = (mass)(velocit

Mass-Energy Equivalence

 $E = mc^2$

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

Power Expended in an Electric Appliance

P = IV

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

Newton's Second Law of Motion

force=(mass)(acceleration)

Torque

T = FR

(T=torque; F=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

V = nl

(V=wave velocity; n=wave frequency;

DO NOT SUSURface Perpendicular

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

Focal Length of Mirrors and Lenses

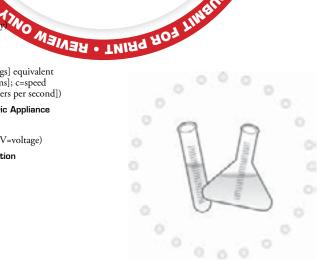
$$\frac{1}{f} = \frac{1}{d_0} + \frac{1}{d_i}$$





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

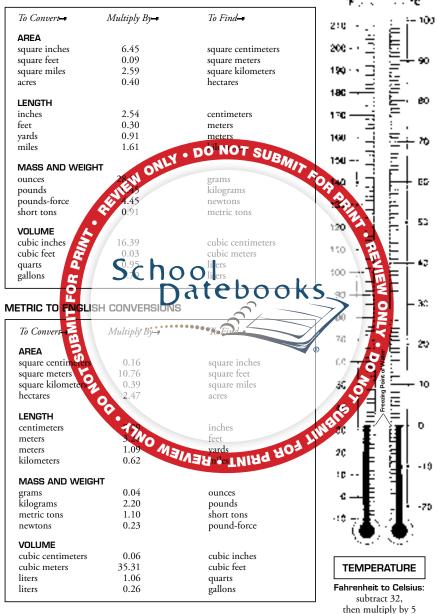
(I=strength of the current flowing in conductor; V=the potential differen applied to its ends; R=its resistan



SCIENCE unit conversions



ENGLISH TO METRIC CONVERSIONS



and divide by 9.

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

SCIENCE weights & measures & formulas

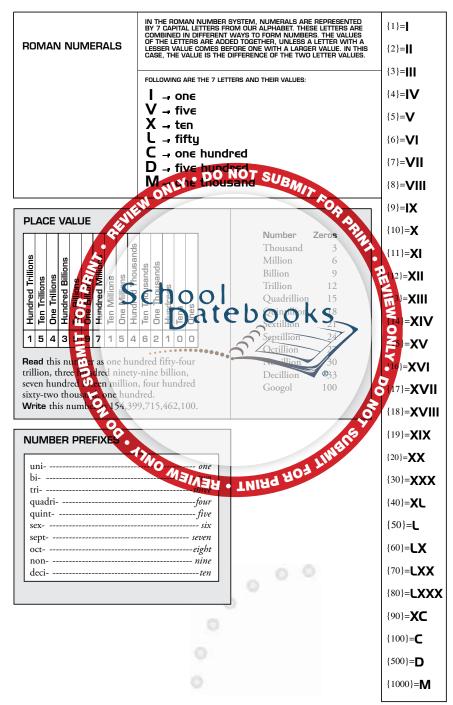


WEIGHTS AND MEASURES

	. 101
ENGLISH	METRIC
Area	Area
1 square foot (ft²)144 square inches (in²)	1 sq centimeter (cm ²)100 sq millimeters (mm ²)
1 square yard (yd²)9 square feet	1 sq meter (m ²) 10,000 sq centimeters
1 acre43,560 square feet	1 hectare (ha) 10,000 square meters
1 square mile (mi ²) 640 acres	1 sq kilometer (km ²)1,000,000 sq meters
Capacity	Capacity
1 cup (c) 8 fluid ounces (fl oz)	1 milliliter (ml)001 liter (L)
1 pint (pt) 2 cups	1 centiliter (cl)
1 quart (qt) 2 pints	1 1
	No Taliter (dal)10 liters
1 gallon (gal)	hector By 100 liters
I ganon (gar)	declifer (di)
Length	1 KHOITET (KI)
1 foot (ft) 12 inches (in)	Length
1 yard (yd) 36 inches	1 millimeter (mm) 001 meter (m)
1 yard 3 feet	1 centimeter (cm)01 meter
1 mile (mi) 5,280 feet	1 decimeter (dm)1 meter
1 mile 1,760 yards	1 dekameter (dam)10 meters
	1 hectometer (hm)00 meters
Time	1 kilometer (km) 1, 10 meters
1 minute (min) 60 econds (s)	
1 hour (h)	Mass/Weight
1 day (d)24 hours	1 milligram (mg)
1 week (wk)	Pl Ditton O-K-Sgram
1 year (yr)12 months (mo)	1 decigram (dg) gram
1 year52 weeks	hectogram (dag) grams
1 year365 days • • • • •	
1 century (c) — 100 years	T kiloga
Weight	1 metric ton (t) 1,000 kilograms
1 pound (lb)	
FORMULAS	Co.
FORMULAS Perimeter of a rectangle Perimeter of a square Perimeter of a square Perimeter of a regular polygon Perimeter of a regular polygon Perimeter of sides Peri	FORMULA KEY TIME TE
Perimeter of a rectangle $P = 2(l+w)$	FORMULA KEY
Perimeter of a square $P = 4s$	
Perimeter of a regular polygon	A = area
(II = IIdilibel of sides)	hall design of any side of a plane figure
Area of a rectangle $A = lw$	D = area of base d = diameter
Area of a square $A = s^2$	
Area of a parallelogram $A = bh$	h = height, perpendicular distance from
Area of a triangle $A = \frac{1}{2}bh$	the furthest point of the figure to the
Area of a trapezoid $A = \frac{1}{2}h(b_1 + b_2)$	extended base
Area of a circle $A = \pi r^2$	l = length
Circumference of a circle $C = \pi d$, or $2\pi r$	P = perimeter
Volume of a rectangular prism $V = lwh$	r = radius
Volume of any prism $V = Bh$	s = side
Volume of a cylinder $V = \pi r^2 h$	sa = surface area
Volume of a pyramid $V = \frac{1}{3}Bh$	V = volume
Volume of a cone $V = \frac{1}{3}\pi r^2 h$	w = width
Surface area of a cylinder $SA = 2\pi r^2 + 2\pi rh$	
Pythagorean Theorem $a^2 + b^2 = c^2$	
(sides of a right triangle)	
Simple interest <i>I</i> = <i>prt</i>	I = interest, p = principal, r = rate, t = time
- 1	
Distance $d = rt$	d = distance, r = rate, t = time



MATHEMATICS Roman numerals & place value

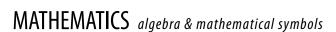




MATHEMATICS squares & square roots

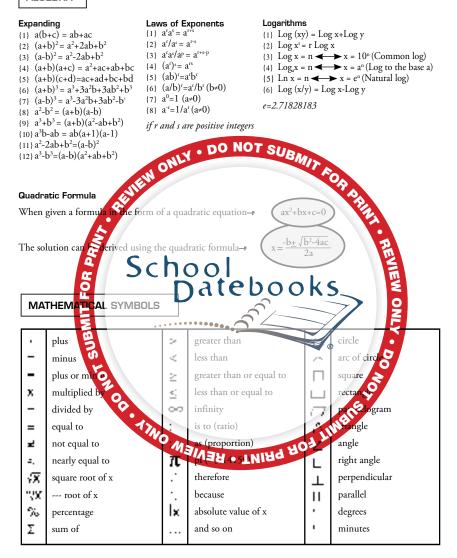
SQUARES & SQUARE ROOTS

N	N ²	√N	1 1		N	N ²	√N			N	N^2	\sqrt{N}
1	1	1.00			51	2,601	7.14			101	10,201	10.05
2	4	1.41			52	2,704	7.21			102	10,404	10.10
3	9	1.73			53	2,809	7.28			103	10,609	10.15
4	16	2.00			54	2,916	7.35			104	10,816	10.20
5	25	2.24			55	3,025	7.42			105	11,025	10.25
6	36	2.45	1		56	3,136	7.48			106	11,236	10.30
7	49	2.65			57	3,249	7.55			107	11,449	10.34
8	64	2.83			58	3,364	7.62			108	11,664	10.39
9	81	3.00			59	34810	ÑÔ1	- 6		109	11,881	10.44
10	100	3.16			7	3,600	7.75	2	UB	110	12,100	10.49
11	121	3.32		Q	61	3,721	7.81			14	12,321	10.54
12	144	3.46	(A)		62	3,844	7.87			112	9544	10.58
13	169	3.61			63	3,969	7.94			113	12,74	10.63
14	196	3.70			64	4,096	8.00			114	12,996	0.68
15	225	3.87			65	4,225	8.06	.		115	13,225	172
16	256	2.00			66	4,356	8.12			116	13,456	10.77
17	289	4.12			67	4,489	8.19			117	13,689	10.89
18	324			_	68	4,624	8.25			118	13,924	10.8
19	361	4. 36	20		1190	4701	8.31			119	14,161	10.91
20	406	4 .47			70	4.900	3 37 -	1	1	119	14,400	10.95
21	4411	4 .58				5,041	8.43	<u> </u>		121	14,641	11.00
22	4 <mark>8 ′</mark>	4.69			72	5,184	8.49	١,٠	-	122	14,88/	11.05
23	52	4 .80			. 73.	5,329	854			123	75 129	11.09
24	570	4.90			74	5,476	8.60			120	15,376	11.14
25	625	5.00			75	5,625	8.66				d5,625	11.18
26	676	5.10			76	5,776	8.72			126	15,876	11.2
27	729	20			77	5,929	8.77			127	16,129	11.27
28	784	729			78	6,084	8.83			128	16,384	631
29	841	5.30			79	6,241	8.89			129	16,641	7.3 6
30	900	5.48	A		80	6,400	8.94			130	16,900	
31	961	5.57			81	6,561	9.00			131	(20)	11.45
32	1,024	5.66		No	82	6,724	9.06			132		11.49
33 34	1,089	5.74			EM	6,889	9.11	111	4 4	023 134	17,689	11.53
35	1,156 1,225	5.83 5.92			85	7,225	9.11 9.17N 9.22	B		135	17,956 18,225	11.58 11.62
				ŀ			7.22			100		
36	1,296	6.00			86	7,396	9.27			136	18,496	11.66
37 38	1,369	6.08			87 88	7,569	9.33			137 138	18,769	11.70
39	1,444	6.16			89	7,744	9.38			139	19,044	11.75
40	1,521 1,600	6.24			90	7,921 8,100	9.43 9.49			140	19,321 19,600	11.79 11.83
41				ŀ	91					141		
41	1,681	6.40			92	8,281	9.54			141	19,881	11.87
42	1,764 1,849	6.48 6.56			93	8,464 8,649	9.59 9.64			142	20,164 20,449	11.92 11.96
44	1,936	6.63			94	8,836	9.70			144	20,736	12.00
45	2,025	6.71			95	9,025	9.75			145	21,025	12.04
46	2,116	6.78		ł	96	9,216	9.80			146	21,316	12.08
47	2,110	6.86			97	9,409	9.85			147	21,609	12.12
48	2,304	6.93			98	9,604	9.90			148	21,904	12.17
49	2,401	7.00			99	9,801	9.95			149	22,201	12.21
50	2,500	7.07			100	10,000	10.00			150	22,500	12.25
	1,500	L	I I	l		,					,,,,,	





ALGEBRA



MATHEMATICS fractions & percentages & multiplication table

FRACTIONS AND PERCENTAGES

1	=	1.0	=	100%
3/4	=	0.75	=	75%
2/3	=	0.667	=	66.7%
1/2	=	0.5	=	50%
1/3	=	0.333	=	33.3%
1/4	=	0.25	=	25%
1/5	=	0.2	=	20%
1/6	=	0.167	=	16.7%
1/7	=	0.142	=	14.2%
1/8	=	0.125	=	10%
1/9	=	0.111	K	1.1%
1/10	=	0.1		10%
1/11	=	0.091	= /	9.1%
1/12	=	0.283	/=	8.3%

WORKING WITH FRACTIONS

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

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

To multiply:

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

O NOT SUB riply the first fraction

$$\frac{2}{3} \div \frac{1}{6} = \frac{2}{3} \times \frac{6}{1} = 0$$

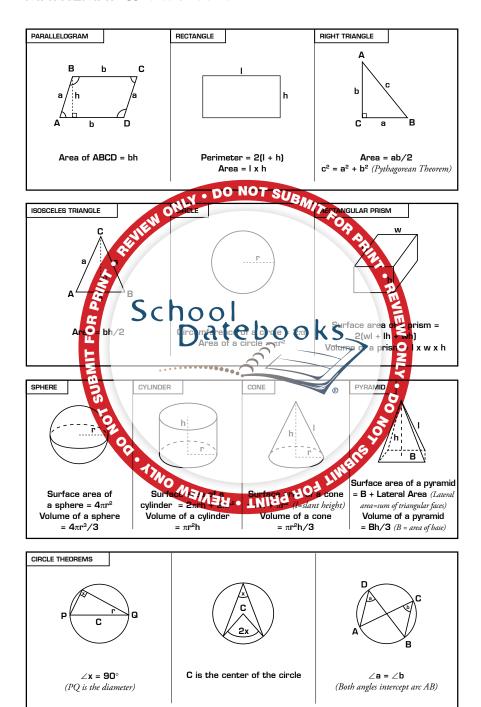
To add or subtract, first find common denominator:

MULTIPLICATION TABLE

			2 I					••••	***) ' <	$\stackrel{\prime}{=}$		\supset						
	1	2	9	4	5	6	7	8	9	10	11	1=	43	14	15	16	17	18	19	20
1	1	2	30	4	5	6	7	8	9	10	11	12	13	14	® 15	16	17	18	19	20
2	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
3	3	6	9	Z	15	18	21	24	27	30	33	36	39	42	45	48	3	54	57	60
4	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60	64	68	72	76	80
5	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	8	85	90	95	100
6	6	12	18	24	30	36	42	48	54	60	66	72	78	84	100	96	102	108	114	120
7	7	14	21	28	35	W	19	56	63	70	77	84	91	78	105	112	119	126	133	140
8	8	16	24	32	40	48	56	NE	3	80	-Ñ	Hd	Ac	112	120	128	136	144	152	160
9	9	18	27	36	45	54	63	72	81	90	99	108	117	126	135	144	153	162	171	180
10	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200
11	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165	176	187	198	209	220
12	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180	192	204	216	228	240
13	13	26	39	52	65	78	91	104	117	130	143	156	169	182	195	208	221	234	247	260
14	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210	224	238	252	266	280
15	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300
16	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240	256	272	288	304	320
17	17	34	51	68	85	102	119	136	153	170	187	204	221	238	255	272	289	306	323	340
18	18	36	54	72	90	108	126	144	162	180	198	216	234	252	270	288	306	324	342	360
19	19	38	57	76	95	114	133	152	171	190	209	228	247	266	285	304	323	342	361	380
20	20	40	60	80	100	120	140	160	180	200	220	240	260	280	300	320	340	360	380	400

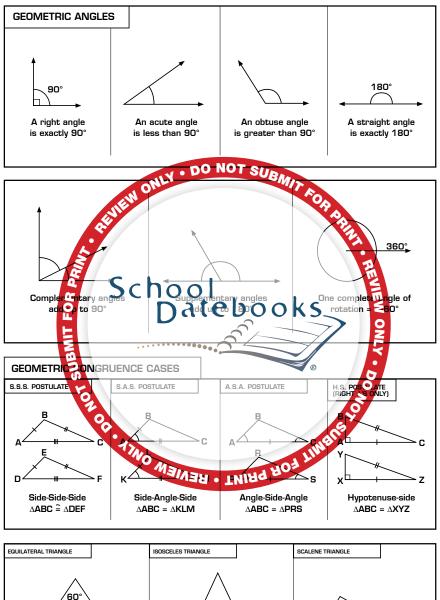
MATHEMATICS area & volume

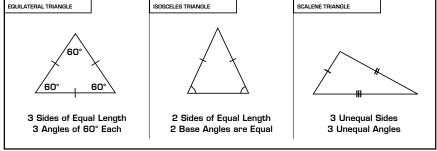




MATHEMATICS geometric angles & congruence cases







MATHEMATICS trigonometry



TRIGONOMETRIC RATIOS

 $\begin{aligned} &\sin \left(A\! +\! B \right) = \sin A \cos B + \cos A \sin B \\ &\sin \left(A\! -\! B \right) = \sin A \cos B - \cos A \sin B \\ &\cos \left(A\! +\! B \right) = \cos A \cos B - \sin A \sin B \\ &\cos \left(A\! -\! B \right) = \cos A \cos B + \sin A \sin B \end{aligned}$

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

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

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

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

c a

TRIGONOMETRIC RATIOS

Law of Sines

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

Law of Cosines

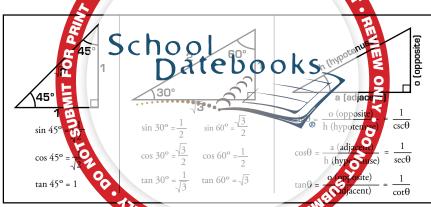
 $a^2 = b^2 + c^2 - 2bc(\cos A)$

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

Law of Tangents

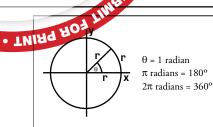
 $\frac{\tan 1/2(A-B)}{\tan 1/2(A+B)}$ b-c $\frac{\tan 1/2(A+B)}{\tan 1/2(B-C)}$

 $\frac{-a}{a} = \frac{\tan \frac{1}{2}}{1.2}$



VALUES	OF TRIGON	IOMETRIC F	RATIOS	O _M	
θ	0	π/2	π	O _M <u>5</u> 3π/2	JEVI
sinθ	0	1	0	-1	0
cosθ	1	0	-1	0	1
tanθ (sin/cos)	0	8	0		0
secθ _(1/cos)	1	∞	-1	∞	1
cscθ (1/sin)	∞	1	~	-1	8
cot θ	∞	0		0	8

note: ∞ denotes undefined or infinite



QUADRANTS	
Quad II	Quad I
90°-180°	0°-90°
sin, csc are +	all ratios are +
Quad III	Quad IV
180°-270°	270°-360°
tan, cot are +	cos, sec are +

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 necessary to the security of a free state, the right of the people to keep and bear arms, shall not be infrin

AMENDMENT

No soldier shall, in time to eace be quartered in any house, without the consent of the owner, nor n a manner to be prescribed in time of war, but by law.

