

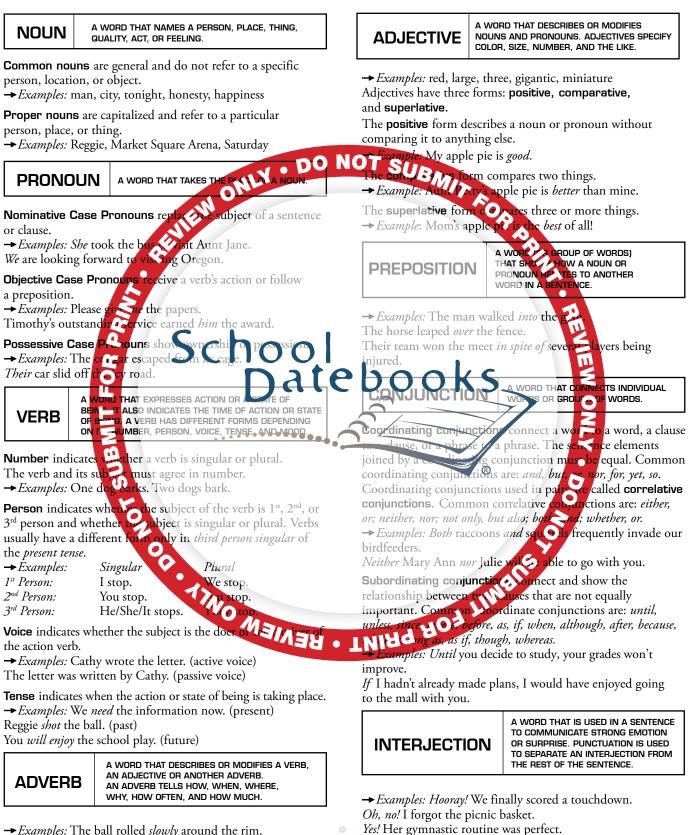
# K-12 REFERENCE PAGES

### 8.5" X 11"

ung:		
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### LANGUAGE ARTS parts of speech





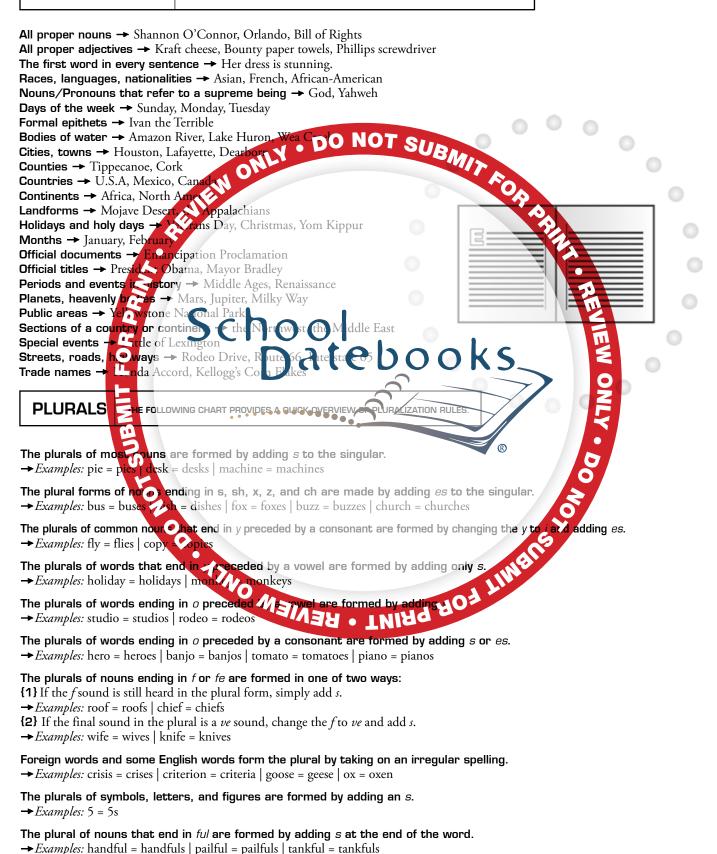
→ *Examples:* The ball rolled *slowly* around the rim. Soccer scores are reported *daily* in the newspaper.

00000

Ah, we finally get to stop and rest.

### LANGUAGE ARTS capitalization & plurals

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

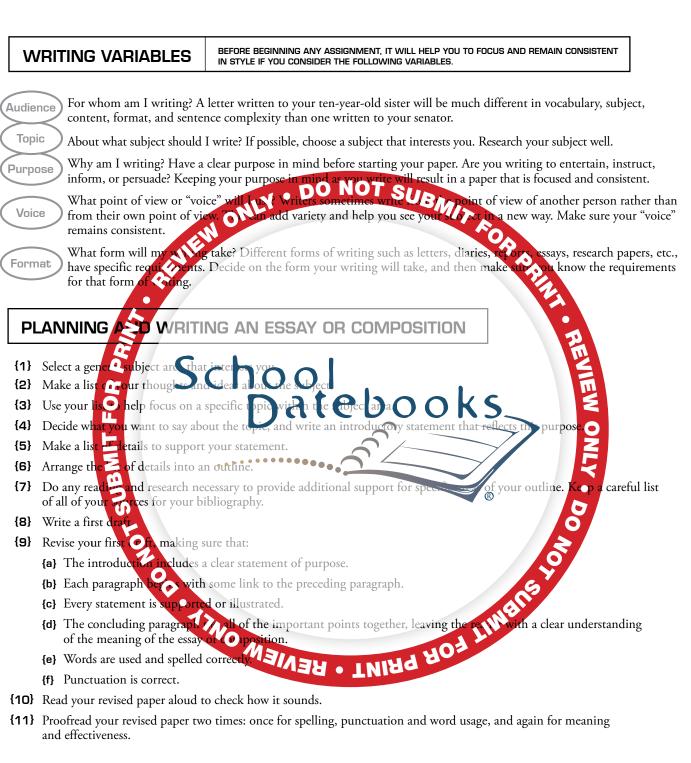


### LANGUAGE ARTS sentence structure & spelling rules



#### SENTENCE STRUCTURE A complete sentence must express a complete thought and must have a subject and a verb. → *Example:* He lost the game. A sentence fragment results from a *missing* subject, verb or complete thought. → *Example:* Because he was lost. THERE ARE FOUR TYPES OF SENTENCES: SIMPLE, COMPOUND and so on A simple sentence consists of in ain clause. It expresses one main thought ne subject and one verb. A simple sentence may co a compound subject, a compound verb, or both. → *Examples:* We enjoye the concert. Amy and Scott were writed yesterday. (compound subject: Amy and Scott) Amy and Scott were Ben is leaving work an going home. (compound verb: leaving and going) A compound sentence contains two or more main clauses (in italics) connected by a conjunct semicolon, or a comma when a conjunction. → Examples: slecting fossils is fun, but I think identifying fossils is difficult. (conjunction) Andy's suit lo mew; it just got back from the cleaners. (semicolon) Erin came hor for Easter, and Courth *to Flo<u>ri</u>da.* comma/conjunction) ain claus (In i UIIs) and one or more subordinate clauses (underline A complex centence ha → Examp e, one indepe<mark>nde</mark> Dad says that good grade use) Diligent straying is difficult, because I (main clau two dependent clauses) A comportal-complex sentence has two or more main cla n Italics) and one subord**in**: clauses (up **Prline**d). aders rode i**n** - Example Because the school bus broke down, the team rode in are deceiving me, Kristi is on that runaway horse, and Dale is be Unless my SPELLING RU Imans Write *i* before *e* except a $C_{i}$ , or when sour $\rightarrow$ *Exceptions:* seize, weird, ett. *i* leisure, neither or when sounded like a as in weigh and eight. When the ie/ei combination is not pronounced ee, it is usually spelled ei. $\rightarrow Examples$ : reign, weigh, neighbor - *Examples:* reign, weigh, neighbor dh202 Exceptions: friend, view, mischief, fier EIVER When a multi-syllable word ends in a consort ent is on the last syllable and the suffix begins with a vowel — the same rule h double the final consonant. $\rightarrow$ *Examples:* prefer = preferred | allot = allotted | control = controlling If a word ends with a silent e, drop the e before adding a suffix that begins with a vowel. → Examples: use = using | like = liking | state = stating | love = loving When the suffix begins with a consonant, do not drop the e. → *Examples:* use = useful | state = statement | nine = ninety - *Exceptions:* argument, judgment, truly, ninth When y is the last letter in a word and the y is preceded by a consonant, change th adding any suffix except those beginning with *i*. $\rightarrow$ Examples: lady = ladies | try = tries | happy = happiness | ply = pliable | fly = flying

### LANGUAGE ARTS the writing process



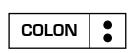


## LANGUAGE ARTS punctuation

### PERIOD

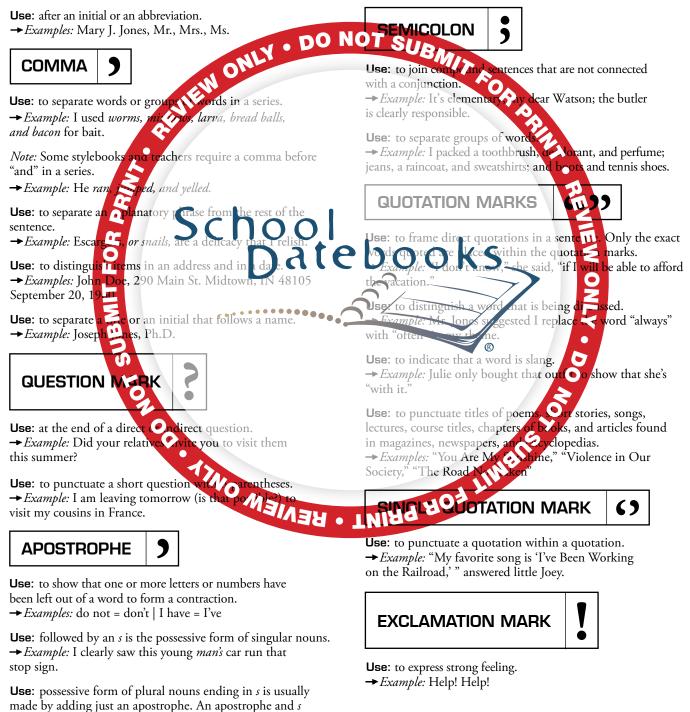
**Use**: to end a sentence that makes a statement or gives a command not used as an exclamation. → *Example*: Go to your room, and do not come out until dinner.

must be added to nouns not ending in *s*. → *Example:* bosses = bosses', children's





**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.



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### LANGUAGE ARTS frequently confused words



**accept** to agree to something or receive something willingly **to** | in the direction of **except** | not including **too** also or very → *Examples:* Jonathon will *accept* the job at the restaurant. **two** | the whole number between one and three Everyone was able to attend the ceremony *except* Phyllis. → *Examples:* The paramedics capital | chief, important, excellent. Also the city or town rushed to the scene of the accident. that is the official seat of government of a state or nation This meal is delicious, and it is low in fat, too. **capitol** | the building where a state legislature meets Only *two* of the 10 runners were able to complete the race. the Capitol | the building in Washington, D.C., in which weather | the state of the atmosphere referring to wind, the United States Congress meets → *Examples:* The *capital* of France is Paris. The *capitol* of Indiana is a building in Indian 10 10. The vice president arrived at the Capit family reunion. family reunion. We cannot decide *whether* will drive or fly to the reunion. arriving senators. hear | to listen to or who has Who's the contraction for wh here in this place Whose the possessive form of → Examples: Do you hear that strange sound? -> Examples: Who's in charge of the thing for the stage? The juice is right here in the refrigerator. Whose bicycle is out in the rain? it's | the contraction for is or it has you're | the contraction for you are its | shows ownership possession **your** | the possessive form of *you*  $\rightarrow$  Examples: It's near time to leave for the botball game - Examples: She called to ask if you're p ng to attend The wagon lost *its* wh el in the m the party. day. tue four weeks fr lead | a heavy, gray lead | to go first, gro led | the past tense of *lead* → *Examples:* Water mpes in many older homes are made of This path will *lead* to the waterfall. 1 Bloodhounds led th olice to the hideout. loose | free or not tig 1 lose | to misplace or sr for the loss of something - *Examples:* Since she I o weight, many of her clothes are loose. If you *lose* your money, you not be able to get into TNIAG AOA TIMBUZ the park. principal | the first or most important It also refers to the head of a school. **principle** | a rule, truth, or belief  $\rightarrow$  Examples: Pineapple is one of the principal 415One *principle* of science is that all matter occupie quiet | free from noise **quite** | truly or almost completely → Examples: Our teacher insists that all students are quiet during a test. This enchilada is quite spicy. their | belonging to them **there** | at that place **they're** | the contraction for *they are* → *Examples: Their* new puppy is frisky. Please place all of the newspapers over there. *They're* coming over tonight.



### LANGUAGE ARTS common prefixes & suffixes

### **COMMON PREFIXES**

quality of or having the office of

in the direction of

-ship

-ward

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

L			
Prefix	Meaning	Examples	
auto-	self	automobile, autop	pilot
bi-	two or twice	bicycle, biannual,	, biweekly
com-	with	compare, commu	, biweekly inicate, company ert, confide , distrust nable ascnsby literate ature, impatient blete, indoors, ingrown eract, intersection egular eam, midway
con-	with	conference, conce	ert, confide
dis-	do the opposite of	disappear, dislike,	, distrust
en-	to make	ensure, enlarge, ei	nable DO NOT en
extra-	beyond	extraordinary, e. 1	tasensery Billion
il-	not	illegal, il	literate
im-	not or within	imper ibie, imma	iture, impatient
in-	not or within	it wure, incomp	plete, indoors, ingrown
inter-	between	<b>Nernatio</b> nal, inte	eract, intersection
ir-	not	irresponsible, irreg	gular
mid-	middle		
mis-	wrong	mistake, misguide	
non-	not or with	nonsense, nonfat,	
post-	after	postgraduate, pos	
pre-	before	prehistoric, precau	
re-	back or ann	return, revirite, re	cycle, react
sub-	below	stomarine subzei	ro subtile
super-	above, <b>e</b> side	supernatural, supe	ntiPintal, amport OOKS
trans- un-	across, 👁 r not	transplant, transo unsafe, unusual, v	
CON			A SYLLABLE ADDED TO THE SECORE A WORK TO CHARGE ITS MEANING. IN IN ST CASES, NG A SUFFIX THAT STARTS WITH A VOL. COPORT HE FINAL <i>E</i> OF TH <b>E ROOT WORD. FOR</b> ERVE BECOMES NERVOUS. ALSO, CHANGE AT THE WORL WORD TO AN / BEFORE SUFFIX EXCEPT <i>-ING</i> .
Suffix	Meaning		Examples payable, movable, portable logical, natural, comical American, European, librarian performance, allowance contestant, peasant, servant imaginative, talkative, decorative different, reverent, independ O 15 U ful, brarried musician, magician activity, fatality, popularity active, attractive, impressive homeless, thoughtless
-able	able to be		payable, movable, portable
-al	of, like, or suitat of	or	logical, natural, comical
-an	relating to, belong	to, or living in	American, European, librarian
-ance	the condition or stat	e Of being	performance, allowance
-ant	a person or thing the	at does mething	contestant, peasant, servant
-ative	having the nature of	or relat.	imaginative, talkative, decorative,
-ent	characterized by	M	different, reverent, independent
-ful	full of		Ashrful, brentifield
-ian	relating to, belongin	g to, or living in	musicran, 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	the office of	nervous, courageous, famous
chin	avality of an barring	the office of	friendshin loadershin componionshin

friendship, leadership, companionship

backward, homeward, westward

### LANGUAGE ARTS root words & their derivatives



acer, acid, acri | bitter, sour, sharp + acerbic, acidity, acrid, acrimony ag, agi, ig, act | do, move, go + agent, agenda, agitate, agility, navigate, ambiguous, action, react anni, annu, enni | year - anniversary, annually, centennial arch | chief, first, rule - archangel, architect, archaic, patriarchy aud | hear, listen - audiology, auditorium, audition belli | war - rebellion, belligerent, bellicose capit, capt | head - decapitate, capital, capta clud, clus, claus | shu + include, conclude, re *claustrophobia* cord, cor, cardi + cordial, concord, , courage corp | body - corpse, corps, cor cation, corpa 6 crea | create creation + creature, recrea cresc, cret, creuse rise, grow + crescendo, concre\_i ncrease cycl, cyclo | wheel •• rcular + bicycle, cyclic, cy<mark>clo</mark> Cyclops dem | people + democracy, demograp 🕫 epidemic dict | say, speak Q<sub>c</sub> - dictation, dictionary, b on, dictator, edict, predict, v dorm | sleep ALCO - dormant, dormitory dura | hard, lasting - durable, duration, endure equi | equal - equinox, equilibrium, equipoise fall, fals | deceive - fallacy, fallacious, falsify fid, fide, feder | faith, trust → confidante, perfidy, fiduciary, fidelity, confident, infidel, federal, confederacy fin | end, ended, finished + final, finite, finish, confine, fine, refine, define, finale, infinity fort, forc | strong

- fortress, fortify, forte, fortitude **geo** | earth → geography, geocentric, geology

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

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

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

ignis | fire → ignite, igneous, ignition

### ject | throw

deject. pr DOj NOTe SUBMIT New, lot, lut wash launder, lavatory, lotion, ablution

liter | letters → literary, literal, alliteration

magn | great → magnify, magnificent, magnitude, magnanimous, magnum, magnate

man | hand → manual, manage, manufacture,

manicure, man fest, maneuver emember

migra | wander → migrate, emigrant, mit, miss | send, let

→ emit, remit, submit, commit, tran mission, missile, commissary, emissary

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

nov | new → novel, novice, innovate, renovate

omni | all, every - omnipotent, omniscient, omnivorous

path, pathy feeling, suffering rs, sympathy, apathy, telepat 11 4513 ped, r centipede, → pedal, imped

expedition, tripod, podiatry pel, puls | drive, urge

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

poli | city → metropolis, police, politics, acropolis

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

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

ri, ridi, risi | laughter → deride, ridicule, ridiculous, risible salv, salu | safe, healthy

- salvation, salvage, salutation
- **scope** | see, watch, examine + telescope, periscope, kaleidoscope

scrib, script | write

+ scribble, inscribe, describe, prescribe, subscribe, manuscript, inscription

#### sent, sens | feel

- + sentiment, consent, dissent, sense, sensation, sensitive, sensory, sensible
- **sign, signi** | sign, mark seal
  - gnal, signature, design, insignia

sistOra, stit | stand → assist, persist, stamina, status, state, statue, str. , stationary, establish

solv, solu lt. →n → solvent, absolv, soluble, solution

- **spir** | breath → spirit, expire, insp 2, respiration

tact, tang, tag, tig Louch tactile, tactual, cont intact, tangible, contagious, contigu<mark>o</mark>.

empb time

temporal sonte**mp<mark>01</mark> o )**,

- ain | hold it, tenure, **det** pertinent, ntain, pertai**n**
- **er®a** | earth → terrain, terra**riu** ritory
- tract. tra dra
- table, abstract → tractor, attra
- trib | pay, b

ten

- **Srib**ute, attribute, distribute, tribute tribution trib
  - ieorn, unify, universal

#### vac | empty

- → vacate, vacuum, vacant, evacuate
- ven, vent | come
- + convene, venue, venture, advent
- ver, veri true
- verdict, verify, verisimilitude

#### vict, vinc | conquer

+ victor, convict, convince, invincible

viv, vita, vivi | alive, life

- revive, survive, vivid, vitality
- **voc** | call, voice
- + vocation, convocation, evoke, vocal
- **ZO** animal
- + zoo, zoology, zoomorphic, zodiac



<section-header>

JAGE AK.

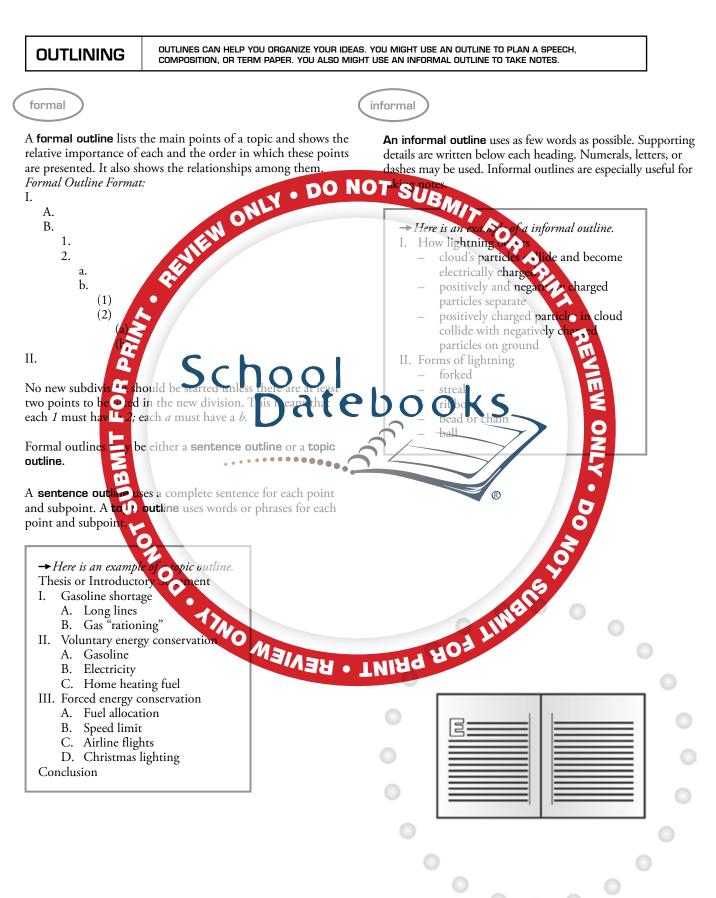
Serve a comma

The stand and schedeled to open.

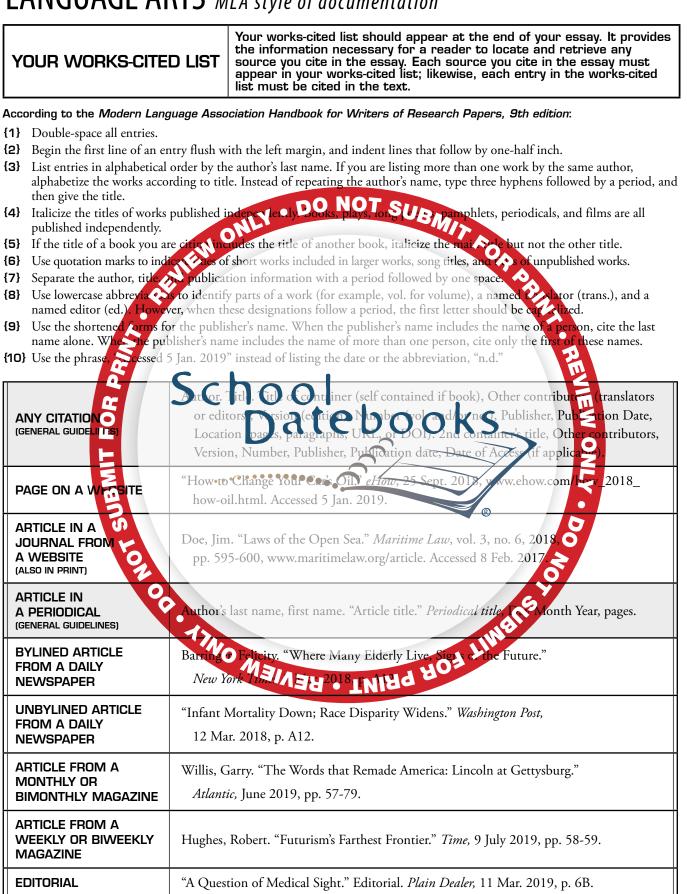
Serve a nonsorreging

The stand nonsorre o to mand No # | no new paragraph → "I'm tired," said Kevu CI'd like to go home. **∃** | capitalize  $\rightarrow$  They traveled to the capitol to meet the vice president. lowercase  $\rightarrow$  Tim fondly remembers playing football in  $\not\!\!\!\!$  figh  $\not\!\!\!$  chool. sp | spell out  $\rightarrow$  It was Kim's (st) trip to the U.K stet | stet (let it stand) → I don't like to hurt other people's feelings. Stet)

## LANGUAGE ARTS outlining



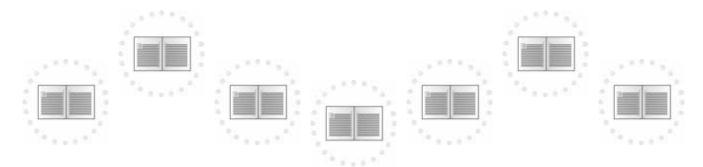
### LANGUAGE ARTS MLA style of documentation





## LANGUAGE ARTS MLA style of documentation

BOOK (GENERAL GUIDELINES)	Author's last name, first name. <i>Book title</i> . Publisher, publication date.
BOOK BY ONE AUTHOR	Wheelen, Richard. Sherman's March. Crowell, 1978.
TWO OR MORE BOOKS	Garreau, Joel. <i>Edge City: Life on the New Frontier</i> . Doubleday, 1991.
BY THE SAME AUTHOR	<i>The Nine Nations of North America</i> . Houghton, 1981.
BOOK BY TWO OR	Purves, Alan C., and Victoria Rippere. <i>Elements of Writing About a Literary Work.</i>
THREE AUTHORS	NCTE, 1968.
BOOK BY FOUR OR MORE AUTHORS	Pratt, Robert A. C. a D.O. to No Tri SUBJUTE, Houghton, 1956.
BOOK BY A	Pratt, Robert A. Call Class, Alm Survey, Houghton, 1956.
CORPORATE AUTHOR	Princockefeller Panel Reports. Prospect for America. Do Octay, 1961.
BOOK BY AN ANONYMOUS AUTHOR	<i>Liter</i> ary Market Place: The Directory of the Book Publishing Indu. 2003 ed., Bowker, 2002.
BOOK WITH AN AUTHOR AND AN EDITOR	Toomer, Jean. <i>Cane.</i> Edited by Darwin T. Turner, Norton, 1988.
A WORK IN AN	Notris, William, The Harstack in the Floods." <i>Nineteenth Century</i> Brit: Minor Poets,
ANTHOLOGY	edited by Pichard Wilbur, nd W. H. Auden, Dell, Laurel Edition, 1999 pp. 35-52.
AN EDITION OTHER	Chaucer, Geoffrey. <i>The Riverside Chancer</i> . Edited by Larry D. Senson. <b>3rol.</b> ,
THAN THE FIF	Houghton, 1987.
SIGNED ARTICE IN	Wallace, Wilson D. "Supersition." World Book Encyclorydia. 1970 ed., v 2,
A REFERENCE DK	Macmillan, 2019.
S FON OC	ONTE PRINT FOR PRINT . REVIEW ONLY.



### LANGUAGE ARTS APA style of documentation



#### 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 YOUR REFERENCE LIST 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. D UBM Capitalize only the first word of a title or (1) le of a work. Capitalize all and how books and journals. Note that the trail of the in these entries includes commas and rds in journal titles. Italicize titles of Invert authors' names (last name 1); give last name and initials for all authors of a part o lar work, unless the work has more than six authors (in this constraints list the first six authors and then use et al. after the sixth o thor's name to indicate the rest of the authors). Alpha we by authors' last names letter by letter. If you have more than on work by a particular rest of the authors). Alpha the by authors' last names letter by letter. If you have more than our work by a particular author, order them by production date, oldest to newest (thus a 2016 article would appear before) 2018 article). When an author appears as a sole author and again as the first author of a group, list the one-author entries that. If no author is given for a particular source, alphabetize by the title of the piece in the reference list. Use a shortened resson of the title for parenthetical citations within the text. Use "&" instead and" before the author's name when listing multiple authors of a single work BASIC FOR CO An article in a pe dical (such as a journal → Author, A. A. Nuthor, B. B., & Author, C volume number (issue number), pages. You need to list only the volume number if the periodical uses continuous r-a <mark>c</mark>h issue gination throughout volume. issue numbe , you should list the issue number as well begins with page ages. ical, volu A nonperiodical **styl**as a book, report, brochure or audiovisual media → Author, A. A. (Prof publication). Title of work: Capital letter also for subtitle (Ed **@**ublisher. Do not include the locuon of the publisher in the citation. Part of a nonperiodic 1 such as a book chapter or an article in a collection) → Author, A. A., & An P. B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Edge e of book Publisher. (pages of chapter When you list the pages of the Over or essay in parentheses after the book title, use "pp." before the num . 1-21). This abbreviation, however, does no ar before the page numbers in periodical references, except for ne TUR Party Z/TRONIC SOURCES BASIC FORMS FOR E **MEILER** A web page Author, A. A. (Date of publication or revision). *Title* An online journal or magazine Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Journal, volume number (issue number), page range. doi:0000000/0000000000 Since online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are unique to their documents and consist of a long alphanumeric code.

#### An online journal or magazine (with no DOI assigned)

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

#### Email

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

## LANGUAGE ARTS APA style of documentation

### **EXAMPLES**

#### Journal article, one author

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

#### Journal article, more than one author

→ Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-estee 0 m 0 750 d Social Psychology, 65, 1190-1204.

#### Work discussed in a secondary source

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

processing approaches. Review, 100, 589-608. Give the secondary source in the pences list; in the text, name the original work, and give a citation for yes secondary source. For example, if Seidenberg and Mand's work is cited in Coltheart et al. and you did not read the originary res. list the Coltheart example, if Seidenberg and Mand's work is cited in Coltheart e reference in your reference list. In the text, use the following citation: list the Coltheart et al.

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

#### Magazine article, on Juthor

Henry, W. A., **990**, April 9). Making the grade in today's schools. *Time*, *135*, 28-31. 

#### Book

manuscripts for journal publication. Calfee, R. C. 67 **/ale**ncia, F Americal • sychological Association.

#### An article or chapter of a book

O'Neil, J. M. & Egan, J. (1992). Men's and women's gender ro transiti Metapho transforn-Jon. In B. R. Wainrib (Ed.); Gender the oringer.

#### A government pullation

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

#### A book or article with **O** author or editor named

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

as follows: (Merriam-Webster's, 206, A ("New Drug," ' 1993)

#### A translated work and/or a republishe vo

9 903 Laplace, P. S. (1951). A philosophical essa ory, Trans.). Dover. (Original work published 1814).

