

K-12 REFERENCE PAGES

5.5" X 8.5"



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LANGUAGE ARTS parts of speech



NOUN

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

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

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

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

→ Examples: Reggie, Market Square Arena, Saturday

PRONOUN

A WORD THAT TAKES THE PLACE OF A NOUN.

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

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

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

→ Examples: Please give the papers.

Their car slid off the icy road

Timothy's outstanding service earned him the award.

Possessive Case Conouns show ownership or

Lugar esca → Examples: Th

VERB

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

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

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

- Examples: Singular 1stop. You stop. You stop.

3rd Person:

He/She/It stops. They stop.

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

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

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

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

You will enjoy the school play. (future)

ADVERB

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

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

ADJECTIVE

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

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

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

→ Example: My apple pie is good.

The comparative form compares two things.

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

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

PREPOSITION

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

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

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

CONJUNCTION

A WORD THAT DIVINECTS INDIVIDUAL WILLDS OR GROUPS OF WILLS.

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

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

you.

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

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

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

INTERJECTION

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

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

Yes! Her gymnastic routine was perfect. Ah, we finally get to stop and rest.

LANGUAGE ARTS capitalization & plurals



CAPITALIZATION

THE FOLLOWING CHART PROVIDES A QUICK OVERVIEW OF CAPITALIZATION RULES.

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

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

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

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

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

Days of the week → Sunday, Monday, Tuesday

Formal epithets → Ivan the Terrible

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

Cities, towns - Houston, Lafayette, Dearborn

Counties - Tippecanoe, Cork

Countries - U.S.A. Mexico, Canada

Continents → Africa, North America

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

Official documents → Eman Jarion Proclamation
Official titles → Presiden → Jama, Mayor Readla

Periods and events in Cory - Middle Ages, Renaissance

Planets, heavenly boces → Mars, Jupiter, Milky Way

Public areas - Yellstone National Park

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

Streets, roads, Cahways

Trade names - Gonda Ace

PLURALS

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

FOLLOWING CHART PR

The plural forms thouns ending in s. sh, x, z, and ch are made by adding es to the since

→ Examples: bus = ses | dish = dishes | fox = foxes | buzz = buzzes | church = churches The plurals of commer Jouns that end in y preceded by a consonant are formed by change

the y to i and adding →Examples: fly = flies

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

The plurals of words ending in o predictions your are formed to Examples: studio = studios | rodeo = rodeos | The plural of the

→ Examples: studio = studios | rodeo = rodeo

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

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

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

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

→ Examples: roof = roofs | chief = chiefs

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

→ Examples: wife = wives | knife = knives

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

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

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

 \rightarrow Examples: 5 = 5s

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

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

LANGUAGE ARTS sentence structure & spelling rules

SENTENCE STRUCTURE

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

→ Example: He lost the game.

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

→ Example: Because he was lost.



A simple sentence consists of one main clause. It expresses one main thought and has one subject and one verb. A simple sentence may contain a compound subject, compound verb, or both.

Amy and Scott were married yesterday **DO NOT SUA**my and Scott were married yesterday **DO NOT SUA**my and Scott were married yesterday **DO NOT SUA**my and Scott my and Scott)

Ben is leaving work and going the tompound verb leave (1) the english compound sentence (1) the english comp

a semicolon or a con continuation.

→ Examples: Colley, fossils is fun, but I think identifying fossils is difficult. Andy's suit looks it just got back from the cleaners. (semicolon)

Erin came home for Easter, and Courtney went to Florida. (comma/conjunction)

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

- Example and says that good grades are the result of diligent studying. (main clause one

independ q clause

Diligent Adying is clause, tra dependes

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

SPELLING RULES

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

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

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

onsonant preceded by one vows When a multi-syllable word ends accent is on the last When a multi-syllable word ended a will syllable and the suffix begins with the when you double the final consonant.