The right of the cople to be secure in t houses, papers Ld effects, against unre searches and se ares, shall not be violated, and no warrants she sue, but upon probable cause supported by or affirmation, and particularly describing the best to be searched, and the person to be searched, and the persons or things to be sen

AMENDMENT

No person shall be held conswer for a capital, or 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, and to have the assistance of counsel for his defense.

In suits at county to where the value in controversy shall exceed twenty at the right of trial by jury shall be preserved, and not accurated by a jury, shall be otherwise re-examined in a court of the United States, than according to the new of the common law.

AMENDMENT

excessive Excessive bail shall not be required, fines imposed, nor cruel and unusual ishments

MIENDMEN

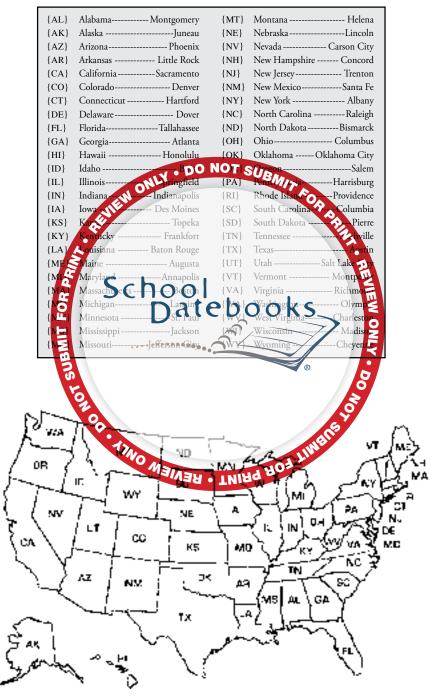
on in the Constitution, of certain rights, shall not others retained by the people.

AMENDMENT

The powers not delegated to United States by the Constitution, nor probable by it to the states, are y it to the states, are strikely, or to the people. reserved to the state



GEOGRAPHY states & state capitals



CIVICS United States presidents

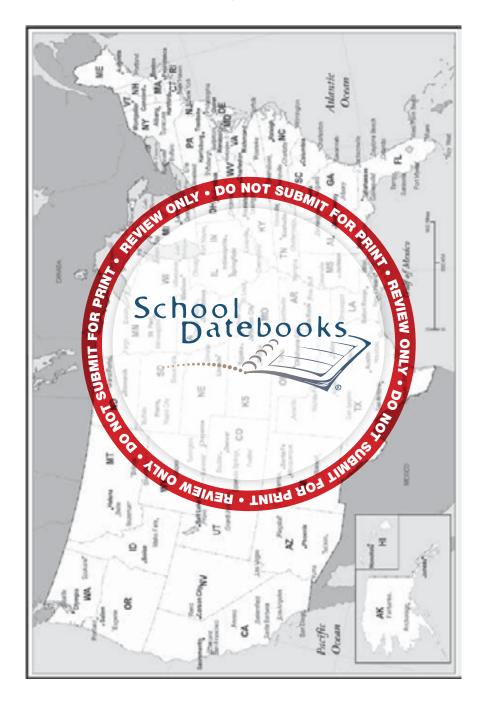
No.	President	Party	Native State	Dates of term(s)	Vice President
{1} {2}	George Washington John Adams	Unaffiliated. Fed.	Virginia ¹ Massachusetts [†]	April 30, 1789-March 3, 1797 March 4, 1797-March 3, 1801	John Adams Thomas Jefferson
{3}	Thomas Jefferson	DemRep.	Virginia [†]	March 4, 1801-March 3, 1805	Aaron Burr
	Thomas Jefferson	1		March 4, 1805-March 3, 1809	George Clinton
{4}	James Madison	DemRep.	Virginia [†]	March 4, 1809-March 3, 1813	George Clinton*
{5}	James Madison James Monroe	DemRep.	Virginia [†]	March 4, 1813-March 3, 1817 March 4, 1817-March 3, 1825	Elbridge Gerry* Daniel D. Tomkins
{6}	John Quincy Adams	DemRep.	Massachusetts [†]	March 4, 1825-March 3, 1829	John C. Calhoun
{7}	Andrew Jackson	Dem.	Carolinas†	March 4, 1829-March 3, 1833	John C. Calhoun*
	Andrew Jackson			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*		Virginia [†]	March 4, 1841-April 4, 1841	John Tyler
{10} {11}	John Tyler James K. Polk	Whig Dem.	Virginia North Carolina	April 6, 1841-March 3, 1845 March 4, 1845-March 3, 1849	George M. Dallas
{12}	Zachary Taylor*	Whig	Virginia	March 4, 1849-July 9, 1850	Millard Fillmore
{13}	Millard Fillmore	Whig	New York	July 10, 1850-March 3, 1853	Trimura Timmore
{14}	Franklin Pierce	Dem.	New Hampshire	March 4, 1853-March 3, 1857	William R. King*
{15}	James Buchanan	Dem.	Pennsylvania	March 4, 1857-March 3, 1861	John C. Breckinridge
{16}	Abraham Lincoln Abraham Lincoln*	Rep.	Kentupo NC	March 4, 1873-March 3, 1865 March 3, 1865 March 4, 1869-March 3, 1869 March 4, 1873-March 4, 1873	Hannibal Hamlin Andrew Johnson
{17}	Andrew Johnson	DemoNI	North Carolina	April 15 1869	Andrew Johnson
{18}	Ulysses S. Grant	Til	Ohio	March 4, 1869-Man p. 1873	Schuyler Colfax
()	Ulysses S. Grant	EW.		March 4, 1873-March 3, 77	Henry Wilson*
{19}	Rutherford B. Hayes	Rep.	OIIIO	iviaicii T, 10//-iviaicii J, T	William A. Wheeler
{20}	James A. Garfield	Rep.	Ohio	March 4, 1881-Sept. 19, 1881	Chester A. Arthur
{21} {22}	Chester A. Arthur	Rep.	Vermont	Sept. 19, 1881-March 3, 1885	A II 1.1.1.*
{23}	Grover Clevel <mark>ant.</mark> Benjamin Hallon	Dem. Rep.	New Jersey Ohio	March 4, 1885-March 3, 1889 March 4, 1889-March 3, 1893	Thomas A. Hendricks* Levi P. Morton
{24}		Dem.	New Jersey	March 4, 1893-March 3, 1897	Ada E. Stevenson
{25}	William M nley	Rep.	Ohio	March 4, 1897-March 3, 1901	C A. Hobart*
	William in they William Winley William Winley Theodore to sevelt		. 1	March 4, 1901-Sept. 14, 1901	dore Roosevelt
{26}	Theodore Kossevelt	R.p.	\bigcirc	Sept. 14, 1901-March 3, 1905	C W Fridayla
{27}	Theodore Gosevelt — William Taft	Rep.	– , .	March 4, 1905-March 3, 1909	Chaus W. Fairbanks Jam S. Sherman*
{28}	William T afi Woodr <mark>ou Wi</mark> lson	Dem.	Thia te	Dar D. M. C. S. 1913 1917	Jam S. Sherman* Thomas R. Marshall
	Woodr <mark>ow Wi</mark> lson			March 4, 1917-March 3, 1921	0
{29}	Warren . Harding*	Rep.	Ohio	March 4, 1921-August 2, 1923	Calv- Coolidge
{30}	Calvin Caldge Calvin Caldge	Rep.	Vermont	August 3, 1923-March 3, 1925 March 4, 1925-March 1929	CI C D
{31}	Herbert Loover	Rep.	Iowa	March 4, 130 March 13, 1933	Charles G. Dawes Charles Curtis
{32}	Franklin Le Roosevelt	Dem.	New York	March 4, 1933-ja. 2@ 1937	ohn N. Garner
` ,	Franklin Duosevelt			Jan. 20, 1937-Jan. 20, 1941	
	Franklin D. Posevelt			Jan. 20, 1941-Jan. 20, 1945	Ary A. Wallace
[22]	Franklin D. Ko evelt*	Dem.	Missouri	Jan. 20, 1945-April 12, 1945	Sarry S. Truman
{33}	Harry S. Truman	Dem.	IVIISSOUIT	April 12, 1945-Jan. 20, 1949 Jan. 20, 1949-Jan. 20, 1953	Alben W. Barkley
{34}	Harry S. Truman Dwight D. Eisenhou Dwight D. Eisenhou	Rep.	Texas	Jan. 20, 1953-Jan. 20, 1957	Richard M. Nixon
	Dwight D. Eisenhower			Jan. 20, 1957-Jan. 20, 1961	
{35}	John F. Kennedy*	Dem.	Massachusetts	Ian. 20. 1961-Nov. 22	Lyndon B. Johnson
{36}	Lyndon B. Johnson	Wa.	Texas	Nov. 22, 1963-Jan. 27 65	II.1II II
{37}	Lyndon B. Johnson Richard M. Nixon	Rep.	Sclifornia	Nov. 22, 1963-Jan. 2006 Jan. 20, 1965-Jan. 20, 1969 Jan. 20, 1965-Jan. 20, 1973	Hubert H. Humphrey Spiro T. Agnew*
(37)	Richard M. Nixon*	тер.	I NEVIE	NIL 1973-Aug. 9, 1974	Gerald R. Ford*
{38}	Gerald R. Ford	Rep.	Nebraska	Aug. 9, 1974-Jan. 20, 1977	Nelson Rockefeller
{39}	james E. Carter, Jr.	Dem.	Georgia	Jan. 20, 1977-Jan. 20, 1981	Walter Mondale
{40}	Ronald Reagan	Rep.	Illinois	Jan. 20, 1981-Jan. 20, 1985	George H. W. Bush
{41}	Ronald Reagan George H. W. Bush	Rep.	Massachusetts	Jan. 20, 1985-Jan. 20, 1989 Jan. 20, 1989-Jan. 20, 1993	Dan Quayle
{42}	William J. Clinton	Dem.	Arkansas	Jan. 20, 1909-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
(44)	George W. Bush	D	II:	Jan. 20, 2005-Jan. 20, 2009	T 1. D. D. 1. T.
{44}	Barack H. Obama Barack H. Obama	Dem.	Hawaii	Jan. 20, 2009-Jan. 20, 2013 Jan. 20, 2013-Jan. 20, 2017	Joseph R. Biden, Jr.
{45}	Donald Trump	Rep.	New York	Jan. 20, 2017-Jan. 20, 2017	Mike Pence
{46}	Joseph R. Biden, Jr.	Dem.	Delaware	Jan. 20, 2021-	Kamala Harris
	(*did not finish term, †born	as subjects of G	Freat Britain before U	nited States was established)	
ORDER OF PRESIDENTIAL SUCCESSION					

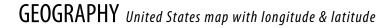
ORDER OF PRESIDENTIAL SUCCESSION

- {1} The Vice President
- {2} Speaker of the House
- {3} President pro tempore of the Senate
- {4} Secretary of State
- {5} Secretary of the Treasury
- {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

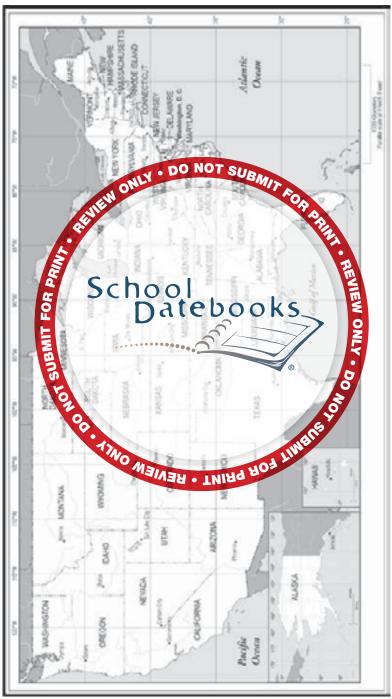
GEOGRAPHY United States map





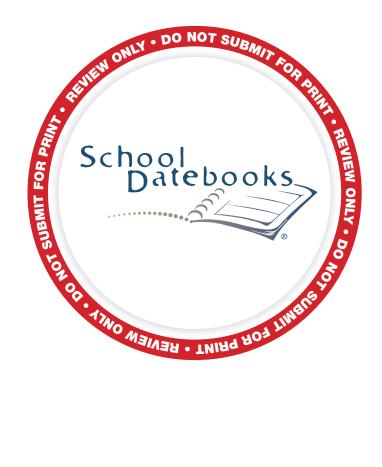


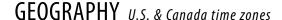




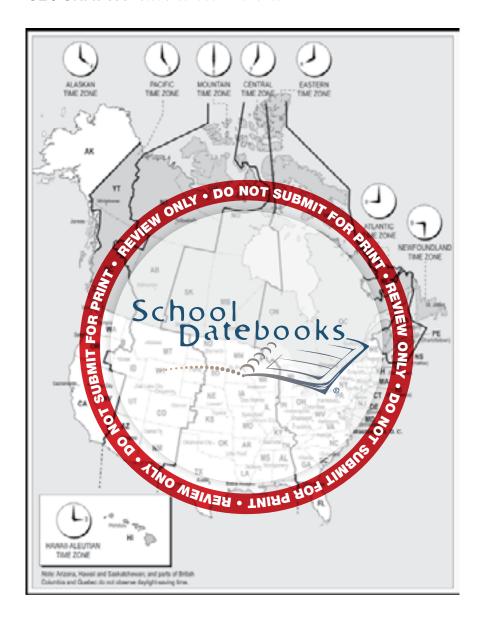
INSERT STATE MAP











ENVIRONMENTAL AWARENESS recycling



Be kind to your mother

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

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

Never litter. Ever.

Dish it. Use real

NOT SUBMIT FOR

for email to

silverware and dishes

instead of disposable

found atebooks

Five recycled plastic bot produce

plates and cups year.

ring a standard. Manu disposa battery takes it produce pre power than Solution: use rechargea

Just one q of motor oil can pollute 250,000 gallons of drinking water.

+ 100,000 marine mammals die each year from eating or becoming entangled in plastic debris.

Every year, Americans toss away enough office and writing paper to build a 12-foot-high wall spanning the miles between New York City and Los Angeles.

one less is pollution one less is pollution of gas an age of the pollution of the pollution

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

a ride. Riding gas and cuts down on air pollution, and it's

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















ENVIRONMENTAL AWARENESS recycling



FACTS

- The normal faucet flow is around 3-5 gallons of water per minute.
- Showers can account for up to 32% of home water use.
- 280 million tires are discarded every year in the United States.
- Polystyrene foam is not biodegradable. In simple terms, the foam cup you throw away today will still be sitting there 500 years from now.
- When motor oil is not disposed of proj it can seep into the ground and our drinking water. Just one oil can pollute 350,000 oil can pollute 250,000 ons of drinking water.

- An aluminum can that is not recycled will still litter the earth almost 500 years later.
- The average office worker throws away about 180 lbs. of recyclable paper every
- Hot dogs last up tp 20-25 years in a landfill.
- 70% of the trash that people throw away can be recycled.
- Each person throws away an average of NOT \$60 pounds of garbage each year.
 - And By throw away enough aluminum every three to this to rebuild our entire commercial and the state of the s

WHAT CAN BE RECYCLED?

Items to Record	How to Prepare Them
Aluminum, & and Tin Cans	Landsing and dry all cans
Newspapers	Fold newspapers and place in brown power bags O or bundle with string into one-foot sacks.
Glass	Rinse and remove. Lal or old he rims and lids. Sort by color: brown, green, hoclear.
Plastics	Rinse and separate by number.
Corrugated Cardboard	Break down boxes.
Office Paper	Separate into white, colored, and decision can be remove sticky tabs and paper of the collect in containing to be than 5 gallons. Check with your local recycler. Some communities limit the number of tires accepted per year from individuals.
Motor Oil Mall	Collect in containers of gerthan 5 gallons.
Tires	Check with your local recycler. Some communities limit the number of tires accepted per year from individuals.