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

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

#### An entry in an encyclopedia

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

#### An online journal article (no DOI assigned)

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

#### A web page

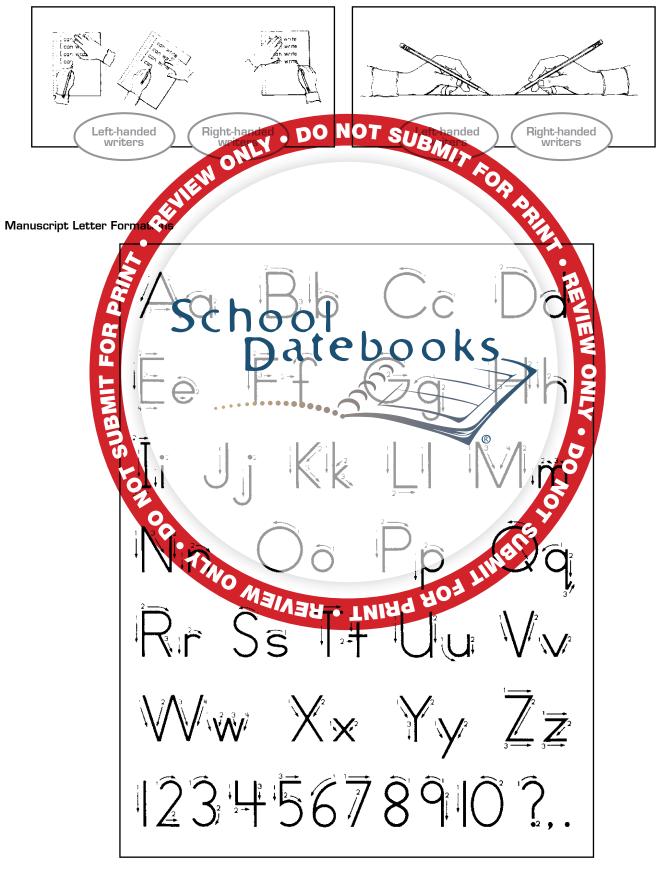
→ Daly, B. (1997). Writing argumentative essays. http://www.ltn.lv/~markir/essaywriting/frntpage.htm





### LANGUAGE ARTS manuscript writing

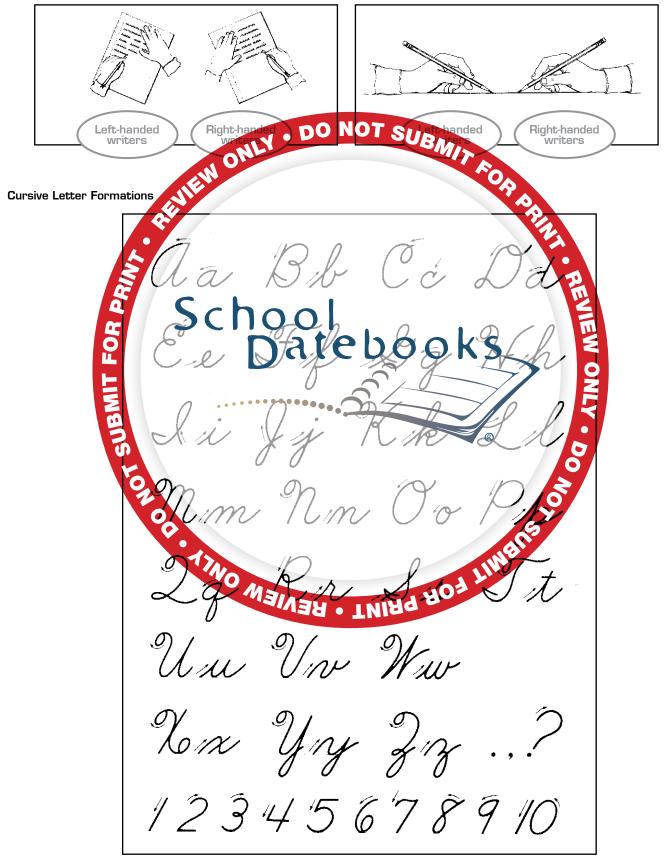
#### Position of Paper for Manuscript Writing



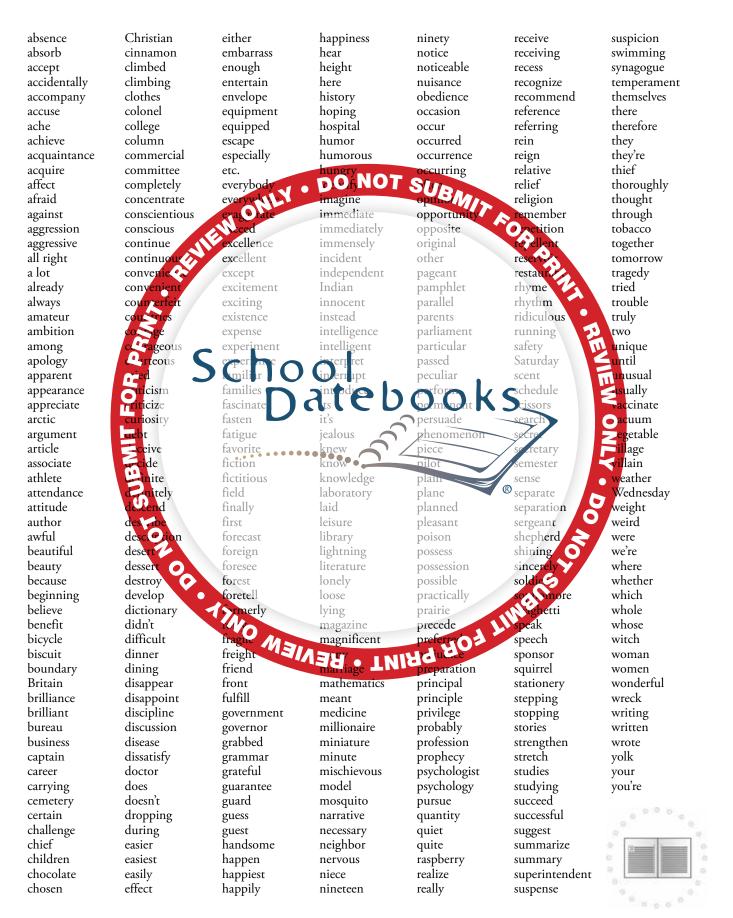


### LANGUAGE ARTS cursive writing

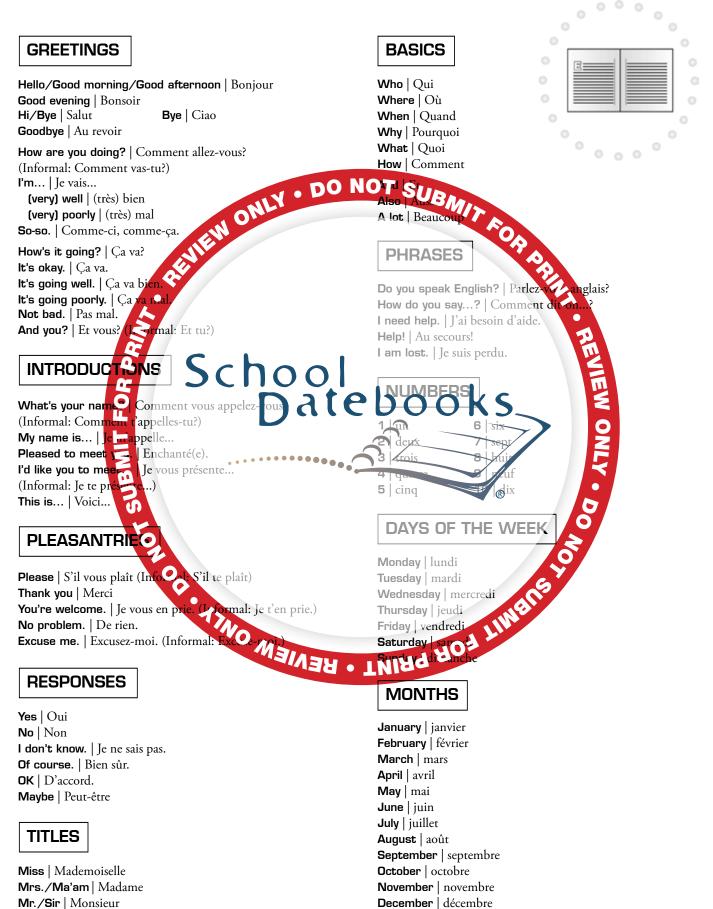
#### Position of Paper for Cursive Writing



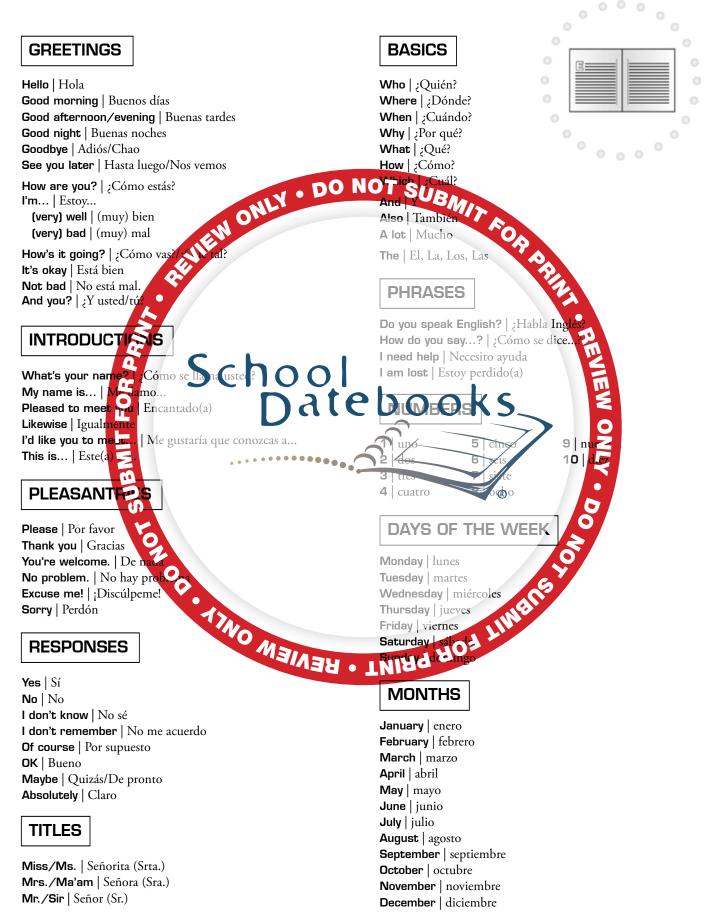
### LANGUAGE ARTS frequently misspelled words



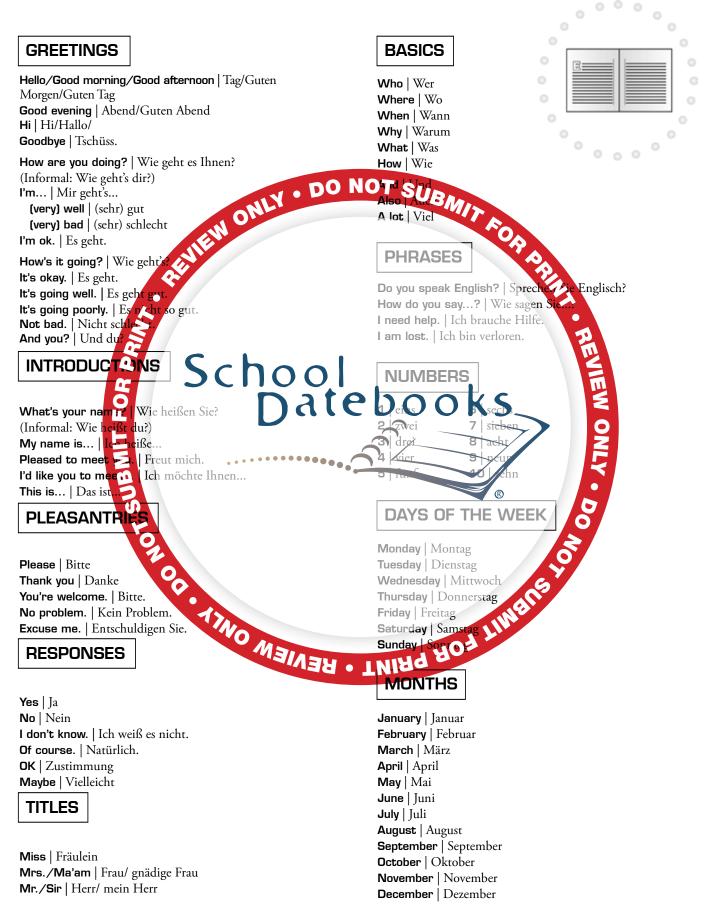
## LANGUAGE ARTS exploring French



## LANGUAGE ARTS exploring Spanish



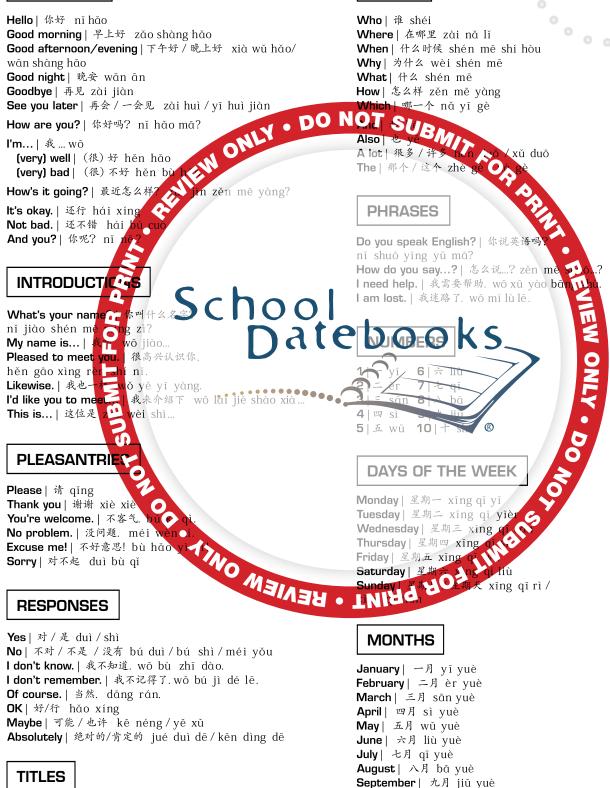
## LANGUAGE ARTS exploring German



## LANGUAGE ARTS exploring Chinese Mandarin



### GREETINGS



BASICS

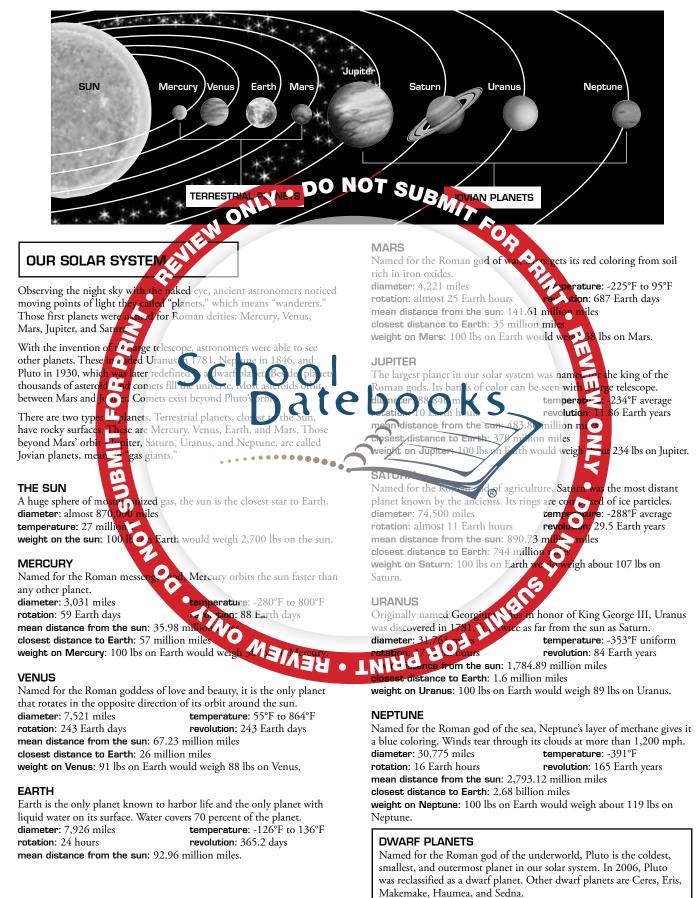
Miss/Ms.| 小姐/女士 xiǎo jiě / nǚ shì Mrs./Ma'am| 太太/女士 tài tài / nǚ shì Mr./Sir| 先生 xiān shēng October | 十月 shí yuè

**November** | 十一月 shí yī yuè

**December** | 十二月 shí èr yuè

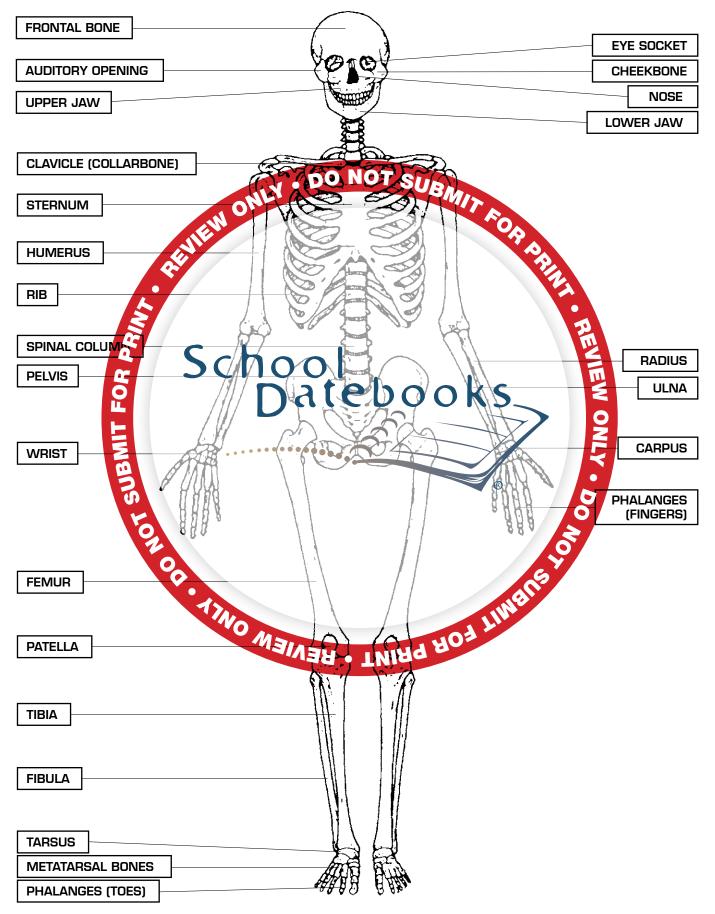


# **SCIENCE** the solar system



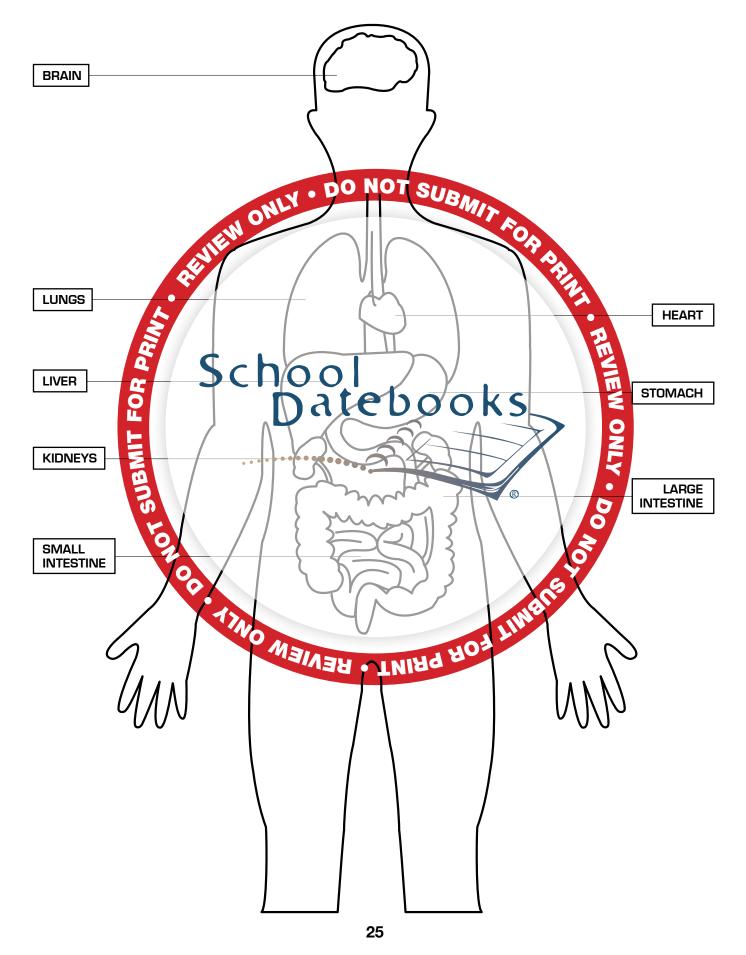


### **SCIENCE** the human skeleton



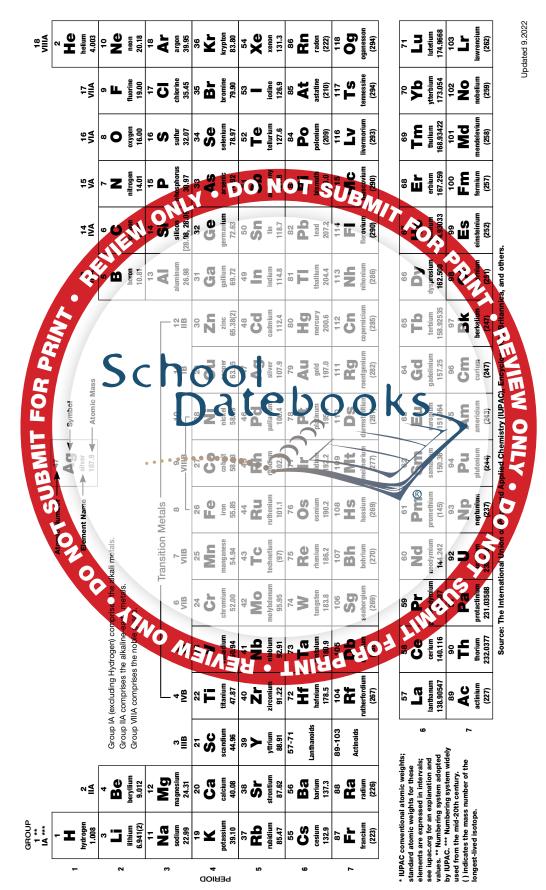


# **SCIENCE** major organs of the human body



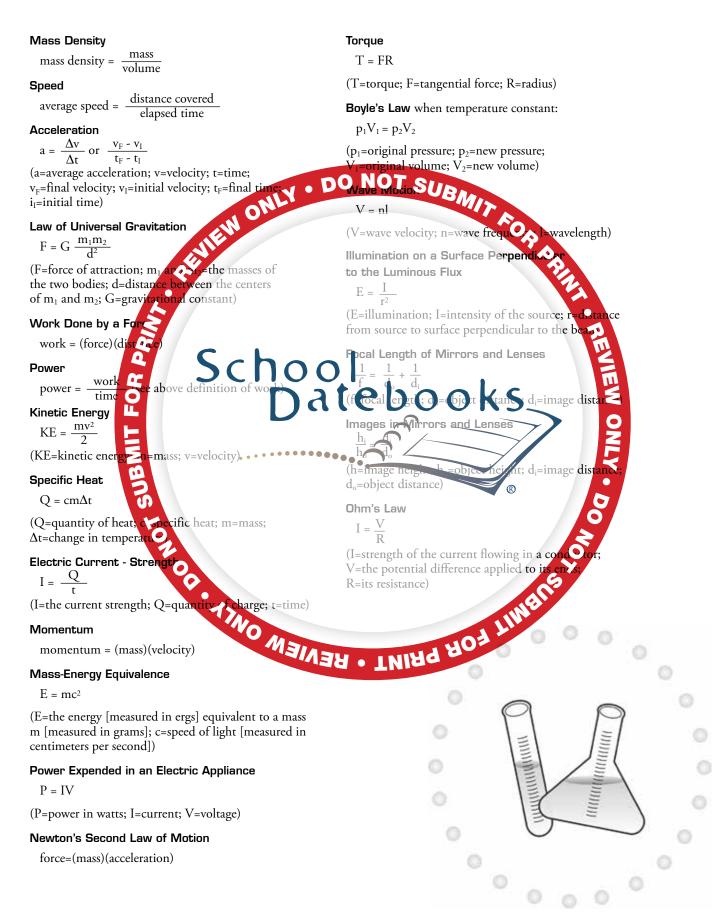


### **SCIENCE** *Periodic table of the elements*



### **SCIENCE** *physics laws & formulas*

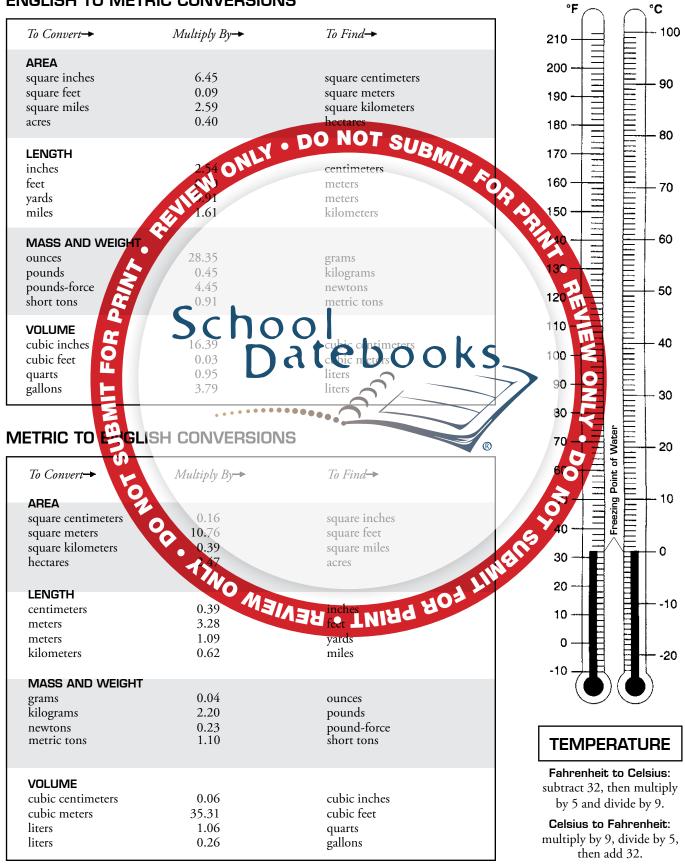




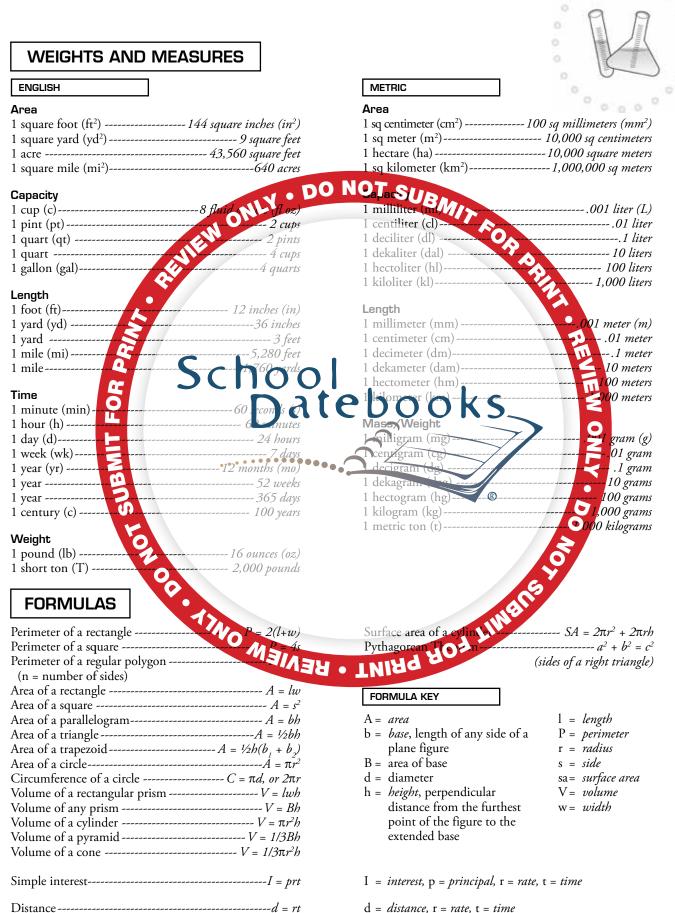
### **SCIENCE** unit conversions



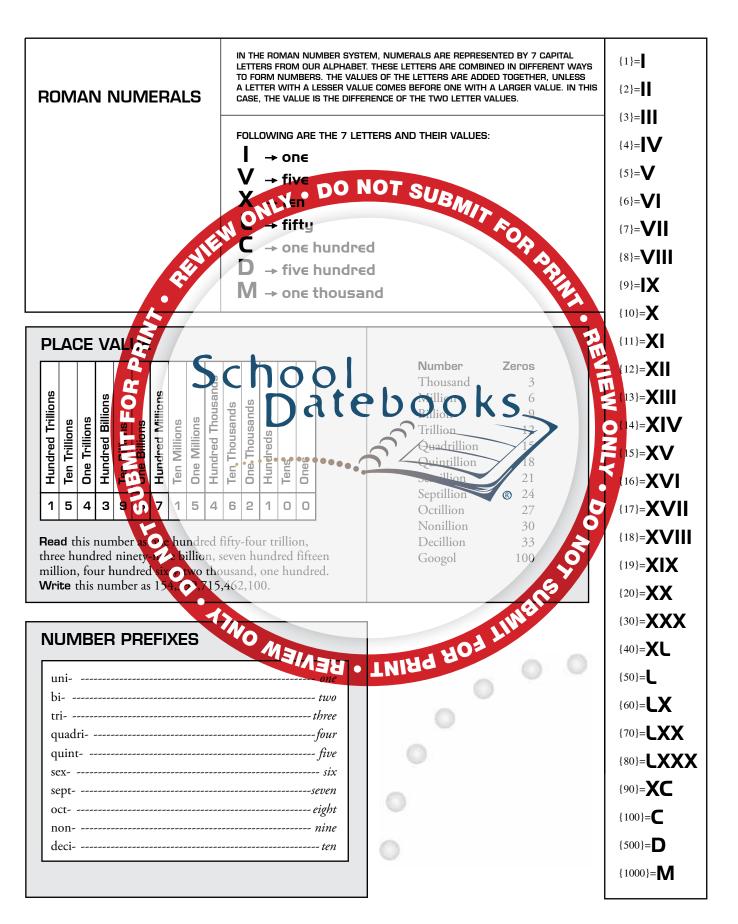
### **ENGLISH TO METRIC CONVERSIONS**



### **SCIENCE** weights & measures & formulas

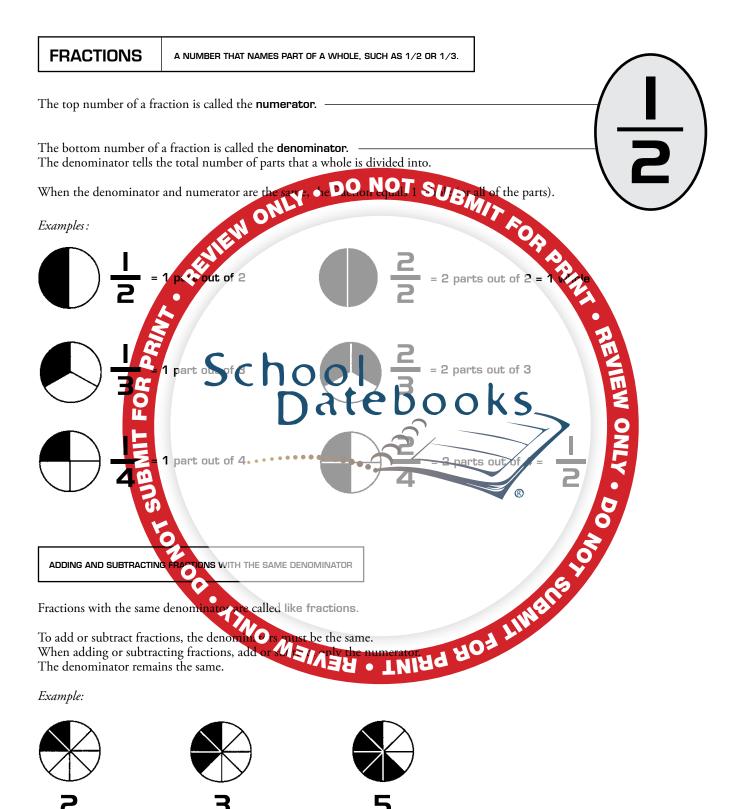


### MATHEMATICS Roman numerals & place value



### **MATHEMATICS** fractions







### **MATHEMATICS** squares & square roots

**SQUARES & SQUARE ROOTS** 

				00000				
$\mathbf{N}$ $\mathbf{N}^2$ $\sqrt{\mathbf{N}}$ $\mathbf{N}$ $\mathbf{N}^2$ $\sqrt{\mathbf{N}}$	Ν	N <sup>2</sup>	√N	0				
	101	10,201	10.05	0				
	102	10,404	10.09	0				
	103	10,609	10.15	0				
	104	10,816	10.20					
5 25 2.24 55 DO'NOT <sup>4</sup> SU	105	11,025	10.25					
4       16       2.00         5       25       2.24         6       36       2.45         7       49       2.65         0       57       3.249         7       2.65       0         7       2.65       0         7       2.65       0         57       3.249       7.55	106	11,236	10.30					
<b>7</b> 49 2.65 <b>57</b> 3,249 7.55	107	11,449	10.34					
8 64 2.83 58 3,364 7.62	îo.	11,664	10.39					
	TUS	11,881	10.44					
<b>10</b> 100 <b>60</b> 3,600 7.75	110	100	10.49					
	111	12/1	10.54					
	112	12,54	10.58					
	113	12,769	10.63					
	114	12,996	10.68					
	115	13,225	0.72					
	116	13,456	2.77					
	117	13,689	82					
18 <b>6</b> 19 <b>6</b> 11 4.36 <b>6</b> 19 <b>6</b> 11 4.36 <b>6</b> 12 <b>6</b>	118	13,92 <b>4</b> 14,161						
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			-0-					
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	121	14,641						
<b>22 34</b> 4.69 <b>73</b> 5,184 8.49 <b>73</b> 5,329 8.54	172	14,884 15,12 <b>9</b>						
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	24	15,376	1.14					
<b>25</b> 5.00 <b>75</b> 5.625 8.66	125	15,625	1.18					
<b>26</b> 676 5.10 <b>76</b> 5,776 8.72	126	15,876						
	127	16,129	11.22					
	128	16,39	11.31					
	129	16.54	11.36					
	130	15,500	11.40					
<b>31</b> 961 <b>5.57 81</b> 6,561 9.00	131	<b>1</b> 61	11.45					
31         961         32         1,024         5.66         82         6,724         9.06           33         1,089         5.74         83         6,889         9.11	125	17,424	11.49					
	112	17,689	11.53					
<b>34</b> 1,156 5.83 <b>84</b> 7,056 9.17	134	17,956	11.58					
<b>35</b> 1,225 5.92 <b>36</b> 1,296 6.00 <b>85</b> 7,396 9.27	135	18,225	11.62					
	136	18,496	11.66					
	137	18,769	11.70					
	138	19,044	11.75					
	139 140	19,321	11.79					
		19,600	11.83					
	141	19,881	11.87					
	142	20,164	11.92					
	143 144	20,449 20,736	11.96 12.00					
	144	20,736 21,025	12.00					
	146	21,316	12.01					
	140	21,516 21,609	12.08					
	148	21,009	12.12					
	149	22,201	12.21					
	150	22,500	12.25					