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

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

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

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

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

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

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

LANGUAGE ARTS the writing process



WRITING VARIABLES

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



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



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



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



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



What form will my writing the policy of the requirements or research papers, etc., have the requirements. Descriptions of the requirements of the Different forms of who by the selectors, diaries, reports, essays, obtaine requirements. Decide on the large sour writing will take, and write requirements for that form of writing to be selected. then make sure vo

PLANNING AND CHITING AN ESSAY OR COMPOSITION

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

 Words are used and spelled to 1/1-1. ng the reader with
 - (e) Words are used and spelled WINTH IN IN IN IN
 - {f} Punctuation is correct.
- {10} Read your revised paper aloud to check how it sounds.
- {11} Proofread your revised paper two times: once for spelling, punctuation, and word usage, and again for meaning and effectiveness.



LANGUAGE ARTS punctuation

PERIOD

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

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

Use: after an initial or an abbreviation.

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

COMMA

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

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

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

→ Example: He ran, ju

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

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

Use: to distinguis items in

→ Examples: Jo

September 20

Use: to separat itle or an initial that follows

→Example: Josep Tones, Ph.D.

QUESTION MA

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

Use: to punctuate a short question within I/I parentheses.

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

APOSTROPHE

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

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

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

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

Example: bosses = bosses', children's

COLON

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

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

SEMICOLON

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

Use: to separate gry us of words.

→ Example: I packed O thbrush, deodorant, and perfume; jeans, a rate o that and sweatshirts and sweatshirts; and boots and tennis shoes

QUOTATION MARKS

Use: to frame direct quotations in Only the exact words quoted are plead within the quotation marks.

mow," she said

discussed. that is bei

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

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

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

SINGLE QUOTATION MARK

6)

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

EXCLAMATION MARK

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

LANGUAGE ARTS frequently confused words

accept | to agree to something or receive something willingly

except | not including

→ Examples: Jonathon will accept the job at the

Everyone was able to attend the ceremony except Phyllis.

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

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

→ Examples: The capital of France is Paris.

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

hear | to listen to here | in this place

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

it's | the contraction of it is or it has its | shows owner or possession - Examples: It's nor y time cleave for

football game. The wagon los wheel in the mud

wetal lead | a heavy, lead to go first quide led | the past ter of lead

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

Bloodhounds led the police to the hideout.

loose | free or not to lose | to misplace or suffer the loss of something

→ Examples: Since she lose eight, many of her

clothes are loose. If you lose your money, you be able to

get into the park. principal | the first or most important.

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

→ Examples: Pineapple is one of the principal crops

One principle of science is that all matter occupies space.

quiet | free from noise

quite | truly or almost completely

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

This enchilada is quite spicy.

their | belonging to them there | at that place

they're | the contraction for *they are* → Examples: Their new puppy is frisky.

Please place all of the newspapers over there.

They're coming over tonight.



to | in the direction of too | also or very two | the whole number

between one and three

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

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

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

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

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

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

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

Whose bicycle is out in the rain?

you're | the contraction for you are your | the possessive form of you llecto ask if you'r

om today.





LANGUAGE ARTS frequently misspelled words

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

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

hungry identify imagine immediate immediately immensely incident independent Indian innocent instead intelligence intelligent interpret TON OG its knew loose lying marriage mischievous narrative necessary neighbor nervous niece

pursue quantit TNIAG AO raspberry realize really receive receiving recess recognize recommend reference referring rein reign relative relief religion remember repetition repellent

opportunity opposite original other pageant pamphlet parallel parents parliament particular passed peculiar perform permanent SUBM piece

plane

poison

practically

preferred

rejudio

princip principle reservoir

rhvme

rhythm

restaurant

ridiculous

running

Saturday

schedule

scissors

search

secret

sense

secretary

semester

parate

o aration

seig a conshere

shining sincerely

soldier

speak

sophomore

spaghetti

beech

onsor

pping stories

strengthen

safety

scent

studving prophecy succee psychology ø mmary superintendent suspense suspicion swimming synagogue temperament themselves there therefore thev they're thief thoroughly thought through tobacco together tomorrow tragedy tried

trouble truly two unique until unusual usually vaccinate vacuum vegetable village villain weather Wednesday weight weird were we're where whether which whole whose witch woman omen derful k ng en