HEALTHY LIVING drugs are a downer



Don't let anybody dupe you; Illegal drugs won't make you happier, healthier, smarter, fuhhier, or more attractive. Druds are designed to interfere with vour senses to kee no behefit.

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

inhibit it. Whether you wanto shine on a test or out on the track, drugs and the way to do it.

Schoo atebooks

signs of drug use so you

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

DON'T:

- Ignore drug use, hoping it will go away.
- Excuse drug users because they say they are "lonely," "depressed," "overachievers," etc.
- Think you are "narking" if you seek out help for someone who is using drugs.
- Succumb to the myth that drugs will make you a happier person.
- Feel you have to drink or do drugs to have fun

HEALTHY LIVING smoking is a drag



Smoking is a drag.

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

is a turnoff. The younger you are when you start smoking, the more likely it is that you'll become a full-blown smoker and that you'll suffer from some sort of smokingrelated illness, says the Centers Po NOT SUBMIT FOR Disease Control.

tobacco products his "chew") contain nicotine, and nicotine IS addiative. Don't believe it? Find a long-time smoker who brying to quit and ask (very carefully) how cranky and, nervous, and irritable they feel.

In fact, male ex-smoke ars after they've given them up

Why is smaling so bad for you? For starters, it dampens sire sense of smell and taste. It takes your blood sessure and makes you meet susceptible ocolds and bronchial infections. It can cause a conic coughs, ulcers, wrinkles, and heart disease, not to mention cancer of the mouth, larynx, large, esophagus, pancreas, cervix, uterus, and odder.

Also, smoking just isn't Students who smoke are more likely to Paragrandes than nonsmoking students, says May . LNING Educat smoker shells out about \$700

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

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

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

annually for cigarettes. What could you do with that much money? Well, you could:

- * See at least one movie per week, every week of the year.
- * Buy about 40 large pizzas.
- * Put a pretty good dent in the price of a new game system, tablet, or laptop.
- Go on an awesome spring break and still have spending money.
 - * Have about \$20,000 or so for college, if, years K-12, your parents had put \$700 a year in a savings account bearing 5% interest.

44

HEALTHY LIVING alcohol & tobacco



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.

choo

Alcohol

A legal intoxicant that is unarguable the most dangerous drug on the planet. Each year, more per legisle are injured or die from Alcohore related accidents or the ses than any other drug.

Drinking...

...makes skin stile and dry, causing skin; blemishes, at a bloating the skin; especially in the face and stooch regions.

...harms every organ
in the bod in cohol
damages the intire
digestive system. It
can cause so any
of the liver and
eventually lead there
disease. Alcohol in cause your
brain chemistry to be liver
disease, and sucon mood
swings.

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

Learn More At: https://www.niaaa. nih.gov/publications/brochuresand-fact-sheets/alcohol-facts-andstatistics

'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.

Tobacco

often use huges, nicotine, an add// estimulant. Out of 20 often use hugs, nicotine ranked third mos ddictive, just behind Heroin and aine.

Tobacco...

...stinks. Smoking smells awful and pollut... the air. Chewing tobace tran stain the teeth, cause — d breath and gum reces u.n.

TEDOOK S...has tons of smful

inoke, you ze coating your lungs with tar, hydrogen cyanide (rat poison), benzene (a gasolin additive), and formal benyde (a

chemical used to pressive dead bodies), just to name a five. That can't be good for anyone.

is so addit to that even a couple of cigaret than cause dependence to the just as powerful as that of a regular smoker! "Just this once," can very easily become a long, drawnout struggle with nicotine. Don't fall into the tobacco trap!

Be careful and treat your body with respect!

HEALTHY LIVING dietary guidelines

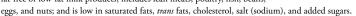


DIETARY GUIDELINES

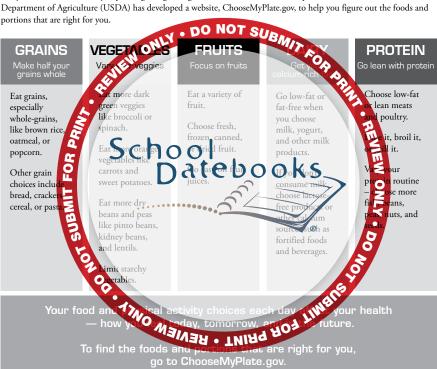
RECOMMENDATIONS FOR DAILY FOOD CHOICES

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,



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



Find your balance between food and physical activity

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



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

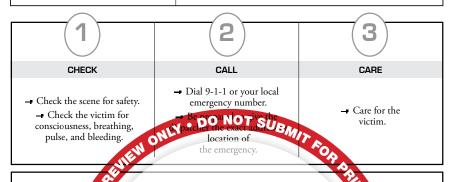
- Make most of your fat sources from fish, nuts, and vegetable oils.
- Limit solid fats like butter, margarine, shortening, and lard, as well as foods that contain these.
- Check the Nutrition Facts label to keep saturated fats, trans fats, and sodium low.
- Choose food and beverages low in added sugars.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

HEALTHY LIVING *emergency action steps*



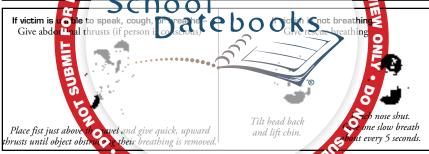
EMERGENCY ACTION STEPS

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

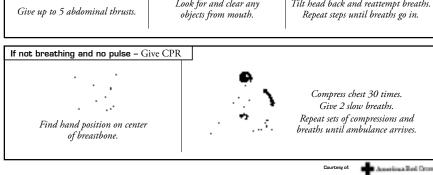


Ovays care for life-threatening conditions first. If there are non-

- → Watch for the test in the victim's breathing or consciousness.
 → Help the victim recomfortably.
 → Keep the victim from getting chilled or overheated.
 → Reassure the viction of the victim of the victi







HEALTHY LIVING hotlines & helplines



GENERAL CRISIS			
7 Cups of Tea	Online listeners	www.7cups.com	
Boys Town Hotline (24 hrs.)	800-448-3000	www.7cups.com 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	877-968-8454	www.yourlifecounts.org	
ALCOHOL/SUBSTANCE ABUSE	OT SU		
Al-Anon/Alateen (For Families and Friends 1114 em Drinkers) Alcoholics Anonymous	OT SUBMIS	www.al-anon.alateen.org	
Alcoholics Anonymous	212-870-3400	www.aa.org www.recoverymonth.com www.va.org	
American Council on Alcoholis	800-527-5344	www.recoverymonth.com	
Narcotics Anonymous	818-773-9999	www.a.org	
National Institute on Alcon I Abuse and Alcoholism	niaaaweb-r@exchange.nih.gov	wwwa.nih.gov	
ABUSE/HELTH INFO		-	
American Heart Again	800-AHA-USA-1	www.heart.ou	
CDC National Hit NAIDS Consort Centry O	800-CDC-INFO	www.cdc.gov	
CDC National Contact Center	800-CDC-INFO 100-CDC-INFO CANCER	www.cdc.gov/	
Thirterial Carret		www.cancer.gov	
Childhelp Natio - Child Abuse Hotline (24 hrs.)	8004-A-CHILD	ywy.childhelp-rg	
National Organ tion for Rare Disorders	300/999-6673	www.rarediseaorg	
Office on Women to ealth	800->- 9662	www.wor nerishcal th.gov	
Poison Control (24 hrs.)	800-222-1222 ©	vv vv vv.aapcc.c.e	
Rape, Abuse and Incest National Network (RAINN) (24 hrs.)	800-656-HOPE	www.rainn	
Youth Violence Preveron	800-CDC-INFO	www.cdc.go. violenceprevention	
MENTAL HEACH		tww.mentalhealthamerica.net	
Depression and Bipolar Suppor Alliance Helpline	800-826-3632	v.dbsalliance.org	
Mental Health America	800-969-6642	www.mentalhealthamerica.net	
National Alliance on Mental Illness Info Mental Illness	800-930-NA	www.nami.org	
National Mental Health Consumers' Self-Help Charles	LNI Laghouse@gmail.com	www.mhselfhelp.org	
National Eating Disorders Association Helpline	800-931-2237	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.



HFAITHY I IVING hreakfast — who needs it?





Who Needs It?

you into high gear aft. your or gos And the been reakfast includes ari foods – breu or cereal, protein fruit milk or yount

Everyone neals breakfast for the day's energy. You sh't have to pig out or eat something that doesn't appeal to you. But do give your boy a boost with foods that

Will get you gold on the go is often the Walkage Line Line House that the go is often the Walkage Line House House Line H day. Some easy-to-grab foods as you head out the door:

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

What does it take to get your purity in the morning, besides a course hat's racing toward the tardy bells you have to choose between more sleep of eating breakfast, do you snooze?

That's when a lose, nutritionists say.
Believe it or get, breakfast is what will kick you into him gear after your organism.

Two for the Price of the

LATE DOGNORKUS enough, baryou can double up:

> ile vou re ead notes for you or presentation

- Eat and skim the sports age
- Eat and score one wisyour parents by sitting down with the family in the

"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 BREAKFAST

Myths & Facts

Breakfast is the most misunder and All kinds of negative runny sobout it may prompt you to skip actually the most important meal of Aday. You've probably heard these myths. Make sure you know the true facts!

MYTH: I'll was weight if I don't eat breakfast. FACT: An entry stomal filled. Those 100 have start consume extended calories later in the up for an empty feeling that would curbed by a ____ bites.

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

FACT: Your by may not be interested in spicy, heavy food you it can handle – and really wants - cereal, toast on egg, and/or some fruit.

MYTH: Breakfast will hake me hungry later. FACT: You'll get hungry to he day with or without breakfast. Eating doesn Merke you hungry. An empty stomach does!

MYTH: Breakfast will put me to sleep in class. **EACT:** 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.

What's on the World's Menu?

DO NOTOS light fare to full hot meals, here's a samplify what's often served for breakfast around he globe:

Algeria: French bread

ARGENTINA: Ham and **Ese** tostados

AUSTRALIA: Eggs, sausage nd tomatoes

BULGARIA: Yogurt

CHINA: Rice dumplings

ITALY: Bread and jam

n herring

Scotland: Oatcakes, scone

SPAIN: Roll with butter

TURKEY: White cheese, watoes, black olives hread

Wales: Laverbrea () om seaweed) and cockles

• TNIAG AO3 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





Lighten Your Backpack

Heavy backpacks, especially it is re worn on one shoulder, can three of your posture and leave you aching

While it's convenies to have everything with you and not have to hit your locker, lugging all the veight around is tough on your body.

Start by buying a light eight back Qc Qith multiple co partments, a hip belt, and C ewell-padded straps.

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

Put the heaviest items at the back and distribute your stuff to be been compartments. That distribute to stress one part of your body isn't too stress. Adjust the straps, too, 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?

your bas ///// and lightened your load?

Watch for these Capty (maybe unnecessary items).

- A too-hefty notebook
- Extra pair of shoes
- Book you finished readity weeks ago
- Packets and returned papus you could
- Dictionary from last year panish
- Water boole when you guid use school fountains

What's in Your Peckpack?

Items I've got to Wiry every day:

NIA			

Weigh In

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

HEALTHY LIVING sleep — aettina enouah zzzs?



wellness SLEEP

Getting Enough

Sleeping through first d fifth periods means you only new six hours more at night, right? If only.

When you do off in class, you're missing the value of stinuor sleep. Because you body goes though different arce while you sleep, a these each take a corain amount of time, you need a single stretch o time to get the full benefit of sleep, doctors say.

Late Night Natural for Teens

For teens, there and added challenge when it comes to a good (2ht's sleep. It's called the circadian factor.

During your teen years, your could mean:
Thythm, an internal clock, is reset. The third terming poorly in school keeps you awake later in the evening than it did when you were a young child, and that prompts you to want to sleep later in the day. The challenge for teens is that alarms ring earlier than your body naturally wants to get up for those early morning classes.

Training for Sleep

NOTIC Trakes creating a habit of getting to My ours before you need to get up all the more portant. Think of it as training, much like would for sports.

> Wind down earlier, early a light snack in the evening, and make sure your room is dark and cool. If you have trouble getting to sleep, read a while urely one of your textbooks will help you nod off!

mpation, try to to bed and get up at the r to respond to. And bodies love the seady routing

Too Little Sleep Test Its Toll

If your night's sleep car as long as your body needs, your mortchanging yourself.

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

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

Friedrich Nietzsche

HEALTHY LIVING sleep — true or false?





True or False?

I'm a night person; no change bat.

True, you may be a night been, and in fact, most teens are produced establish a regular time to be be pillow and develop a sleep routine dryt fits your early-morning school schedul. It ip for feeling tired when it's time to you down: avoid caffeine — an ingredient in prany coas, reast coffee, and chocolate. The in keep you wike evel long after you should be snoozing.

I catch up my sleep on the weekend.
You may sleep longer, but there's really now way to make p for lost sleep. It's far better to try to get will night's sleep every night.
For teens, that 8.5 or 9 hours. Too much more or less course be detrimental.

As long as I get 8 nors sleep, I'm good.

That's not true if the eleph hours is interrupted, in, say, a nap to school and then only a few hours over mg to sleep through every sequential cycle to get sleep's full benefits.

If I sleep as much adults say I should, I'll 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

Animals Need Sleep, Too

po No Test states and the portion of the portion of

THE SHORT SNOOZERS:
Giraffe ■ 1.9 hour
Horse ■ 2.9 hours
Elephant ■ 3.3 hours
One ■ 0.8 hours
Dog ■ 10.6 hours
Cat ■ 12.1 hours
Tiger ■ 15.8 hours
Python ■ 18 hours

Asleen of Awake Records

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

Life Spinning Out of Control200

Some days you're on of it all and everything's in bal & – homework, school activities, part-time job, friends, and time for yourself. Oher days, you're not sure whether you stress is in charge of your life. School

Juggling # All

Most paren will be the first to admit that ... today's teens ve significant stress. There are so many dem ads on your time, your brain, and your life. ping all those balls in the air and achieving all you're after take a toll.

Stop, Breathe

First, you've got to recognize Majnaga.

feeling on edge, overloaded, or stressed out. Then you've got to have some immediate coping strategies – a quick break, some deep breaths, a healthy snack, and a few minutes to 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.

Accept That Life Happens

DO NOTISTIMES you can't avoid stress, like family Mysns, a loss, a move, a disappointmen hese take energy to get through. That's wife's good rest, healthy foods, and learning to cept the things you can't change all hel

Avoid Stressful Situations

) ate brook so separate your gossip. Alow plenty I time when you need to be newhere. Break big school projects into mall daily task will keep you on track for the deadline. Practice every day so your athletic, theatrical, nusural, or other performance comes easi

"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

edge?

Signs of Stress

What Causes Your Stress?

FOR PAR

ersa. What sets you on

DO NOT Stressful for some is nothing to

- Feeling irritable
- Always rushing
- Forgetting things
- Grinding your Seeth at night
- Feeling like ou're being picked on
- Getting a re neck or shoulder
- Losing Schoo
- Feeling of or anxious

When voltre as a rube E han

Chill Out

- Take deep breaths
- Step away from the situation
- Go for a was
- Take a break
- Get good rest
- Eat healthy foods
- Get some exercise
- Find someone to listen
- Give yourself positive messages
- Set priorities

listen PRINT FOR PRINT. REVIEW ONLL.

"The greatest weapon against stress is our ability to choose one thought over another."

- William James

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

wellness

Water, Water Everywhere: Why It's our to the Drink Towns of the Drink Towns of the Control of th

With all the sat choices in soda pop, juices, and hored sports drifts, why would you goose water to quelcoop thirst?

Maybe bed se you'd like to avoid the calories. The sugar. The expense: The aftertaste. But a yet, maybe you'd like to give your boot a healthy boost, a dose of what it needs to function well, a measure of what you need the like well.

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

"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

Next time you're thirsty, head for the water fountain. Better yet, don't wait until NOTS SUBJECT That means you're already dehydrated Dryk water frequently throughout the Co. and especially after strenuous physical a conty.

Tips for Drinking More Water

Drink a glass when you ush your teeth

Orina glasSat every meal

- Areeze a glass or mug and it with
- Take a bottle of water you on outings
- O Drink water even if aren't thirsty

How Much Wer Do You Need 202

Others suggest eight 8-ounce glasses – almost double the one liter. Some even suggest 10 glasses a day. Many say it depends on how active you are, how hot it is, what the climate is like where you live, and how much you sweat.

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

HEALTHY LIVING water — your body's full of water



wellness

Your Body's **Full of Water** NOTYSTE not drinking enough water, you

Too Little Water Spells Trouble

Dizziness or lighthe ledness

Impaired short-term momory

Sleepiness during the da Trouble doing math

Myrgg on your own parade. Without suffices water, you might

For the human body, water is 112 About two-thirds of your body, went comes from water. For adults weight 150 pounds, their bodies are very that carry between 40 and 50 quarts of water.

Where is all the water?