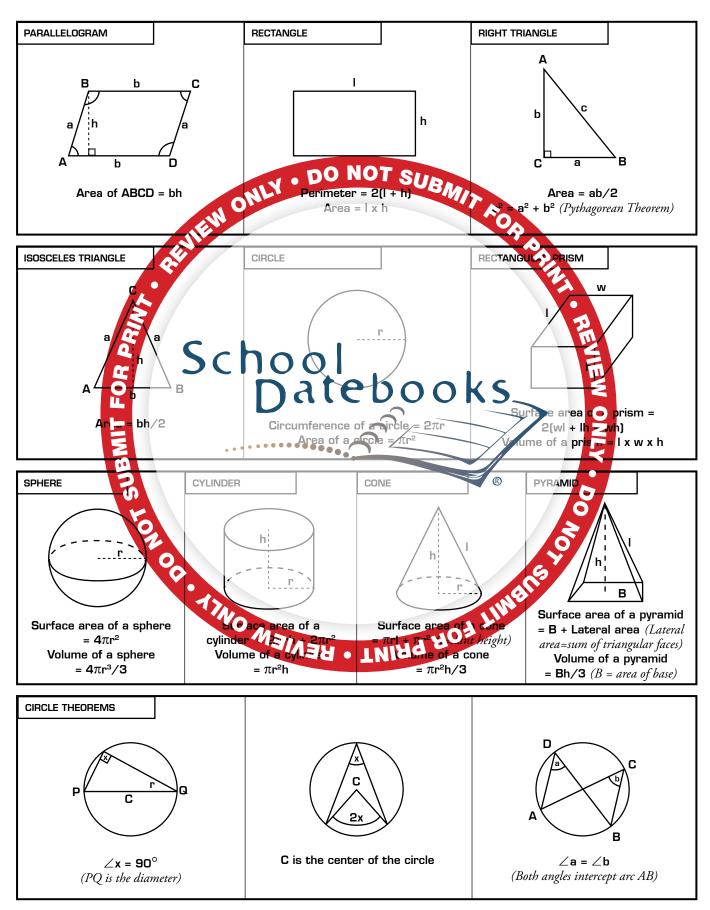


# **MATHEMATICS** algebra & multiplication table

### ALGEBRA

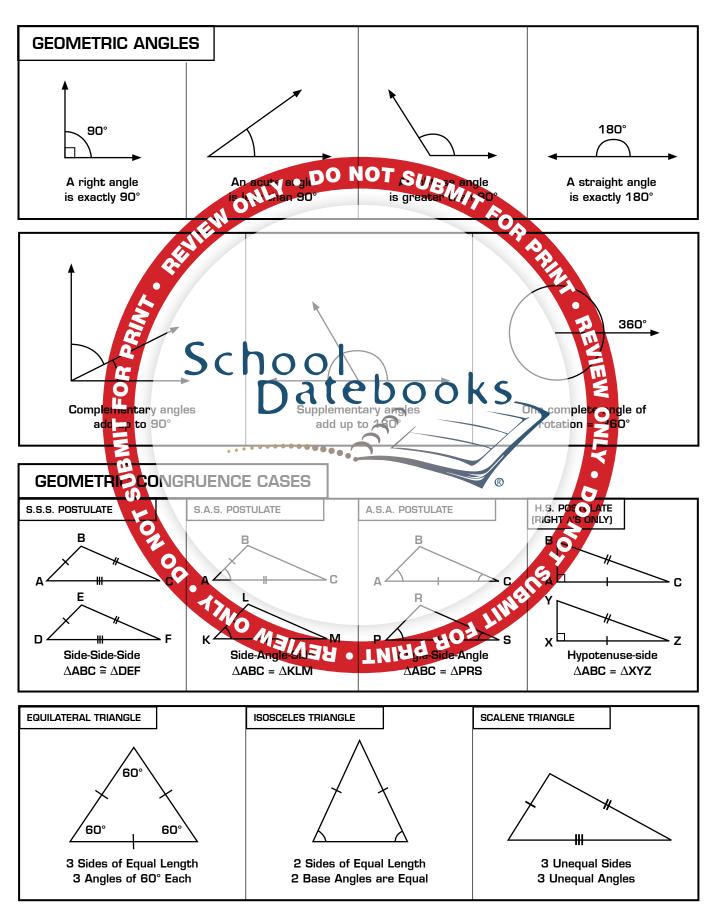
ExpandingLaws of ExponentsLogarithms $(1) a^{1/2} = a^{1+2}a$ $(1) a^{1/2} = a^{1+4}$ $(1) log(x) = log(x) + log(y)$ $(2) (a+b)^{1/2} = a^{1/2}ab+b^{1/2}$ $(2) a^{1/4} = a^{1+4}$ $(1) log(x) = log(x) + log(y)$ $(3) (a+b)^{1/2} = a^{1/2}ab+b^{1/2}$ $(2) a^{1/4} = a^{1+4}$ $(1) log(x) = log(x) + log(y)$ $(3) (a+b)^{1/2} = a^{1/2}ab+b^{1/2}$ $(2) a^{1/4} = a^{1+4}$ $(2) log(x)^{1/2} = log(x)$ $(3) (a+b)^{1/2} = a^{1/2}ab+b^{1/2}$ $(3) a^{1/4} = a^{1+4}$ $(2) log(x)^{1/2} = log(x)$ $(4) log(x) = a^{1/2}ab+b^{1/2}$ $(4) log(x) = a + x = a^{1/2}(log(x)) = log(x)$ $(2) log(x) = a + x = a^{1/2}(log(x)) = log(x)$ $(3) (a+b)^{1/2} = a^{1/2}a^{1/2}b^{$																				
When	given	a forn		the f	orm of	f a qua	dratic	equat	ion→	$\left( \right)$	ax²+bx	x+c=0						Ð		
The solution can be quadratic formulae to the book s MULTIPLICATION TABLE-																				
	1	2	5	4	5	6	7	8	9	10	11	12	13	14	®	16	17	08	19	20
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	1.8	19	20
2	2	4	6	27	10	12	14	16	18	20	22	24	26	28	30	32		36	38	40
3	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48		54	57	60
4	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60	Ś	68	72	76	80
5	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75		85	90	95	100
6	6	12	18	24	30		42	48	54	60	66	72	78	84		96	102	108	114	120
7	7	14	21	28	35	42	4%	E	63	70	77	84	-21(	DE	105	112	119	126	133	140
8	8	16	24	32	40	48	56	04	E		LN	Re		112	120	128	136	144	152	160
9	9	18	27	36	45	54	63	72	81	<u>    90</u> 100	<u>99</u>	108	117		135		153		171	180
10	10 11	20	30	40 44	50	60	70	80 88	90	100	110	120	130	140	150	160	170	180	190	200 220
12	11	22 24	33 36	44	55 60	66 72	77 84	00 96	99 108	110 120	121 132	132 144	143 156	154 168	165 180	176 192	187 204	198 216	209 228	240
13	12	26	39	52	65	78	91	104	117	130	143	156	169	182	195	208	201	234	247	260
14	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210	200	238	252	266	280
15	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300
16	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240	256	272	288	304	320
17	17	34	51	68	85	102	119	136	153	170	187	204	221	238	255	272	289	306	323	340
18	18	36	54	72	90	108	126	144	162	180	198	216	234	252	270	288	306	324	342	360
19	19	38	57	76	95	114	133	152	171	190	209	228	247	266	285	304	323	342	361	380
20	20	40	60	80	100	120	140	160	180	200	220	240	260	280	300	320	340	360	380	400

### MATHEMATICS area & volume



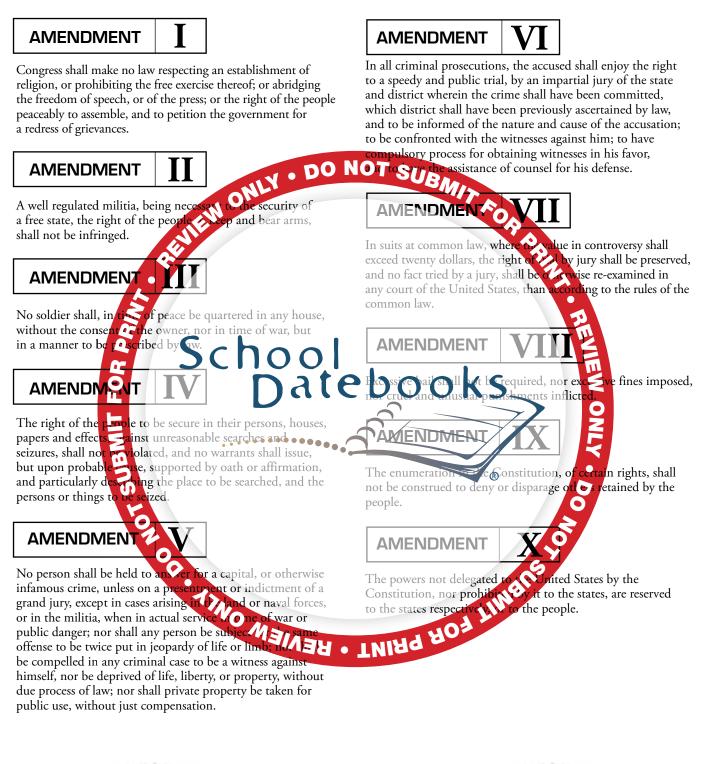


## **MATHEMATICS** geometric angles & congruence cases



## **CIVICS** Bill of Rights

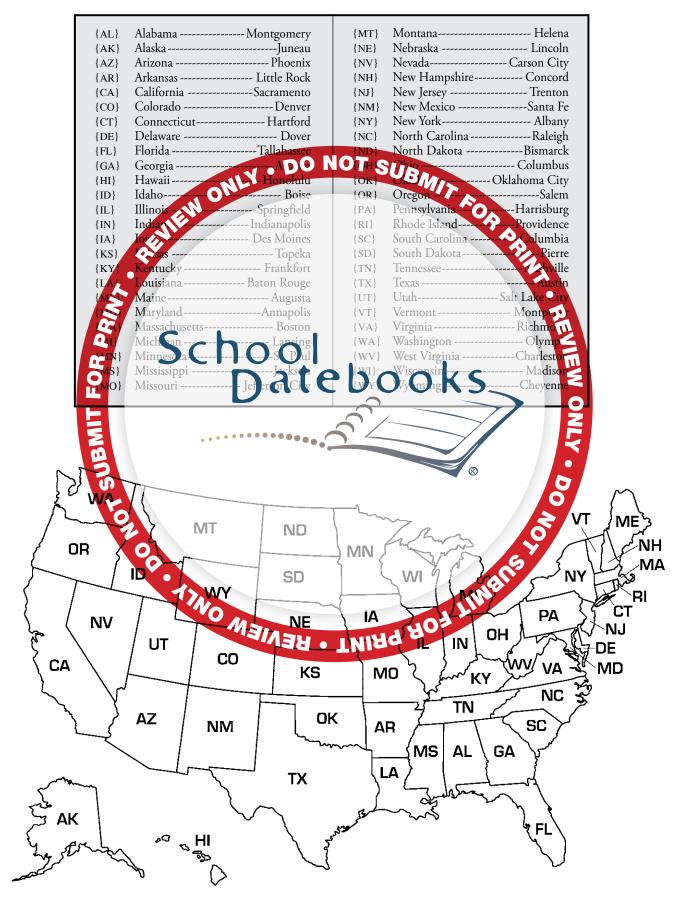








### **GEOGRAPHY** states & state capitals



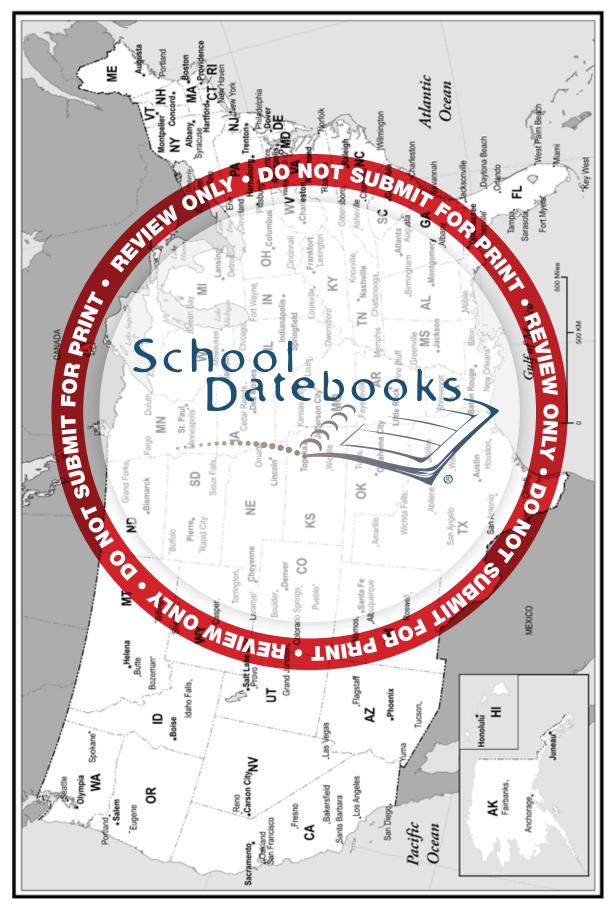


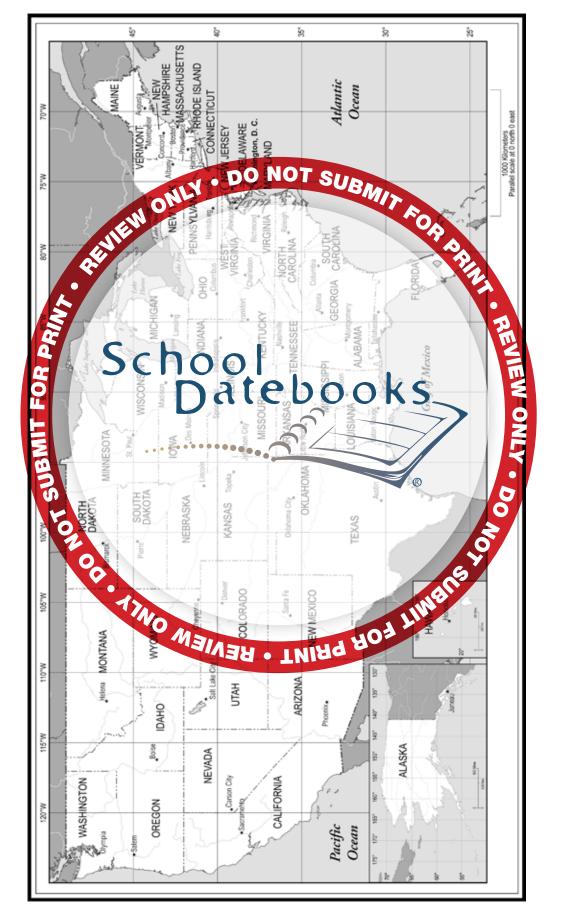
### **CIVICS** United States presidents

No. President	Party	Native State	Dates of term(s)	Vice President	
{1} George Washington	Unaffiliated		April 30, 1789-March 3, 1797	John Adams	
{2} John Adams	Fed.	Massachusetts <sup>†</sup>	March 4, 1797-March 3, 1801	Thomas Jefferson	ORDER OF
{3} Thomas Jefferson	DemRep.	Virginia†	March 4, 1801-March 3, 1805	Aaron Burr	PRESIDENTIAL
Thomas Jefferson		<b>V</b> <sup>2</sup> · · · †	March 4, 1805-March 3, 1809	George Clinton	SUCCESSION
{4} James Madison James Madison	DemRep.	Virginia†	March 4, 1809-March 3, 1813 March 4, 1813-March 3, 1817	George Clinton* Elbridge Gerry*	
{5} James Monroe	DemRep.	Virginia <sup>†</sup>	March 4, 1817-March 3, 1825	Daniel D. Tomkins	{1} The Vice President
<ul><li>{6} John Quincy Adams</li></ul>	DemRep.	Massachusetts <sup>†</sup>	March 4, 1825-March 3, 1829	John C. Calhoun	{2} Speaker of the House
{7} Andrew Jackson	Dem.	Carolinas <sup>†</sup>	March 4, 1829-March 3, 1833	John C. Calhoun*	^
Andrew Jackson			March 4, 1833-March 3, 1837	Martin Van Buren	{3} President pro tempore of the Senate
{8} Martin Van Buren	Dem.	New York	March 4, 1837-March 3, 1841	Richard M. Johnson	
{9} William Henry Harrison		Virginia <sup>†</sup>	March 4, 1841-April 4, 1841	John Tyler	{4} Secretary of State
<pre>{10} John Tyler {11} James K. Polk</pre>	Whig Dem.	Virginia North Cardina	DO5, NOTects 1845 March 4, 1845-March 200	George M. Dallas	{5} Secretary of the
{12} Zachary Taylor*	Whig	North Ca lina VON New York		and Fillmore	Treasury
{13} Millard Fillmore	Whig	New York	July 10, 1850-March 3, 1853	in a finitore	{6} Secretary of Defense
{14} Franklin Pierce	Dem.	New Hampshire	March 4, 1853-March 3, 1857	William Ving*	{7} Attorney General
<pre>{15} James Buchanan</pre>	Den	Pennsylvania	March 4, 1857-March 3, 1861	John C. Bre kipridge	
{16} Abraham Lincoln	P	Kentucky	March 4, 1861-March 3, 1865	Hannibal Hanni	{8} Secretary of the Interior
Abraham Lincoln*			March 4, 1865-April 15, 1865	Andrew Johnson	{9} Secretary of Agriculture
{17} Andrew Johnson	Dem.	North Carolina	April 15, 1865-March 3, 1869	Salurada C. IC	{10} Secretary of
{18} Ulysses S. Grant	Rep.	Ohio	March 4, 1869-March 3, 1873 March 4, 1873-March 3, 1877	Schuyler Colfax Henry Wilson*	Commerce
Ulysses S. Grant {19} Rutherford B. Hayes	Rep.	Ohio	March 4, 1877-March 3, 1877	William A. Wheeler	
{20} James A. Garfield*	Rep.	Ohio	March 4, 1881-Sept. 19, 1881	Chester A. Arthur	Secretary of Labor
{21} Chester A. Arthur	Rep.	Vermont	Sept. 19, 1881-March 3, 1885	STROUGH IN FILLIUI	Secretary of Health
{22} Grover Cleveland	Den	Newsey	March 4, 1885-March 3, 1889	Thomas A. Hendricks*	and Human Services
{23} Benjamin Harri	Rep	Off Off	March 4, 1889-March 3, 1893	Levi P. Morton	{1. ecretary of
{24} Grover Clevelan	Dem.	New Janey	March 4, 1899 - March 3, 1897 March 4, 1891 - March 3, 1901	Aillai E. Stevenson	ousing and Urban
{25} William McKing William McKing,*	Rep.	Ohio C	March F, 189 - March 3 1901	Cartet A. Hobart*	Sevelopment
{26} Theodore Roose elt	Rep.	New York	March 4, 1901-Sept 14, 1901 Sept. 14, 1901-March 3, 1905	Theodore Rooscyclt	{ <mark>14 • cr</mark> etary of
Theodore Rooser	rep.	I YOU IOIK	March 4, 1945-March 3, 1909	Charles W. Fairbanks	Sansportation
{27} William H. Tat	Rep.	Ohio	March 4, 199-March 3, 1913	ames 8. Sherman*	{15 Secretary of Energy
{28} Woodrow Wilson	Dem.	Virginia	March 4, 1913 March 3, 1917	Thoma R. Marshall	{16} Secretary of Education
Woodrow Wilson			March 4, 1917-March 3, 172-		
{29} Warren G. Hardi	Rep.	Ohio	March 4, 1921-August 2, 1923	Carlin ©oolidge	{17} Secretary of Veterans
{30} Calvin Coolidge	Rep.	Vermont	August 3, 1923-March 3, 1925		Affairs
Calvin Coolidge	Dan	Iowa	March 4, 1925-March 3, 1929 March 4, 1929-March 3, 1933	Charles G. Dawes Charles Curtis	<b>28</b> } Secretary of
<ul><li>{31} Herbert C. Hoover</li><li>{32} Franklin D. Roosevelt</li></ul>	Rep. Dem.	New York	March 4, 1933-Jan. 20, 1937	John N. Garner	Homeland Security
Franklin D. Roosevelt	Dem.	I WW IOIK	Jan. 20, 1937-Jan. 20, 1941		
Franklin D. Roosevelt	0		Jan. 20, 1941-Jan. 20, 1945	Henry A. Wallace	
Franklin D. Roosevelt*			Jan. 20, 1945-April 12, 1945	Harry S. Trum	
{33} Harry S. Truman	Dem	Missouri	A 1110 10/5 T 00 10/0		
Harry S. Truman			Jan. 20, 1949-Jan. 20, 1953	Alben W Lkley	
{34} Dwight D. Eisenhower	Rep.	exas	Jan. 20, 1953-Jan. 20, 1957	Rich n. J. Nixon	
Dwight D. Eisenhower	Dom	March	Jan. 20, 1957-Jan. 20, 1961	Lyndon B. Johnson	
<ul><li>{35} John F. Kennedy*</li><li>{36} Lyndon B. Johnson</li></ul>	Dem. Dem.	Texas	April 12, 1945-Jan. 20, 1949 Jan. 20, 1949-Jan. 20, 1953 Jan. 20, 1953-Jan. 20, 1957 Jan. 20, 1957-Jan. 20, 1961 Jan. 20, 1961-Nov. 22, 1964 Jan. 20, 1961-Nov. 22, 1964 Jan. 20, 1969-Jan. 20, 1976 Jan. 20, 1969-Jan. 20, 1976	Lyndon D. Jonnson	
Lyndon B. Johnson	Dem.	ICARS	Jan. 20, 1965-Jan. 20, 1969	Hubert H. Humphrey	
{37} Richard M. Nixon	Rep.	California	Jan. 20, 1969-Jan. 20, 1973	Spiro T. Agnew <sup>*</sup>	
Richard M. Nixon*	1		Jan. 20, 1973-Aug. 9, 1974	Gerald R. Ford*	
{38} Gerald R. Ford	Rep.	Nebraska	Aug. 9, 1974-Jan. 20, 1977	Nelson Rockefeller	
{39} James E. Carter, Jr.	Dem.	Georgia	Jan. 20, 1977-Jan. 20, 1981	Walter Mondale	
{40} Ronald Reagan	Rep.	Illinois	Jan. 20, 1981-Jan. 20, 1985	George H. W. Bush	
Ronald Reagan	Ren	Massachusatta	Jan. 20, 1985-Jan. 20, 1989 Jan. 20, 1989 Jan. 20, 1993	Dan Quarta	
<ul><li>{41} George H. W. Bush</li><li>{42} William J. Clinton</li></ul>	Rep. Dem.	Massachusetts Arkansas	Jan. 20, 1989-Jan. 20, 1993 Jan. 20 1993-Jan. 20, 1997	Dan Quayle Albert Gore, Jr.	000
William J. Clinton	Denii.	1 11 Na11343	Jan. 20, 1995-Jan. 20, 1997 Jan. 20, 1997-Jan. 20, 2001	1 HOLIL GOIL, JI.	0 0
{43} George W. Bush	Rep.	Connecticut	Jan. 20, 2001-Jan. 20, 2001	Richard B. Cheney	0 0
George W. Bush	<b>r</b> -		Jan. 20, 2005-Jan. 20, 2009	o literation of the literation	
{44} Barack H. Obama	Dem.	Hawaii	Jan. 20, 2009-Jan. 20, 2013	Ioseph R. Biden, Ir.	
Barack H. Obama			Jan. 20, 2013-Jan. 20, 2017		
{45} Donald Trump	Rep.	New York	Jan. 20, 2017-Jan. 20, 2021	Mike Pence	
{46} Joseph R. Biden, Jr.	Dem.	Delaware	Jan. 20, 2021-	Kamala Harris	•
(*did not finish torm. thom	n as subjects of C	Freat Britain hofors 1	United States was established)		0 0
( and not junish with, 0011	<i>i us subjetis bj</i> G	i ai bi iuin bejore (	Smila Sauls was tsuidusista)		000



### **GEOGRAPHY** United States map

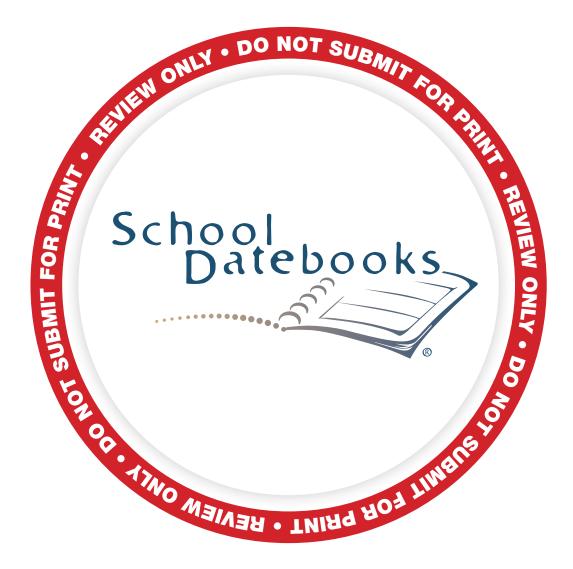




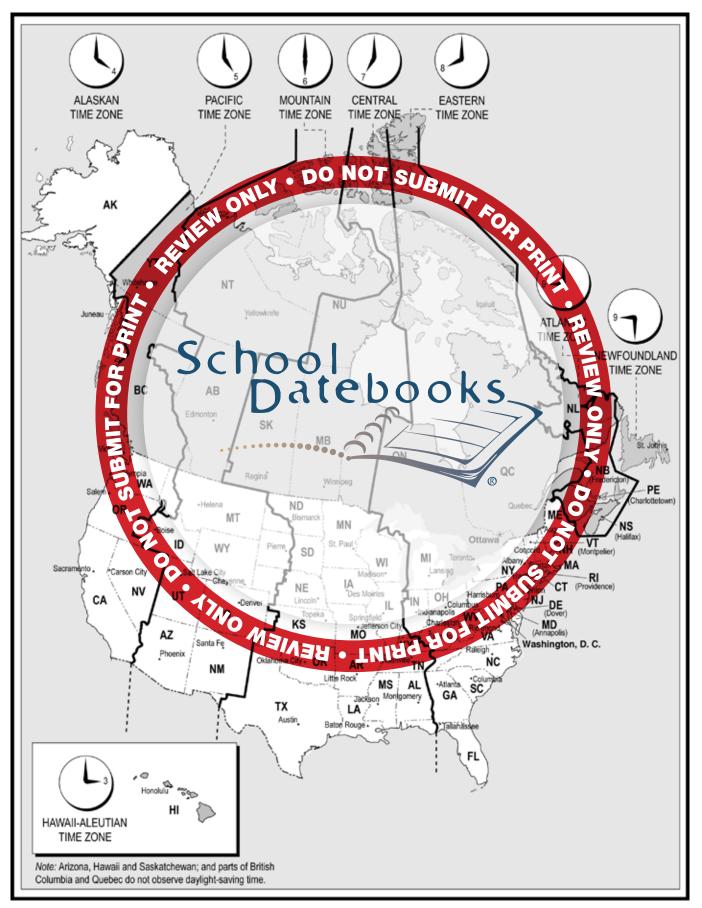
### **GEOGRAPHY** United States map with longitude & latitude



### **INSERT STATE MAP**



### **GEOGRAPHY** U.S. & Canada time zones



### **ENVIRONMENTAL AWARENESS** recycling

# **Be kind** to your mother FOR PRINT.

HIWANS LON OGO

enviro-

facts

**Given our** alternatives, should should should stoon of subscription have been all pick parter all part of platting poam or platting p we should

the respect she deserves.

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

### School a tebooks

Americans throw

State and Contraction of the state and the s motor oil can pollute 50,000 gallons of

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.

e means ness is polluting entres our world. Net teh or or ed **stuff**. *Rather than throw them away, give your old toys,* clothes, sports equipment, books, backpack, etc., to people who can use people them.

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

Dish it. Use real silverware and dishes instead of disposable 240

Opt for email to save paper.

nart when

ONLY fill the

E ride. Riding Ó nd cuts down or Mution, and <u>it's</u>

### ENVIRONMENTAL AWARENESS recycling



#### FACTS

- → The normal faucet flow is around 3-5 gallons of water per minute.
- → Showers can account for up to 32% of home water use.
- → 280 million tires are discarded every year in the United States.
- → Polystyrene foam is not biodegradable. It siop DO NOT terms, the foam cup you throw away Not will still be sitting there 500 years from yoo Not will still
- → When motor oil is not disp to properly, it can seep into the ground and maminate our drinking water. Just one quart of otor oil can pollute 250,000 gallons of drinking water.

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

70% of the trash that people throw away can

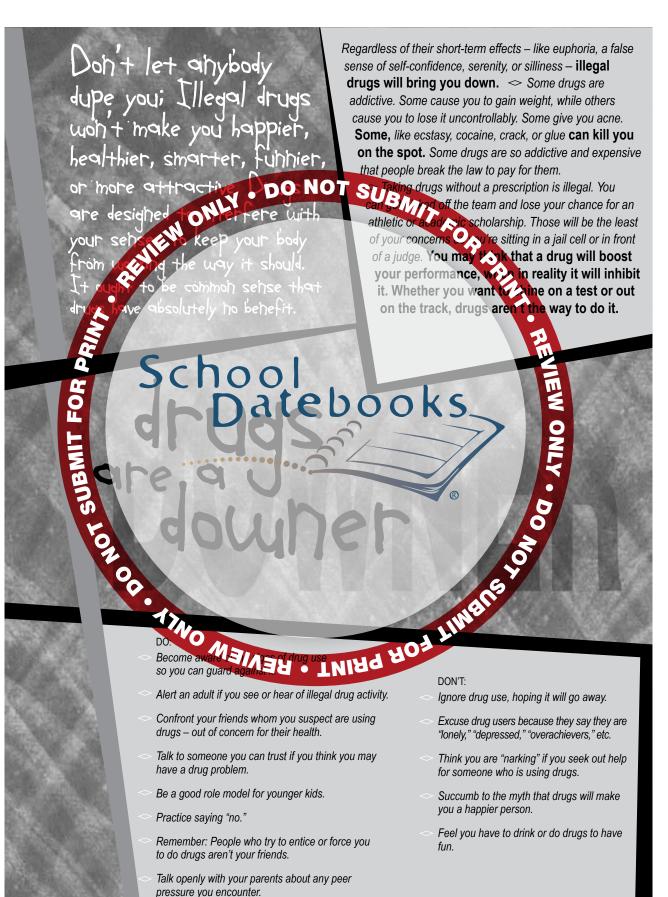
Each person proves away an average of 1,460 pounds of garba arch year.

Americans throw away enough aluminum every three months to rebuild ar entire commercial air fleet.

Items to Recyce Aluminum, Stel, and Tin Cans Newspapers	How the Propagathene book Lightly rinse and dry all cans. Fold newspapers and place in brown paper bags or bundle with string into one-foor stacks. Rinse and remove metal or plastic rims	S ON Rec. Jure B
Newspapers	Lightly rinse and dry all cans. Fold newspapers and place in brown paper bags or bundle with string into one-foot stacks.	
	bags or bundle with string into one-foot stacks.	®
	Rinse and remove metal or plastic rims	
2	and lids. Sort by color: brown, green, and clear.	S S
Plastics %	Rinse and separate by number.	9
Corrugated Cardboard	Break down boxes.	IN Reuse
Office Paper	Break down boxes. Storagento white, colored, and glossy stacks at Strikes tabs and paper cline at 02 Collect in containers no larger than 5 gallans	
Motor Oil	Collect in containers no larger than 5 gallons.	
Tires	Check with your local recycler. Some communities limit the number of tires accepted per year from individuals.	Recycle

### HEALTHY LIVING drugs are a downer





### 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.

is a turnoff. The younger will be Dien you start s SUB the more likely it is that you'll be O harull-blown smoker and that you'll subtr from some sort of smole Welated illness, says the Centers for Disease Control

You see, cigarettes (and other tobacco portucts like "chew") contain nicotine, and nicotine IS addiet . Don't believe it? Find a long-time smoker who is trying of quit and tak (very cheft, "y how chanky, tired, nervourg and irritable ney fee.

In fact, the ex-smokers still crive lightettes for years and years after they've given them up.

Why is choking so bad for you? For starters, damper your sense of smell and taste. It raises your blood prosure and makes you more susceptible to colds and pronchial infections. It can cause chronic coughs, uppers, wrinkles, and heart disease, not to mention corper of the mouth, larynx, lungs, esophagus, papereas, cervix, uterus, and bladder.

Also, smoking just ion't smart. Students who smoke are more likely met lower grades than nonsmoking students, say of the DC.

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

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

year.

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. \$**?00**?

OIE

The Surge in Seneral says that the typical so the shells out about \$700 of early 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.

### HEALTHY LIVING alcohol, tobacco, & drugs



## FACT AND FICTION:

#### Substances and your body

#### Home is where the heart is.

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

#### Alcohol

0 Alcohol is a legal intoxicant that unarguably the most dangerous drug or 2 planet. Each year, more people are injuge or die from alcohol-related accider or illnesses than any other drug other drug.

#### Drinking...

...makes skin brief and dry, causing cracking stemishes, and bloating of the sin, especially in the face and stome regions.

...harms eve 📭 organ in 🕈 body. Alcohcoamages the entire digesti 📭 system. It can cause scarring of the liver and eventual-usead to liver disease. Alcol can cause your brain chemistry to change, causir memory loss and sudden mood swings.

#### ... is packed with mpty calories.

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

Learn more at: https://www.niaaa.mr//yubi brochures-and-fact-sheets/alcohol-facts-and-ste lications/

#### Tobacco

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

#### Tobacco...

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

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

SUB // ictive that even a couple of cigarettes / an cause dependence. Studies have shown the ddiction to be just as powerful as that of regular smoker! "Just this once" can very colvbecome a long, drawn-out struggle we nicotine. Don't fall into the tobacco trac

#### Illegal Drugs...

... are dangerous to yor and those around you. Illegal druc uhan cause drastic changes in a user -- bility to live a normal life. Illegal drug 📊 re always a negative equation. The so nothing ut to ke from the user, a user's eboo family and riends, ar o from the nunity at large you or eone you knows a user, comf iet help now!

> ... can cause ir. eversible R damage to **t , m**ind and body. For example, cocaine can bring on strokes and seizures, even young people. Twenty-three people addicted. Our bodies are fragile. Dr. 2 isk your future. This is not a game. is not a game.