nineteen

noticeable

nuisance

obedience

occasion

occurred occurrence

occurring

occur

often

opinion

hospital

humorous

humor

ninety

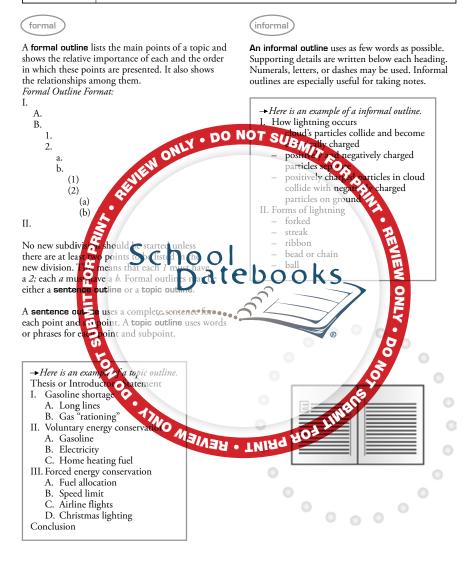
notice

LANGUAGE ARTS outlining



OUTLINING

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



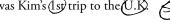
LANGUAGE ARTS common editing marks

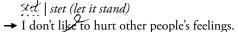


- 1 | insert a comma
- → Her husband Andy decided to open his own repair business.
- → Mary hadn't planned on a sixth party guest.
 - 🎖 | insert quotation marks
- → The students were required to read the poem Howl.
 - ★ | insert written suggestion
- → Jean-Pierre said his favorite country to visit was the States.
 - ⊙ | use a period
- → Mark likes scramb
 - ≫ delete
- → Jim warned me that that magnet might harm my CD.
 - tratiose elements
- → The team could by (also) (1) rs in the tournament.
 - C | club up this space
- Present the poem How.

 In the country to visit was the States.

 NOT SUBMITED TO NOT SUBMITED T
- → Milo restated to his dog house.
 - # inst single space
- → Jeff didn Unind waiting, but he was running out of time.
 - # | begin www paragraph
- → "Who's that: "Passy asked." Her name is Beth," said Brend,
 - No # | no new paragray
- JAINT FOR PRINT REVIEW → "I'm tired," said Kevin. "I'd like to go home.
 - z | capitalize
- → They traveled to the capitol to meet the vice president.
 - l lowercase
- → Tim fondly remembers playing football in ¥igh &chool.
 - so | spell out
- → It was Kim's (st) trip to the (U.K).











LANGUAGE ARTS MLA style of documentation

YOUR WORKS-CITED LIST

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

According to the Modern Language Association Handbook for Writers of Research Papers, 9th edition:

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

 73 Separate the author, title, and published works for example, which is a published by one space.

 84 Use lowercase abbreviation to defitify parts of a work (for example, which is tollow a period, the first letter should papitalized.

 85 Separate the author, title, and published work (for example, which is tollow a part of a work (for example, which is tollow a period, the first letter should papitalized.

 86 Separate the author, title, and published works, when these designances follow a period, the first letter should papitalized.
- (9) Use the shortened this for the publisher's name. When the publisher's name includes the name of a person, cite the last name alone. When the publisher's name includes the name of Coverthan one person, cite only the first of these names.
- **{10}** Use the physic Accessed 5 Jan. 2019" instead of listing the date or the abbreviation,

(10) Ose the phila	a) Jan. 201) Histead of fishing the date of the abbreviation,
ANY CITATION (GENERAL GUIDELINES)	Author Fig. Topo container (self contained if book), Othe intributors (transfer is equited a spice (edition Number (vol. and no.), Publish, Publication Date Location (pages, paragraphs, UP), or DOI). 2nd container's title, Other contributors, Version, Number, Eplisher, Publication date, Date 16 costs (ff. spuligable).
PAGE ON A WEBSITE	"How to Change Your Car's Oil." <i>eHow</i> , 25 Sept. 2018, www.com/how_2018_how-oil.html. Accessed 5 Jan. 2019.
ARTICLE IN A JOURNAL FROM A WEBSITE (ALSO IN PRINT)	Doe, Jim. "Laws of the Open Sea." <i>Maritime Law</i> , vol. 37 to. 6, 2018, pp. 595-600, www.maritimelaw.org/article. Accesse 1, 15 to. 2017.
ARTICLE IN A PERIODICAL (GENERAL GUIDELINES)	Author Maname, first name, "Article Of Periodical title, Day Month Year, pages, 134 • LNING Periodical title, Day Month
BYLINED ARTICLE FROM A DAILY NEWSPAPER	Barringer, Felicity. "Where Many Elderly Live, Signs of the Future." New York Times, 7 Mar. 2018, p. A12.
UNBYLINED ARTICLE FROM A DAILY NEWSPAPER	"Infant Mortality Down; Race Disparity Widens." Washington Post, 12 Mar. 2018, p. A12.
ARTICLE FROM A MONTHLY OR BIMONTHLY MAGAZINE	Willis, Garry. "The Words that Remade America: Lincoln at Gettysburg." Atlantic, June 2019, pp. 57-79.
ARTICLE FROM A WEEKLY OR BIWEEKLY MAGAZINE	Hughes, Robert. "Futurism's Farthest Frontier." <i>Time</i> , 9 July 2019, pp. 58-59.
EDITORIAL	"A Question of Medical Sight." Editorial. <i>Plain Dealer</i> , 11 Mar. 2019, p. 6B.