- Your bless is 92 secent water
- Your brain is 75 percent w
- Your bees are 22 percent water

I drank water today:

experience:

- ☐ When I got up
- After I brushed m
- Between class
- ☐ At lune

PENIA · REVIE

- □ After school
- ☐ While I did my homework
- ☐ After sports activity
- ☐ At supper
- ☐ Later in the evening

Water's Benefits

Water is indeed it's cracked up to be. Consider that wat

- Helps you digest and absorb vitamins
- Contributes to a health
- Carries waste from your body
- Boosts your energy
- Helps your skin
- Reduces the risk of certain cancers
- Gives you a feeling of fullness, which may help you avoid overeating

Another important benefit: Water is free!

"Water is the best of all things." - Pindar

HEALTHY LIVING internet safety tips



ONLINE SAFETY

BE SMART! BE RESPECTFUL! BE SECURE!

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

Be Smart!

Everything you post online stays online forever! It can be copied, saved, and distributed by anyone. Think, before you nost images or words you not begret!

Screet that might say or things online they would never say or in person. These

people are clied cybe bullies. Remembers treat others

online as you would want to be

treated. Don't say or do anything th you would say or do to someone face-to-face. Bakind, courteon respectful cothers. Cyberbullying is serious and a crisical many

Be Sective!

The online wand is not a game. It is real life. Keeping your personal and financial formation safe is importablere are a few tips on how to keep your information safe only

atebooks

- **✗** If it isn't require don't fill it in.
- **≭** Keep your passwords and login information to email, social networking €2s, and other
- accounts secret from ven your best friend. Change your password (Priodically.

 * Pick a password that have password that have prior and letters, varied capitalization and more than seven characters.
- ★ Make sure your connection is secure
- **≭** Check the URL (www. Address) of the website you are logging into. Don't trust the appearance of the site itself.
- If you get an email about something important, research the email and make sure it isn't a scam. Don't use the email's links or download information from your email.
- ➤ Use up-to-date Antivirus software, and do regular scans for viruses.

HAVE YOU OR SOMEONE YOU KNOW ...

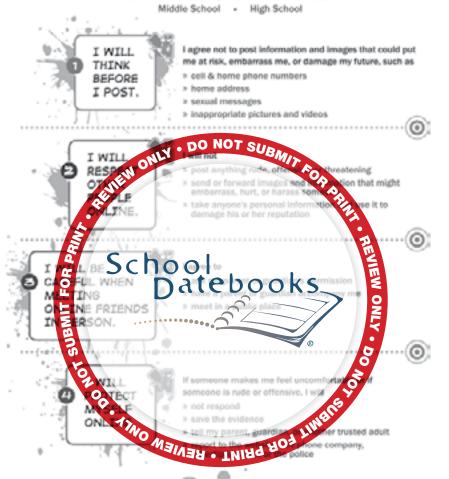
- ... ever had money stolen from them online? Discuss
- ... ever posted something or had something posted they would rather not have online? Discuss
- ... ever accidentally or purposefully sent an email or text to someone and hurt their feelings? **Discuss**

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





Watch videos and play games at NSTeens.org

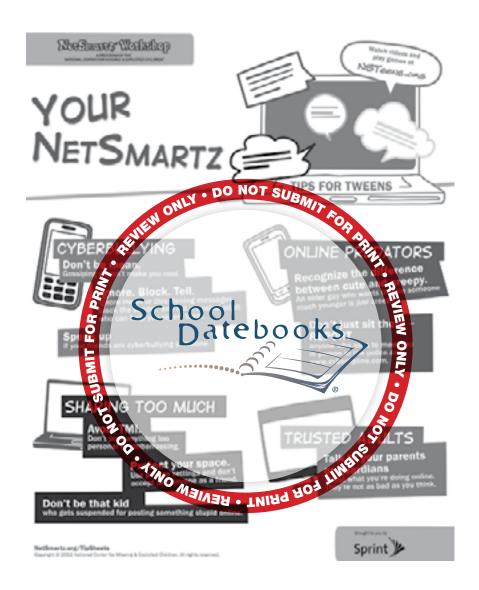
Copyright © 2000 National Center for Missing & Exploited Children, All rights resorved.

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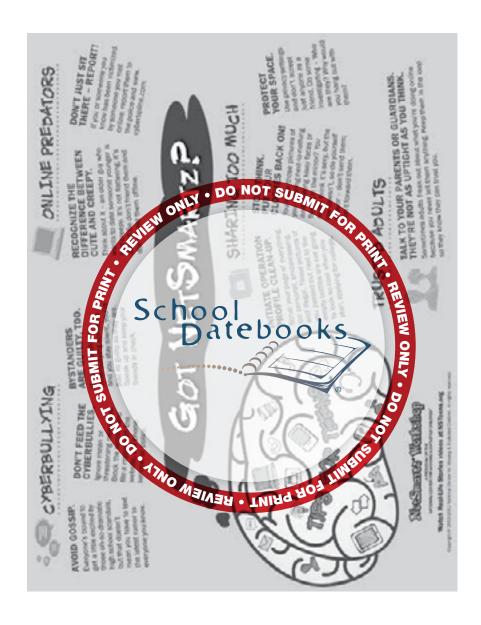
HEALTHY LIVING NetSmartz for tweens









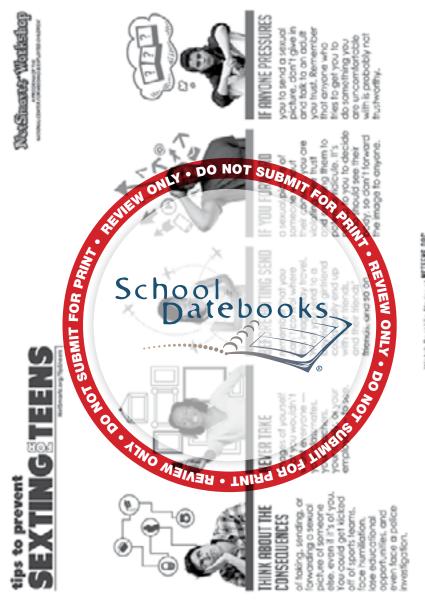


HEALTHY LIVING social media safety for teens

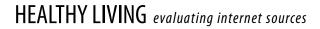




HEALTHY LIVING tips to prevent sexting for teens



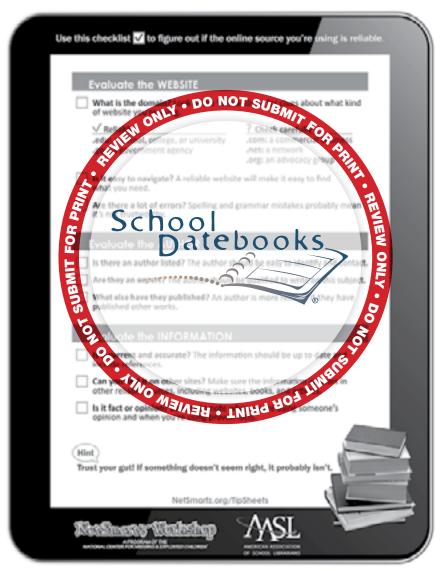
Watch Regulate Stokes at #51E895.085 Copyright a 2012 National Centerfor Massing & Espidied Chicren. All fights reserved





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.



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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 attention, demands to know where you are at all times, isolates you from others
- DISHONEST: lies about who they're viDOId NOT SUBJULT
 denies their actions are abusive, lies about their age or identification.
- DISRESPECTFUL

 Nounames, belittles you, accuses you of the you didn't do
- PRESSURING: **essures* you to send sexual images or videos of yourself, as you forcefully to do sexual acts you aren't ready to do, asks you to do sexual acts for others as a fact or to pay a debt

Spotting these reads early on in your relationship, or your friend's relationship, could had to preventing a portural serious crime – Human Trafficking. Human Trafficking is the recruitment of people by means of for it friends for the purpose of exploitation. The signs of human deficking can be subtle and perfections to crim is no explain they are involved in human trafficking.

Here are some important definitions and lips. TEDOOK

RECRUITME s the way in which a trafficker finds their victim. A trafficker can pose as omeone online who was to get to know you in a romantic way or they could be avoider individed at a party who asks to see ou again. Whether it's online or in-person, trains the often master manipulators making it easy to get their intentions are pure.

- TIP #1: NEV respond to someone you don't know online, even if they claim a know you or say they have a tual friends.
- TIP #3: It is NEVER too late of the for help. Find a trusted add are going 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, pillow
 - f. Scientific groups Flowers, carnation, rose
- **(4)** Look for patterns. Try to make a word stoof **DO. NOT.** Supplied things you are trying to remember. You also could make the remember out of the first letters with words you need to remember.
- **(5)** Associate new things you with what you already know.
- (6) Use rhythm or make a rhyme.
- **{7}** Visualize the information in your mind.
 - a. See the pictural learly and vividly.
 - Exaggerate enlarge things.
 - d. Put yours into the sidule O
 - e. Imagine Paction taking place. Datebooks
- (8) Link the information together to give it meaning.
- (9) Use the information whenever you can. Repetition is the key to emory.

A O

TIPS FOR TAKES STANDARDIZED TESTS

- {1} Concentrate. Do no lk or distract others.
- {2} Listen carefully to the areatons. Ask questions if they are not clear.
- (3) Pace yourself. Keep your eye of the time, but do not worry too much about this finishing.
- [4] Work through all of the questions O of the Jyou do not think you know in swer to a problem, skip it and come back to it is the large finishing the same in the problem.
- **(5)** Read all of the possible answers for each question before choosing an answer
- **(6)** *Eliminate any answers that are clearly wrong,* and choose from the others. Words like <u>always</u> and <u>never</u> often signal that an answer is false.
- 17) If questions are based on a reading passage, read the questions first and then the passage. Then go back and try to answer the questions. Scan through the passage one last time to make sure the answers are correct.
- (8) When you finish the test, go back through and check your answers for careless mistakes. Change answers only if you are sure they are wrong or you have a very strong feeling they are wrong.
- (9) Do not be afraid to guess at a question. If you have a hunch you know the answer, you probably do!
- **(10)** *Use all of the time allotted* to check and recheck your test.

SUCCESS SKILLS listening & homework skills



LISTENING SKILLS

Listening (unlike hearing, which is a physical process that does not require thinking) gives th.
cand.
teachers
is to be "ava.
ne material.

personal problems outsic.

cus your attention directly on the.
ow the lecture is organized.

To always know what

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Talways know what

have written
ou review
teachers
the personal problems outsic. meaning to the sounds you hear. It helps you understand. Listening is an active process that requires concentration and practice. In learning, the teacher's responsibility is to present information; the student's responsibility is to be "available" for learning. Not listening means you will be unable to learn the material.

To help develop listening skills:

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

HOMEWORKILLS

- ncats in holat Ool Keep track you have to
- essential part of learn Homework ı can always review or reread assignment e easier it is to remember and the long information-Not doing vor homework because you do not believe in in behavior.
- It is your responsibility to find out what you have missed when you are absent. Take the initiative to ask assumate or teacher what you need to make up. You need to also It is your resp know when it need to be turned in. If you are absent for several days, make assignments while you are out. arrangements to
- Have a place to study to works for you one that is free from distractions. Be h with yourself about using the TV or listening to music during study time. My you have everything you need to be you begin to work.
- Develop a schedule that you can be rested when you study in short blocks of time. Marathon study Develop a schedule that you can o study
- 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; other teachers will deliver their lectures and expect you to write the information in your notes. Most teachers will emphasize important points by stressing them or repeating them a few teachers will emphasize important population NOT SUB he teacher specifically identifies as important.
- ing out unnecessary words. Use abbr Write notes in short phrase able to understand your notes when you rev Write clearly so you w
- If you make a mistal ?? single line through the material is less time consum than trying to erase the whole thing. This will save time and you won't miss an of the lecture. Don't copy your notes over to make them neat; write them neatly in the first place Don't create opportunities to waste your time.
- The right two-thirds of the notebook page. Keep the left one-third free for you low-up questions or to highlight the really important points in the discussion,
- Listen for ideas. Write them o every word mat your teachers say. projector, et a PowerPoint presentati stress them their discussion.
- soon after while the information is still fresh Soon after notes in the left column of the paper. Place these the information to which it pertains. Highlight or underline any key points, terms, events or people Quiz yourself by covering the 2/3 side of your notes and try to an the questions vodeveloped without referring to your notes. If you need to refres memory, simply cover the note section to find the answers to your questions quick reviews will for you remember and understand the information as well as prepare for tests.
- reinforces the information and helps you and sure that Review your notes daily you understand the mater
- Make sure your notes summar
- Devise your own use of shorthand.
- Vary the size of titles and headings.
- Use a creative approach, not the standard outline form.
- Keep class lecture notes and study notes together.















SUCCESS SKILLS helpful hints



THE SUCCESSFUL STUDENT'S

(BAG OF SKILLS)

LAUDABLE LISTENING

- Concentrate on what the instructor says.
- Avoid distractions.

- Pay attention to the least Pay attention to the least Participate! Ask questions if you don turned.
 Listen for key words, names, event point of SUBMIT SUBMIT SOPRES Of the last from opinion of the least Point assume or judge. See the last from opinion opinion of the least Point Submit Point Submit

■ Use this @tebook assignm**at**s.

- assignments.

 If you're estimate sent, have a frien to rate it ebo of the get your assignments.

 Develop outine for completing your homework set aside a time; choose a place; has your supplies at hand; and turn off the voir music.
- Study in blooms of time (if that works best for you).
- Begin with your most important assignments fits
- Take breaks period cally to refresh yourself and review () you've learned.

- e vou **ul lerstand**
- Use de light two-thirds of the page for notes and the left third for writing questices and highlighting key oints.
- Review your poles immediately after the objects session.

 Fill in a mounts you missed.
- drawings, etc., to OR PRINT . REVIEW anize and highlight the material

A MEMORABLE MEMORY

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

SUCCESS SKILLS about cheating





SOME PEOPLE RATIONALIZE THE REASONS WHY THEY
CHEAT: "THE TEACHER DIDN'T GIVE US ENOUGH TIME,"
"MY COMPUTER CRASHIT DO NOTS US DAPER," "IT
WAS ONLY A LITTLE HOMEWORK," "IT WASN'T COE IT
WAS A TEST WANYTHING IMPORTANT!"

But the bottom line is,
Suppositively successful Present in new the answer:
Don't be fooled, someday it will come back to brain you.

The teacher is not the material and Every Cally Find Themselves in over the means of the material and Every Cally Find Themselves in over the means.

UNDOUBTEDLY WASH THE MATERIAL AND EVERY HEADS.

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 because they're lucky. They succeed because they set goals and work toward those goals.

They plan for success, and they follow these four strategies to success.

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

Managing your time wisely ensures have the to do both what you need to mand what you sent to do. Three kives at 100 00 k S

- what you cant to do. Three keys at Cook S

 Set aside specific times for routine tasks (e.g. homework and hosseholehores).
- Map out me for everything you have to so, such as travel to school, attend team practice mand go to your part-time job.
- Build in some flexibility. Some things may take more or less time than puexpect.
 Plan on itt
- Start with your more important task and move down the list. Stay on task dor set yourself get sidetracked. Stick to the tasks that must be completed and the the most impact on your success.

 Setting Goals

 Start with your more important task and move down the list. Stay on task dor set yourself get on your success.
- Just ME Grades or to excel in sports accomplishes nothing. You need an action plan with clear, attainable goals. Goal-setting also lessens your stress by making you feel more in control of your life. When setting goals:
- Write them down.
- Be specific.
- Set specific time limits, whether they're for 6 weeks, a semester, or a year.
- Be realistic. If you're a "C" student in math, set up steps for attaining a "B," then set steps for getting that "A."
- Develop a plan for reaching each goal. Make a list of the tasks or steps you need to complete.
- Share your goals with others to gain their support.
- Visualize your success.
- Build in rewards for yourself when you reach each goal.

SUCCESS SKILLS plan for success



PLAN FOR SUCCESS

SUCCESSFUL PEOPLE DON'T BECOME SUCCESSFUL BY LUCK. THEIR SUCCESS IS THE RESULT OF SETTING GOALS AND WORKING TO ACHIEVE THOSE GOALS. IN OTHER WORDS, SUCCESSFUL PEOPLE PLAN TO SUCCEED. YOU, TOO, CAN PLAN TO SUCCEED. DON'T PROCRASTINATE. GOOD INTENTIONS WILL NOT HELP YOU 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 activities, and home responsibilities.
 - Make sure you have all the materials you need when you go
 to class and when you do your homework
- (2) Time Management Managing revisely will help ensure and you have the opportunity to the things you need to do and the things you want to do and
 - Plan a definite time do your homework.
 - Plan time for experientar and social activities, as well as home responsibilities
 - Commit yoursey to your time plan, but be flexible. For example, if something
 happens the pakes it impossible for you to do homework during the regularly
 scheduled it, plan an alternate time to do the homework.
- (3) Set Priorities If you have loss to do, it is important to set priorities
 - Rank eart ask in 1, 2) Edel Sla Witt 1 the most important task and continuou down the list.
 - When doing homework, start which subject in which you need the moint improve wht.
 - Check of ished tasks.
 - If you feeff ently find that you cannot finish all the tasks on you need to protize your optional activities and eliminate some that are low on you priority lat.
- [4] Set Goals Just hing to get better grades or to excel in a sport accomplishes nothing. You need plan of action to achieve your goals. Setting goals will result in better grades and other self-esteem. Best of all, setting goals will make you feel in control of your life one hints for setting goals:
 - → Be specific. List specific this for each academic subject. Also list goals for each academic subject. Also list goals for each academic subject.
 - → Set time limits. Your goals can limit term (within a new on the next quiz or test) and long-term (within a new or 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 basic résumé writina



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 school, activities, internships, and in life.