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

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

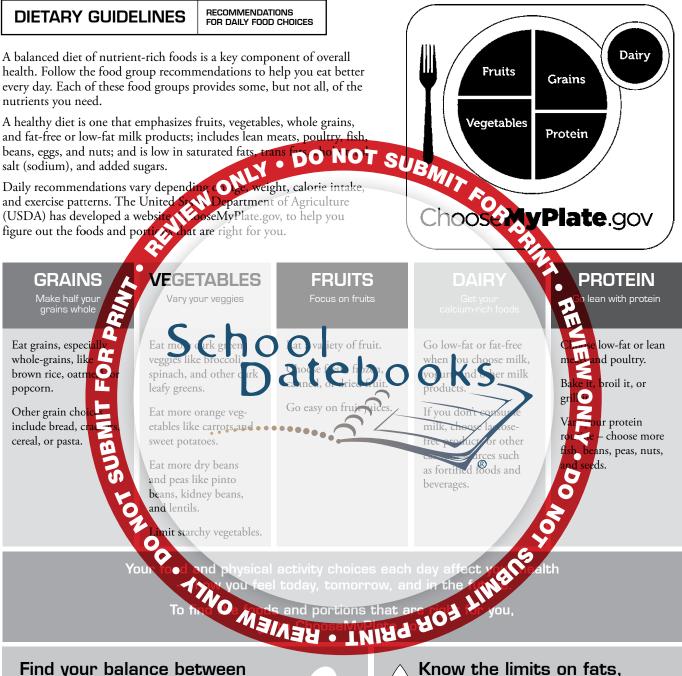


### "Addiction" Defined:

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



### HEALTHY LIVING dietary guidelines



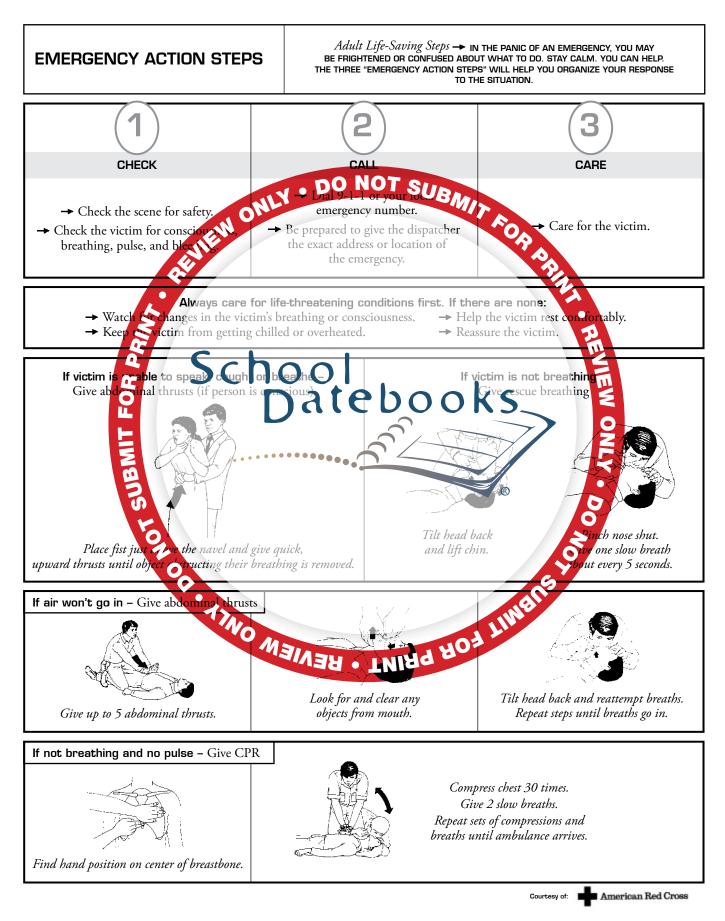
### Find your balance between food and physical activity

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

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

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

### **HEALTHY LIVING** *emergency action steps*



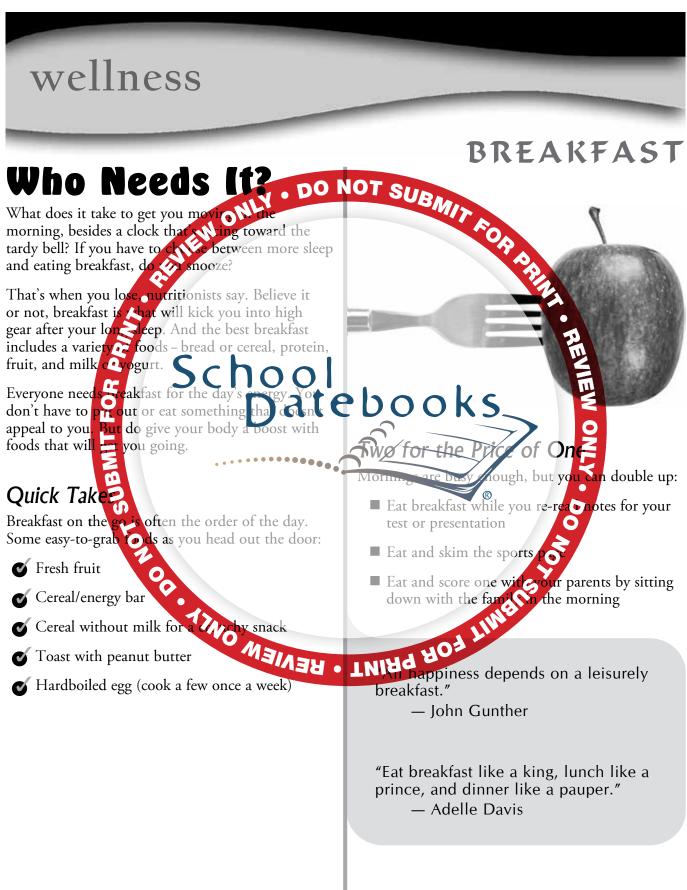


### HEALTHY LIVING hotlines & helplines

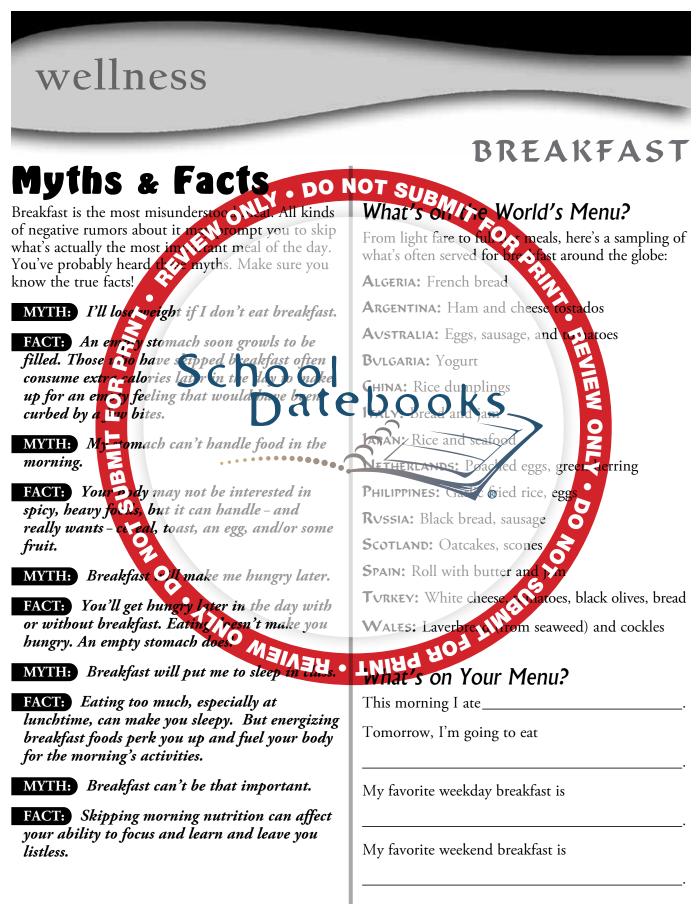


#### **GENERAL CRISIS** 7 Cups of Tea Online listeners www.7cups.com Boys Town Hotline (24 hrs.) 800-448-3000 www.boystown.org Crisis Call Center (National Suicide Prevention Lifeline) (24 hrs.) 800-273-8255 www.crisiscallcenter.org National Hopeline Network (I'm Alive, Suicide Prevention) Online chat www.imalive.org ne) (24 mm, p (24 mm) DONOSUS70 877-968-8454 WV Online chat Lifeline Crisis Chat (National Suicide Prevention Lifeline) (24 hrs.) suicidepreventionlifeline.org National Center for Missing and Exploited Children www.missingkids.com Teen Line www.teenlineonline.org Youth America Hotline | Your Life Co www.yourlifecounts.org ALCOHOL /SUB**F** and Friends of Problem Drinkers) -anon.alateen.org Al-Anon/Alateen (For F 888-4AL-ANON W . Alcoholics Anonymou 212-870-3400 ecoverymonth.gov American Council of Alcoholism 800-527-5344 www.r Narcotics Anonyme 818-773-9999 www.na.o National Institute Alcohol Akuse and Alcoholism niaaaweb-r@exchange.nih.gov www.niaaa. U...gov ABUSE 191 American Hear Association www.hea<mark>rt.c</mark> CDC National HIVIAIDS Contact Cent cdc.gov CDC National -D Contact Center ww.cdc.gov-National Cancer restitute www.cancer. Childhelp Nation Child Abuse Hotline (24 hrs.) 800-4-A-CF www.childhe.p.org National Organiz Con for Rare Disorders 800-999-6673 www.rared\_ases.org www.womenshealth.gov Office on Women's 1 ealth 800-994-9662 American Association Poison Control Centers (24 hrs.) www.ar 800-222-1222 www...inn.org Rape, Abuse and Incest No vonal Network (RAINN) (24 hrs.) 800-656-HOPE Youth Violence I .... MENTAL HEALTH Dimolar Support Alliance Maine 800-CDC-INFO dc.gov/violenceprevention HOJIME 800-826 www.dbsalliance.org www.mentalhealthamerica.net 800-950-NAMI National Alliance on Mental Illness Information Helpline www.nami.org National Mental Health Consumers' Self-Help Clearinghouse www.mhselfhelp.org selfhelpclearinghouse@gmail.com 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 Hotline 800-246-7743 www.glbthotline.org/talkline LYRIC (Center for LGBTQQ Youth) 415-703-6150 www.lyric.org The Trevor Project Lifeline (LGBTQ Ages 13-24) (24 hrs.) 866-488-7386 www.thetrevorproject.org

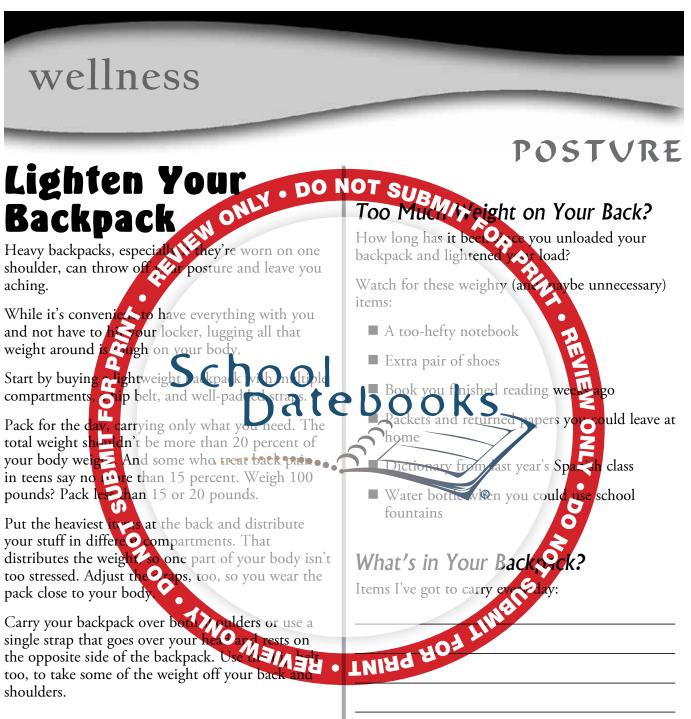
### **HEALTHY LIVING** breakfast — who needs it?



### **HEALTHY LIVING** breakfast — myths & facts



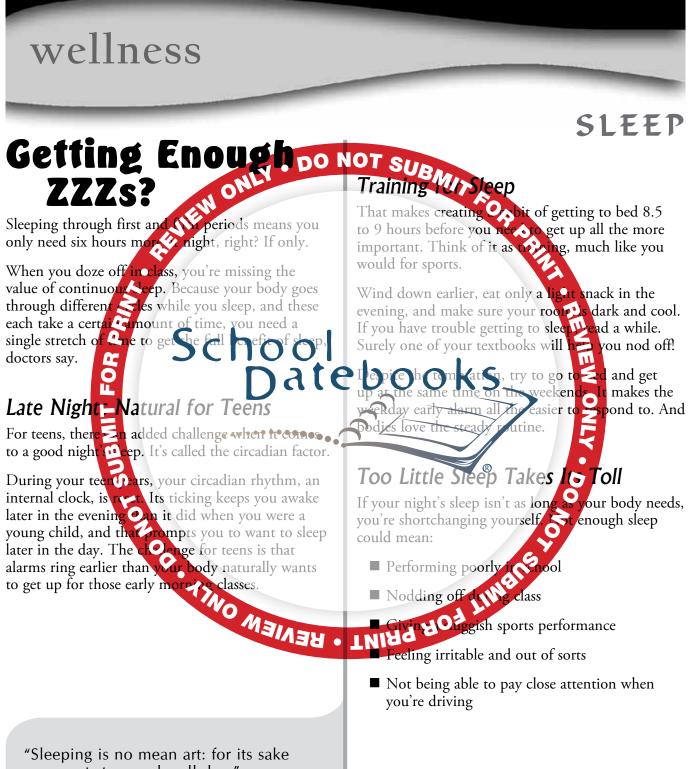
### **HEALTHY LIVING** *posture* — *lighten your backpack*



### Weigh In

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

### **HEALTHY LIVING** *sleep* — *getting enough zzzs?*



one must stay awake all day."

Friedrich Nietzsche

### **HEALTHY LIVING** *sleep* — *true or false?*



SLEEP

## • DO NOT SUBMITO Sleep, Too Animais Wird Sleep, Too True or False?

 $\mathbf{0}$ 

#### I'm a night person; no changing to

wellness

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

#### I catch up on nesleep on

You may sleep ninger, but there's really now stor make up for lost sleep. It's far better to uy to get a full night's sleep wery night. For teens, that's 8.5 or 9 hours. Soo much more or less could be detrimental 91 detrimental.

#### As long as I get Stours sleep, I'm good.

That's not true if the eight hours is interrupted, in, say, a nap after se sol and then only a few hours over night. You red to sleep through every sequential cycle to get size s full benefits.

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

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

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

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

REVIEW ONLY . DO

THE SHORT SNOOZERS:

Giraffe I.9 hour

Horse 2.9 hours Elephant 📕 3. 🖇 hours

HE REAL SLEEPE

Dog 🗋 Cat 12.1 hours Tiger 15.8 hours

Python 18 hours

### Asleep and Awa Records

Rip Van Winkle si va for 20 years and two days straight, by O course, that's a fictitious tale. INISG

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

### **HEALTHY LIVING** stress — life spinning out of control?



### Life Spinning Accept Harrise Happens Out of Contool

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

wellness

### Juggling It

School teens have sign light stress. There are of a syle demands on vour time ----demands on your time, your brain, and your life. Keeping all the balls in the air and achieving all you're after take toll.

### Stop, Breathe

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

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

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

STRESS

### Avoid Stressful Situation

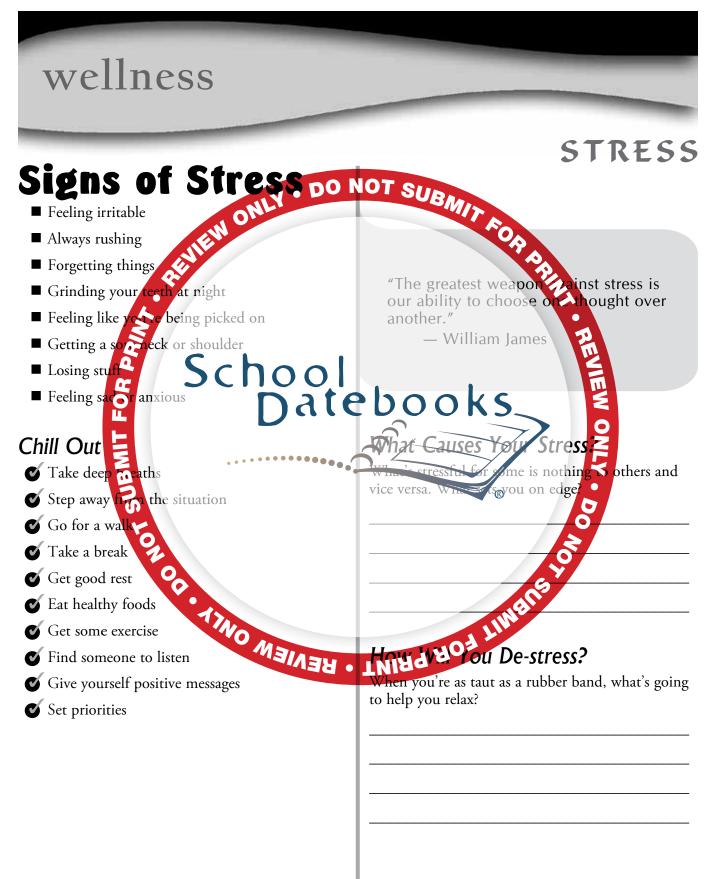
cometimes you can separate from you stress. Stay a On Osi Alsy plenty of the when you k big school projects had will keep ye on track for every day so our athletic, other performance comes easier. in small daily tasks that y r the deadline. Practic

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

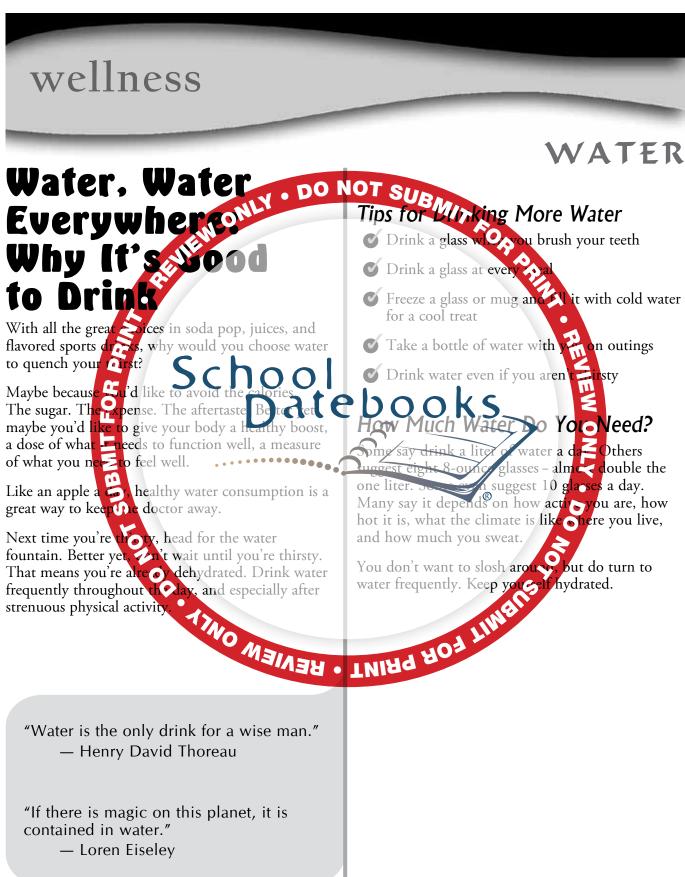
- Paul Dudley White

### **HEALTHY LIVING** stress — signs of stress

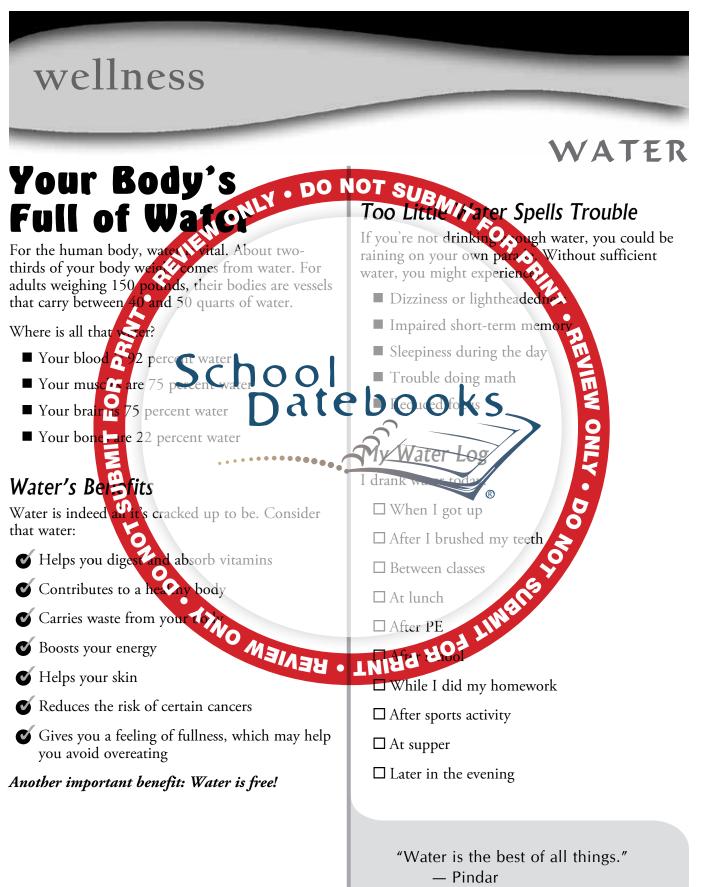




### HEALTHY LIVING water, water everywhere: why it's good to drink



### **HEALTHY LIVING** water — your body's full of water



### **HEALTHY LIVING** *internet safety tips*



### **ONLINE SAFETY**

#### **BE SMART! BE RESPECTFUL! BE SECURE!**

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

#### Be Smart!

Be Secure!

dangers. De autor DO NOT SUBM ever! It can be copied, saved, and districting by anyone. Think, before you Everything you post online stays online post images or words you mi

#### Be Respectfu

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

Remember to tres others online as you would want to be treated. Don't say or do anythis that you wouldn't say or do to someone face-to-face. Be kind, courtes, and res /ir g is serious and a crime in grany states.

## tebooks

The online we is not a game. It is real life. Keeping your personal ar financial infor-tion safe is important. Here are a tentios on h keep your info mation safe online:

- ★ If it isn't requ**(1)**, don't fill it in.
- × Keep your pase and login information to email, social networking site. Ind other accounts secret from even your best friend. Chang your password(s) periodically.
- × Pick a password tha (\*) is numbers and letters, varied capitalization, and morthan seven characters.

- K Make sure your connection is secure before logging in.
  K Check the URL (www. Address) of the website you are logging into. Don't trust the conversion of the site itself.
  K If you get an email about somethy () important, research the email and make size cisn't a scam. Don't use the analytic information () is your email. email's links or download information
- × Use up-to-date Antivirus software, and do regular Hins to L

### HAVE YOU OR SOMEONE YOU KNOW ...

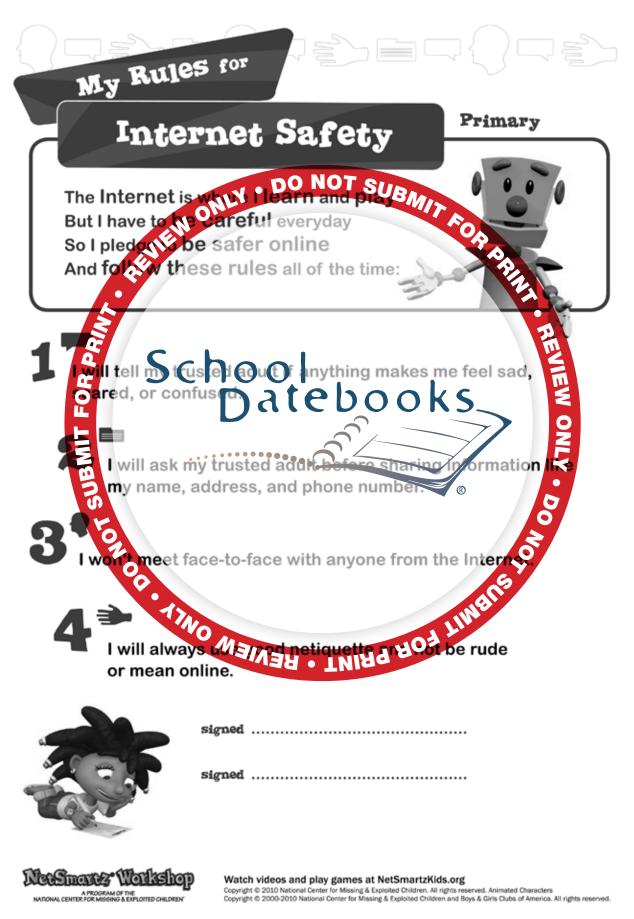
... ever had money stolen from them online? Discuss

... ever posted something or had something posted they would rather not have online? Discuss

... ever accidentally or purposefully sent an email or text to someone and hurt their feelings? Discuss

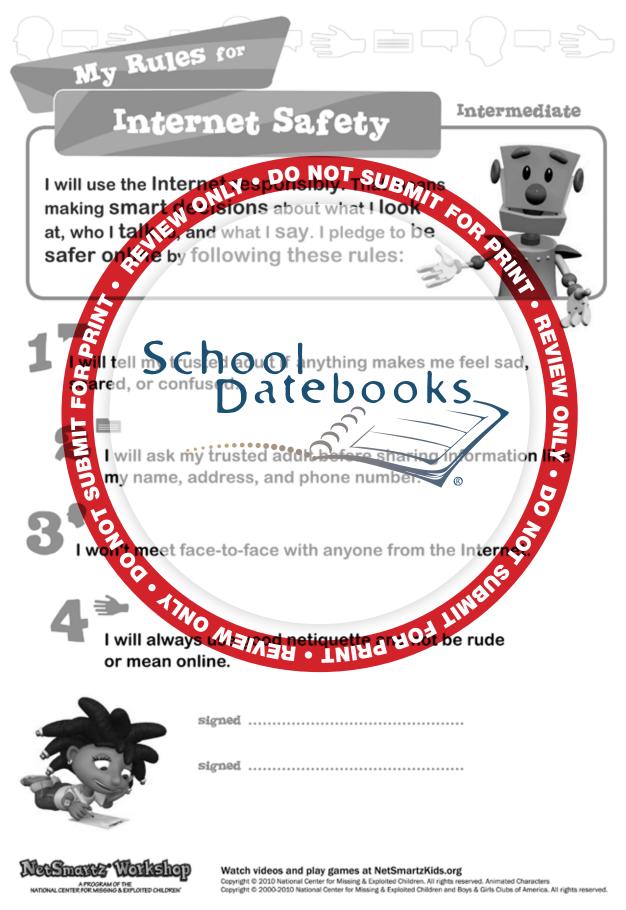
Why is it important to be smart, safe, and respectful online? Answer on a separate piece of paper.

### **HEALTHY LIVING** internet safety pledge

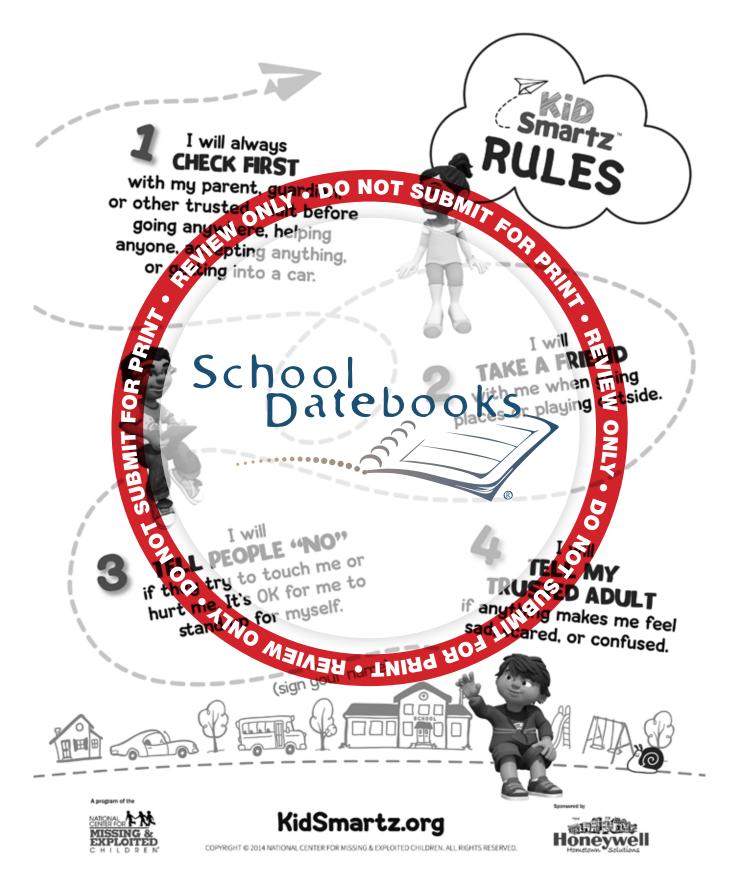




### **HEALTHY LIVING** internet safety pledge

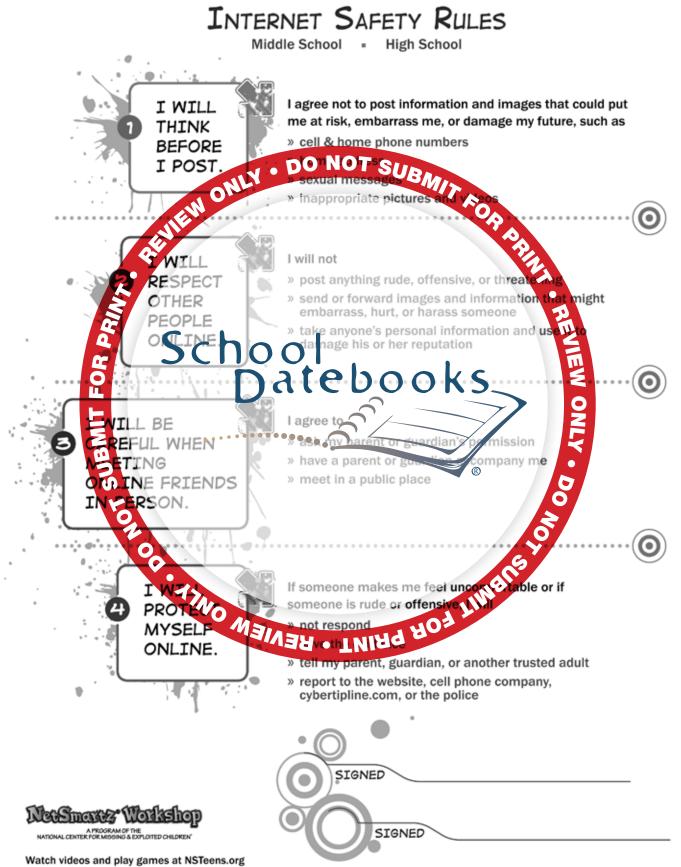


### HEALTHY LIVING real world safety pledge



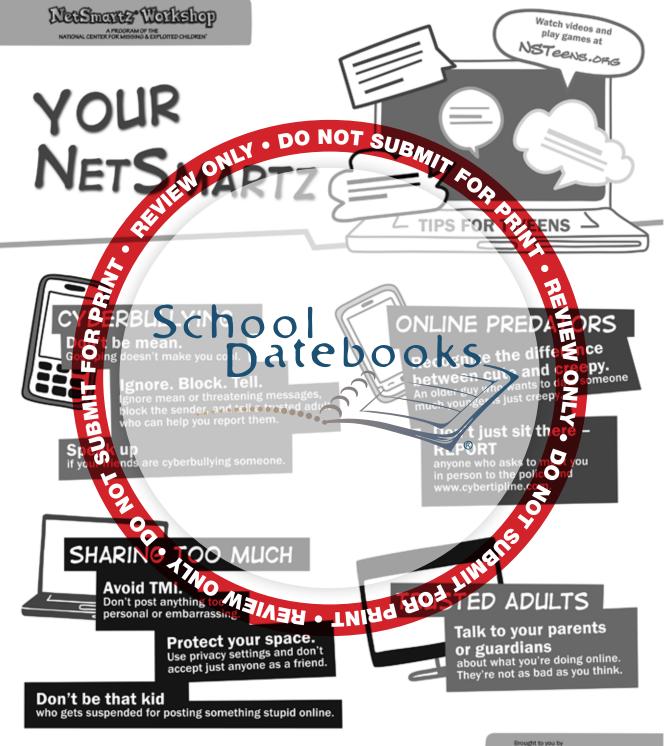
### HEALTHY LIVING internet safety pledge





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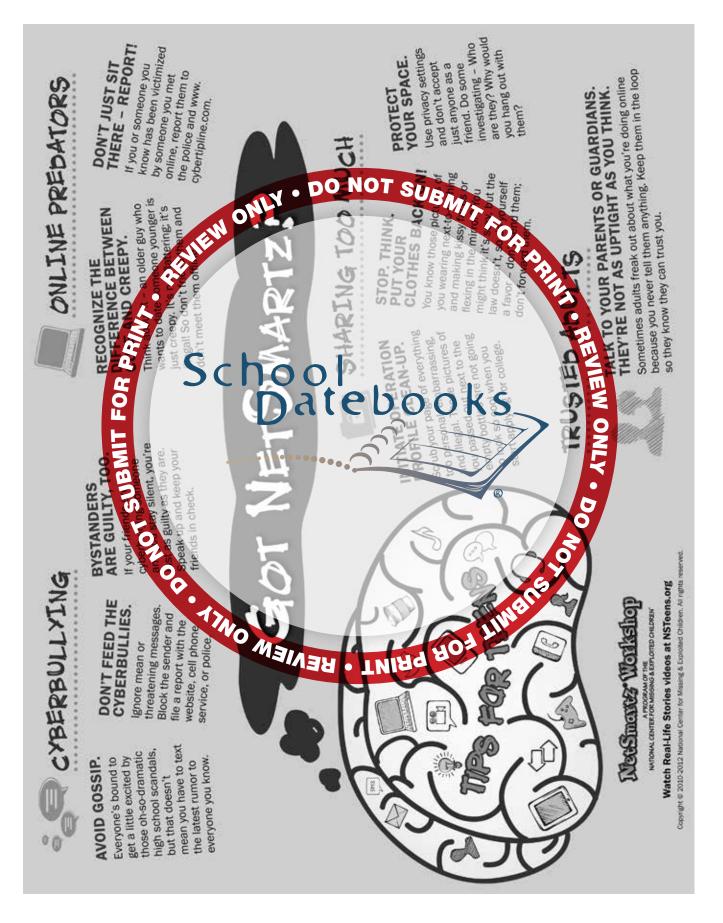
### HEALTHY LIVING NetSmartz for tweens



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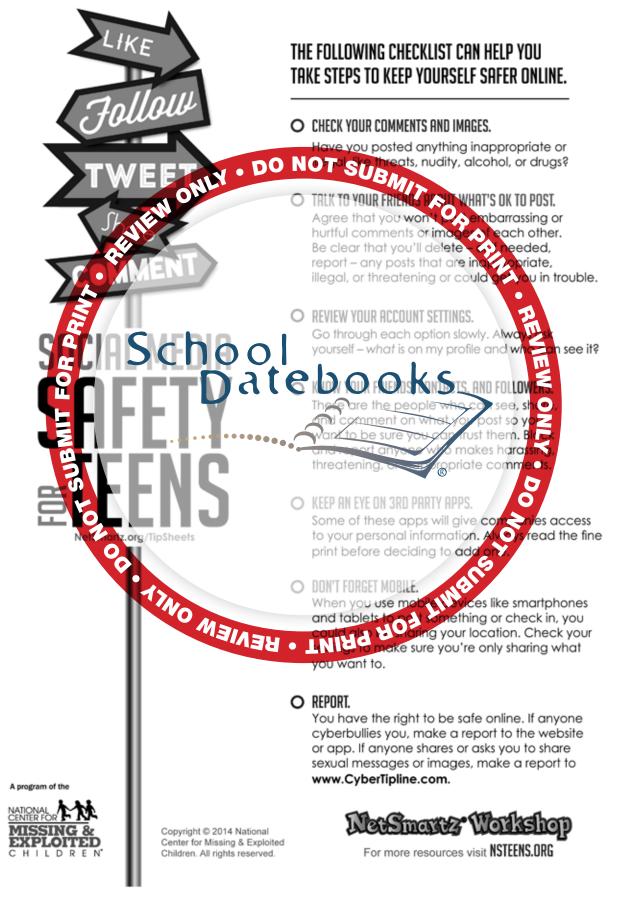


### HEALTHY LIVING NetSmartz for teens





### **HEALTHY LIVING** social media safety for teens





## **HEALTHY LIVING** tips to prevent sexting for teens

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A construction of the second o

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### **HEALTHY LIVING** *evaluating internet sources*

## **EVALUATING INTERNET SOURCES**

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

Even	e domain? Look at the We	address for clues about we	thind
✓ Reliab .edu: a sc .gov: a go	e you're using. le hool, college, or university	online source you're using DT SUBMIT FO eb address for clues about with Check carefully .com: a commercial busine	855
.gov: a go	vernment agency	.net: a network .org: an advocacy group	7
La it easy to the last to the	t <b>o navigate?</b> A reliable web n ex	site will make it easy to find	1
Are there it's not tro	a lot of errors? Stelling an	Check carefully .com: a commercial busin .net: a network .org: an advocacy group osite will make it easy to find 	mean
Evaluat	e the AUTHOR	<u> </u>	
Is there a	n author listed? The author	should be easy to identify and	contact.
Are they a	an expert? The author shou	uld be qualified to while o <sup>®</sup> this	subjec <b>t.</b>
Evaluat Is there at Are they a What else published	e have they published? An I other works.	author is more reliable if they	have O
o valuat	e the INFORMATION	N	
loit curre inc <sup>1</sup> / a re	nt and accurate? The inform ferences.	mation should be up to date	12
Can you other relia	it on other sites? Make     able         A spincluding web	sure the information operation operation operations begins and a conclust operation operat	in
opinion a	nd when you're using prove	<ol> <li>L. you're using someone's en facts.</li> </ol>	
Hint			
Trust your gu	t! If something doesn't se	eem right, it probably isn't.	
	NetSmartz.org		1

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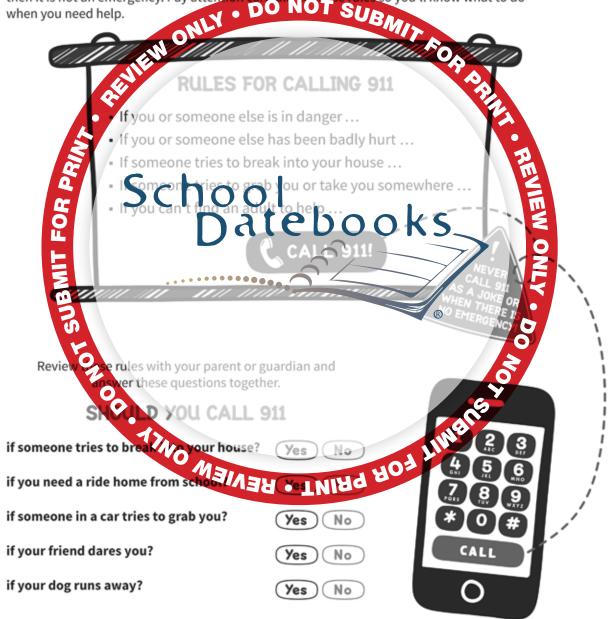
### **HEALTHY LIVING** *KidSmartz: rules for calling 911*



### CALLING 911



If there is an emergency and you need help, you may need to call 911. An emergency means you need help right now! If the situation can wait and you can get help from a trusted adult later, then it is not an emergency. Pay attention carefully to these rules so you'll know what to do when you need help.