LANGUAGE ARTS MLA style of documentation

BOOK (GENERAL GUIDELINES)	Author's last name, first name. Book title. Publisher, publication date.
BOOK BY ONE AUTHOR	Wheelen, Richard. Sherman's March. Crowell, 1978.
TWO OR MORE BOOKS BY THE SAME AUTHOR	Garreau, Joel. Edge City: Life on the New Frontier. Doubleday, 1991 The Nine Nations of North America. Houghton, 1981.
BOOK BY TWO OR THREE AUTHORS	Purves, Alan C., and Victoria Rippere. <i>Elements of Writing About a Literary Work</i> . NCTE, 1968.
BOOK BY FOUR OR MORE AUTHORS	Pratt, Robert A., et al. <i>Masters of British Literature</i> . Houghton, 1956.
BOOK BY A CORPORATE AUTHOR	The Party ller Panel Reports. Prop. Merica. Doubleday, 1961.
BOOK BY AN ANONYMOUS AUTHOU	tterary Market Place: The Directory of the Book 16.5 Whing Industry. 2003 ed., Bowker, 2002.
BOOK WITH AN AUTHOR AND AN EDITOR	Toomer, Jean. Cane. Edited by Darwin T. Turner, Norton 1988.
A WORK IN ANTHOLOGY	Morris, William. "The Haystack in the Floods." <i>Nineteenth Chary</i> British Minor Poets, edited by Richard Wilbur and W. H. Alinh, Dell, Layre Wilton, 1902, p.O.5 O.
AN EDITION THER THAN THE FET	Chaucer, Geoffrey. The Riverside Chaucer Edited by Larry D. Be Zn. 3rd ed., Houghton, 1987.
SIGNED ARTICLE IN A REFERENCE COK	Wallace, Wilson D. "Superstition." World Book Encyclopedia. Colled., vol. 2, Macmillan, 2019.

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LANGUAGE ARTS APA style of documentation

YOUR REFERENCE LIST

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

BASIC RULES

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

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

BASIC FORMS OR SOURCES IN PRINT

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

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

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

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

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

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

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

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

ewspapers. BASIC FORMS FOR ELECTROMS • TNIRQ ROA TIM

A web page

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

An online journal or magazine

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

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

An online journal or magazine (with DOI assigned)

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

Because email is a personal communication, not easily retrieved by the general public, no entry should appear in your reference list. Instead, parenthetically cite in text the communicator's name, the fact that it was personal communication, and the date of the communication: The novelist has repeated this idea recently (S. Rushdie, personal communication, May 1, 2015).