These are the 5 basic parts

- {1} Header: your name, address, phone number, email address.
- {2} Job objective: a short statement describing how you can be of help to the employer and what you intend to do (e.g., sell, design, operate, manage).
- {3} Qualifications: a brief list or statement highlighting your background, your strengths and what you want your employer to know about you. This can be optional.
- {4} Skills/Achievements: a description of your abilities, and areas of competence. These can also NOTaSUBAN, such as Office Skills, al Experience, SMII, ng/Organization. Technical Experience,
- Education: a list of all formal or ation, workshops, seminars, internships, school-relay artivities, and on-the-job training (if any). The most recent so ald come first.

Remember:

- Use only one wo typefaces in the design of your résumé.
- Use short pheses instea of
- Line up all Lines to k
- Use good y paper; A neutral
- Do not ind personal information such as o , religion, or hobbies.
- Do not use t word résumé at the top of the page.
- to one page.
- Have a list of reco aces (names, company names, phone numbers) ready to give if re-

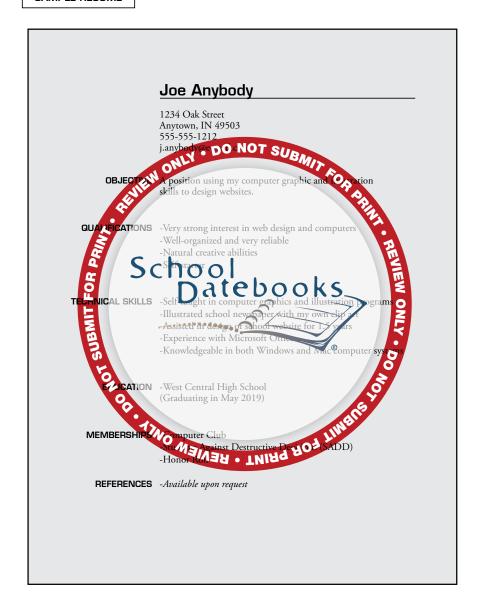
naunched lectured HOJ JIMANS 100 organized outlined refine. Use Action Words to Ascribe Skills accomplished raluated charted activated classified MEIA administered coordinated advanced communicated gathered advised completed generated computed guided analyzed applied critiqued implemented arranged delegated improved reorganized assembled designed initiated streamlined attained determined instituted trained automated developed instructed updated introduced utilized devised budgeted calculated established invented wrote

73





SAMPLE RÉSUMÉ



SUCCESS SKILLS preparing for college



PREPARING FOR COLLEGE

The College Application Process

- {1} The application process begins in NINTH grade. Your grades and coursework will directly impact your admittance to college.
- {2} Fill your schedule with a variety of subjects and difficulty. Colleges are looking for well-rounded students who are highly motivated. Do your best in each class. Do not let a class slip because it does not interest you. Colleges look for a consistent performance in all subjects.
- **(3)** Take the SAT or ACT in time to include scores on your college applications.
- [4] Look at as many potential colleges as possible. Do not limit your options.
- (5) Visit as many campuses as possible and talk to students, staff, and the office of admissions while at the college.
- (6) Send applications to prospective co You can obtain applications nation in the guidance of and college websites.
- [7] Fill out any potential starship forms and send them to the appropriate p
- (8) Allow at least two this for your counselor to process your applications.
- ill respond to your application within four to six weeks. (9) Many schools.

Steps for Junion

- [1] Talk to your junior-year class schedule with coursework in English, Oreign lan wag ce, and mathematics. It is recommended that
- {2} Colleges a ooking for well-roun
- <mark>rile</mark>n potential universi (3) Find out going on inits to potential colleges.
- [4] It is best to isit campuses when classes are ince major holi
- (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
- Take the SAT CCT in the spring of your junior year. If you feel the score does n your ability, retake the exam during your senior year.
- (8) Start applying for a scholarships for which you are qualified.
- HOJ JINE IE (9) If you know your intender field of study in college, schedule your senior an emphasis in that area
- {10} Plan to visit as many college.

Steps for Seniors

- {1} Attend as many college fairs as possible in your local area.
- {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.)
- (3) When visiting colleges, meet with the admissions office, and financial aid office, as well as speak with professors 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

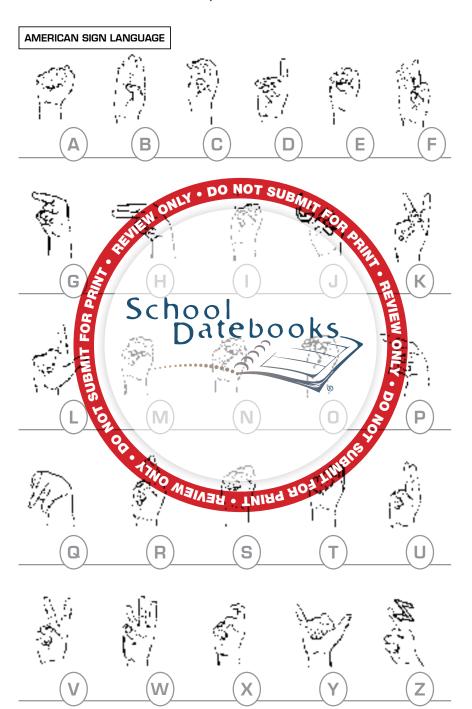
Learning how to manage your money is an important step in becoming financially independent. It's never too early to start keeping a budget. Use this budget worksheet to determine your income and expenses. If you need to cut back on spending, little bits add up.

- 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 Actual	Semester Budget	Semester Actual	School Yr. Budget	School Yr. Actual
INCOME						
From Jobs	W ONLY	DO NO	T CV			
From Parents	ONLY		TOUBA	117		
From Student Loans	W.			OA		
From Scholarships						
From Financial Aid						
Miscellaneous In the					温	
INCOME TOTAL S	cho	0				
EXPENSOS	cho	ate	bo c	KS_	E	
Rent or Room and Board			£		2 0 2	
Utilities (Gas, metric, Water)						
Cell phone				8	D	
Cable TV or Stream og Service	S				2	
Groceries						
Cable TV or Stream & Service Groceries Car Payment/Transportation Insurance Gasoline/Oil Entertainment				DI CO		
Insurance	NOME			E III		
Gasoline/Oil		T • REV	NIA9 B			
Entertainment						
Eating Out/Vending						
Tuition						
Books						
School Fees						
Computer Expense						
Miscellaneous Expense						
EXPENSES TOTAL						
NET INCOME (Income minus expenses)						

SUCCESS SKILLS manual alphabet







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	
Helped friends agree on a movie:	OT SUBMIT FOR PARTY
Got everyone to an in a pizza topping	FOA PAL
Got a study sam to decide on a project:	A. R.
Decided at music a car full of people	Wood K.S.
How did an participate in the discussion	Treat others: Feel about Fresults?
What lesson te there in these everyday your consensus huilding skills?	situations you could use simprove
• REVIEW ONLY	TNIAG AOS TIME
SOME GOALS	
I'd like the world to build consensus on:	
	"THE BEST POLICY IS MADE WHEN YOU ARE LISTENING TO
At school, we might work to build consensus on:	PEOPLE WHO ARE GOING TO BE IMPACTED. THEN, ONCE POLICY IS DETERMINED, YOU CALL ON THEM TO HELP YOU SELL IT." — Elizabeth Dole
	-



LESSONS IN LEADERSHIP

Diversity

Involve All People

Look around the world. The U.S. Your community. Your school. You'll see people of many backgrounds, cultures, ethnicities, and abilities.

Now take a look at your friends, teams, and organizations. Do the repoem T SUBMIT world at large? Or are the people in your group all the same ander, ethnicity, or socioeconomic was?

School

Enrich your school and community by meeting and learning out people of different hinicities and from many courdies and cultures.

SOME WAYS

- ▶ Befriend peop of other ethnicities
- Learn about the work Mainak 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

TAP MANY GULTURES If Sur your

- werdining, and including a liverse population fould generated viewpo. The configuration and see increased success. As lift you're one of the group's leaders, Os your job to spearhead this.
- ENJOY THE RICHNES Think about gender, culture, says orientation, and socioecoro les, and those with disability of the saying you're
- disable 20 fore than saying you're upth 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.

SUCCESS SKILLS leadership — make a commitment



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 new, diverse people to your group:

- Hold a callout; in your announcement NOT SUBMIT FOR
- be underrepresent in your group
- Create an advisory group of diverse adults in your community and ask them for suggestions.

Once you've brackdened your group's members rip, be sure to o atebooks

- Create a welcoming, respect inclusive - vironment
- ▶ When yo point committee leaders, be to include a mix of races, backgunds, and females and males to these losts
- Make sure even is heard and their opinions valued at your events
- Consider speakers or Woshops that will help your group value and Man INING mancing respect for others

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

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

- Jimmy Carter

WHEN YOUR GROUP DIVERSE, IT HELPS MAKE SCHOOLS AND COMUNITIES **BETTER BY:**

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



LESSONS IN LEADERSHIP

Empower, Inspire

Lead Rather Than Dictate

"Do this." "Do that." Who needs it? Not those you're trying to lead!

Leadership isn't bossiness.

It's guiding, empowering, inspiring, and motivating others.

what they differ providing opportunities for them, too, to Oome leaders.

And leadership is about reeping everyone excited about your organization and committed to your goals.

How to ONLY . B

GOOD LEASERS KNOW:

- Don't haid someone a bunch of envirences to cutf. Instead, ask for each planning what points to cover in a meeting with the principal, and invite a coup of members to go with your part of the principal of members to go with your part of the principal of members to go with your part of the principal of the princ
- Don't tell them to bring refreshmeds. Instead, ask them to confect the mayor for that specify proclamation you're after.
- Don't tell someone the podium. Instead, invital that club 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.

How to Inspire Memb

Cebic Oktob get other to be involved know:

- yourself ©
- It's good to offer little pros and incentives for arriving set, bringing in the most new members, making the most signs
- Everyone should ap for every achieve 40?
- Limits and text messages can cheer everyone on
- ▶ A pizza 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



LESSONS IN LEADERSHIP

Follow Through

Swing Through for Success

Like an athlete swinging a golf club, tennis racket, or baseball bat, good follow through is a skill every leader should master.

TRACK THE DETAILS

good leader.

Follow through means touching bar our project, doing what you say you will do, making sure the plant was supposed. The project, doing what you say you will do, making sure the plant was supposed. The project is complete, good to we through includes wrapping it up with the final checklist and thank-you to ever the involved.

Instead of that mythical "Someday Isle," leaders who follow throw make it "Today I Will," Their punch list includes a look at details large and small.

REAP THE REWARDS swings, folith through : 1ed elf and most confident in your above so You'll earn respect for paying attention to the deals. Your Ever to your little brothe "Someday" ll teach you to skateboard Your parents, "I'm going to mpty the your little brother, project will likely be a great success! And you'll master a ski Chat will serve you well throughout our life. "I'm going to hips, the dishwasher soon"? A teacher, "Yeah, I'd like to hak at that book sometime"? Or a many the book sometime of the day I'm god at I'm TNIAG AO3 TIME you're in, "One day I'm to gather all that stuff up and turn it in"? Doing those things, keeping those "BE TRUE TO YOUR WORK, YOUR WORD, promises is following through. AND YOUR FRIEND." Making that a habit makes you - Henry David Thoreau a person of your word, someone who can be counted on and a

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

- Rosalynn Carter

SUCCESS SKILLS leadership — organization



Organization

Get Organized for Success

Ever sit in a meeting while the leader shuffles around trying to find something? Ever spent time waiting in the car while the driver hunts for the keys? Or wasted time

yourself looking for a notebook or packet you saw somewhere just yesterday DO NOT SUBMIT

KEEP A CALENDAR

Organization sure carriage life simpler – putting stuff where you colored it quickly, keeping a calendar, tracking your assignments.

It's also key tood leadership. When others look to you state on do you want to be caught poking around state of last, wondering of ere you put something or showing uptate? Or would yo off as efficient, respectful of others' time, and someone weeks in charge?...

Getting and aving organized saves time. It makes it east to get thing done. And it gives you and others confidence in you as a leader.

Others Howainag hey Do

▶ 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 EVERYTRING

Find a place for excessing and put it there when you'll not using it. Write down as is Oceats, tasks, meetings and findivities. Train yourself to think about the day and week ahead and to gather what you'll need in advance.

"OUT OF CLUTTER, FIND SIMPLICITY."

Albert Einstein

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

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 skills that go into spelling "Leadership."

DO NOT SUBMIT THEY INCLUDE: LISTENING Wereyone deserves their say. Good orders share the floor consider what others suggest. **EXAMPLE** Showing is always more powerful than telling so your acons speak louder than words. Pitch in and model what want group can accomplish sunething is he biggest part of the edialice Hopotio expraging, and ptimistic. **Fs** contagious! ALOGUE Anyone can walk a someone It's a pecial skill make it ue give-and-take dialogue, a discussion la cludes everyone and all Onts of view. Good leaders know the value of dialogue. **ENOGY** Effective leaders are often described as tireless Strhough you can some rest, the energy you bring to your group visibe a motivator and corponent in your success. RESPONS The buck stops here, good know, meaning **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.

committed.

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

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



LESSONS IN LEADERSHIP

How Do You Rate?

Becoming a good leader is a process.

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

WHEN ONLY . DO NOT	SUB	No.								
W ONL		W//	7		SC(i to					
ENT A				**	%					
I listen well & others.	1	2	3	4	5	3	7	8	9	10
I'm a good Ele model.	1	2	3	4	5	6	7	8	9	10
My attitue is position in the indicate in the	1	2	3	4	5	6	É	В	9	10
I engage healthy discussions ateb	010)	é	S.	5	6	1	8	9	10
I bring lase of energy to the task.	1	2	3	4	8	6		28	9	10
I'm responible in my actions and keep promess.		2	3	4 ®	5	6	:	8	9	10
I hold myset to high standards.	1	2	3	4	5	6	ŏ	8	9	10
I'm humble acut my accomplishments.	1	2	3	4	5	9	7	8	9	10
You can count of my integrity.	1	2	3	4	S	6	7	8	9	10
I'm enthusiastic about the projects I	1	2	3	M	5	6	7	8	9	10
I'm enthusiastic about the projects I commit to.	Aq A	0								

>Follow the Leader

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

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

SUCCESS SKILLS leadership — a good leader shares credit

LESSONS IN LEADERSHIP

A Good Leader **Shares** Credit

Who 'Dun It'?

Everyone loves a mystery, but not when it involves one person getting all the credit for a whole team's effort. Good leaders know this and make sharing and giving credit a top priority.

TELL ALL Sometimes it's important bornors, have a face to put before a crowd, to help you achieve the ness and goals. But the face can't claim all the credit. And your acknowledgement must be sincere. So the who did what and what that meant to the success.

GO PUBLIC What's the best way to share the credit?

- Say "we" in Sad of "I"
- Send email and notes or speak face-to-face, telling others how impount their role was to the group Surces On Qive specific examples
- Publicly Renowledge individual and Gei Drotso KS
 Sharing the redit is more than saying "thank you." He's also saying, "The person did this and gere's how it was vital to our specess."

Save any my for a good book or movie.

GRANDFATHER ONCE TOLD ME THAT THERE ARE TWO KINDS OF PEOPLE: THOSE WHO WORK AND Look around, from the desk in the next row to THOSE WHO TAKE THE the supper table at home to your community CREDIT. and nation. Who do you know who shares the HE TOLD ME TO TRY credit generously, sincerely, and without a TO BE IN THE FIRST personal agenda? GROUP; THERE WAS LESS COMPETITION THERE." — Indira Gandhi

SUCCESS SKILLS leadership — teamwork



LESSONS IN LEADERSHIP

Teamwork

Collaborate to Win

Is your club stuck in a rut, doing the same thing at meetings, feeling a little bored and tired? Infuse new energy and interest by teaming up with another group for an action, event, or social service project.



It might be interesting to with another school's classification own, to involve middle school student with even adults. New ideas, information and opportunities can emerge.

If you're working on a project, like cleaning up a community park a raising funds for a basketbal oal at the park, two groups can get the work done quicker and easier – and have will get lots of kudos and credit.

Good leaders inderstant the partnerships and teams. They locate for them.

Build them out them.

It's All About Everyone

You know the type who thinks, "It's all about me," They rarely make good the types, because the "me" is to the 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.

by more \$\frac{1}{2}000 \text{ groups! They know every group will bring a Suttingency and all that much more support for the cause.