PRACTICE DIALING 911!

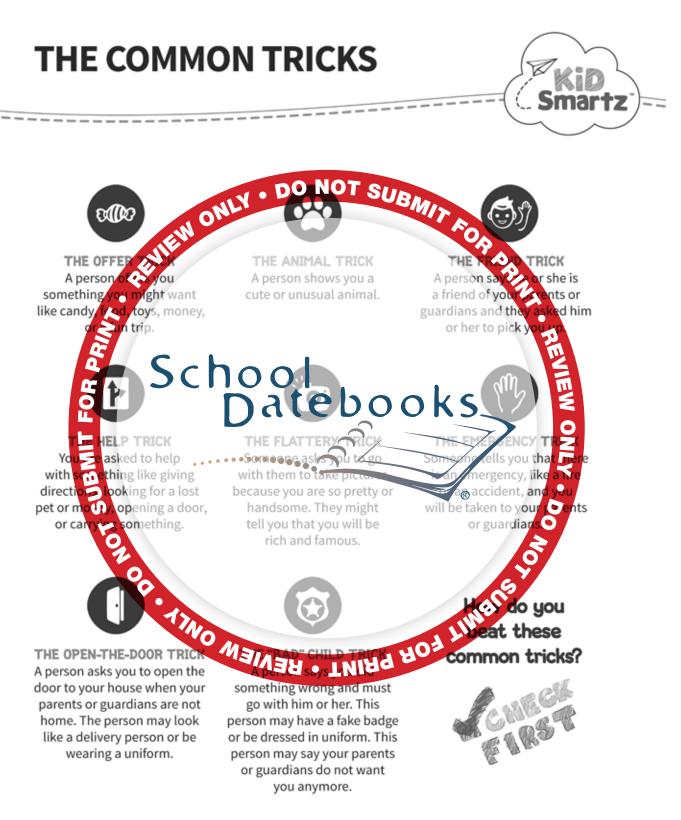


KidSmartz.org



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### **HEALTHY LIVING** *KidSmartz: the common tricks*





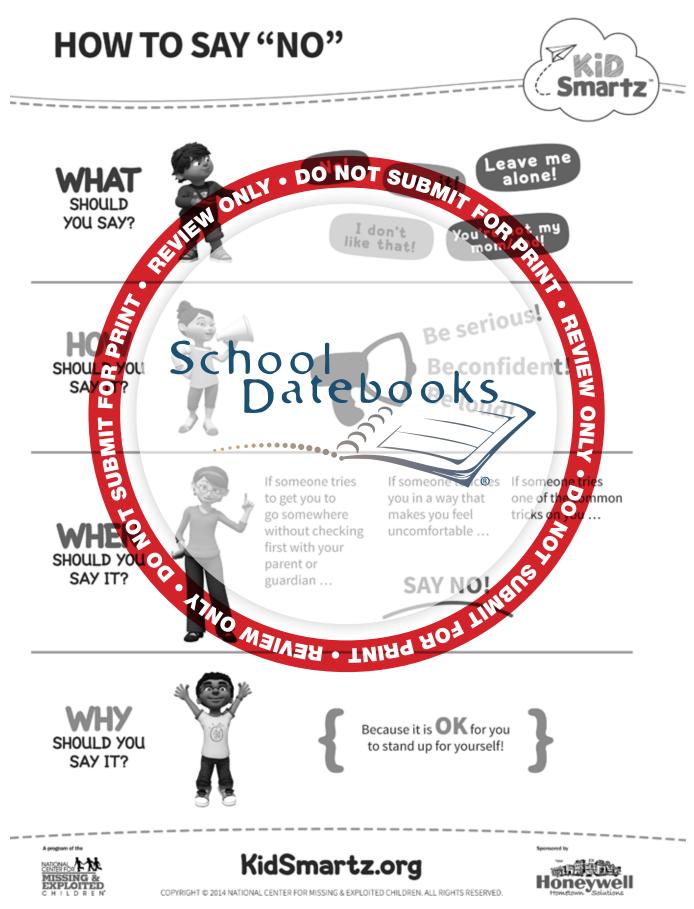




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### HEALTHY LIVING KidSmartz: how to say "no"





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### HEALTHY LIVING Abuse & Healthy Relationships / Prevention Education Overview

### OUR BODY BELONGS TO YO

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

#### What is a safe grown-up?

- A safe grown-up treats you with love, respect, and kindness.
- A safe grown-up treats you with love, some property of the proper mfortable way, especially in
- A safe grown-up will never will you to keep a secret from your parents or in end caregiver.

### Do you know ho your safe grown-ups are

- Think of two safe adults you can talk to about anything.
- Think of one who lives in your home (parent, guardian, grandma, uncle, etc.) and on who lives out the of your home (teacher, principal, coach, etc.).
- If anyone may you feel unsafe or uncomfortable, be sure to tell a safe grown-up
- right away.Know the phone number
- If you every et lost or m your phone number and address solution and let a police of

#### Secrets ys. Surprises

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

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

If an adult asks you to keep a secret that makes you upset or afraid, tell your save grown-up right away. It is never too late to share a sevet with a safe adult!

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

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### **HEALTHY LIVING** Abuse & Healthy Relationships / Prevention Education Overview

### DDY SAFETY AND ABUSE PREVEN

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

#### Important definitions of abuse:

- PHYSICAL ABUSE includes the intentional use of physical force that can result in bodily
- EMOTIONAL ABUSE refers to the include name-calling, shaming, refersed, withholding
   Emotional well-being. Examples can include name-calling, shaming, refersed, withholding love, and threatening.
- NEGLECT is the fall, o meet basic physical and emotional needs. These needs include housing, food, clor, g, education, access to medical care, and having feelings variated and appropriately responded to.

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

#### Some red flags sexual abuse in

leboo Keeping secrets, not wanting to b behavi 0 decrease ----------self-confidence

### What should I do?

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

R

In cases of abuse, trobest thing to do is tell a trusted adult what you've been told or what you've seen. A trusted adult can by meone inside or outside of your home like a teacher, counselor, con, parent, grandparent, aunt/uncle r a friend's parent.

#### CYBER TIPLINE: www.cybertipline.org

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

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

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

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

#### TIPS FOR IMPROVING YOUR MEMORY

- {1} Keep notes, lists, and journals to jog your memory.
- {2} Decide what is most important to remember by looking for main ideas.
- {3} Classify information into categories. Some categories may be:
  - a. Time summer, sun, swimming, hot
  - b. Place shopping center, stores, restaurants
  - c. Similarities shoes, sandals, boots

0

- d. Differences mountain, lake
- e. Wholes to parts bedroom 🔊 pillow
- f. Scientific groups Flow, carnation, rose
- may L. DO NOT SUBMIT FOR FOR Ving to rear be {4} Look for patterns. Try to dee a word out of the first letters of a list of things you are trying to also could make a sentence out of the first letters of the words you need to remember. You

tebooks

- {5} Associate new thing you learn with what you already know.
- {6} Use rhythm or m up a rhyme.
- {7} Visualize the infernation in your mind
  - a. See the picture clearly an
  - b. Exaggerat enlarge th
  - **c**. See it in dimensions.
  - **d.** Put yourself into the picture.
  - e. Imagine <mark>an</mark> **tion** taking place.
- {8} Link the information together to give it meaning.
- {9} Use the inform. **n** whenever you can. Repetition is the key to memory

#### TIPS FOR TAKE STANDARDIZED TESTS

{1} Concentrate. Do not talk c istract others.

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

### **SUCCESS SKILLS** *listening* & *homework skills*

#### LISTENING SKILLS

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

#### To help develop listening skills:

- UBMIT FOR S Approach the classroom ready to learn; leave person ≁ Try to avoid distractions.
- Even if you do not sit close to the teacher our attention directly on them. ✦
- Pay attention to the teacher's style how the lecture is organized
- *Participate*; ask for clarificar when you do not understand.
- Take notes.
- Listen for key words, pames, events, and dates.
- Don't make hasty ju separate fact from opinion.
- Connect what you with what you already know.

### tebook HOMEW SKILL

- Keep track of y and daily assignments in this datebook so you will alway know what you
- Homework is a ssential part of learning. Even though you may not h<u>ave wr</u>itten you can always view or reread assignments. The more you review mit, poticities to remember with the longer you are able to retain it. Not doing your home ise you do no**t** believe in homework is self-defeating behavior.

EW ONLY . DO

- It is your responsibility to find out what you have missed when you are absent. Take the initiative to ask a classmate or to her what you need to make up. You also need to know when it must be turned in. If you collabsent for several days, make arrangements to receive assignments while you are out.
- Have a place to study that ( ) ks for you one that is free from distractions. Be honest with you about using the TV or listeniCg to music during study time. Make sure you have everythin before you begin to work.
- Develop a schedule that you can follow or rested when you study. It is okay to study a slope of time. Marathon study sessions may be a study of study of the stud blocks
- ELE in Dor ANLE Prioritize your homework so that you begin with t t 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

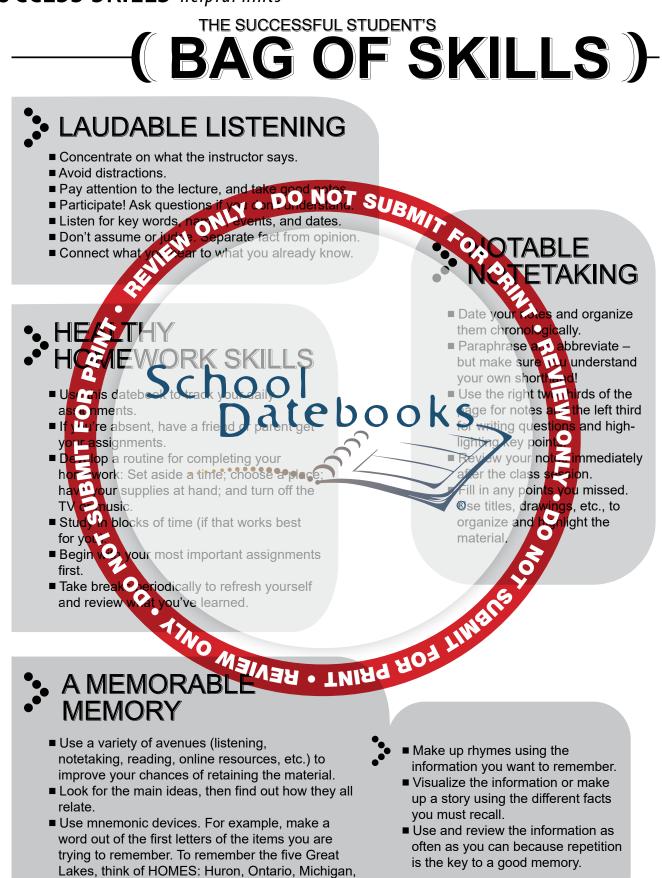


#### SUCCESSFUL NOTETAKING

- Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate information makes your outside
- study and review unite practice. Be aware of each teacher's lecture style; learning how to an each style takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for DOLNOTA SUB leaf binder that has a section for each clar Nour teacher may have imments. imments. imments. imments. imments. imments.
- notes. Most teachers we emphasize important points by stressing them or repeating them a few times. Make a note in the margin or highlight any information the teacher specifically identify s as important.
- Write notes in phrases, leaving out unnecessary words. Use abbreviations. Write clearly so y be able to under and your notes when you review them.
- If you make a **Ostake**, a silole line th rial is less time consuming than trying to erase This will save tir whole thing. e ind you win' missing of the lecture. Don't copy your notes over make them write them neatly in th te your time.
- our fol**lov** Write notes **or the r**ight two-thirds of th to highlight the really important points in the discussion. questions or
- ord th**at** Listen for k as. Write them down in your own words. 🔎 t tre to write down teachers say. he teachers will use the chalkboard, an overhad or a P nt presentatio outline these in ideas. Others will simply stress them in their disc
- Soon after class while the information is still fresh in your mind, create question, directly related to • your notes in Weft column of the paper. Place these questions across from the information to w pertains. Highlight or underline any key points, terms, events or people. Quiz yourself by coverin 2/3 side of your **n** • and try to answer the questions you developed without referring to your **n** • you need to refresh y an memory, simply uncover the note section to find the answers to your costions. Short, quick reviews wo help you remember and understand the information as well as prepar, or tests.
- rucate, the material. Manage LNIER HOA JUWA rd outline form. 3 togeth: Review your notes daily. This reinforces the information and helps you make sure that you the material.
- Make sure your notes summarized t duplicate, the material.
- Devise your own use of shorthand
- Vary the size of titles and headings.
- Use a creative approach, not the standard outline form
- Keep class lecture notes and study notes together.

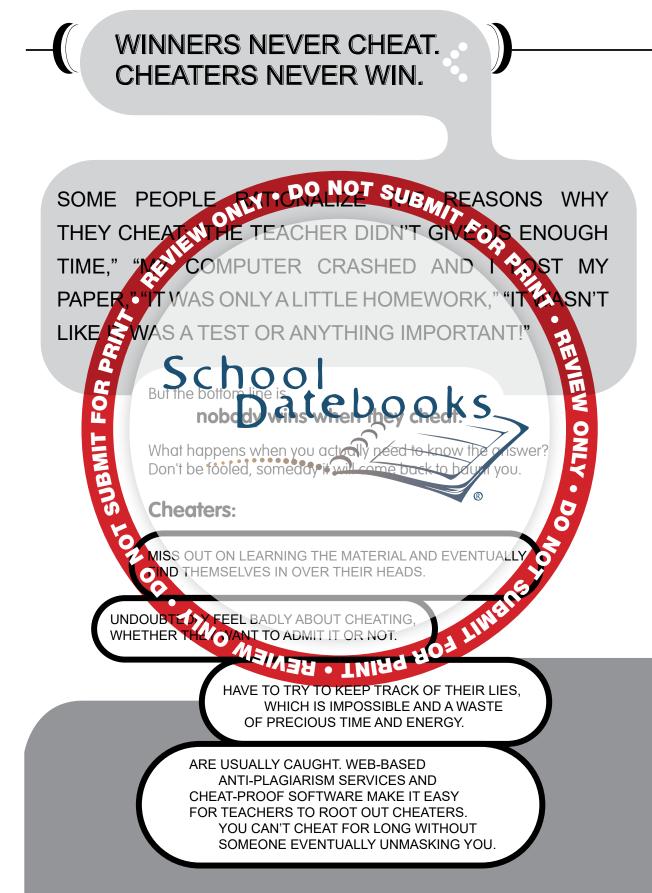
# SUCCESS SKILLS helpful hints

Erie, and Superior.



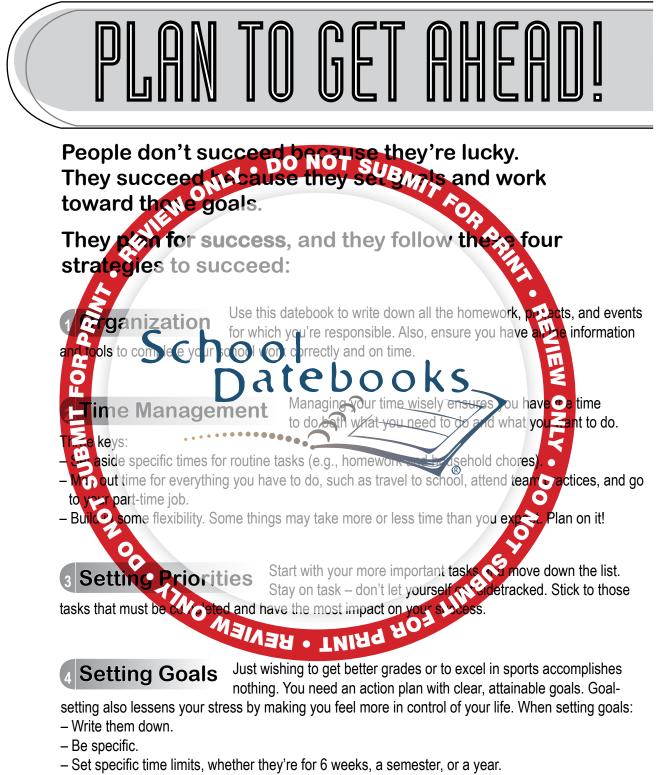
### SUCCESS SKILLS about cheating





# SUCCESS SKILLS plan to get ahead





- 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



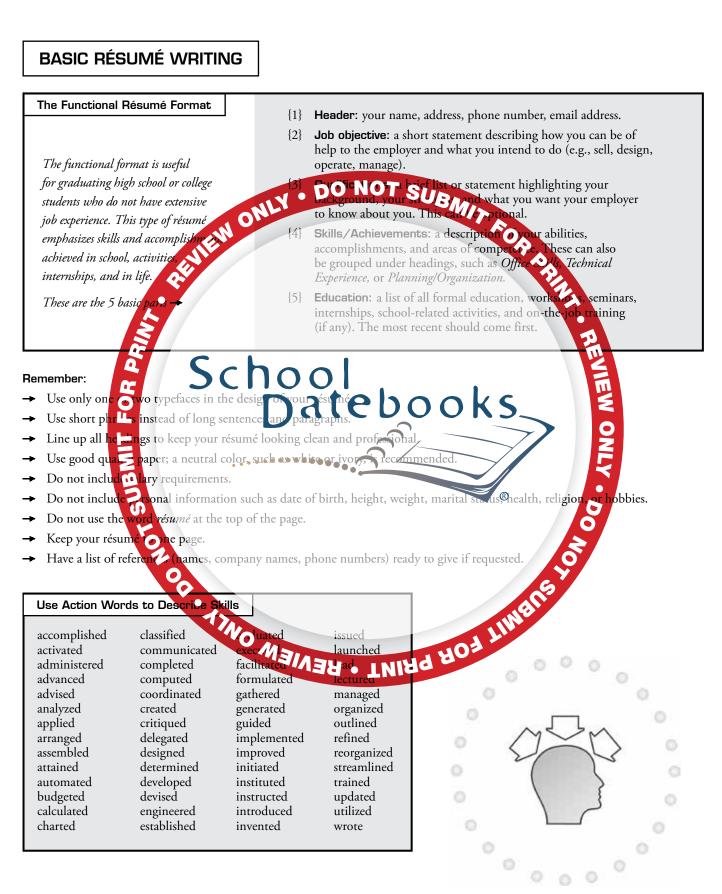
SUCCESSFUL PEOPLE DON'T BECOME SUCCESSFUL BY LUCK. THEIR SUCCESS IS THE RESULT OF SETTING GOALS AND WORKING TO ACHIEVE THOSE GOALS. IN OTHER WORDS, SUCCESSFUL PEOPLE PLAN TO SUCCEED. YOU, TOO, CAN PLAN TO SUCCEED. DON'T PROCRASTINATE. GOOD INTENTIONS WILL NOT HELP YOU SUCCEED. START PLANNING FOR SUCCESS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

- {1} Organization Getting organized is the first step to success.
  - Remember that you are responsible for knowing about and completing your assignments and special projects.
  - vittes, co.. UBMI do cou. when you do cou. rtunity BBIII Use your datebook to write down your how and home responsibilities.
  - Make sure you have all the m (0) *reed* when you go to class and whe homework.
- {2} Time Management Man g time wisely will help ensure that you have the opportunit to do both the things you want to do and the things you want to do.
  - Plan a definite time to do your homework.
  - Plan time for **extracurricular** and social activities, as well as home responsibilities.
  - *to your time plan*, but be flexible. For example, if something happens that makes Commit you **Nyou** to do homework during the regularly scheduled time, plan an it impossi to do the homework alternate
- priorities. 3 Set Priorities **vou** have lo do,
  - Rank ed in 1, 2, 3 order. Start down tl ΠП
  - homework, start with the subject in which you need be most improvement When d
  - Check o hed tasks.
  - ntly find that you cannot finish all the task If you fr rioritize *votivities* and eliminate some that are low on your priority li your option ®
- {4} Set Goals Just () shing to get better grades or to excel in soccer accomplishes nothing. You need a plan of action to achieve your goals. Setting goals will result in better grades and higher self-esteem s will make you feel in control of your life. Some hints for setting goals: Best of all, setting
  - Be specific. List se shift goals for each academic subject. Also list goals for other school and home activities
  - Set time limits. Your sals can be both short-term (within a month or on the next quiz o and long-term (within the semester or within the school year).
  - Set realistic goals. For example, i math has always been difficult for you, don't aim fur in Algebra at the beginning of the case of you usually get a "C-" in math, you are want by setting a short-term goal of "C+" of S Peaching that first short to a Oat will give confidence to raise your goal for the next test of the case of a NLA ford. int to begin will give you the
  - 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.



REVIEW ONLY . DO

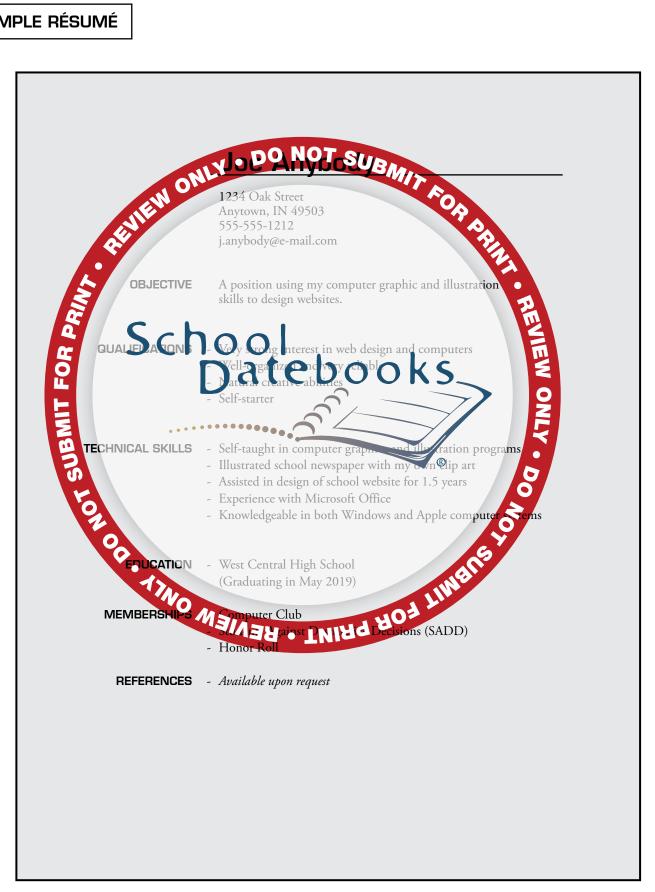
### SUCCESS SKILLS basic résumé writing





### **SUCCESS SKILLS** basic résumé writing

#### SAMPLE RÉSUMÉ



### SUCCESS SKILLS preparing for college

#### PREPARING FOR COLLEGE

#### The College Application Process

- [1] The application process begins in NINTH grade. Your grades and coursework will directly impact your admittance to college.
- {2} Fill your schedule with a variety of subjects and difficulty. Colleges are looking for well-rounded students who are highly motivated. Do your best in each class. Do not let a class slip because it does not interest you. Colleges look for a consistent performan
- MEN **(3)** Take the SAT or ACT in time to include
- [4] Look at as many potential college le. Do not limit your options. 15 n ) )
- n hile at the college. **(5)** Visit as many campuses as po nd talk to students, staff, and the office of admiss
- (6) Send applications to prospect colleges beginning in early fall of your senior year. You can and information in the senior office or online at university and college websites. applications
- scholarship forms and send them to the appropriate personnel. **{7}** Fill out any potential
- **{8}** Allow at least two eks for your counselor to process your applications.
- **{9}** Many schools w spond to your application within four to six weeks.

#### Steps for Juniors

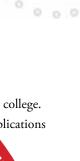
- **{1}** Talk to your nedule with coursework in English, foreig**n** elor about Ц language, soci idies, scie ded that students take as many mathem 2 courses as p
- ing for well-rounded stu {2} Colleges are lo
- {3} Find out wh tential universities are visiting your school o your school is to potential
- [4] It is best to vis in ampuses when classes are in session, not spring bre
- prepares you for the SAT or ACT. (5) Take a course
- **f your** junior year, take the PSAT exam to practice for the SAT. **{6}** At the beginning

6

- 3 [7] Take the SAT or Aro in the spring of your junior year. If you feel the score does not reflect your abi take the exam during you Anior year.
- **(8)** Start applying for any *s* **o** larships for which you are qualified.
- [9] If you know your intende field of study in college, schedule your senior year with an emph at area
- {10}Plan to visit as many colleges de A g the summer as possible.

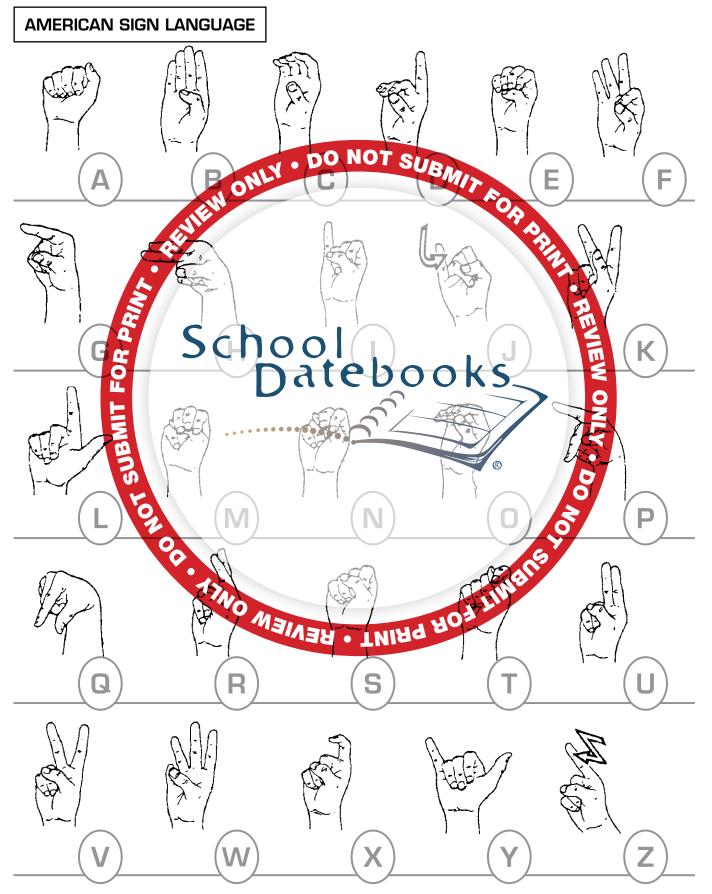
#### Steps for Seniors

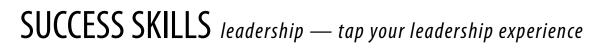
- m/1=1 **{1**} Attend as many college fairs as possible
- HOA TIM **{2}** Visit as many institutions and universities as pos uses when classes are in session. (Not spring break, Christmas, or any major holiday.)
- **(3)** When visiting colleges, meet with the admissions office and financial aid office,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





### SUCCESS SKILLS manual alphabet







### Tap Your Leadership Experience

# You've got more experience Create a list of times when you: Negotiated with your family on what DOLNOTASJOB MIT Novie: You've got more experience building consensus than you might think.

- Got everyone to agree on a pizza topping:
- Got a stud seam to decide on a project:
- atebooks Decided what music a car full of
- How did participate in the discussion out the **resu** R
- What lessons are there in these everyday situations you could use to improve your consensus-builing skills?

#### SOME GOALS

• I'd like the world to build consensus on:

At school, we might work to build consensus on: 

"THE BEST POLICY IS MADE WHEN YOU ARE LISTENING TO PEOPLE WHO ARE GOING TO BE IMPACTED. THEN, ONCE POLICY IS DETERMINED, YOU CALL ON THEM TO HELP YOU SELL IT." - Elizabeth Dole





# SUCCESS SKILLS *leadership* — *diversity*

### LESSONS IN **EADERSHIP**

### **Diversity**

### **Involve All People**

Watch the world news

Look around the world. The UNS. Your commun UBMur school. You'll see people of many backgrounds, cultures, ethnicities, and shilities. Now take a look at war friends, teams, and organizations Do they representing world at large? Or are the people in your group all the same gender, ethnicity, or socioeconomic class? School ateb vould Reach your group welcoming, an encluding You'd 🚝 varied er participation, and Enrich your Phool and community And if you're one of the see increased sta by meeting filearning about people of different ethnicities and group's leaders, it's your job to storhead this. from many co ries and cultures. ENJOY THE RICHNESS Think abou Sender, culture, sexual orientation, and social onomics, and those with disabilities. Most than saying you're SOME WAYS: Befriend people open to all people, reacout to individuals ethnicities face-to-face and invit them to join. When you create a group of the represents the world and Learn about the world your organization will be all the ΞH Volunteer at a local international icher and more effective for it. center Welcome international students to school Speak up when others make inappropriate remarks Learn a new language



### 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, your group will be better for it.

## Some ways you can bring New, diverse peop M/7, your group:

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

#### Once you've broa ened your group's membership, be suctor 10 0

- Create a vincoming, respectfu and delts e bromot KS
- When you appoint committee leaders, be sure to include a reax of races, backgrounds and females and males these posts
- Make sure everyone is heard and their opinions valued at your events
- Consider speakers or workshops that will help your group value oversity
   Increase other and a sparse of the spectrum of the spectrum

WHEN YOUR GROUP OUVERSE, IT HELPS MAKE SCHOOLS AND OMMUNITIES BETTER BY:

Increasing Overstanding of others

ancing respect for others

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

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

"YOU DON'T GET HARMONY WHEN EVERYONE SINGS

- Jimmy Carter

THE SAME NOTE."