LANGUAGE ARTS APA style of documentation



Journal article, one author

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

Journal article, more than one author

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

Work discussed in a secondary source

→ Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and

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

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

Magazine article, one a thor

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

Book

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

An article or 🛵

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

A government pulication

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

A book or article with author or editor named

- → Merriam-Webster (piate dictionary (11th ed.). (2005). Merriam-Webster.
- New drug appears to chick of death from heart failure. (1993, July 15). The W-For parenthetical citations of sources in text with no author named, use a shortened of an author's name. Use quotation when and italics, as appropriate. For example, sources above would appear as follows: (1995) with the sources above would appear as follows: (1995) with the sources above would appear as follows: (1995) with the sources above would appear as follows: (1995) with the sources above would appear as follows: (1995) with the sources above would appear as follows: (1995) with the sources above would appear as follows: (1995) with the sources above would appear as follows: (1995) with the sources are sources above would appear as follows: (1995) with the sources are sources above would appear as follows: (1995) with the sources are sources above would appear as follows: (1995) with the sources are sources above would appear as follows: (1995) with the sources are sources above would appear as follows: (1995) with the sources are sources above would appear as follows: (1995) with the sources are sources above would appear as follows: (1995) with the sources are sources above would appear as follows: (1995) with the sources are sources above would appear as follows: (1995) with the sources are sources are sources are sources as the sources are sources are sources are sources are sources. ngton Post, p. A12. of the title instead of thetical citations of the two

A translated work and/or a republished WASH INIE

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

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

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

An entry in an encyclopedia

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

An online journal article (no DOI assigned)