In your class, school community, and beyond, think a wir winning through teamwork of partnerships. It makes for a little distribution of the community of the community and beyond the community of the community and beyond the community and beyond

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

— Ken Blanchard

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



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 or civics club? Ask the local Republican and Democratic parties to include you in one of their events. It'll broaden your agenda, give you an interesting speaker, and help you connect with people in the community who are interested in DO NOT SUBM what you're doing.

SCHOOL TEAMS Siganizing a school spirit das Ask off-season teams to join you with a short exhibition exven a comedy act. The more the involve, the more fun and successul it will be.

List your activities and

atebooks CHARITANLE PROJECTS N raise fund for a charitable project? If you in se other groups to help. you have share the profits, but you read a wider group of prospects, to

If your group's project funds summer camps for kids and the other group commonality. And donors with appreciate your ingenuity.

Any grant

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	schoo	l grou	might	be
	a goo	od mat	ch for	an 🗻	might tivity?	

- What community groups might join
- ☐ Association of Women Business **Owners**
- □ Chamber of Commerce
- □ Friends of the Zoo
- □ Kiwanis
- □ Lions Club
- □ Optimists
- □ Other:

CHARACTER defining character



What's CHARACTER all about?

"Chahacteh is power." ~ BOOKER T. WASHINGTON

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

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

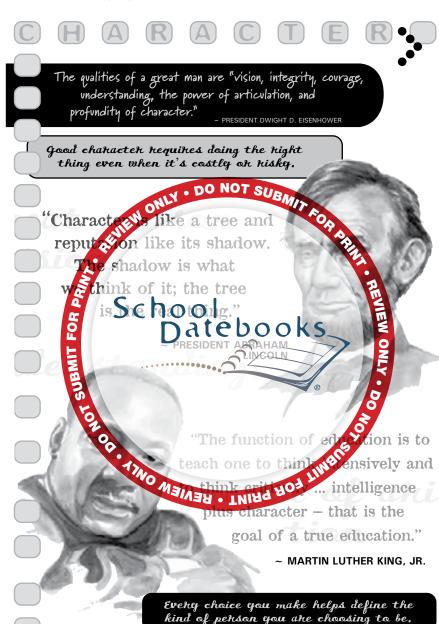
Your character determines whether your friends, classmates, and mily members see you as a leader, result you as a role model, and ultimately, feel the interactions with you help them become better people.

But what valves and personal attributes comprise character? To name just a few, character is stined by:

- Court of the Court
- H: E-ONESTY Be honest with yourself and with others in every and integrity are the core values that make respect, gurage, and trustworthiness possible.
- Your actions not your intentions or words of what de a your character. Often, these become acts of courage, soft as taking a structural action of the projudice, cruelty, and other inhumical behaviors.
- RESONSBILITY Your sense of responsible is what compels years do the right thing, follow through on the promises, and be accountable to be actions. Personal rights are only possible if they're accompanied by resonations.
- ACCEPTANCE Character demands that we accept others' differences and appreciate how diversity 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



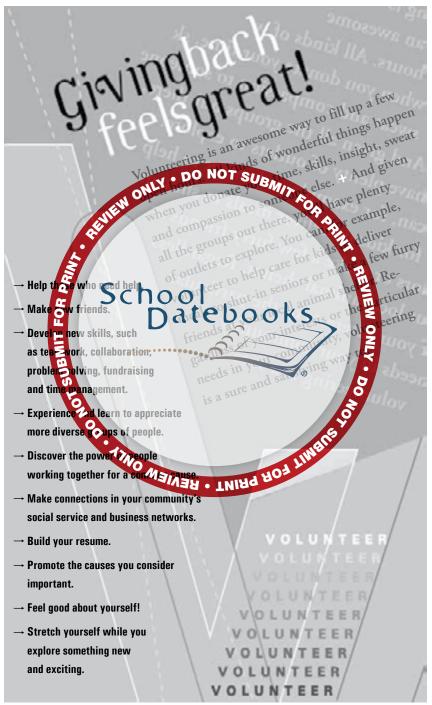


"We learned about honesty and integrity – that the truth matters ... that you don't take shortcuts or play by your own set of rules ... and success doesn't count unless you earn it fair and square."

~ MICHELLE OBAMA

CHARACTER volunteering







Banish Bullies

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

being a bully? Bullies are those bad apples who intentionally and repetitively abuse other people who are less powerful than they are.

The bad news is this: Bullies have a train effect on themselves and everyone around the value of the subject of

Even innocent counters are negatively affected. An expression stand silently by, you're showing your approval, even if you gon't approve.

There to surefire way to banish bullied but there are some things you and do. For storers

Don't
be a bully. If
the langry and

or of control, stop, breathe deeply, and

relax. Thake it

out on meone

hool

Let en knyw.

Sources: USA Today, Centers for Disease Contro

Bullies pick on people they think are different

) a (C D. Oy Or Kiss ds and fiss w stodents know you won Star

d for being o

officials to anonymous threats, drug use,

ueapons possession, etc. Remember, here's a fundamental difference

against aggressive and

potentially dangerous behaviors.

Stick with the group.

Whenever possible, avoid being alone.

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

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

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

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

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

ŠMART

SAFE

To reduce your chances of physical harm:

CHARACTER bullying: it's not ok

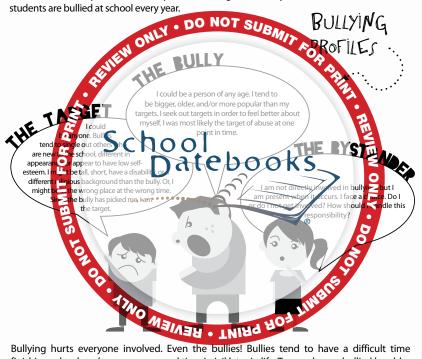


STOP BULLYING

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 been the target of a bully. You're not alone; 3.2 million students are bullied at school every year.



Bullying hurts everyone involved. Even the bullies! Bullies tend to have a difficult 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 it's how we learn to stand up for ourselves. There are better ways to learn life lessons than being abused! There is simply no excuse for bullying. No one ever deserves to be bullied, and together we can stop bullying for good!

#EASING RUMORS GOSSIP

CHARACTER bullving 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) if offended, the teaser doesn't stop Tease / Taunt I tease someone I know, who can and woo NOTOSUBI Tease / Taunt only the teaser laughs Tease / Taunt someone is upset, the texting stops Tease / Taunt it is not playful and dicced at someone you do not know well Tease / Taunt in a group, everyour aughs, even the one who is teased Tease / Taunt

Teasing: Teanting another in Manipulat -n: The act of dishonestly influencing others Fear: The estion that holds bystanders away Bully: An in dual who regularly menaces others for person

somethic 15 Victim: A person was Ashamed: The feeling wat unpleasant emails, Twitter and to hurt another person.

Cyberbullying: Using the internet to Facebook postings, etc. to damage someone's reputation. Anger: An emotion we feel when bullied. Also an emotion that leads to bullying.

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.

NAME CALLING

CHARACTER types of bullying



STOP BULLYING

PHYSICAL BULLYING: Hitting, poking, pinching, pulling hair, or damaging someone else's things are all examples of physical bullying. Hurting someone physically is never ok, even if they do it first. **VERBAL BULLYING:** Teasing, name-calling,

Have I ever ...

hurt someone else's feelings because it is not a partie of the period of

threats, or other verbal attacks
that make us feel hurt or
threatened. The old
adage, "Sticks and

tones may break my tones but words will never out me" is not true. Verb

lead to depression, in some

cases. If you wouldn't ware omeone to say something to you, then det say it

BUTTX :

Sometimes a bully cannot to ognize that they be being a bully.

When we routinely hurt thousand the son purpose, we become bullies.

books

others who are different from you and you. Friends (What a geek!). Or, plicting someone last and at all for kickball, just because you don't like them or be y are unpopular among your friens.

cyberBullyING: Using the internet or electronic devices to the ge in verbal or social bullying. Weading rumors on social medical and sending hurtful text lines or emails are a few examples. In some states, cyberbullying is now illegal. For more information, visit: www.cyberbullying.org.

REFLECT:

Describe a time you or another person were bullied:
Given what you've learned, what would you have done differently?



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 bully ...

Don't:

≭ Engage the bull similar behavior. If they taunt you on't taunt back. If they shove you, don't shove back. It's exactly what they want.

★ Show you upset. Try to control your

emotion and keep cool.

* Keep to secret. SC DOO!

DON'T STAND BY If you see bullying occur ...

DO NOTASUR obvious to not contribute to bullying. But 1/21 sometimes be difficult. Can you think or a 102 when it might be difficult? Discuss.

> When should you speak up to when shouldn't you? Can you think of a situation where speaking up would be a didea? A good idea? And, what should it say? Discuss and practice/roleplay.

Do:

♣ Proud walk away and ignore the bully. Don't wyou are affected.

 Confidently tell the bully you don't like what the are doing and tell them to stop. Rentember, you deserve respect and the bis is being disrespectful.

+ Ask your friends for help and to accompany voin places the bully might confront you.

 Ask an adult you car syst for help. Even if you think you have so the problem, let an adult know. The bully Malyar • TNIA9

Clfwung Con Sthelp, wher should you get help from? Together, core up with several bullying

> scenario, con pwith a plan to get help.



BULLYING VOCABUI

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.

CHARACTER bullying: come out on top



STOP BULLYING

MARTY MCFLY.

Comes out on top!

Marty was played by Michael J. Fox in the movie, Back to the Future. Marty and his father George were both victims of bullies at the same high school, but at different points George were both victims of bullies at the same high school, but at different points in time. The time machine allows the Not such other gain self-confidence and achieve their dreams. The time machine allows the Not such other gain self-confidence and achieve their dreams. The time machine allows the Not such other gain self-confidence and achieve their dreams. The time machine allows the Not such other gain self-confidence and achieve their dreams. The time machine allows the Not such other gain self-confidence and achieve their dreams. The time machine allows the Not such other gain self-confidence and achieve their dreams. The time machine allows the Not such other gain self-confidence and achieve their dreams. The time machine allows the Not such other gain self-confidence and achieve their dreams. The time machine allows the Not such other gain self-confidence and achieve their dreams. The time machine allows the Not such other gain self-confidence and achieve their dreams. The time machine allows the Not such other gain self-confidence and achieve their dreams. The time machine allows the Not such other gain self-confidence and the Not such g

in isn't

Comes out on top!

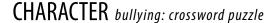
NFL star Drew Brees was thed as a kid because of his facial birthmat.

his fans wear stickers shape his birthmark. "Appreciate per little his fans wear stickers shape his birthmark." are different from you -- that's w

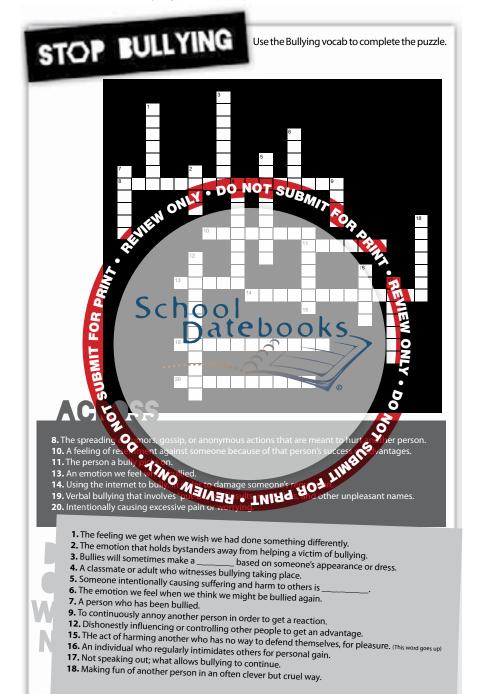


TAUNTING

DISPESPECT











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 tim
- You disagree with the grade on an essay?
- You attend your your sibling's school talent show?
- A classmate you don't know very well calls you names in hallway?

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?
- Do teachers, principals, coaches and other adults in leadership roles automatically warrant respect? Why
- When was What he other person's reaction?
 - How do you feel when sorr one is disrespectful toward you?
 - What can you do to make your alool environment more respectful? What about your nome?
- How were you respectful toward son une else today? How did you show respect for yourse

School How did you show response to the books

Me Fire

You've probably eard the saying that you have to be a riend to friend you. It's Use the following exercise to build your self-

I excel at

I'm a good

I'm proud of my abilit

I can teach others how t

My favorite thing about me is



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

- FYODOR DOSTOYEVSKY



PONSIBILITY

My Responsible Roles

As you grow older, your level of responsibility changes. When you are responsible others can rely on you to do your part - whether it's participating in a class discuussion, watching your younger siblings after school, or completing your paper route on time. List some of them here:

. DO NOT SUBMIT FOR A REVIEW ONLY Schoo ebooks a. Blame someone else? b. Admit the mistake and try to a line of the morning, do you a. Make your bed? b. Leave your bed a more else me! Test Your esponsibility When you make a mistak by you

When you get up in the morning, do you

- 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, pass notes, and finish up assignments in class?

I Am Accountable

- How do you take responsibility for
- 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. What do you do?

Think carefully, your answer to this que indicates whether or not you have

If you do the right thing and test - you are of high into

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

- What does your wer say about your character?
- What would another stude who was snooping for answers?
- Is it more imp ant to win the game or ace. the test? Or is nore important to play fairly and not cheat?
- What have you today to show your integrity?

Looking for Inspiration

A person with integrity is honest, truthful and is considerate of others. People with no integrity will lie, cheat and steal to take advantage of others.

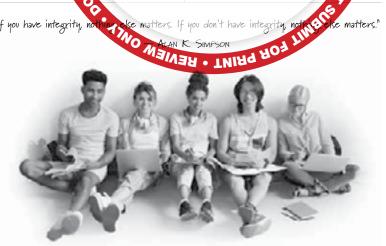
Who do you know with integrity?

DO I	TON	SUBA			
2.		SUBN	FO		
3.				80.	
4.				1	
5.					
_ I					回
	t egr	o o o	l c		IEW
If	you ham	integrity	you are:		

If you don't have

- Lie Take advanta
- Cheat
- Pass Blame
- Steal

"If you have integrity,





"Courage is what it takes to s and speak; courage is also what to sit down and listen."	tand up t it takes
- VV INSTO	N CHURCHILL
Heroes in the News	O NOT SUP
Heroes in the News D Browse through newspaper O magazine articles for stories about pople performing courageous acts. • Which stories exemplify "heroes" to you	ou?
Other han physical heroism, what other has of courage did you find a courage did you find	
examines of courage did you find a	Tebooks only
How the courage and heroism different from reconsess and exploitation?	Where Do I Sond?
	Would I stand up for a cend in front of a group of people
177	Would I help at the who's being bullied?
What traits do you share you now some of the people you read a state of the people you r	vith - LNIHA HOLEH my teacher if I caught someone cheating?
	Would I tell someone if I suspected a friend was experimenting with drugs?
	Would I join a new club, even if I didn't know any other club members?
Counting on Courage	
What kinds of peer pressure exist at your school?	Describe a situation where you relied on courage to take a stand against peer pressure.



DITIBULIATION

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:

ONLY . DO NOT SUBMI Lincoln was defeated the Illinois House of Representatives in 1887 but he was victorious in the House race in 1887, and was then re-elected for three consequive terms. when he ran for

He was defeated then he ran for the U.S. House of Represents es in 1843, then ran successfully for a House out in 1860.

He was def Ged for the He was delited for Vice Presider

He was deted for the Senate again in 1858.

Finally, in 1000, Lincoln was elected President of the United

Who else do you know who has shown determination.

Traits in Compon

ination;

Initial FO7 Third FO7 Third FO9 How are determination and loev

How does motivation affect determination?

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

Make a Plan. Make it Happen!

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

My goal:

How I can motivate i

How I will reward myself:







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 their goals?
- What do you share in control of with other and it. admire?

Already Ambitious?

If it's overwhelm to plan long-range goals, you that small. Set goals to achieve in the week, sh goals to achieve in the week, he month or the schester. Each sm goal is one ster loser to the big picture. Chances are, you're already ambitious! Ask ourself:

How have I shown ambition this week?

What goals have I achoed in the last 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:

- Be specific. Know exactly what it is you want to achieve.
- Be realistic. Results won't happen overnight. It may take DO NOT SUB your goal.
- Set time limits. It will vate you toward your goal.
- Write your goals down. Use your ook to record your goals and track your progress.

In My Life

ill I be? What do I hope to be doing in 20 years? Whe

tebooks

"Intelligence without ambits

ARCHIE DANIELSON





CHIZENSHIP

Citizenship = Participation

Citizenship is having pride in your school, your city, your community, and your country ... and keeping them something to be proud of!

What kind of citizen are you?

• What kind of citizen are you?

• Does your level of involvement the community mirror the community of citizen you think you are? The why not?

• Why is it in cortant to be a good citizen?

• Why is it in cortant to be a good citizen?

• How are I a affected when others show pool intizenship?

• Take Archer Look

You've undoubtedlo arned about the Bill of Rights in school, bu Coroou fully comprehend what it does for you? Take nother look at the Bill of Rights and consider the Bill of Rights and consider

- · How would your life be different if the first amendment didn't exist?
- The fourth amendment protects citizens against unlawful searches and seizures, but it often doesn't extend to things like student lockers that are on school property. Is that fair? Why or why not?
- At what point do the rights of a single citizen become less important than the safety and security of the community? The nation?
- · 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 he when someone is uncaring toware ou?