Doug Floyd



### SUCCESS SKILLS leadership — empower, inspire



### **Empower**, Inspire

**Lead Rather Than Dictate** 

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

How to state the training of t It's valuing what they have say and what they do and providing opportunite for them, too, to

And leadership is about keeping everyone excited about your organization and comrested to your gqals.

#### GOOD LEADER

 Don't hand someone a bunch or envelopes o stuff. Instead, ask for help panning what points to cover i meeting with the principal, and invite a couple of members to so with you.

Dower

ers

- to bring Don't tell there refreshments. Instead, ask them to contact the mean for that special proclamation vou're after.
- Don't tell someone to set podium. Instead, invite that Manager about A pitta participation back a particular project.

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

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

a tie b orde Kishbers

Leader ho can get others to Pinvolved know:

- and positiv<mark>e vo</mark>urself You must a
- It's good to offer little prizes and incentives for arriving first, bringing in the most new members, making the most si
- Everyone should clap for every achievement
- Emails and text messives can cheer everyone on

A pizza party o elebrate a milestone keeps

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

Chinese Proverb

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

Dietrich Bonhoeffer



### **SUCCESS SKILLS** *leadership* — *follow through*



### **Follow** Through

#### Swing Through for Success

Like an athlete swinging a golf club O = NOT r Suff, or baseball bat, good follow through is a skill every legal should master.

### TRACK THE DETAIL

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

Instead of the mythical "Someday Isle," leaders who follow through make it boday I Will." Their punch list includes a look at the slarge and small.

### at Cabro Roukos <u>Head</u> for neday Isle<sup>2</sup> 10 C $\mathbf{O}\mathbf{V}$

ittle brother, Ever told you? "Someday I'll terch you to skateboard"? Your varents, parents, "I'm Or a group you're in, "One day and turn it in"?

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

Like good sports swings, follow through has its rew2

gh, you'll feel good about When you tol yourself and more confident in your abilities. You'll earn respect for paying atters on to the details. Your project will likely best great success! And you'll master a skill that woserve you well throughout your life.

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

Henry David Thoreau

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

Rosalynn Carter



### SUCCESS SKILLS leadership — organization



### Organization

#### **Get Organized for Success**

Ever sit in a meeting while the lead O sNOTe ground trying to find something? Ever spent time waiting in the car while the driver while the dr

#### KEEP A CALENDAR

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

assignments It's also key to good lead thip View there look to you for direction, do ou want to be caugh poping cub stocks of paper, wond ing where you put something of showing up late? Or wou - you rather come off as efficient, repectful of others' time, ad someone who's in charge?

Getting and strying organized saves time. It makes it easier to get things done. For it gives you and others confidence in you as a leader.



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

#### > A PLACE FOR EVERYTHING

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

IND SIMPLICITY."

Albert Einstein

**Name of LNI2** of hassle and lectures – and free your mind for things you'd rather be thinking about!

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

– A.A. Milne



### **SUCCESS SKILLS** *leadership* — *leadership* qualities

#### ESSONS I N

### Leadership Qualities

### Load Up on What Leaders Need

Load Up on when Heard the phrase, "born leader?" Don't peners then practice their skills, just like DOyNOTESUBJUT Sudership." True, there's a boatload O'skills that go into spelling U sudership." Heard the phrase, "born leader?" Don't believe it. Good leaders learn and

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

**CAMPLE** Showing is always more powerful than telling, so your Etions speak order that words. Picer in and model what you want others to che Rsh something is the Believing vo **Liggest** part of the equation. Be positive, encouraging, and optimile. It's Intagious!

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

ENERCY: Effective leaders are often described as tireless. Althe on you can get sorrest, the energy you bring to your group will be a portivator and comporent in your success.

**RESPONSIBILITY** The buck stops here, good leaders kn W meaning they've got to do what's expected been their word and fall. do what's expected, the providence of the word, and follow of reagh every step of the way.

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

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

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

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



ore today

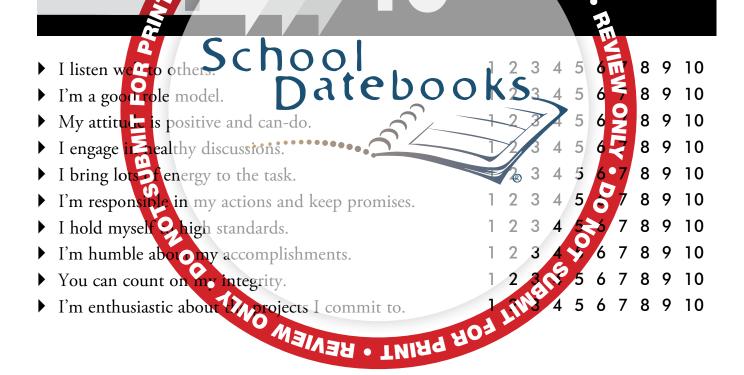
### SUCCESS SKILLS leadership — how do you rate as a leader?



### How Do You Rate?

Becoming a good leader is a process.

Rate yourself from 1 to 10 (10 beingor NOT's in each of these areas so you'll know the qualities you want in work on.





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*



### A Good Leader **Shares** Credit

#### Who 'Dun It'?

Everyone loves a mystery, but not DOINOTYS yes one person getting all the credit for a whole team's every. Good leaders kiew//his and make sharing and giving credit a top priority.

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

GO PUBLIC What the best way to share the credit?

- Say "we" in gead of School
- Send ematiand notes or speak scepo-face telling the low important the role was in the group success and give specific examples
- Publicly a nowledge individuals and their of the individuals and their of the individuals and the individuals and the individuals are the individuals and the individuals are the indin are the individuals

Sharing the coulit is more than saying "thank you." It's domention of the person did this and here's how it was vital to our success."

Save any myster for a good book or movie.

# People Know Share the Creckat • INItid Hod Internet ound, from the desk in the

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

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

— Indira Gandhi



# **SUCCESS SKILLS** *leadership* — *teamwork*

### SSONS

### Teamwork

### **Collaborate to Win**

Is your club stuck in a rut, doing me feeling a little bored and tired? Whe new energy and une //// by teaming up with another group for an action, event, or social project.

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

If you're working on a project, like cleaning up a community park or raising funds for a basketball goalet the park, two groups can get the work done quicker and easily – and both will get lots or kudos and cedic.

arteeiporoteos. Khy look for the Build Good leader inderstand the val them. Nurtu - them.

> ME EXAMPLE: Sopre marches O.C. are cospensored by Washing Dife

> > TNIAG

You know the type <mark>~ho\_thi</mark>nks,"It's all about me." They sty mak good leaders, because 🚮 👘 too focused on power, contraining attention. Leaders who are focu on group goals know it takes everyone to reach them, sometimes even partnerships outside the group.

more than 100 groups! The know every group will bring a contingency and all that much more support for *ce* cause.

In your class, school, continuity, and beyond, think about writing through teamwork and part eships. It makes for good leadership And achieving goals.

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

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

— Michael Jordan



ers

K

### **SUCCESS SKILLS** *leadership* — *finding places to lead*

#### SSONS I N

### 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 DO NOT SUBMIC AND A SUBMIC A S parties to include you where of their events. It'll broaden your Quida, give you an interesting speaker with help you connect with people in the commonity who are interested in where ou're doing.
- **SCHOOL TEAMS** Organizing a school spirit day? As off-season teams to join you wire a short exhibition or even a comply act. The paor involve, the more fundes le a testo o co it will be. •
- CHARITABLE Deed to raise funds for a haritable project? If you invite other roups to help, you have to share the profits, but you reach a wider group prospects, too.

If your group's poject funds summer camps for kids and the other group wants to raise mone family literacy,

Any group that shares a similar intercord a school or public event. There's power inc. 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

nunity groups might join you in a

What other school groups might be a good

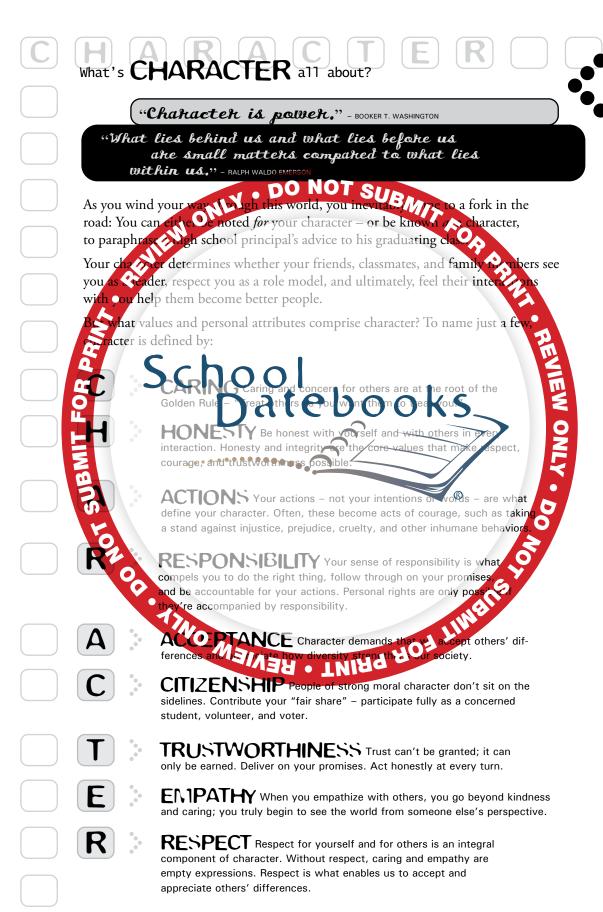
- Association of Women Business Owners
- Chamber of Commerce

Possik

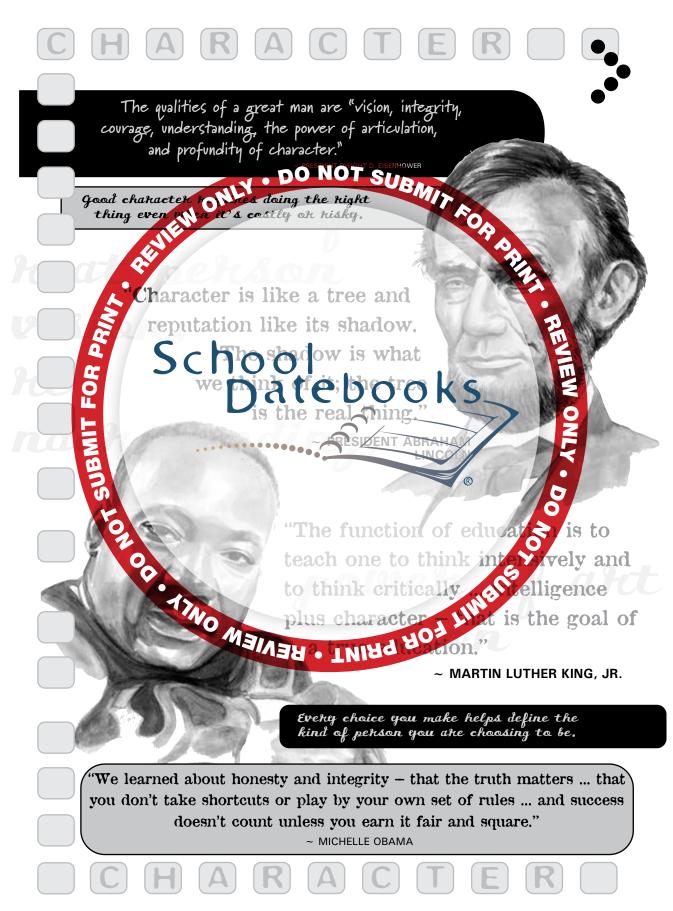
match for an activity?

- Friends of the Zoo
- Kiwanis
- Lions Club
- Optimists
- Other:

# CHARACTER defining character

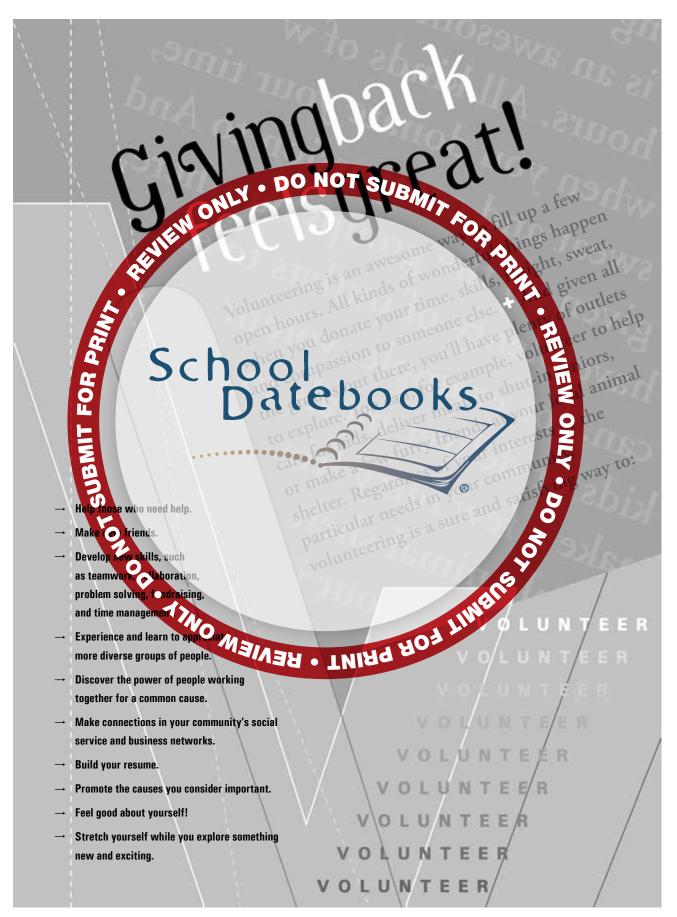


### CHARACTER people of character



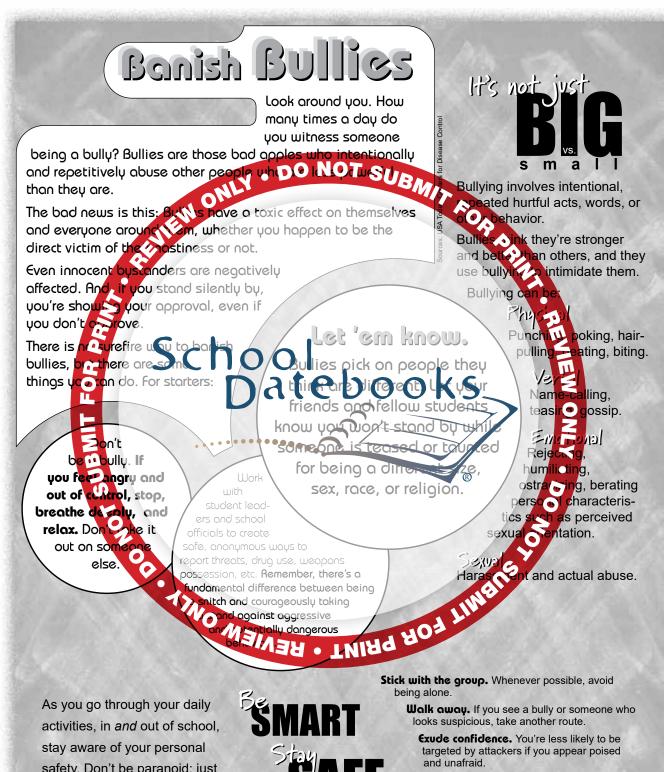
### CHARACTER volunteering





### CHARACTER anti-bullying





**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.

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

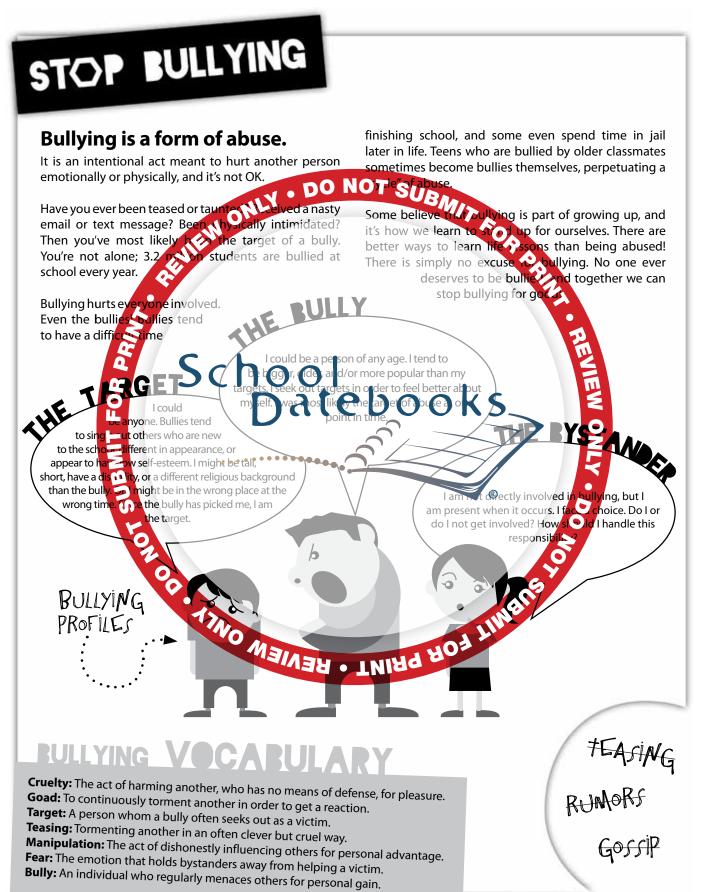
To reduce your

physical harm:

chances of

# CHARACTER bullying: it's not ok



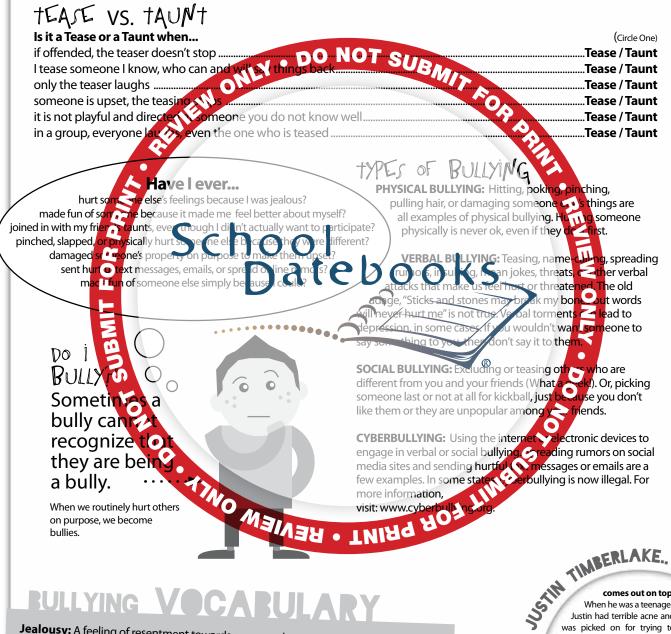




# **CHARACTER** bullying means more than you think



#### 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.



### BULLYING VOCABUI

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

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

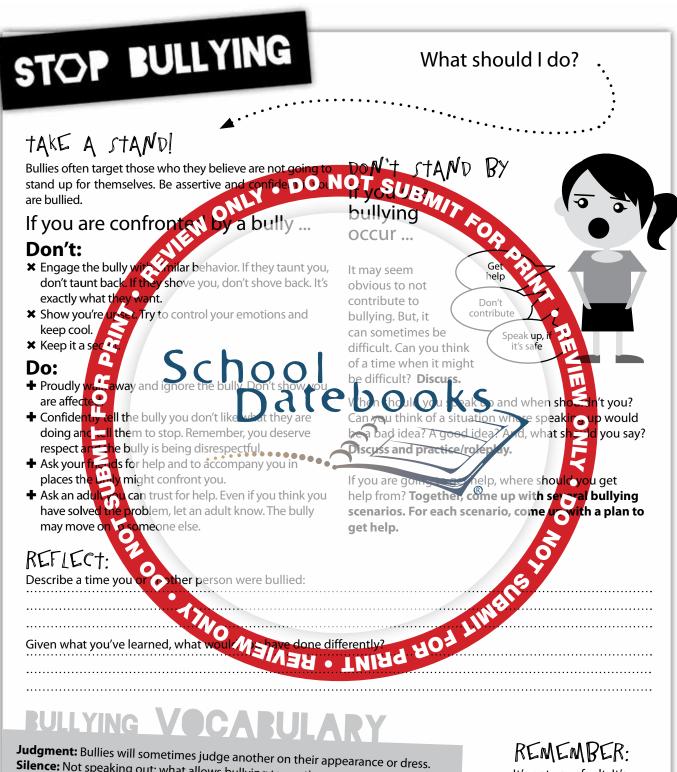
Cyberbullying: Using the internet to bully - text messages, unpleasant emails, Twitter and Facebook postings, etc. to damage someone's reputation. Anger: An emotion we feel when bullied. Also an emotion that leads to bullying.

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

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# CHARACTER i'm being bullied





Silence: Not speaking out; what allows bullying to continue. Tormenting: Intentionally causing excessive pain or worrying. Name-Calling: Verbal bullying that involves "put-downs," insults, racial slurs, and other unpleasant names. Malicious: Intentionally being vicious, causing suffering and harm to others, e.g.,

"That was a malicious thing to say."

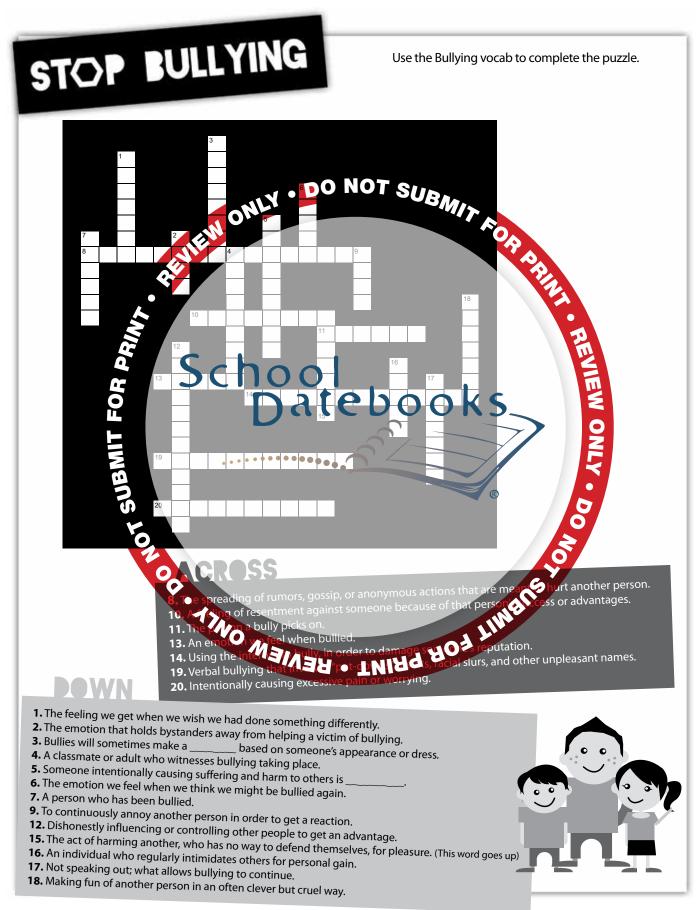
Worry: The emotion we feel when we think we might be bullied again. Bystander: A classmate or adult who witnesses bullying taking place.

### REMEMBER:

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

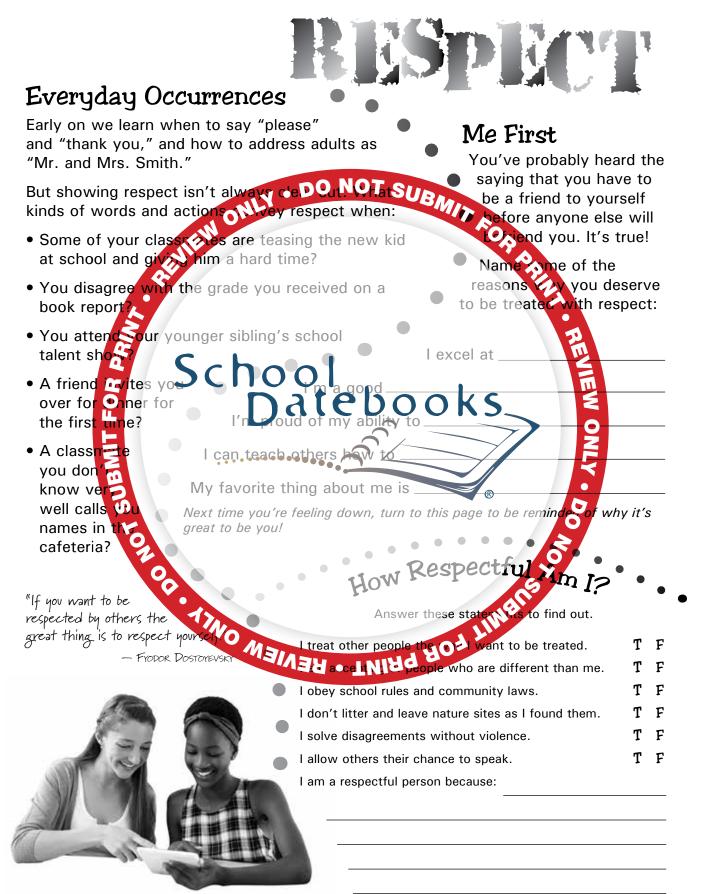
# **CHARACTER** *bullying: crossword puzzle*

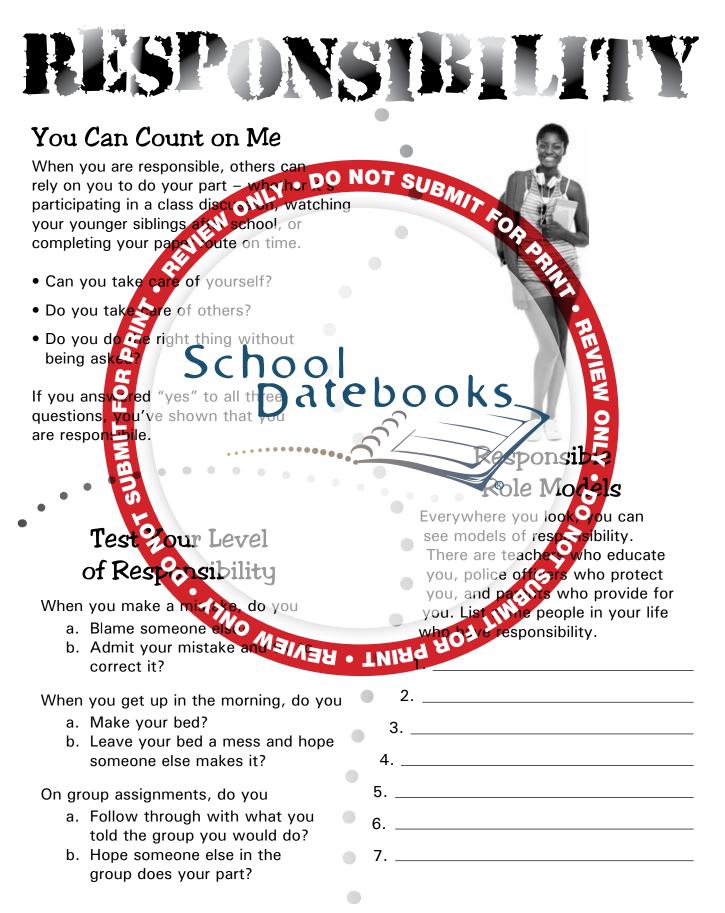




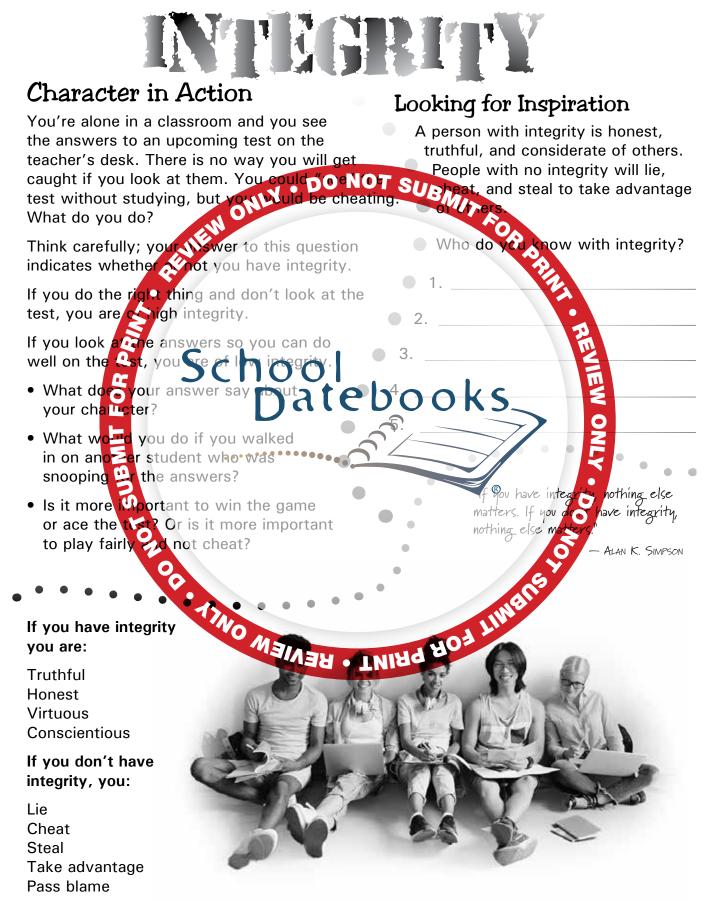
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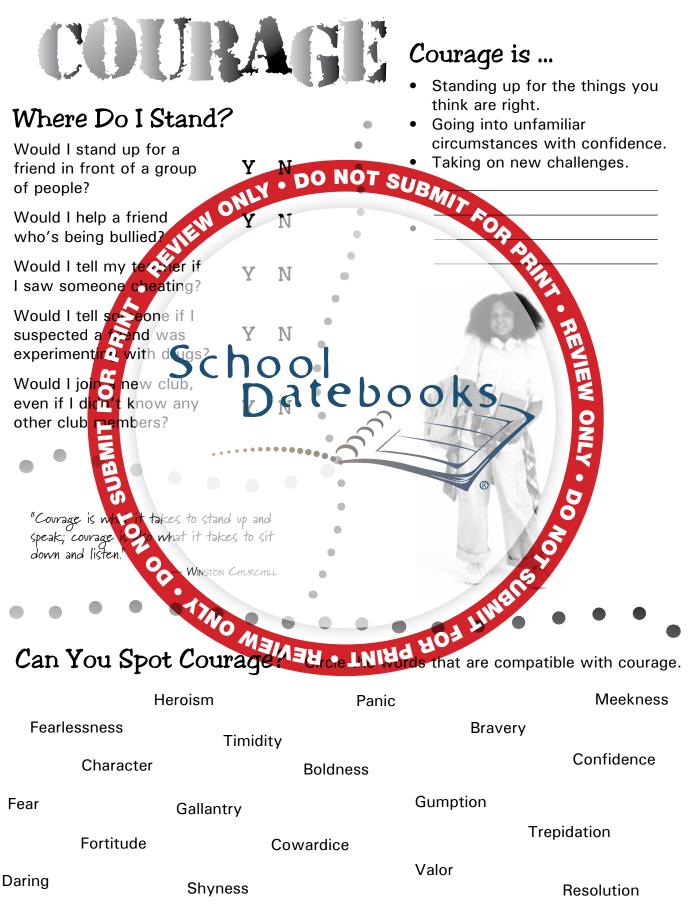