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

A web page

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

LANGUAGE ARTS root words & their derivatives



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

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

anni, annu, enni | year

→ anniversary, annually, centennial

arch | chief, first, rule

→ archangel, architect, archaic, monarchy, patriarchy

aud | hear, listen

→ audiology, auditorium, audition

belli | war

- rebellion, belligerent, bellicose

capit, capt | head

decapitate, capital, captain

clud, clus, claus | shut

- include, conclude, re occlusion, claustro

cord, cor, cardi

→ cordial, concord cord, courage

corp | body

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

crea | create

---on, creation → creature, recre

cresc, cret, crere rise, grow - crescendo, con

cycl, cyclo | whee Cyclops → bicycle, cyclic, cy

dem | people

 democracy, demograp demic

dict | say, speak

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

dorm | sleep

- dormant, dormitory

dura | hard, lasting

- durable, duration, endure

equi | equal

→ equinox, equilibrium, equipoise

fall, fals | deceive

→ fallacy, fallacious, falsify,

fid, fide, feder | faith, trust

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

fin | end, ended, finished

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

fort, forc | strong

→ fortress, fortify, forte, fortitude

qeo | earth

→ geography, geocentric, geology

grad, gress | step, go

grade, gradual, graduate, progress

here, hes | stick, cling

adhere, cohere, inherent, cohesion

hydr, hydra, hydro | water

 dehydrate, hydrant, hydraulic, hydrogen, hydrophobia

ianis | fire

ignite, igneous, ignition

ject | throw

- deject

DO NOT le No, lot, lut | wash

launder, lavatory, lotion, ablution

liter | letters

→ literary, literal, alliteration

magn | great

 magnify, magnificent, magnitude, magnanimous, magnum

nan | hand

manufacture,

no. commemoration

memoir, memorable

migra | wander → migrate, emigrant, immigrate

mit, miss | send, let go

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

nat, nasc | to be from, spring forth

→ innate, natal, native, renaissance

nov new

wel, novice, innovate, renovate

PRINT . REVIE → omnipotent

omnipresent, omnivorous

path, pathy | feeling, suffering

→ pathos, smypathy, apathy, telepathy

ped, pod | foot

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

pel, puls | drive, urge

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

poli | city

metropolis, police, politics, acropolis

→ portable, transport, export, support

punct | point, dot

→ punctual, punctuation, puncture

ri, ridi, risi | laughter

deride, ridicule, ridiculous, risible

salv, salu | safe, healthy

→ salvation, salvage, salutation

scope | see, watch, examine

telescope, periscope, kaleidoscope

scrib, script | write

- scribble, inscribe, describe, prescribe, manuscript

sent, sens | feel

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

sign, signi | sign, mark seal

🖈 signal, signature, design, insignia

sta, stit | stand bersist, stamina, status, state, whe stationary

spir | breath → spirit, expi**re, ik** 🚾, respiration

tact, tang, tag, tip touch

tactile, contact, inuc K eStagious, contige

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

in, tain | hold

de ention, enant, tenu**re,** pertinent, conta pertain

terra | earth

un, territory → terrain, ter

tract, tra diaw, pull

-> tractor cract, tractable, abstract

bestow

tricking to bute, contribute, attribute

unicorn, unify, universal

vac | empty

→ vacate, vacuum, vacant, evacuate

ven, vent | come

→ convene, venue, venture, advent

ver, veri | true

→ verdict, verify, verisimilitude

vict, vinc | conquer

→ victor, convict, convince, invincible

viv, vita, vivi | alive, life

revive, survive, vivid, vitality

voc | call, voice

vocation, convocation, evoke, vocal

zo | animal

→ zoo, zoology, zoomorphic, zodiac



LANGUAGE ARTS common prefixes & suffixes

COMMON PREFIXES

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

Prefix	Meaning	Evernoles
	self	Examples
auto- bi-	two or twice	automobile, autopilot
		bicycle, biannual, biweekly
com-	with	compare, communicate, company
con-	with	conference, concert, confide
dis-	do the opposite o	**
en-	to make	ensure, enlarge, enable
extra-	beyond	extraordinary, extrasensory
il-	not	illegal, illogical, illiterate
im-	not or within	impossible, immature, impatient
in-	not or within	in DO NO THE Indoors, ingrown international, international, international, international, international internatio
inter-	between	in DO eNO Instructions, ingrown international, interaction irresponsible, irregular midnight, midstream, midway
ir-	not	irresponsible, irregular
mid-	middle	
mis-	wrong	mistake, misguide, misunderstood
non-	not or without	nonsense, nonfat, nonfiction
post-	after	postgraduate, postwar
pre-	be-re	prehistoric, precaution, preschool
re-	or again	return, rewrite, recycle, react
sub-	Plow C	submarine, subzero, subtitle
super-	divove, outside	submarine, subzero, subtitle
trans-		Superputural, supermarket, superpower And the tals Ori Ota Kris port unsafe, unusuar unsure
un-	not	unsafe, unusuat, unsure
	E .	
сомм	ON OFFIXES A A B	A SUFFIX IS A SYLLABLE ADDED TO THE END OF ORD TO CHANGE ITS AFAINING. IN MOST CASES, WHEN ADDING A SUFFIX THAT STARTS WITH A SUFFIX THAT STARTS WITH A SUFFIX THAT STARTS WITH A SUFFIX END OF THE ROOT WORD, FOR EXAMPLE, NEW MICHORE A SUFFIX EXCEPT—INC.

Suffix	Meanin	Examples &
-able	able to be	payable, portable
-al	of, like, or suital for	logical, Maral, comical
-an	relating to helonging // or living in	20 Cican, European, librarian
-ance	the condition or state of being a LNIEd	performance, allowance
-ant	a person or thing that does something	contestant, peasant, servant
-ative	having the nature of or relating to	imaginative, talkative, decorative
-ent	characterized by	different, reverent, independent
-ful	full of	thoughtful, beautiful
-ian	relating to, belonging to, or living in	musician, magician
-ity	quality or degree	activity, fatality, popularity
-ive	have or tend to be	active, attractive, impressive
-less	without or lacking	homeless, thoughtless
-ment	act of	payment, employment, achievement
-ness	state of	happiness, thoughtfulness
-or	person or thing that does something	actor, accelerator
-ous	characterized by	nervous, courageous, famous
-ship	quality of or having the office of	friendship, leadership, companionship

in the direction of

-ward

backward, homeward, westward

LANGUAGE ARTS exploring French



GREETINGS

Hello/Good morning/Good afternoon | Bonjour

Good evening | Bonsoir

Hi/Bye | Salut Bye | Ciao

Goodbye | Au revoir

How are you doing? | Comment allez-vous?

(Informal: Comment vas-tu?)

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

(very) well | (très) bien

(very) poorly | (très) mal

So-so. | Comme-ci, comme-ca.

How's it going? | Ça va?

It's okay. | Ca va.

It's going well. | Ça va bien.

It's going poorly. | Ca va p

Not bad. | Pas mal.

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

DO NOT SI

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

REVIEW ONLY . DO

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

I am lost. | Je suis perdu.

INTRODUCTION

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

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

(Informal: Je te esente...)

This is... | Voi

NUMBERS

BASICS

Who | Qui

Where | Où

When | Quand

Why | Pourquoi What | Quoi

How | Comment

A lot | Beaucoup

And | Et

Also | Aussi

PLEASANTRIC

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

Thank you | Merci

You're welcome. | Je vous

(Informal: Je t'en prie.)