Would your riends describe you as caring perso - Why or why not?

ARING

How Much Do You Care?

Are you concerned for other people's feelings? Do you make sure your pets have food and water? Do you help people when they are in need? If you do, then you are a caring person.

pointer supported other people, does that mean you have to put 10/1/2 eds second? Why or why not ds second? Why or why not?

- How far would you go to to for someone else if it meant you were inconvenience. Yourself?
- Is it enough to perform caring acts and o you really need to care from the heart? Is it possible to do one without the other?

Mhat is your response to the sentimen h and only care abouthemselves"?

Is it true that one caring po

Do I always treat others with Staness and generosity?

Do I ever treat som of meanly or talk badly about

Do I think about other people's feelings 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'ANGELO



TRUSTWORTHINESS

The Truth About Trust

they em	orthy people know the importance of trust and make sure abody it in everything they do. Whom do you trust?
SHE A	Why is it important to trust one another?
Do's and Don'ts Make a limit do's and don'ts when it comes to being truthworthy. Do:	tebooks Too much, but you will to in torment if you don't there enough." Frank Crane
SEVIEW ONLY	Traits in Consider the Howard Consider and loyalty related to trust?
Don't:	How are fairness and honesty related to trust?
	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 people? you get to know them?
- · Do you treat other ay you want to be treated?

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

Making an Effort

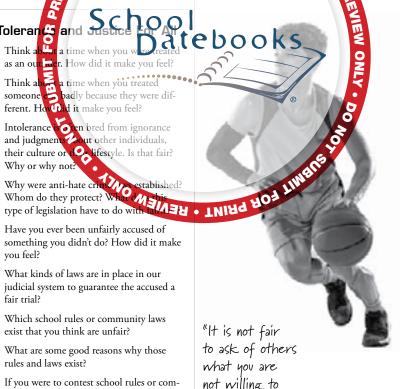
Sometimes it can be difficult to be fair. How can you concentrate on fairness ...

at school? __

NOT SUBMIT FOR PARILE

Toleran and Jus

- Think about a time when you were treate as an out mer. How did it make you feel?
- Think above a time when you treated someone is badly because they were different. Howard it make you feel?
- Intolerance comen bred from ignorance
- Why were anti-hate crime established? Whom do they protect? What we have
- · Have you ever been unfairly accused of
- · What kinds of laws are in place in our judicial system to guarantee the accused a 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?



— ELEANOR ROOSEVELT

do yourself."

CHARACTER traits of good character



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 she gave you for your birthday even though you no longer like the band.

Telling your parents you hour late because your friend has the trouble when the problem was need to stop for gas, which only took a few minutes.

Letting the unit of call you safe when you know the short op tagged you.

Assuring your ittle siste just heard no idea wha

Keeping the extra dollar you got in change rather than Sling the clerk about his missale.

Is honesty always best?

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

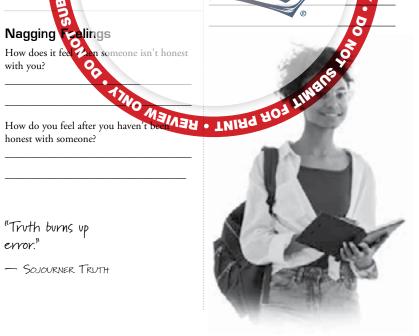
Background Info

NOTISUE to be honest:

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

"Truth burns up error."

- SOJOURNER TRUTH



CHARACTER traits of aood character



RESIDERANCE

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 letters will tell you. DO NOT

Dr. Seuss Persevered

If Dr. Seuss quit after his for even his 10th rejection, you'd not have read Green Eggs and Ham or Go Or Go. His first book, To Think That I saw It on Mulberry Street, was rejected more than two dozen times. He went on to we wearly 50 children's books, many loved be adults, too.

If he hadn't reisevered, you would 'haveth promise of to ale, Oh the Places You'll Ge

So Did Emily Dickinson

Emily Dick on, a 19th century U.S. poets saw just several frher poems published in her lifetime as he kept on writing – more than 1,700 pours in all. Today, her work is studied and reveal by many.

Without her personne, you wouldn't be inspired by her work. Hope is the thing with feathers/That perces in the soul" or "As imperceptibly as Grief/) e summer 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

- 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
- Elizabeth Cady Stanton

Shirley Chisholm SUBM

Who Do You Know Who Never Gives Up?

People who persevere are all around you. Who's your favorite:

In your neighborhood?

CATHOLIC FDUCATION Advent

A SEASON OF HOPE



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

O NOT SUBMIT

A TIME FOR JOX when word "Advent" comes from the A Time For Jox which means "arrival" or "coming," signaling the coming of the birth of Jesus Christ on Christmas

Joy is abundan during Advent as we anticipate Christmas. To prepare, we tous on sadving

waken in all of us memon.

Lighting an Advent wreath Aspectal reading before Sunday dinner

Contemplating a special reading before Sunday dinner

Bringing hope to others through a helping hand

Inviting relatives to join you for a meal during r1.

Others:

111

CATHOLIC FDUCATION 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 ETERNITY



REPRESENTING EXPECTATION, HOPE, JOY, PURIT

- e and it lit. It represents expectation. On the for Sunds
- The next unday, the first hope, arti
- On the grd Sunday, the rose candle, removering joy, is from the grst two weeks. ong with the candles
- On the landay, the fourth candle, representing purity, is lit, along the the other three
- On Christma Day, the purple and rose candles are replaced with the candles, signaling the ne beginning. "We light a candle today Chall dim light against

YOUR PERSONAL PREPARATION -	But we light it best the are a people of hope." But we light it best the are a people of hope." LNIE HOPE HEAT League Time:
What hopes do you have during this	time;
What are you doing during the Seaso	on 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 gir about providing learning opportulities for

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

St. Catharine of bologna's skills were in writing and illustration. As a member of the Poor Clares order, she illustrated man scripts and wrote a book herself.

Their lives are stories Scours of plication of their talents to me the world a better place. The these are just a sampling of the saints we can read about and learn north.

"The saints have all companies in the church's history."

LEARN FROM
THEM —
hat better model
our life than one of uints? Besides lessons
ring, their stories "
ze you, ro ALL SAINTS' DAY – Each November Church celebotes All Saints' Day. This year, learn more about your namesake a family member's, or a friend's. You're sure to discover an acting tale and inspiration for your own life.

for your life than one of the saints? Besides lessons for living, their stories will energize you, too.

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

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

- Guerin, who founded the Sisters of Providence of St. Mary-of-the-Woods in Indiana
- Elizabeth Ann Seton, the first American-born saint

113

CATHOLIC EDUCATION Holy Spirit





SEVEN SPECIAL GIFTS

The Holy Spirit bestows seven gifts at your Confirmation.

They are found at Isaiah 11:2, in this verse:

"The spirit of the Lord hall rest upon SUS pirit of wisdom and of understanding spirit of counsel and of strengs a spirit of knowledge and of fear of the Lord ..."

knowledge an if fear of the Lord"	Po
Today, these gifts are generally referred to as:	OA THE
Wisdom - Un estanding - Right judgment - Strengtl Wonder and Gre of God	h ~ Knowledge ~ Byverence ~
They're you ready to pen into on again and again throughout our life. Each time you ready ready greater awareness. They are gifts that will never boused broken!	ain Onk S
THE HOS SPIRIT IN YOUR LIFE -	
When have you telied on wisdom, understanding,	A 8
strength, or any ter of the Holy Spirit's gifts to get you through a strenging time?	TREE BESING MANY FOURTS -
•	The Ho Spirit is a source
1	The Herespirit is a source of or the Bounty. Besides
Which of the seven gifts do you most count	the Seven Gifts, you receive
PRINT . REVIEW	these twelve Fruits of the
Which of the seven gifts do you most count	Holy Spirit:
on today? Why?	■ Charity
	■ Chastity
	■ Faithfulness
	■ Generosity
	■ Gentleness
	■ Goodness
How might you use these gifts to help plan	■ Joy
your future?	■ Kindness
	■ Modesty
	■ Patience
	■ Peace
	■ Self-control



CATHOLIC FDUCATION Lent A TIME TO ACT

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

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

It can also be a time for action, especially when it comes to doing good works, a time for working hard in anticipation of the redemption to come.

especially who. orking hard in anticipe.

DO NOT SUBJUTE FOR Fasting once observed

Pacrifice, and a Giving up ice cream or can oblay be one choice for Lent's It's a carryover from the bys of strict fasting once observed by Catholics. Going whout sweet treats is a sacrifice, and a worthy one.

GIVE OF YOURSELF — If something as simple as that is an appropries Lenten observance, imagine, then, what the impact would be of you doing something proactive during Lent. As you ale back was 1000 to rourself during Lent, consider how you might to taping book S

Perhaps the money you would have spent on enertrainment or eating out turing Lent could be given to your local soup kitcher. This may be a good time to step for and to volunteer. By a community has groups needing help, from the local humane society to homeless shelters and youth centers. Your of orth likely has special activities, too.

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

"And now abideth faith, no love remain, these three; but the solution of the season of Lent.

"And now abideth faith, no love remain, these three; but the solution of the season of Lent.

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"And no love remain, the season of Lent.

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



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

CATHOLIC EDUCATION Lent





THE SEASON

Lent begins on Ash Wednesday, which falls anywhere from February 4 to March 10, depending on the date of Easter.

"If you want God to hear your prayers, hear the voice of the poor. If you wish God to anticipate your wants, provide for the needy without waiting for them to ask you."

— St. Thomas of Villanova

Although we refer to Lent as a foldy period, the SUBJULE and ays were not counted in the days of fast observed during Lent in earlier years.

LENTEN TRACTIONS – Lent is a season rich with tradition and practice for Catholics. Many families, churches, and communities repeat their tractions year after year. Others may be them to reflect changing times. Around the United Grates and the world, different elements have emerged.

Talk to you strents, Sandparents are teachers. Find out where they green and what their is by and church traditions were when they were youngsters. It them how they felt about the time of Lent This bush of Control Saditions are similar and different.

र्वृ	you likely to keep for to come?
O. IINO III	JA • THIRA ROS TIMBUE
	A DAMA A DAMA A DEL
	WHAT NEW LENTEN ACTIVITIES 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 or unimiddle, and end.

TRADITIONS CONNECT US — Beyond turning calendar pages, tracking time helps Carolino Insulte about our history, chronologically only events, celebrate specific meaning to our daily lives.

So the our faith and to each

REPEATINE SEASONS — In the Catholic Church, the liturgical for begins on the first Sunday of Advent and proceeds through the sexuas, floring as them, year after year.

The seasons the Catholic Church at ebooks

Advent ■ Csistmas ■ Ordinary Time ■ Len

Your Worite Season

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

What are your family's tradition with the different 40% seasons?
How do you think these traditions help connect you to your family and your faith?

CATHOLIC EDUCATION liturgical year, colors



COLORS BEAR

MEANING

Liturgical colors are also used to mank certain seasons or church holidays.
Each color symbolizes specific meanings giving an added dimension out twice to NOT SUBMIT FOR AUTOLET: MELANCH CAY

Juring For and Good

ROSE: JOY

On the third Sunday SAdven O O and the four Sunday of Lent, rose replace riolet as a symbol of hadrag b. OOKS

RED: PALTION

Palm Sunda Pentecost, martyrs feasts on Teasts of are the times then red is used. It represents blood, fine

WHITE: CORY

White is the litical color for Christmas, Easter, certain feast days and weddings. It enifies joy, purity, light, innocence, triumph, and

GREEN: HOR

Green is the color choser following the Epiphany and Pentecost at It represents hope and literanal.

BLACK: SORROW
The color black is chosen for All Souls Day and Juneral Masses, 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?

CATHOLIC EDUCATION our blessed mother

MARY'S SIGNIFICANCE, AS MOTHER OF GOD

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

This same interest is true for Cauronal relationship with Mary, the mother oponion maternal figure. You may be the maternal figure. You may be the maternal figure and the maternal figure. You may be the maternal figure and the maternal figure. You may be the maternal figure and the maternal figure and the maternal figure. You may be the maternal figure and the maternal figure and the maternal figure and the maternal figure. You may be the maternal figure and the maternal figure. You may be the maternal figure and the maternal fi

names - the Ked Virgin, Our Lady of Guadalupe, the Madonna, the Virgin Gary, the Queen of Heaven, and Our Lady of Merce among huy other.

Datebooks

"Nature's the soming, the warm air of May evenings, muman gladness in a world that is renewing itself—all these things enter in. Fration of Mary has its place in the work particular atmospher are she, the Virgin, shows us faith under its your aspect, as a new beginning in a world that has grown old.

— Pope Thedict XVI

noly woman and a copportunity to model her patient, loving, caring person she little is challenges
e's challenges
ne to HER GIFTS US — As a truly holy woman and a mother, Mary's life ors us the opportunity to model her behavior, to strive to be the patient, loving, caring person she was.

Some of her gifts to us include:

- Lessons in accepting life's challenges
- Faith that good will come to us
- Solace when we need comfort

What gifts have you accepted from Mary?

119

CATHOLIC EDUCATION our blessed mother



FEASTS CELEBRATING MARY

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

EVENTS IN HER LIFE: DO NOT SUB-
December 8 Immaculate Oldeption December 8 Immaculate Oldeption
September 8 ■ Mary (1) th
March 25 ■ The Aunciation
May 31 ■ The Visitation
August 15 ■ Se Assumption
May 31 The Assumption August 15 Assumption FEAST Doors: December 12 Our Lady of Guadalupe February 11 Our Lady of Mount Carmel September 15 Our Lady of Sorrows August 22 Contains 6 Mount Carmel
August 22 Que hiship of Mary
September 13 Our Lady of Sorrows August 22 Our Lady of Sorrows MAY: THE MONTH OF MARY — Catholics honor the Royal of Mary Blessed Mother for a full worth each year; May is the Month Mary. WHAT DOES MARY MEAN TO YOU?
How does the Blessed Mother influence your life? Help you in your faith?

CATHOLIC EDUCATION the rosarv

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 NOT in lation of one of four sets of mysteries (The losary, which is any). events from the New Testan Date

Ha. lation UBMIT FOR PARIS TIME FOR MENTATION, FOCUS – For those saying the rosary. Serepetitive prayer offers an opportunity for meditation, focus, and devotion, whether prayed alone, with classmate your family, at a funeral, or a celebration.

For individue praying the rusary can be a time to step outside the regime, a levent unless the entire and an opportunity of focus on your fatth ateloooks

CONNECTING FAMILIES, GROUPS - Some families beg a long car drive by saying the wary. Other this form of myer during special times of the y the family together.

conquer the world."

LINIER STORES

LOSS

LOSS For groups, the sary can formalize a gathering time, helping to create connecens, unity, and peace.

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

— Pope Pius IX

"The rosary should always and experienced as a path of contemplation.' – Pope John Paul II

YOU AND THE ROSARY

How do y		r,			
What doe	s praying	the rosar	y give you	ı? 	

CATHOLIC EDUCATION the rosarv





THE ROSARY'S ORIGINS

Catholic scholars believe that praying the rosary likely began during the High Middle Ages, the 11th to the 13th centuries, when few people were able to read. Repeating the Our Father 150 times, which they had learned to Don 150 times, which they had learned to Don 150 times, which they had learned to Don 150 times. The prayer were counted off on a result of beads called a corona.