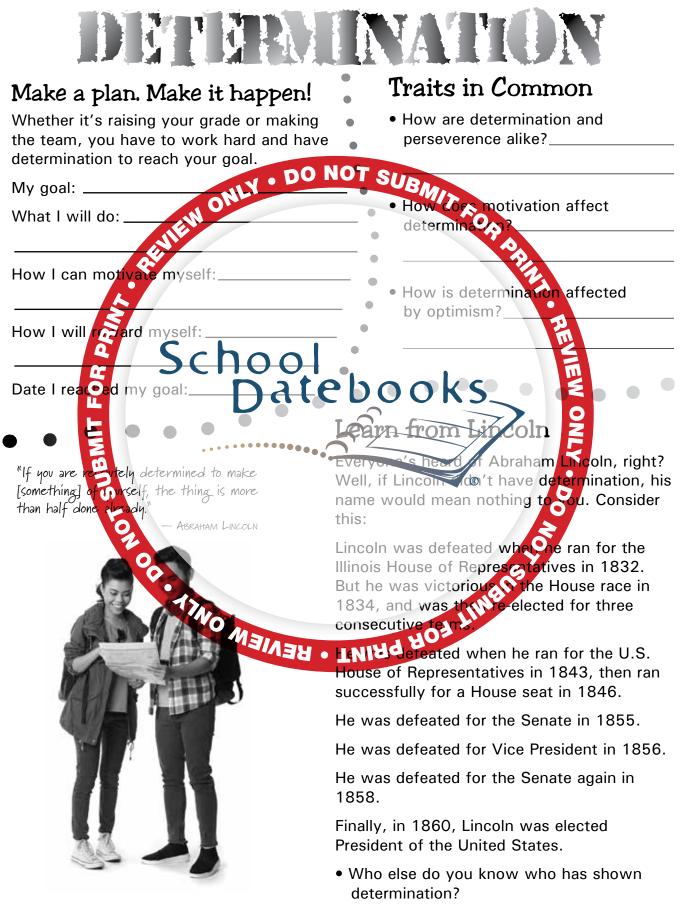




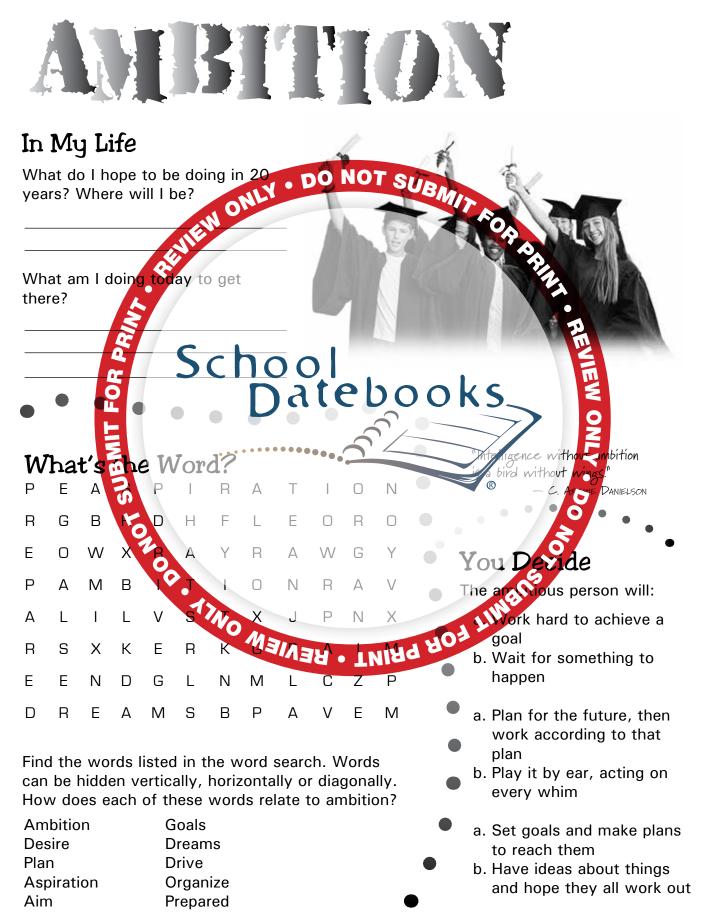






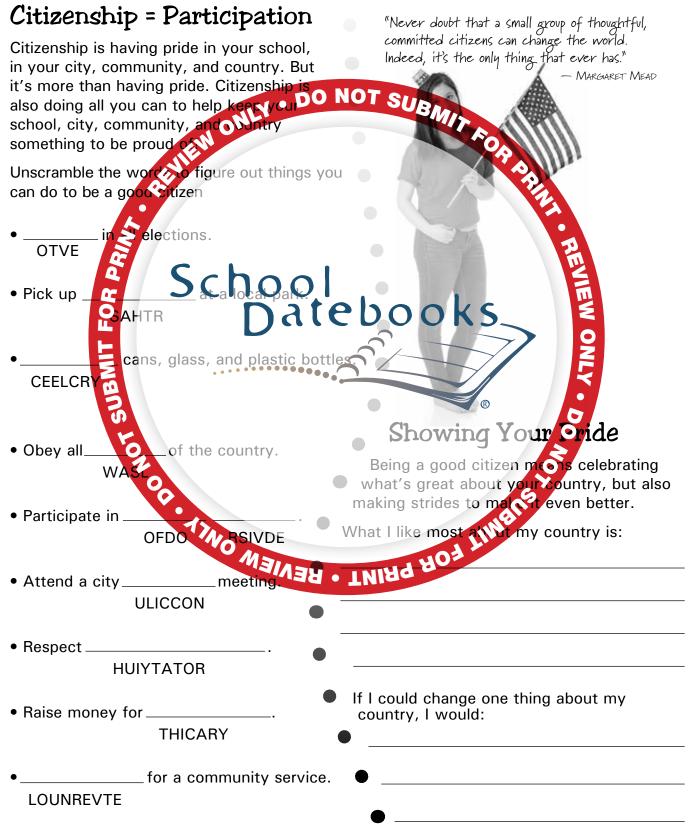




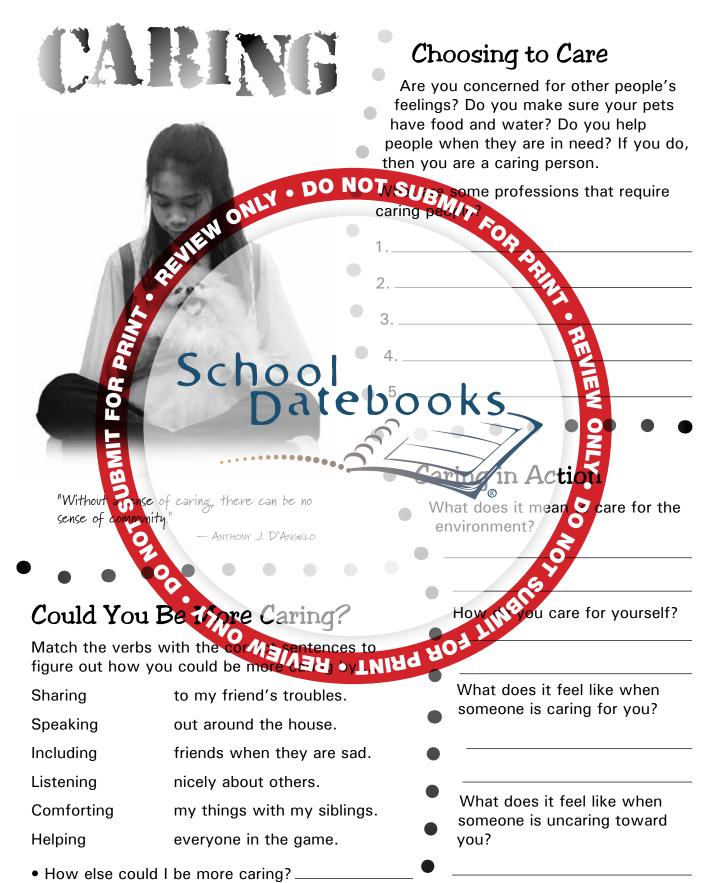




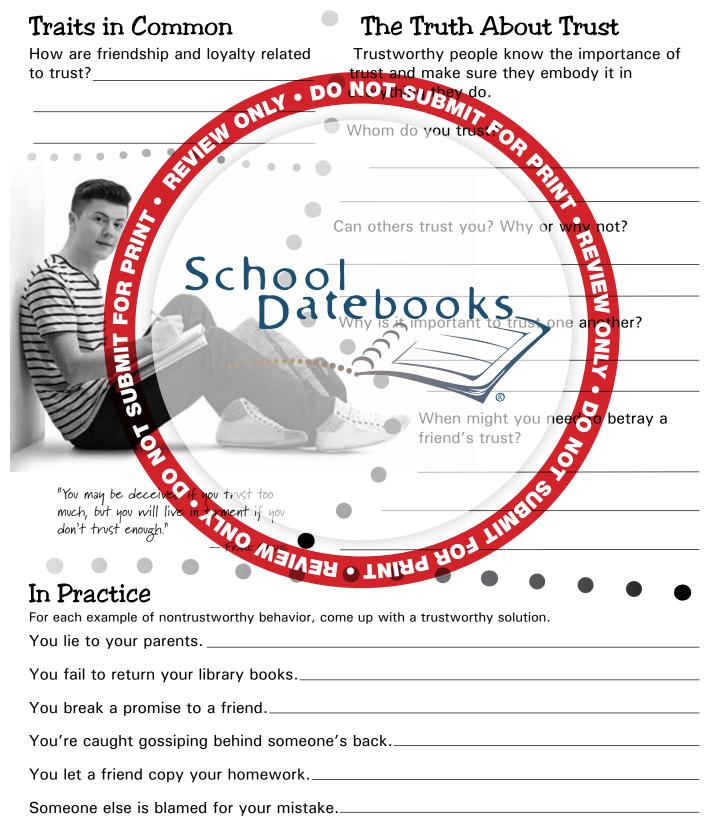




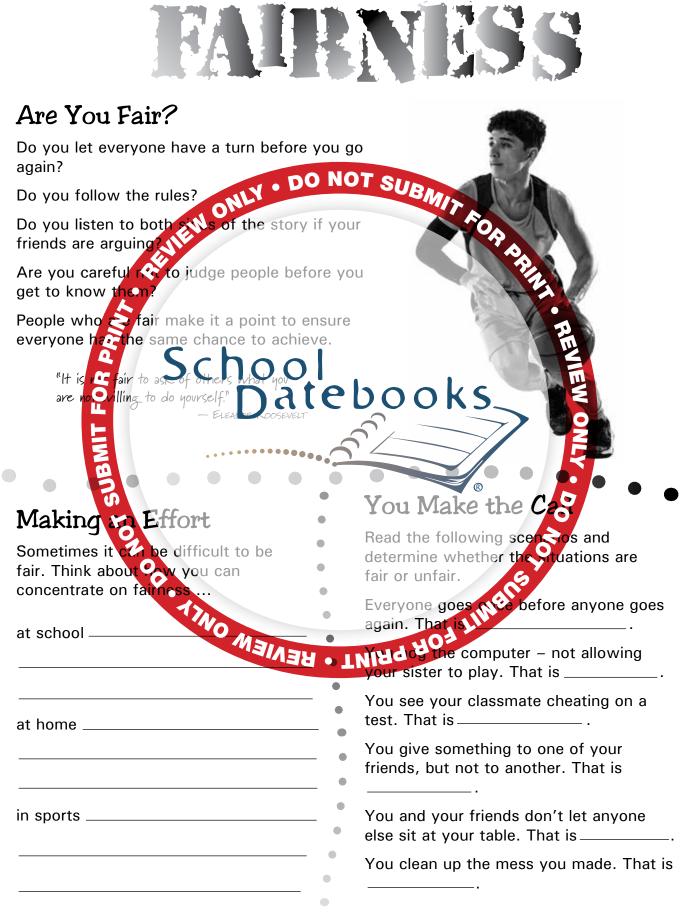




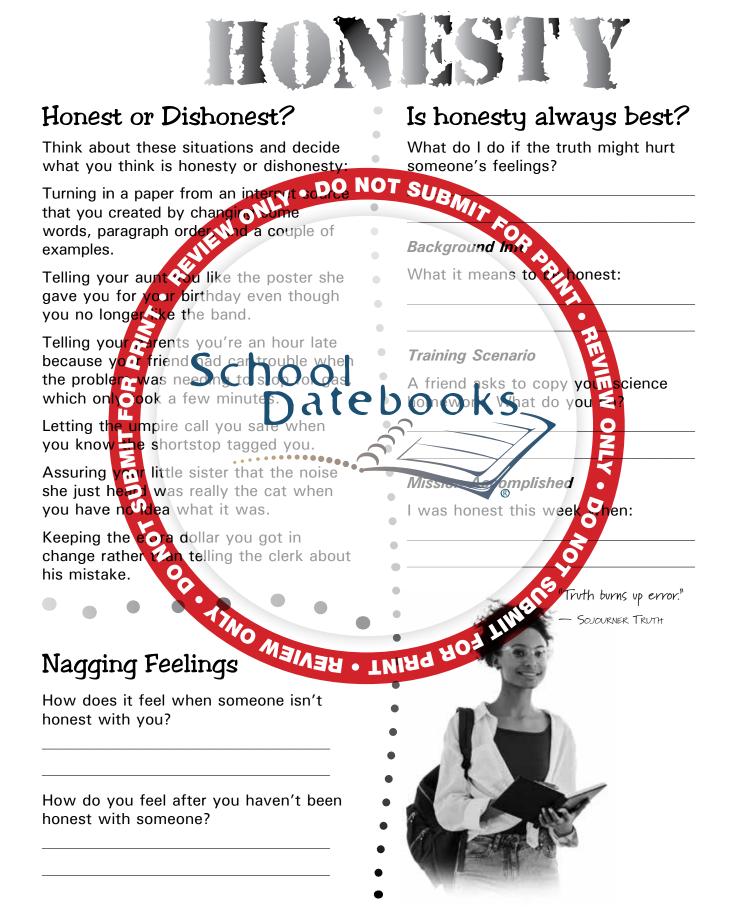














#### Winners Despite Rejections

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

#### Dr. Seuss Pasevered

even his 10h rejection, you'd never have be ad Green Eggs ar Ham or Go Og Go. His first book, To Think Trat I Saw It on Mulberry Street, warnejected more than two dozen Pies. He went on to write nearly 3 children's books, many loved by adults, too.

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

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

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

#### They Kept At It

Those who suc DOINOTES () Schull • Charles Schull • Elizabeth Cady Stands • Chisholm Those who quit don't make history. Those who stick to it, like these folks,

- - Lewis and Clark

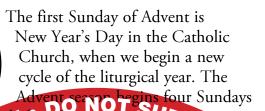
#### If Dr. Seus quit after is first rO O Who Do You Know W atebooks

People who persevers arour Who's vour

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

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

### **CATHOLIC EDUCATION** Advent A SEASON OF HOPE



A rank if in a work of the second of the sec

## **CATHOLIC EDUCATION** Advent





#### THE ADVENT WREATH

A symbol of the coming of the light, the ADOT NOT SUBJECT candles, one for each Sunday of the season. EVERGREEN FOR ETERNICIAN - Traditionally, three to the candles are purple and one is

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

#### REPRESENTING EXPECT

- On the fire Sunday, a purple ca
- esenting epe, are lit. The next -nday, the first candle and a new pupe candle, this one
- with the candles from the On the this Sunday, the rose candle, representing joy, first two werry
- On the last States, the fourth candle, representing pur is lit, along with the other three.

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

Sacred Heart League

- On Christmas Day, the purple and rose candles are replaced with the candles, signaling the new beginn in YOUR PERSONAL PREPARATION MAINAR . INING HOP

What hopes do you have during this time?

What are you doing during the Season of Advent to prepare for Christmas?

### CATHOLIC EDUCATION All Saints' Day & All Souls' Day SAINTS INSPIRE US

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

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

St. Angela saw a need – education for syls - D.Q she Set al SUBM learning opportunities for girls of women.

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

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

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

The of the Blessed With the Sisters of the Blessed With the Si ALL SAINTS OY - Each November tha Citience Ouron All Saints' Day. This year, learn me member's, or - friend's. You're sure to discover an anzing tale and inspiration for own life.

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

– Pope John au II

LEARN FROM THEM hat better model range Sacrament and Hugor work saints? Besides lessons for living, their stories will energize you, too.

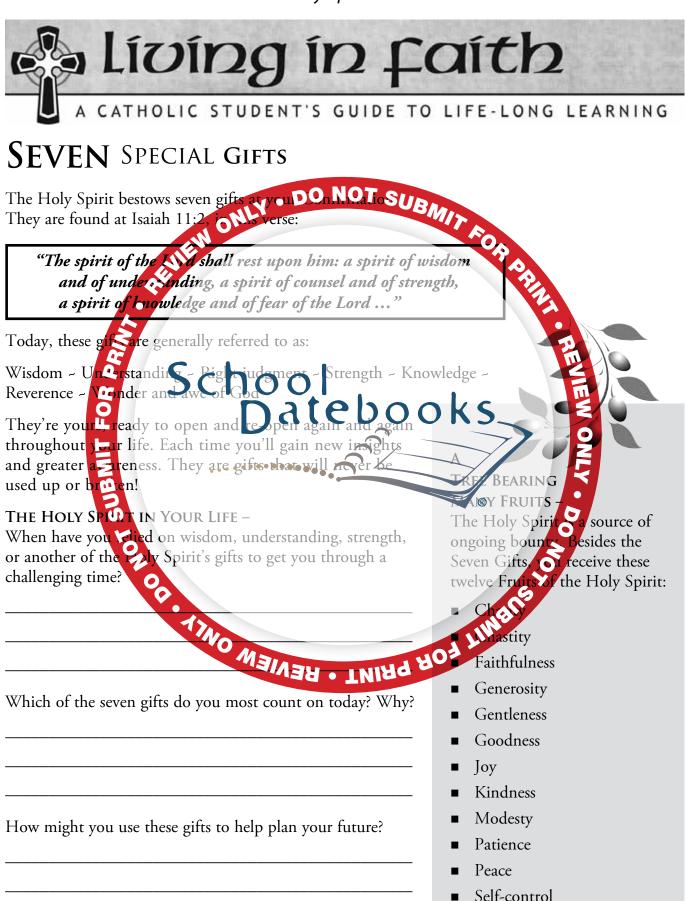
Some close-to-home saints you might want to explore more about:

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

Providence of St. Mary-of-the-Woods in Indiana

Elizabeth Ann Seton, the first American-born saint

## CATHOLIC EDUCATION Holy Spirit





### CATHOLIC EDUCATION Lent A TIME TO ACT

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

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

It can also be a time for action, especially wDen in SIL works, a time for working hard Ourieipation of the redemption

Giving up ice cream or commany be one choice for Lent. It's a carryo P.R.M.T.O.F. from the days of strict oring once observed by Catholics. Going without sweet treats is a sacrifice, and a worthy one.

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

Perhaps the money you would have spon an Instable of during Lent could be given to your local soup kitchen This may be a go time to step fe vard to volunteer. Every community has groups needing help, from the social humane society to homeless she Your church livy has special activities, too.

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

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

- 1 Corinthians 13:121100 WHAT ACTIONS WILL YOU TAKE will you do at home or in the community

WORD ORIGIN

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

EW ONLY . DO

### CATHOLIC EDUCATION Lent



a living in faith

OLIC STUDENT'S GUIDE TO LIFE-LONG LEARNING

#### THE **SEASON**

Lent begins on Ash Wednesday, which foll DOwNOTrSUBMIT for the poor. If you that, provide anticipate your wants, provide anticipate your wants, provide anticipate your wants, provide the date of Easter.

Although we refer to Lenge a 40-day period, the time from Ash Wednesday until Forer is actually 46 days, because Sundays were not consted in the days of fast observed during Lent in earlier years.

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

Thomas of Villanova

**LENTEN TRADE** ONS – Lent is a season rich with tradition and practice for Catellics. Many families, churches, and communities repeat their traditions year after year. Others bodify them to reflect changing times. Around the Unite Citates and the world, different Lenten etices have emerged. 6

Talk to your parents, grandparents, and teachers. Find out where they grew up and wort their family and cheech traditions were when they were roungsters. Ask them how they felabout the w they fel bout the time of Lent. Ik about how your family's traditions are similar and erent

Of your family raditions, what are you likely to keep for years to

BEVIEW ONLY

HO3 IIIIans OT 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 of time give us a cycle with a beginning, middle, and end.

TRADITIONS CONNECT US – Beyond turpio NOT sages, tracking time helps Catholics learn more at Nour history, chronous 1/1/1 tevi events, celebrate specific hold and bring reverent meaning to our s, tracking lives.

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

**REPEATING SEA** ONS – In the Catholic Church, the liturgical year begins on the first Surviv of Advent and proceeds through the seasons, then

repeats them, Bar after Sar. Chool The seasons one Catholic Church are atebooks Advent Christmas Ordinary Time Lent Easter Pentecost

Ordinary

#### Your Fatorite Season –

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

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

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

## **CATHOLIC EDUCATION** *liturgical year, colors*



COLORS BEAR MEANING Liturgical colors are also used to mark cortan seasons or SUBMIT Rough to seasons or SUBMIT Rough to services.

Advent, Lent, and Good Friday. The color is a symbol for melancholy, contained, and humility.

#### **ROSE:** JOY

On the third Saday of Avent a tooth Sunday of Lent, rose reperses viole atebooks RED: PASSIOT

Palm Sunday Pentecost, martyrs' feasts, and feasts of Christ's passion are the times **Cen** red is used. It represents blood, fire, and martyrdom.

#### WHITE: GLOPP

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

GREEN: HOPE Green is the color crossen following the Epiphany and Pentecost. It represents tope and life eternal.

The color black is chosen for All Souls' Day and funeral Masses, as we more that the loss of those preceded us. YOUR THOUGHTS? How do you feel about the marries of the loss of the loss of the loss of the marries of the loss of the los

How do you feel about the meanings behind each of the colors?

What do you think the added symbolism of the chosen colors brings to each season?



### **CATHOLIC EDUCATION** our blessed mother MARY'S SIGNIFICANCE, AS MOTHER OF GOD

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

This same interest is true for Catholic, D.P.a.d Sur SUR with Mary, the mother of Jesus and beginning to develop an ur Wstanding of what Mary offers you. And you do with your own revener, you'll likely develop a deeper connection ur Mary, the mother of Jesus and Oboved maternal figure. You may

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

woman and a mother, Mary's life Lodel her behavior, to strive to be the patient, we was e gifts to ucadude: Lessons in accepting lift mallenges Faith that good will come to un the unit to un t "Nature's bossoming, the warm air of May evenings, buman gladnets in a world that prenewing itself-all these transs even in Veneration & Man has its place in this very particular emosphere, for she, the Virgin, shows us faith under its youthful aspect, as God's new beginning in a world that

HER GIFTS TOUS - As a truly holy woman and a mother, Mary's life offers us the opprounity to model her behavior, to strive to be the patient, loving, caring persease was.

Some of her gifts to us nelude:

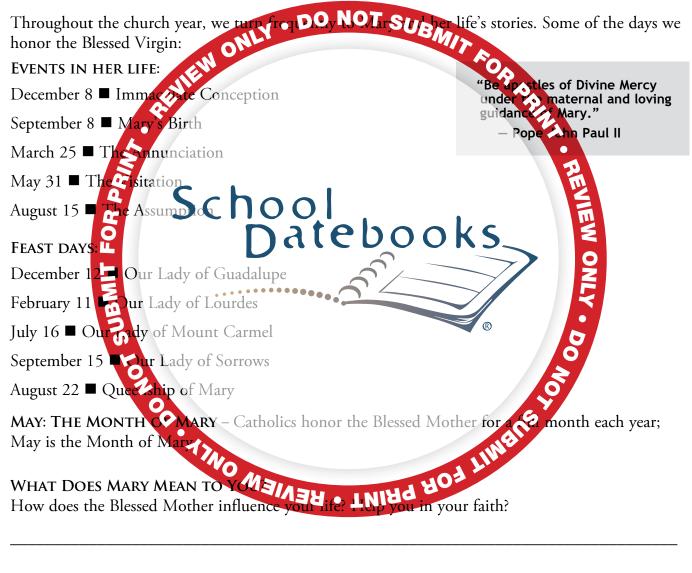
What gifts have you accepted from Mary?

## CATHOLIC EDUCATION our blessed mother

living in faith

#### A CATHOLIC STUDENT'S GUIDE TO LIFE-LONG LEARNING

#### FEASTS CELEBRATING MARY





EW ONLY . DO

## **CATHOLIC EDUCATION** *the rosary* **CONTEMPLATIVE** PRAYER

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

This structured prayer includes the Apostle's Creed, Hail Mary, Glory Be, and Our Father, as well as contemplation for Norr ets of mysteries of BM the rosary, which chronicle events for the New Testame

OR PRIME TIME FOR MEDITATION NOT - For those saying the rosary, the repetitive prayer offers, opportunity for meditation, focus, and devotion, whether project alone, with classmates or your family, at a funeral, or a celebration.

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

CONNECTING FAMILIES GROUP On Camilies begin a long car drive by saying the sary. Others use this from free briespoilting of the year to blog the family together the year, to build the family togeth

For groups, terrosary can formalize a gathering ti helping to creat connections, **Fit**y, and peace.

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

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

YOU AND THE ROSARY

How do you feel after praying the rosary?

What does praying the rosary give you?

## **CATHOLIC EDUCATION** the rosary



#### THE **ROSARY'S** ORIGINS

Catholic scholars believe that praying the rDO NOT SUBLing the High Middle Ages, the 11th to how the centuries, when few performed able to read. Repeating the Nur Pather 150 times, which they had through oral tradition, revided a framework for contemplative prayer. The prayers were coursed off on a ring of beads called a corona.

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

Under Pope KIII, who served from to 1903, October was named the Noth of the Holy Rose The face burded of ks the Rosary is Hebrated on October 7 ach year.

NEWEST: LUK NOUS MYSTERIES - In 2002, Pope ohn Paul II introduced the suminous Mysteries, the mysteries of light to church's traditional Glorious, Joyful, and Sorrowful Mysteries contemplation **Oile** praying the rosary.

#### The Luminous Pysteries are:

- Baptism of Jesus in the Jordan
- The wedding at Cao The Proclamation of the Kingdom of God RLIEST MYSTERIES A Mainate INITIAL Host Procession of Je

#### **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

- The Transfiguration of the
- The Last Supper, instantion of the Eucharist

thought hat I had no time for the

to pray, <mark>Ioan</mark> I saw an

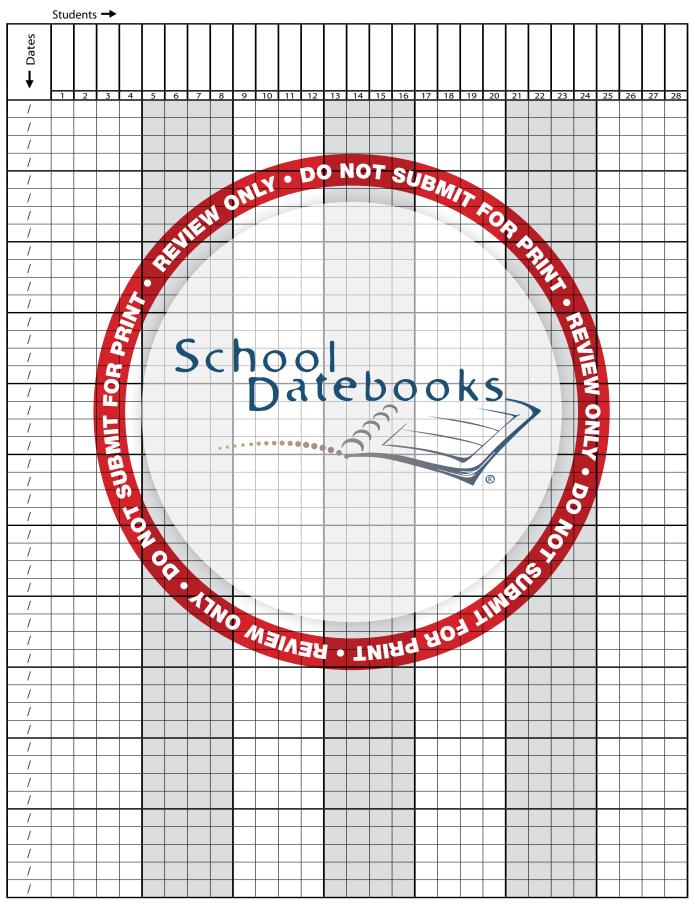
armless man saying his rosary with his feet."

r **Jo**wn

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

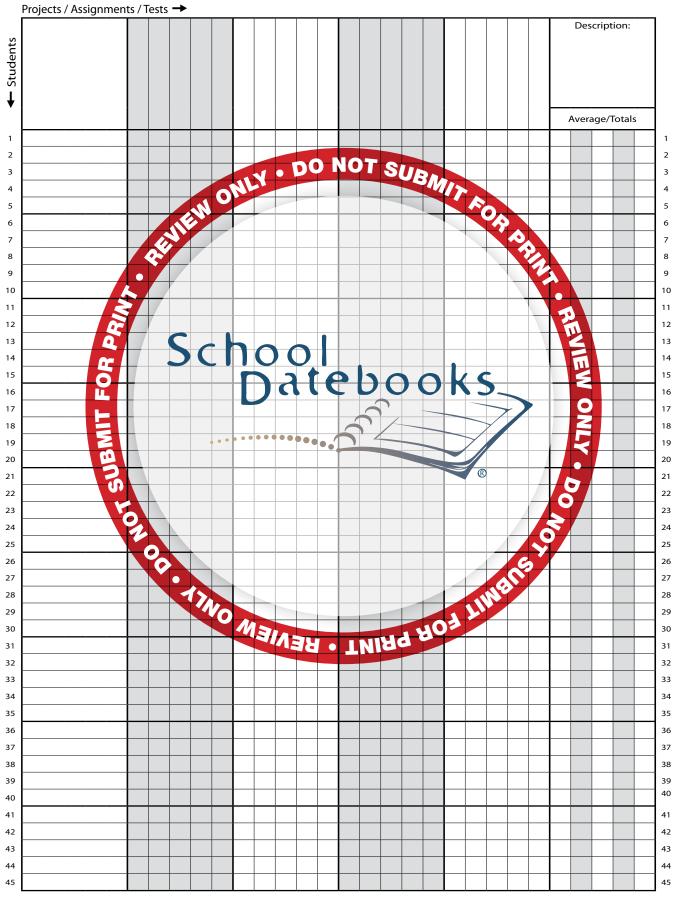


#### **ATTENDANCE RECORDS**



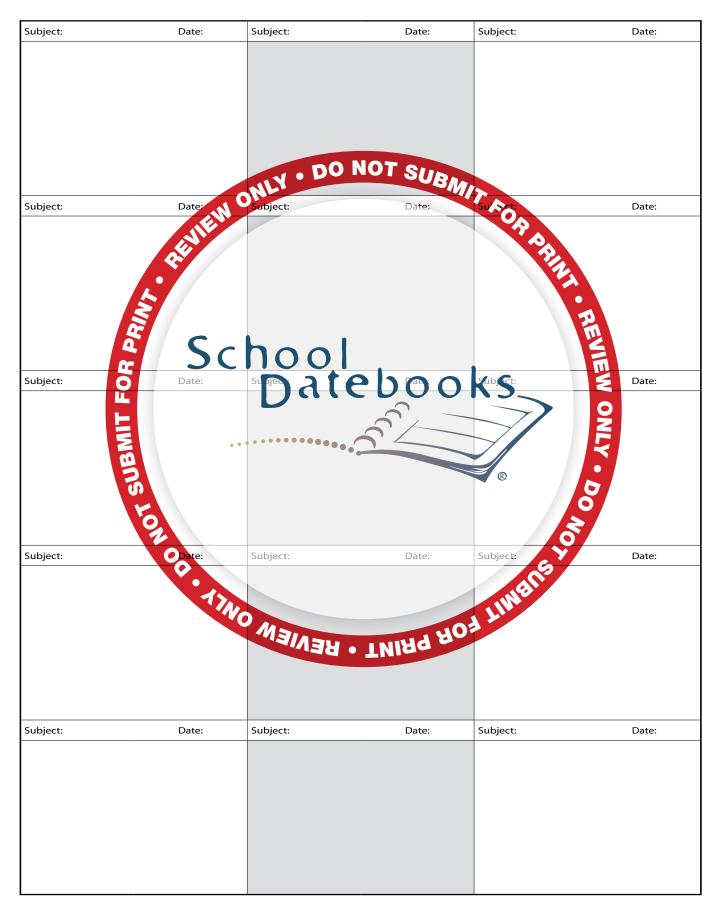


### **GRADE TRACKING**



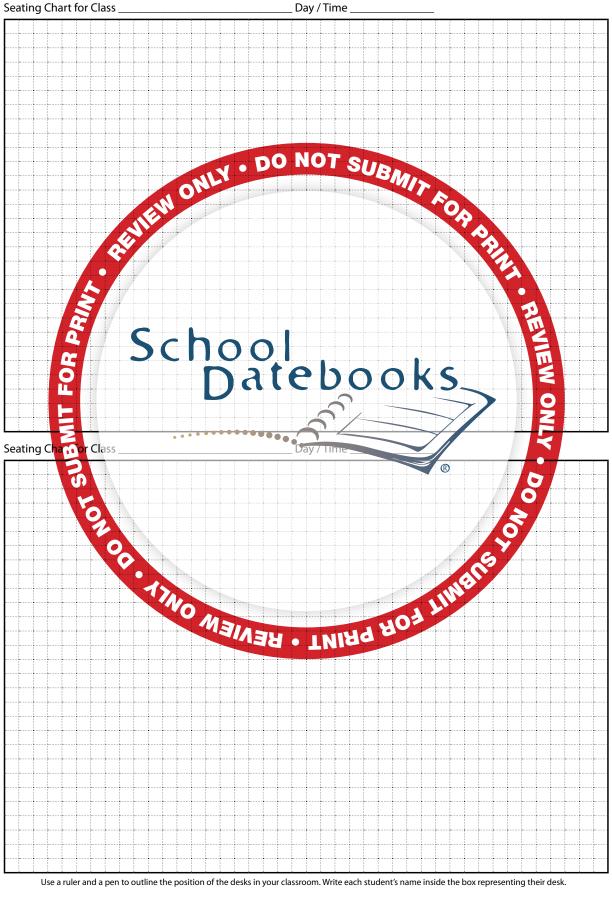


### **LESSON PLAN LOGS**

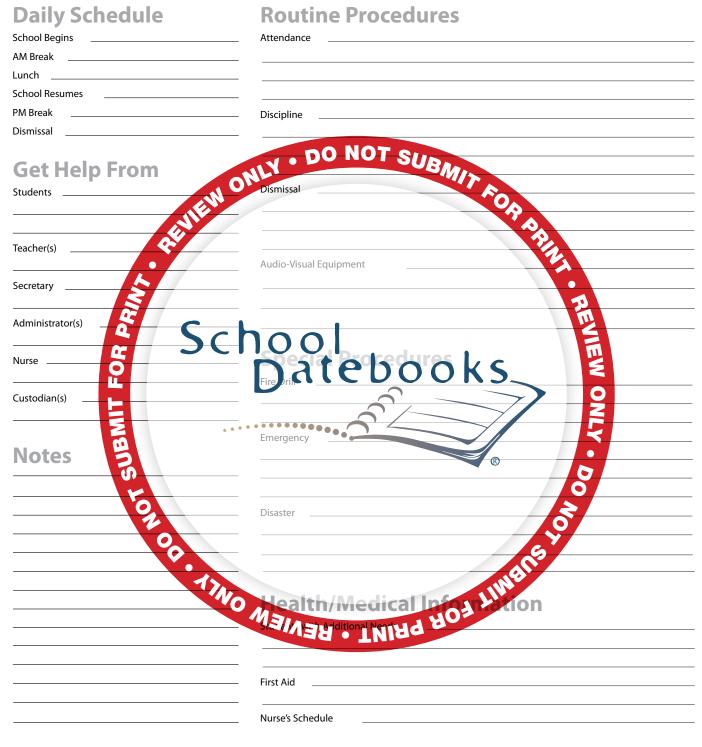




### **SEATING CHARTS**



### SUBSTITUTE INFORMATION



#### **Other Information**

## **STEM** What is STEM?

to chan

6

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

Many Americans on Elles ee more STEM in the classroom and data, and unders 2015, then-Presider Barack Obama said, "[Science] is more than O a school subject or the periodic table, or the properties of waves. It is an approach to the world, a critical way to understand and It is an approach to the world, and then have the capacity explore a service of difference of the capacity

## School Datebooks

In 2014, only 10 percent of students were interested in a STEM career, according to the U.S. Department of Education

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

STEW yrd skills" also need "heart, soul, belief Wand value," says Jack Oa founder of Alibaba. That under cores how STEM occupations to 3/1 shymanity and oving lives.