No problem. | De rien.

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

DAYS OF THE WEEK

Wednesday | mercun HITE
Thursday | jeuda

Friday | vcu O a samedi

Sunday | dimanche

RESPONSES

Yes | Oui

No | Non

I don't know. | Je ne sais pas.

Of course. | Bien sûr.

OK | D'accord.

Maybe | Peut-être

TITLES

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

MONTHS

January | janvier

February | février

March | mars

April | avril

May | mai

June | juin

July | juillet

August | août

September | septembre

October | octobre

November | novembre

December | décembre

LANGUAGE ARTS exploring Spanish



GREETINGS

Hello | Hola

Good morning | Buenos días

Good afternoon/evening | Buenas tardes

Good night | Buenas noches

Goodbye | Adiós/Chao

See you later | Hasta luego/Nos vemos

How are you? | ¿Cómo estás?

I'm... | Estoy...

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

How's it going? | ;Cómo vas?/;Qué tal?

It's okay | Está bien

Not bad | No está mal

And you? | ¿Y usted/tú?

BASICS

Who | ¿Quién?

Where | ;Dónde?

When | ;Cuándo?

Why | ;Por qué?

What | ;Qué?

How | ¿Cómo?

And | Y

Also | También A lot | Mucho

. DO NOT SUP

Which | ;Cuál?

PHRASES

Do you speak English? Inglés? How do you say...? | ¿Cóm I need help | Necesito ayuda

I am lost | Estoy perdido(a)

INTRODUCTIONS

¿Cómo se llama usted? What's your named

Ce llamo. My name is...

Pleased to mee you | End

Likewise | Igual ente

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

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



PLEASAN

Please | Por fav

Thank you | Grad You're welcome | 10

No problem | No hay 10

Excuse me! | ¡Discúlpe • REVIEW ONLY

Sorry | Perdón

DAYS OF THE WEEK

Monday | lunes Tuesday | martes

5 | cinco

Wednesday mié

day sábado Sunday | domingo

Thursday

RESPONSES

Yes | Sí No | No

I don't know | No sé

I don't remember | No me acuerdo

Of course | Por supuesto

OK | Bueno

Maybe | Quizás/De pronto

Absolutely | Claro

MONTHS

January | enero

February | febrero March | marzo

April | abril

May | mayo

June | junio

July | julio

August | agosto

September | septiembre

October | octubre

November | noviembre

December | diciembre

TITLES

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

LANGUAGE ARTS exploring German



GREETINGS

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

Good evening | Abend/Guten Abend

Hi | Hi/Hallo/

Goodbye | Tschüss.

How are you doing? | Wie geht es Ihnen?

(Informal: Wie geht's dir?) I'm... | Mir geht's...

(very) well | (sehr) gut

(very) bad | (sehr) schlecht

I'm ok. | Es geht.

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

It's okay. | Es geht.

It's going well. | Es geht gut It's going poorly. | Es nic

Not bad. | Nicht schle

And you? | Und du?

BASICS

Who | Wer

Where | Wo When | Wann

Why | Warum

What | Was

How | Wie

And | Und

Also | Auch A lot | Viel



REVIEW ONLY . DO

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

I am lost. | Ich bin verlore

INTRODUCTION

What's your nam

Pleased to meet you. | Freut mich.

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

This is... | Da

PLEASANT ...

Please | Bitte

Thank you | Danke

You're welcome. | Bitte

No problem. | Kein Problem

Excuse me. | Entschuldigen Sie

NUMBERS

6 | sechs

DAYS OF THE WEEK

Monday | Montag

Tuesday | Dienstag

Wednesday | Mittwoch Thursday | Donnerst

Friday | Freitag

PRINT - REVIEW ONLY Saturday

RESPONSES

Yes | Ja

No | Nein

I don't know. | Ich weiß es nicht.

Of course. | Natürlich.