It's believed that so time in the late 1300s, Dominican friar Herry Kalkar divided the 150 prayers into 15 Lecades and replaced the Our Father with the flai! Mary. Later, the rosary was shortened to be ecader

Under Pope Go XIII 1903, Octo P was named the Mondol tello OKS Rosary. The teast of Our Lady of the Rosary is celebrated of October 7 each year

NEWEST SUMINOUS MYSTERIES – In 2002.
Pope John Part II introduced the Luminous Mysteries, the mysteries of light to the church's traditional Glorious, Joyful, and Sorrowful Materies for contemplation while praying the rosary

The Luminous Meries are:

- Baptism of Jesus in Je Jordan
- The wedding at Cana
- The Proclamation of the Karing God
- The Transfigur
- The Last

time for

n saying his

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

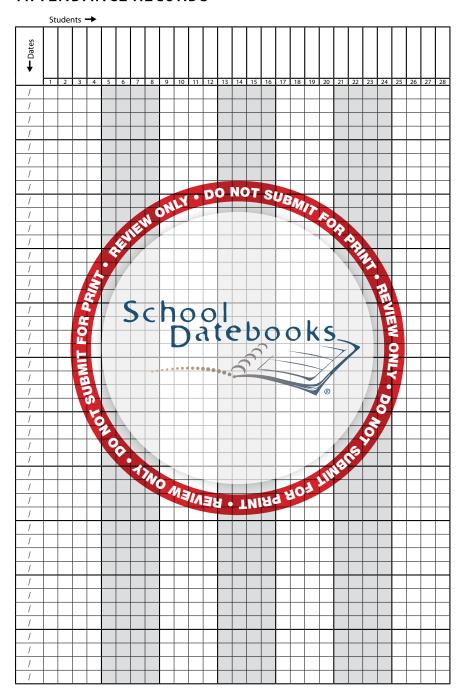
- Agony of Jesus in the garden
- Jesus scourged at the pillar
- Jesus crowned with thorns
- Jesus carries his cross
- Crucifixion of Jesus

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

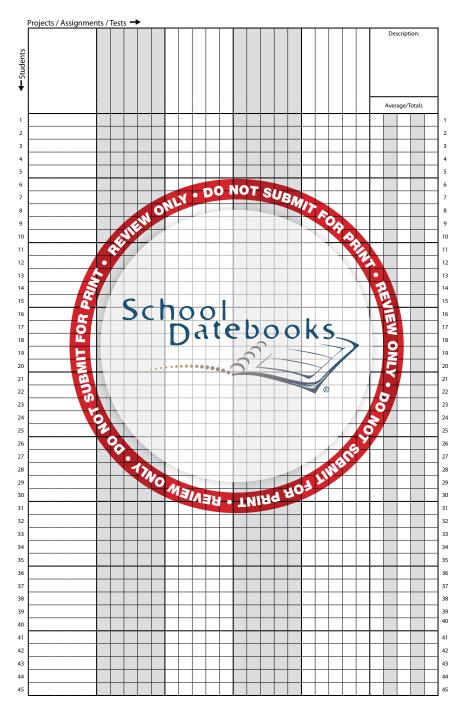
ATTENDANCE RECORDS





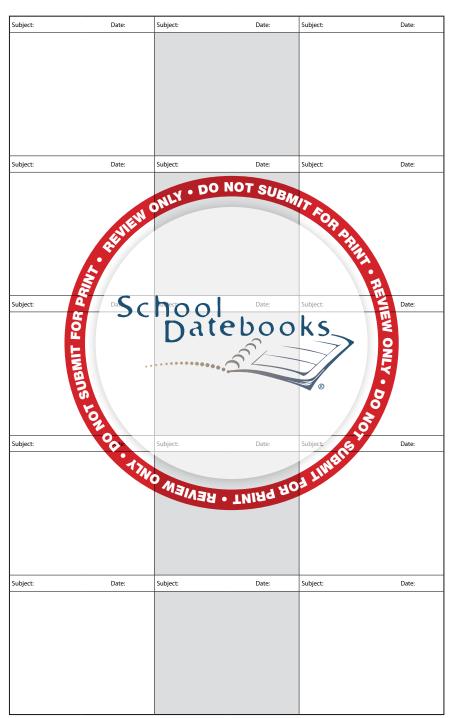






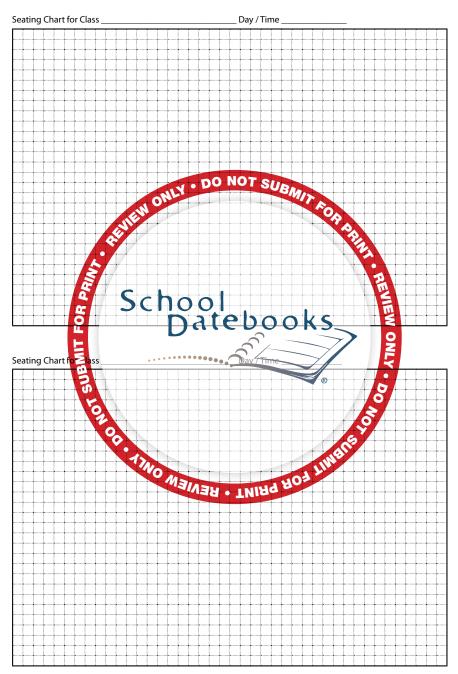






SEATING CHARTS





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	
Get Help From	
Students	Dismissal
	. DO NOT SUD
Teacher(s)	TIMBO
Teacher(s)	Audio-Visual Equipment
Teacher(s)	Dismissal • DO NOT SUBMITED Audio-Visual Equipment
Administrator(s)	
Nurse School	Special Procedures a tebooks
Custodian(s)	atebooks
Notes Boroco.	Emergency 8
Q _Q	Disaster
17NO ME	May Injud 202 Information Students with Additional Needs
	Students with AdditionarNeeds
	First Aid
	Nurse's Schedule
Other Information	

STEM What is STEM?





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

DO NOT SUBMIT FOR al way to understand and explore and old, and then have the capacity to



In 2014, only 16 percent of students STEM career, according to the U.S. Departs



STEM jobs, occupations in technology, suc oft care development, are in the highest doma



STEM NO MENINE . THIRD AO THE

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 ys to improve you find a solution

1. DO NOT SUBMIT

Steps yourself Get - Op t care

see that stands up to Tap winds. the Engineering Design Process (EDP). It acts as a cycle. Once you build a solution, you will find ways to improve it, create a new plan, build a new model, and retest it until you find a solution that works.

f cards and a Practice going roll of tape. F. y to build a house that stands up to

ASK

Define the problem

atebooks

problem?

uild the house



SUBMIT FOR PRINT • REVIEW O'N'I Practice: Test it by either blowing

card house or putting a fan up to it. How change it in the future to help it stand longer?



CREATE

Build a model of your solution.

Practices Build your card house!



PLAN

Pick your best idea, & plan your solution.

Practices 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 improve it.

Collaboration DO NOT SUBMIT Lines take certain role and market include: head engine Oppuality control or collaborations manager, and con Applications disease. nication directo

orking on a team, it's important not to critic a chool Datebooks

Pra = ce delivering your inpy we made it smaller to fit the requirements

of sand. That model is too large and who is we made it smaller to fit the HOZ LIMBUS TOP √ Respect yourself
and others 1 Wanage your time 1 Accept differences V Listen to others while V Stay positive.
They're speaking.

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.



SHERY ON DELETE (1909) My Chief Operating Office (1909) of Facebook. She gave to ND Talk in 2010 of the Many we have too few women lead to Y and she has the na book titled, "Lean In" about fergal to dership in our iness.





chem. 10 1995 for discovering a like earth's ozone layer was a 1995 for discovering a like earth's ozone layer was a 1995 for discovering a like earth's ozone refrigerant used in air conditioners and other equipment. Holes in the ozone were 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.



ORVILLONLY 1948) and HEMIT WRIGHT (18671912 When the dand built the first suc TO all airplane in
They observed how birds angled in the sings to fly,
A they copied this in the plane wings to fly,



School actebooks and the photographs and the photographs are the structure.

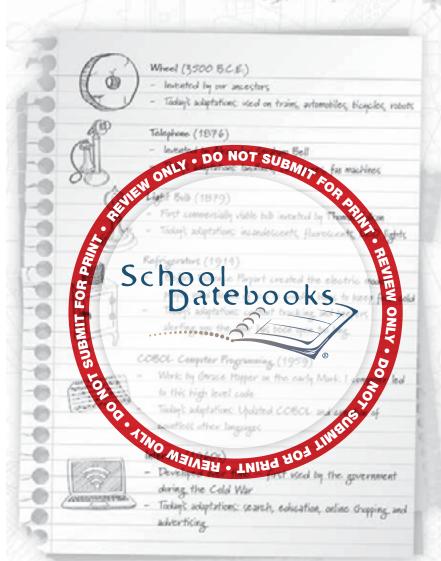


JON (NOTRE (1804-1886), a black of the colded that the wood Mainage of LNIE as teel design. He founded Deere & Company, where he developed other agriculture tools.

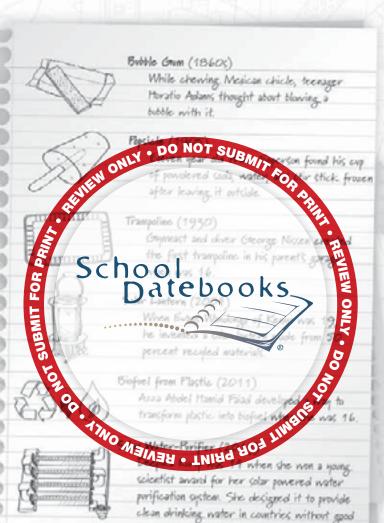


LOUIS BRAILLE (1809-1852) was a blind Frenchman who decided there had to be a better way to learn than just listening — he wanted to read. He invented Braille, the system of reading and writing for the blind that we know today.

STEM Interesting Inventions



STEM Inventions at a Young Age



nator 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. state-of-the-art facilities. They also study ways to ensure water quality and pollution



• DO NOT SUBMIT FOR A cod's nutrients other contents. They identify new fo improve methods for processing and preve-They also address the world's hunger, needs for growing, storing, packaging, and distributing

School

MECHAN Care, maintenance, and re every det for the machines and equipment th alize in key areas - cars, airplanes, five machines - anything that operates cause equipment is always changing and being inv new technique



Of her educe was coupling to a drawing of her education of the second of n aquarium director oversees everything in the aquarium, coordinating the business office, planning, fundraising, and care of marine life, with staff for specific tasks. Directors also get involved in educational programs and participate in advocacy activities.

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



STEM Careers (pg. 2)

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





WILDLIFF TO NOT SUBMILERS, populations, and ONLY Proceeding characters are seen as the public. The collect data in various areas, the public release minutes and take blood or tissue a tap. The value also monitor habitats, collect water and so least the see and identify problems that wildlife may one with the public problems.

School Datebooks



No Mainaw . INING HO duct research on climate characteristics can use to make decisions based on expected weather.

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.







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CLASS SCHEDULE first semester



FIRST SEMESTER

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CLASS SCHEDULE second semester



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CLASS SCHEDULE first & second semester



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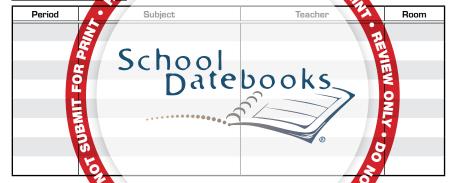
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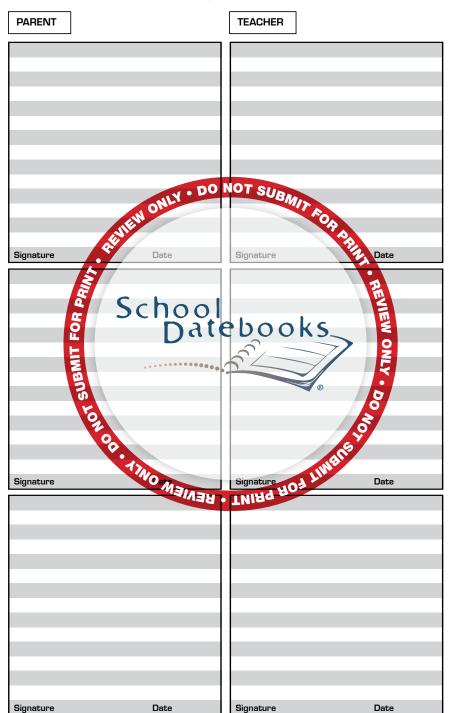


TIME-BLOCK SCHEDULE first & second semester

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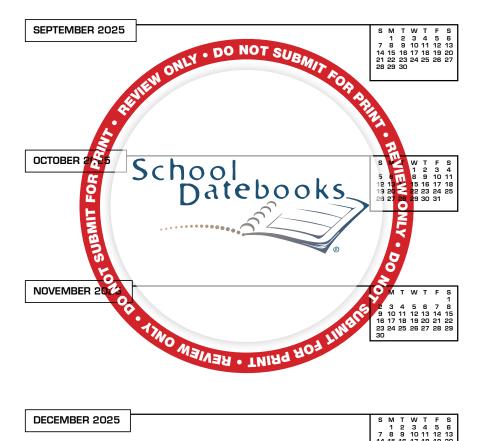
COMMUNICATION between parent & teacher



ADVANCE PLANNING



AUGUST 2025 М т w S 2 9 5 6 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



DECEMBER 2025	l s	М	т	w	т	F	s
DEGENTIBENT EGES		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



2024

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13 20	10 17 24	19
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October	June	February
S 6 13 20	S 2 9 16 23 30	4 11 18 25
M 7 14	3 10 17 24	5 12 19 26
1 8 15	4 11 18	6 13 20
W 2 9 16 23 34	5 12 19	21
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S 5 12	22	S 3 10 17 24
No-mber	July	March
S 0]7 24	7 14 21 28	3 10 17 24 31
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December	August	April
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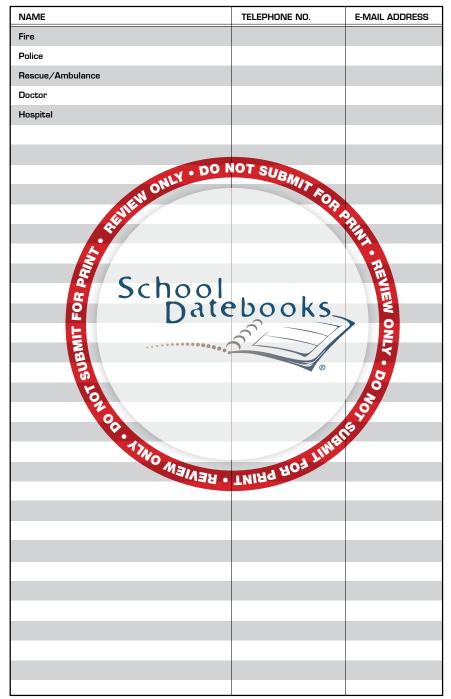




IMPORTANT DATES United States

	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	Sun., Mar. 10	Sun., Mar. 9	Sun., Mar 8
St. Patrick's Day First day of spring April Fools' Day Palm Sunday Passover begins at sunders Good Friday Easter Earth Day	Sun. Mar. No.T	Mon., Mar. 17	Tues., Mar 17
First day of spring	Tues., Mar. 19	SUBMIN Mar. 20	Fri., Mar 20
April Fools' Day	Mon., Apr. 1	Tues., AD	Wed., Apr 1
Palm Sunday	Sun., Mar. 24	Sun., Apr. 💪	Sun., Mar 29
Passover begins at sunder	Mon., Apr. 22	Sat., Apr. 12	Wed., Apr 1
Good Friday	Fri., Mar. 29	Fri., Apr. 18	Fri., Apr 3
Easter	Sun., Mar. 31	Sun., Apr. 20	Sun., Apr 5
Earth Day	Mon., Apr. 22	Tues., Apr. 22	Wed., Apr 22
Cinco de May <mark>o हि</mark>	Sun., May 5	Mon., May 5	Tian, May 5
	Sun May 12	Sun., May 11	Sur May 10
Memorial Dar	Sun May 12 May 27	Mon., May 26	Mou May 25
Flag Day	Tri Jule (2)	OSOJIK S	Sun Sun 14
Father's Day	Sun., June 16	Sun., June 15	Sun Oın 21
Juneteenth*	Wed., June 18	Thurs., June 19	Fri., Zn 19
First day of summer	Thurs., June 0	Fri. June 29	Sun. ≺un 21
Independence **	Thurs., July 4	File	Sat., Jul 4
Labor Day*	Mon., Sept. 2	Mon., Sept. 1	Mo., Sep 7
Patriot Day	Wed., Sept. 11	Thurs., Sept. 11	Fie, Sep 11
Rosh Hashanah been at sundown	Wed., Oct. 2	Mon., Sept. 22	51, Sep 11
First day of autumn Yom Kippur begins at Nadown Colombas Dan*	Sun., Sept. 22	Mon., Sept. 22	Tues., Sep 22
Yom Kippur begins at seedown	Fri., Oct. 11	Wed., Oct. 1	Sun., Sep 20
Columbus Day*	Mon., Oct. 14	Mon., Oct.	Mon., Oct 12
Halloween	Thurs., Oct. 31	Eri Cor	Sat., Oct 31
Standard time begins	Mon., Oct. 14 Thurs., Oct. 31 Majna Hov. 3	SHOPOV. 2	Sun., Nov 1
Election Day	Tues., Hov. TNI	Tues., Nov. 4	Tues., Nov 3
Veterans Day*	Mon., Nov. 11	Tues., Nov. 11	Wed., Nov 11
Thanksgiving*	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
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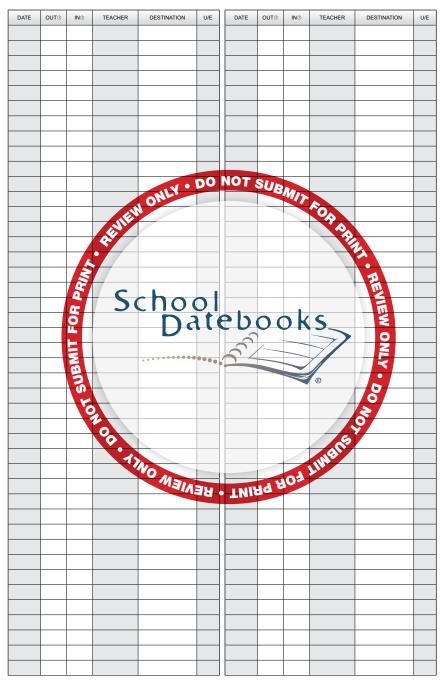
PHONE NUMBERS important contacts



NOTES

HALL PASS





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