#### And Now STEAM

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

# STEM Engineering Design Process

We use the four fields of STEM (science, math, engineering, and technology) to solve real-world problems, or challenges. STEM challenges have five distinct tasks: ask, imagine, plan, create, and improve - known as the Engineering Design Propo NOT such as a cycle. Once you build a solution, you will find have to improve it, of 940 new plan, build a new model, and retestat until you find a solution that work Practice going through the EDP steps yourself! Get a deck of cards and a roll of

tape. Find way to build a house that stands up to strong winds.

Stehool and constrand a tebook sagine • What is the problem? What might stop coming up with the best solution

> m all your possi as for Prac loid ards and tape to be how to use th house. Sketches are OKI

an

24

lem?

re this

Practice: Test it by either blowing a card house or putting a fan up to it. How change it in the future to help it stand longer?

your plan

IMP Find a NOMAINAN . LNIAG HOALINEITS P Pick your best idea & plan your solution.

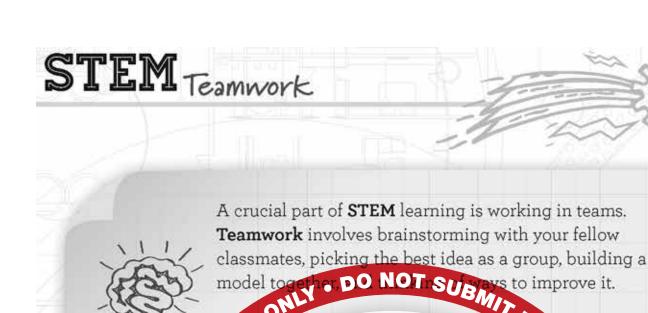
Practice: Use a detailed drawing to show your plan.

Practice: Build your card house!

CREATE

Build a model of your solution.

make



coration means working together Oseach a goal. hin a team, members sometimes take **a sontain roles**. Examples inc Size: head engineer, quality control engineer, op ons manager, and communication director.

When waking on a team, it's important not to criticize others' idea it ot s GeOn lomething you pursue. In those m every es, 67 e opportunities o dan e des MO Or KpS you'll

Practice delivering your input in every for T. Ins model in oo large and won't work," try, it small**er** Histractions 103 Inventors of the requirents better?" TON OG OS

be fun, yet

Working in team some tips for succe

✓ Respect yourself and others.

✓ Accept differences.

✓ Listen to others while they're speaking.

REVIEW ONLY

challenging. Here are

✓ Manage your time

✓ Stay positive.

wisley

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FOR PR

**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.

#### School Datebooks THOMAS DAVID PETITE (1956-) is an invert

four others designed the technology for the witeless ad his network, also known as the Internet of Durgs wireless mesh. He also founded the nonprofit organization, the Native American Intellectual Property Enterpise Council, to help other 10 ive American inventors.

**NARIO MOLINA (1943-)** won the Nobel Priction chemistry in 1907 for discovering that the earth's or Whayer was being damage or the use of Freon, a type of engerant used in air conditioners and all 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)



FOR **D**R

**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.

ONLY • DO NOT SUBMIT ONLY • DO NOT SUBMIT OF WERTEN (1871-1948) and WILBUR WRIGH (1867-1912) Werted and built the first successful airplane if (1867-1912) Werted and built the first successful airplane if (1867-1912) Werted and built the first successful airplane if (1867-1912) beserved how birds angled their wings to fly, and they copied this in the plane wings' design.

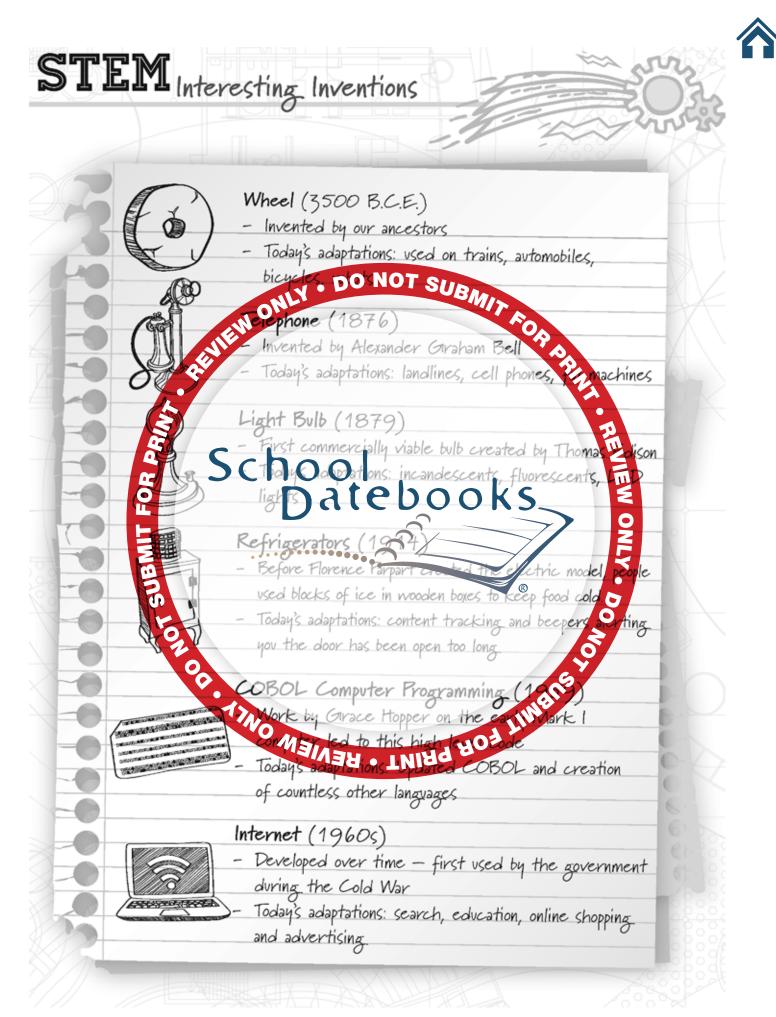
#### School Datebooks ROSALIND FRANKLIN (1920-1958) learner systall graphy

and X-ray diffraction at Cambridge University. She user this when analyzing DNA fibers, and the orbit photographs provided necessary evidence for identifying DNA's structure.

**Source of the set of** 

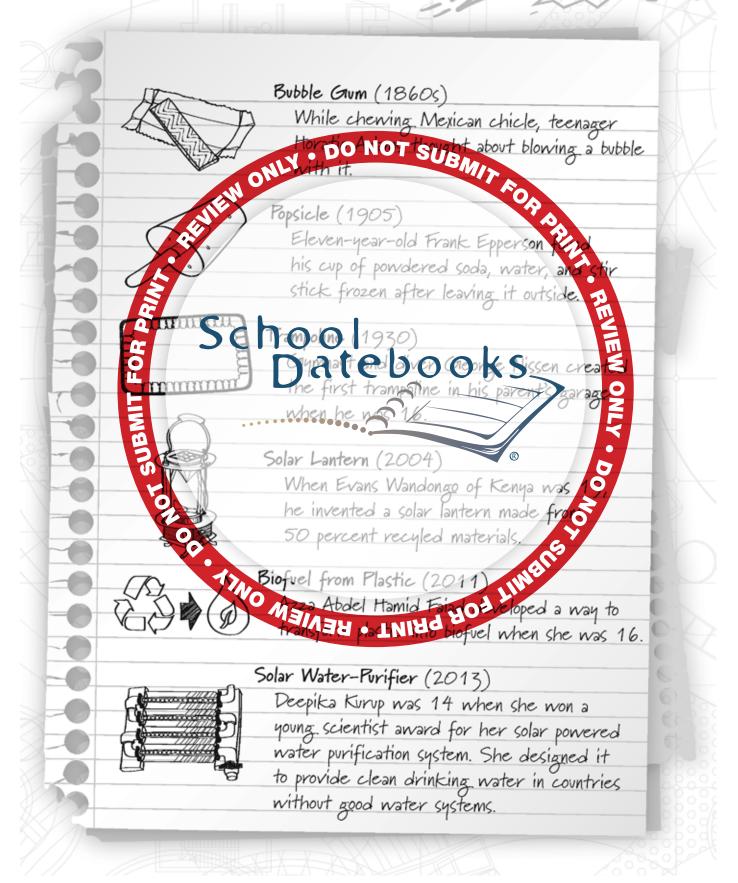


**LOUIS BRAILLE (1809-1852)** was a blind Frenchman who decided there had to be a better way to learn than just listening — he wanted to read. He invented Braille, the system of reading and writing for the blind that we know today.





# STEM Inventions at a Young Age





FOR DR

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 oper DO NOTI SUB state-of-the-art facilities. The New Study ways to ensure with quality and pollution methods in the Mement.

FOOD SCIENTIST | Food scientists study food's not sents and other contents. They identify new food sources and improve methods for processing and preserving food. They also address he world's Snorth heds with solutions for growing, storing, packed ag, and Datebooks

**MECHANIC** Care, maintenance, and repairs to all on a mechanic' to do list. Then professionals know every detail of the eachines ind equipment the work on. Most specialize in key areas – cars, as panes, refrigeration, office machines – anything that operates mechanically. Because equipment is always changing and being invented, mechanics must continually care new techniques and procedures.



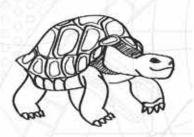
ACTION DIRECTOR An aquarium, Wetter oversees everytur in the aquarium, coorigo and the business office, planning, lunch and coal NINCO marine life, with staff for specific tasks. Directors also get involved in educational programs and participate in advocacy activities.

**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.





**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.



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## Datebooks

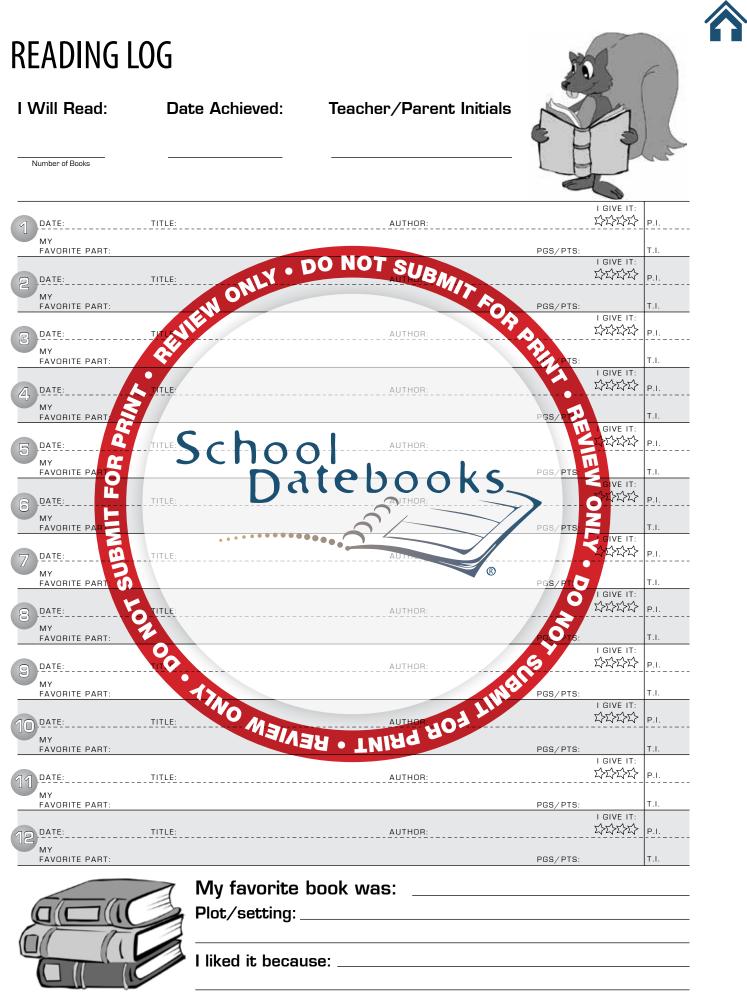
**AEROSPACE ENGINEER** Aircraft and spacecraft are the domains of prospace engineers. They form refineriatical models, and we them with computers, build prototy process and conduct environmental, operational, and stress tests.

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METEOROLOGIST Meteorologists study weather patterns and the atmosphere. They identify trends, pend Cohanges, and the atmosphere. They identify trends, pend Cohanges, and the atmosphere might affect people. That's each fally important when prooting severe weather. Meteorologists also conduct research on chine and might dormation that farmers and businesses 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.







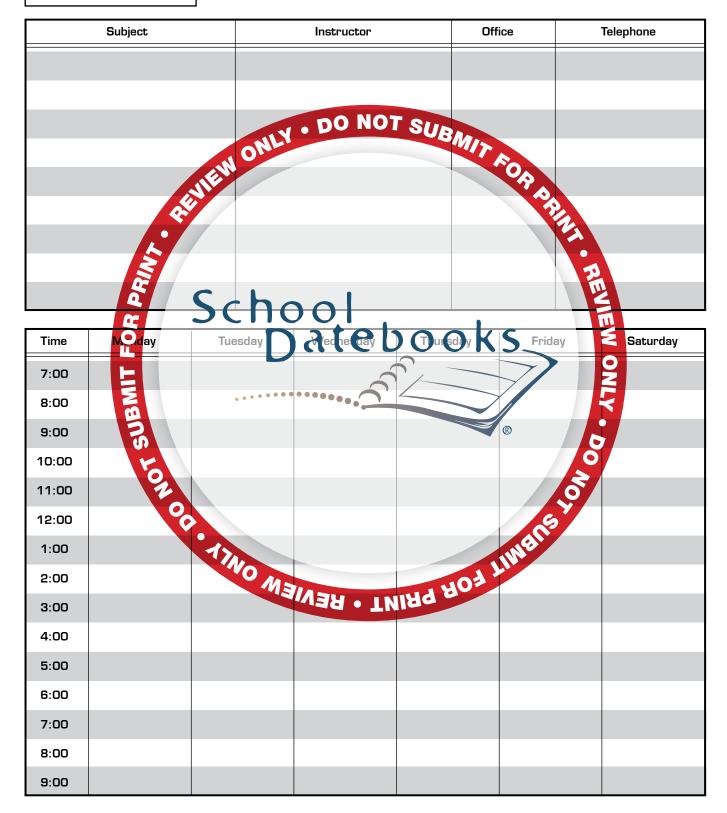
### **GRADE RECORD**

Subject: Semester:			Subject: Semester:		
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## CLASS SCHEDULE first semester

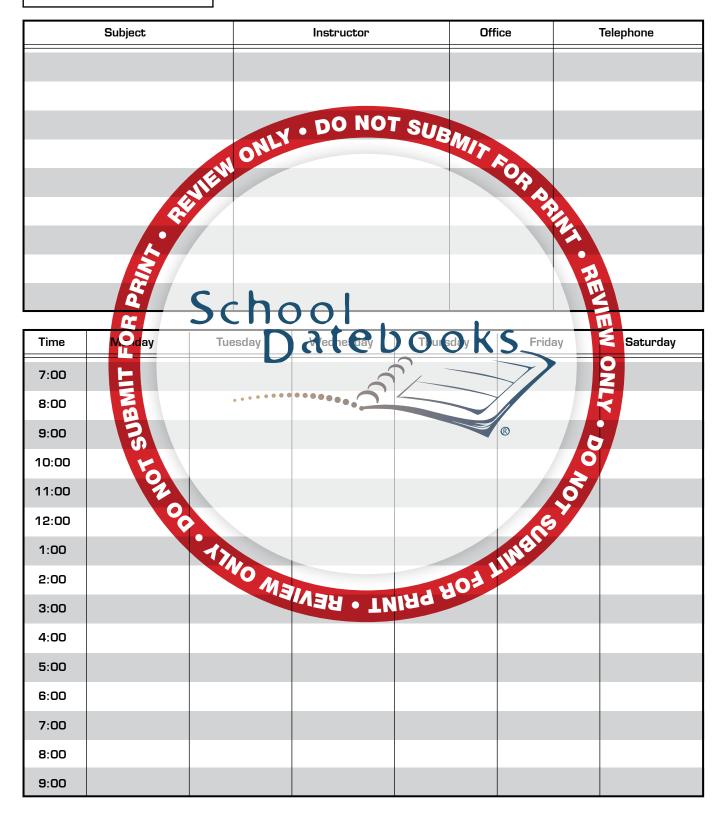
FIRST SEMESTER





#### **CLASS SCHEDULE** second semester

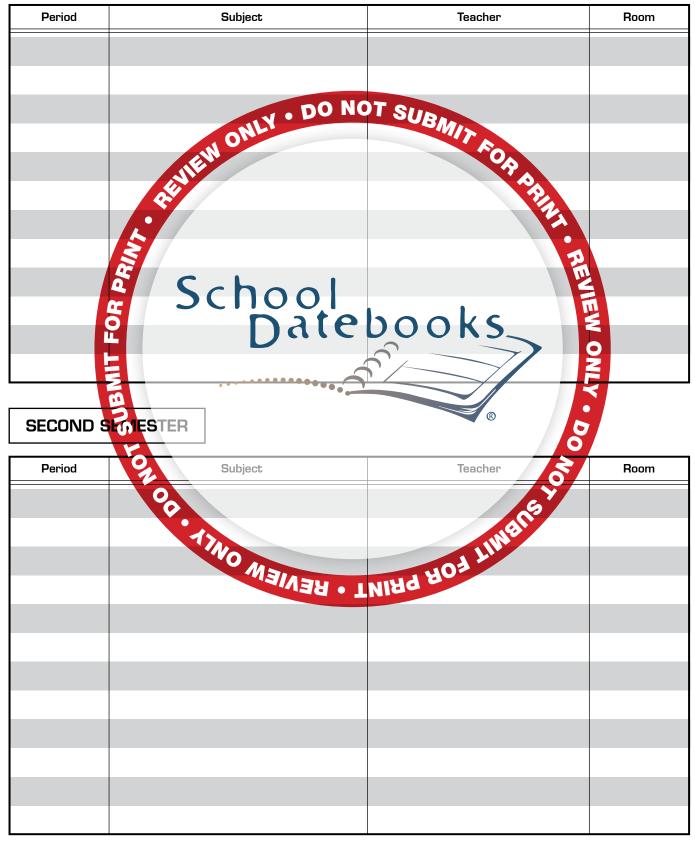
SECOND SEMESTER





#### **CLASS SCHEDULE** first & second semester

FIRST SEMESTER





## **CLASS SCHEDULE** trimesters

#### FIRST TRIMESTER

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Period	Subject	Teacher	Room



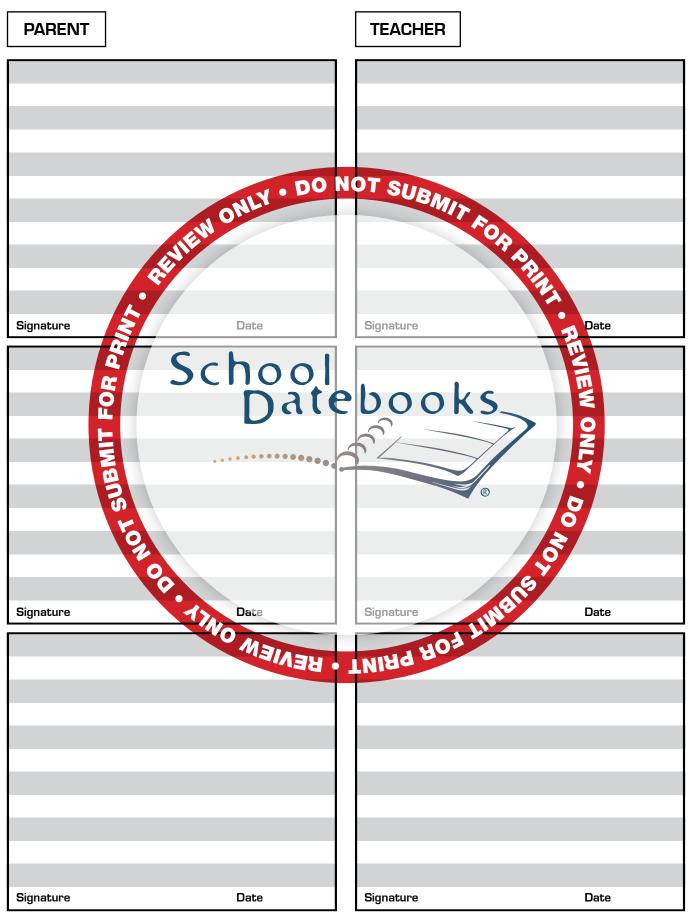
# **TIME-BLOCK SCHEDULE** first & second semester

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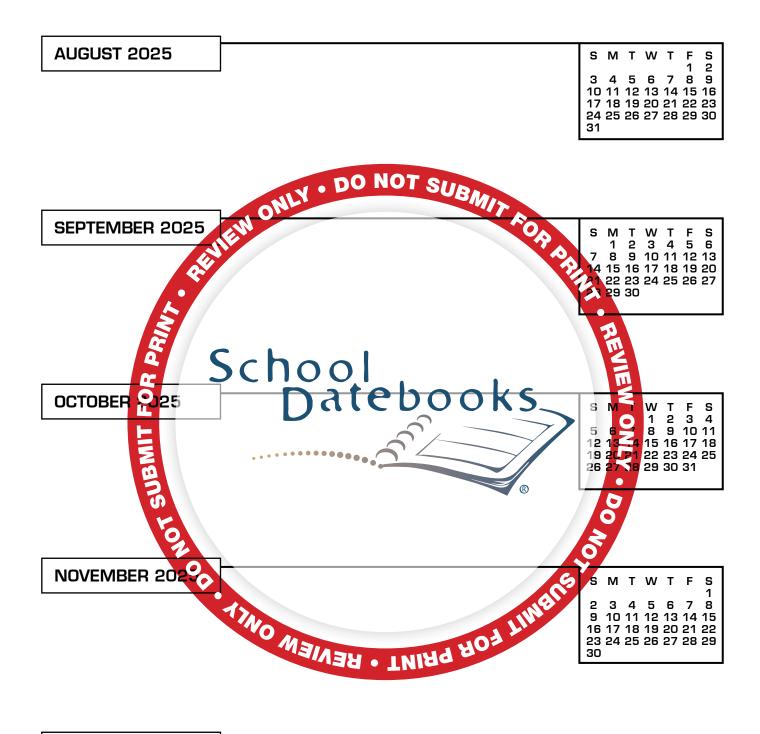
DAY

Period	Subject	Teacher	Room

## **COMMUNICATION** between parent & teacher



## **ADVANCE PLANNING**



DECEMBER 2025			М	Т	w	T	F	S
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#### **CALENDAR YEARS**

#### 2024

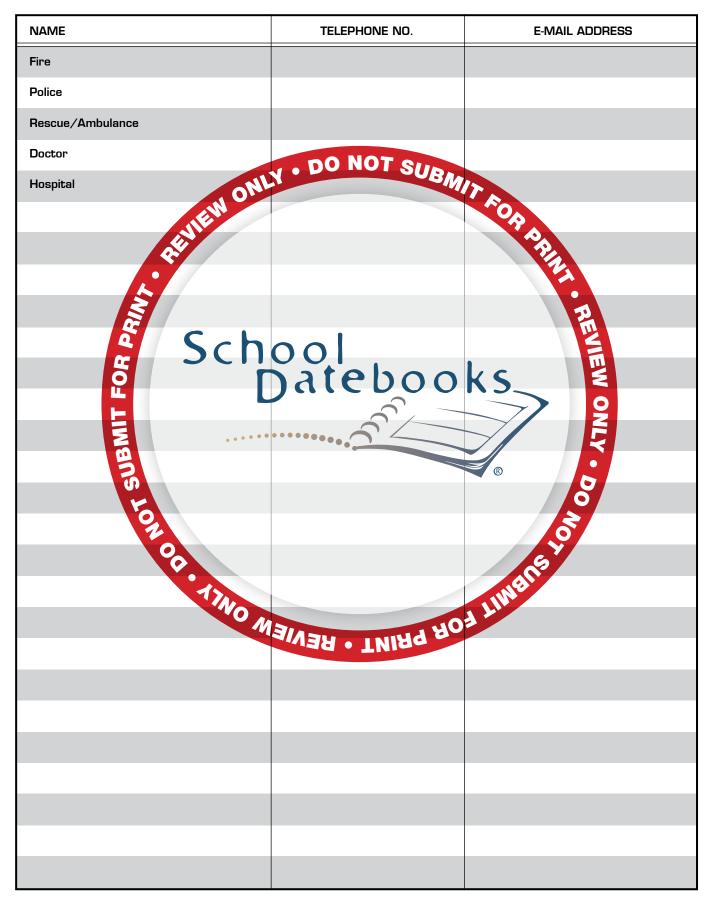
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## **IMPORTANT DATES** United States



	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	<b>TDO. NOT SO</b> Wed., Feb. 14	Sat., Feb. 22	Sun., Feb 22
Ash Wednesday	Wed., Feb. 14	<b>5</b> 107 Mar. 5	Wed., Feb 18
Washington's Birthday Ash Wednesday Daylight saving time begins St. Patrick's Day First day of spring	Sun., Mar. 10	Sun., M S 9	Sun., Mar 8
St. Patrick's Day	Sun., Mar. 17	Mon., Mar.	Tues., Mar 17
First day of spring	Tues., Mar. 19	Thurs., Mar. 200	Fri., Mar 20
April Fools' Day	Mon., Apr. 1	Tues., Apr. 1	Wed., Apr 1
Palm Sunday	Sun., Mar. 24	Sun., Apr. 13	Sun., Mar 29
Passover begins at 1 down	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	nn., Apr 5
Earth Day	<b>D</b> Mon., Apr. 22	Tues., Apr. 22	🔁 d., Apr 22
Cinco de Mayler	San., May 5	Mon, May 5	Tills., May 5
Mother's Day 💽	3 m. Nay 11	Sun., May 11	<mark>SZ.,</mark> May 10
Memorial D <mark>ay</mark>	Mon., May 27	Mon., May 26	Mon., May 25
Flag Day	Fri., June 14	Sat., June 14	St., Jun 14
Father's Day	Sun June 6	Sun., June 15	<b>S</b> , Jun 21
Juneteenth*	Wed., June 19	Thus, Jy ne 19	<b>Fn., J</b> un 19
First day of summer	Thurs., June 20	Fr1., ;= e@0	Sun., Jun 21
Independence DY	Thurs., July 4	Fri., July 4	Sat., Jul 4
Labor Day*	Mon., Sept. 2	Mon., Sept. 1	Mon., Sep 7
Patriot Day	Wed., Sept. 11	Thurs., Sept. 11	Fri., Sep 11
Rosh Hashanah be <mark>gins et sun</mark> down	Wed., Oct. 2	Mon., Sept. 22	Fri., Sep 11
First day of autumn	Sun., Sept. 22	Mon., Sept. 22	Tues., Sep 22
Yom Kippur begins at sundoOn	Fri., Oct. 11	Wed., Oct. 1 Mon., Och 5 Fri., De 11	Sun., Sep 20
Columbus Day*	Mon., Oct. 14	Mon., Or No	Mon., Oct 12
Halloween	Mon., Oct. 11 Thurs., Oct. 31 Mon., Nov. 3 Mon., Nov. 11	Fri., <b>Ac</b> 31	Sat., Oct 31
Standard time begins	Sun, Nov. 3	<b>HO</b> ., Nov. 2	Sun., Nov 1
Election Day	Tues., Nov 5NICe	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
* Federal Holiday in the United States			

#### PHONE NUMBERS important contacts

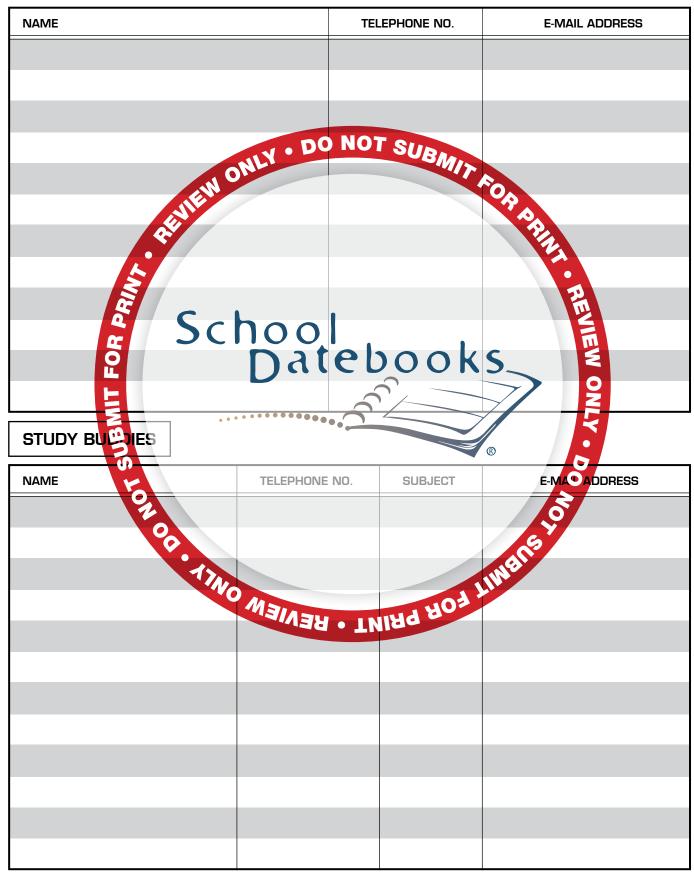




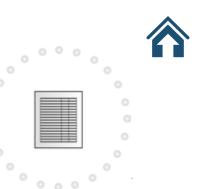


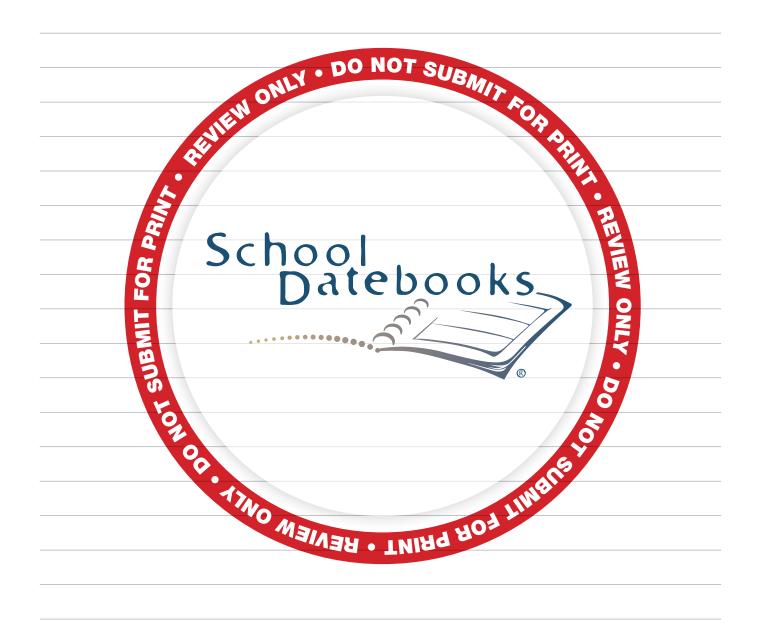
### **PHONEBOOK** friends & study buddies





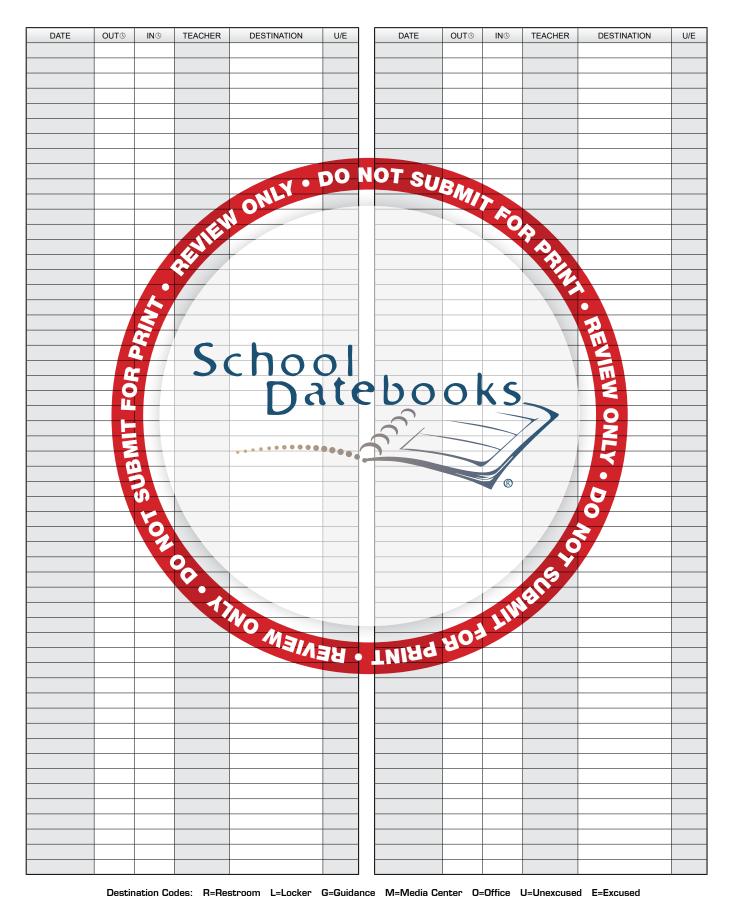
# NOTES







#### HALL PASS



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