OK | Zustimmung

Maybe | Vielleicht

TITLES

Miss | Fräulein

Mrs./Ma'am | Frau/ gnädige Frau

Mr./Sir | Herr/ mein Herr

MONTHS

January | Januar February | Februar

March | März

April | April May | Mai

June | Juni

July | Juli

August | August

September | September

October | Oktober

November | November

December | Dezember

LANGUAGE ARTS exploring Chinese Mandarin

GREETINGS

Hello | 你好 nǐ hǎo

Good morning | 早上好 zǎo shàng hǎo

Good afternoon/evening | 下午好/晚上好 xià wǔ hǎo/

wăn shàng hảo

Good night | 晚安 wǎn ān Goodbye | 再见 zài jiàn

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

How are you? | 你好吗? nǐ hǎo mā?

l'm... | 我 ... wŏ

(very) well | (很) 好 hěn hǎo [very] bad | (很) 不好 hěn bù hǎo

How's it going? | 最近怎么样? zuì

It's okay. | 还行 hái xíng

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

INTRODUCTIONS

What's your name 你

ming z nĭ jiào shén i My name is...

Pleased to me you. | 很高

hěn gão xìng n shí nǐ. Likewise. | 我 样. wǒ yě yī yàng. I'd like you to Let... | 我来介绍下 wǒ lái jiè shào

This is... | 这位 thè wèi shì..

PLEASANTRIC

Please | 请 qing Thank you | 谢谢 xiè

You're welcome. | 不客

No problem. | 没问题. m

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

RESPONSES

Yes | 对 / 是 duì / shì

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

I don't know. | 我不知道. wǒ bù zhī dào.

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

Of course. | 当然. dāng rán.

OK | 好/行 hǎo xíng

Maybe | 可能 / 也许 kě néng / yě xǔ

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

TITLES

Miss/Ms. | 小姐/女士 xiǎo jiě / nű shì Mrs./Ma'am | 太太/女士 tài tài/nű shì

Mr./Sir | 先生 xiān shēng

BASICS

Who | 谁 shéi

Where | 在哪里 zài nǎ lǐ

When | 什么时候 shén mē shí hòu

Why | 为什么 wèi shén mē

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

Which | 哪一个 nǎ yī gè

And | 和 hé

Also | 也 yě

A lot | 很多/许多 hěn duō/xǔ duō

The | 那个/这个 zhè gè/nà gè

DO NOT SUBMI

I am lost. | 我迷路了. wǒ mí b le

NUMBERS

DAYS OF THE WEEK

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

Wednesday | 星期三文 100 Thursday | 星期 四

Friday 星期五 qı wü

Saturday xīng qī liù

RINT • REVIEW 日 / 星期天 xīng qī rì / ī tiān

MONTHS

January | 一月 yī yuè February | 二月 èr yuè

March | 三月 sān yuè

April | 四月 sì yuè

May | 五月 wǔ yuè

June | 六月 liù yuè

July | 七月 qī yuè

August | 八月 bā yuè

September | 九月 jiǔ yuè

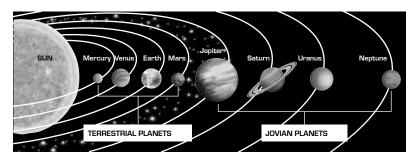
October | 十月 shí yuè

November | 十一月 shí yī yuè

December | 十二月 shí èr yuè

SCIENCE the solar system





THE SOLAR SYSTEM

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

With the invention of the large telescope, astronomers were able to see othe 4 anets. These included Uranus in 1781, Neptune 1846, and Pluto in 1930, which was later redefined 6 a dwarf planet. Besides planets, thousands of asted 18 and consess for the ruis one was steroids orbit to the end of the large telescope of the ruis one was beyond Pluto's 1940.

There are two types of planets. Terrestrial planets, closest to the Sun, have say surfaces. These are Mercury, Venus, Earth, and Cars. Those beyond Mars orbit—Jupiter, Saturn, Just, and Neptune, are called Jovian planets, meaning trains."

THE SUN

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

diameter: almost 870,0 mile temperature: 27 million 1

MERCURY

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

temperature: -280°F to 800°F

mean distance from the sun: 35.98 million miles

VENUS

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

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

mean distance from the sun: 67.23 million miles

EARTH

Earth is the only planet known to harbor life and the only planet with liquid water on its surface.

diameter: 7,926 miles temperature: -126°F to 136°F

mean distance from the sun: 92.96 million miles

Named for the heart and of war, Mars gets its red coloring from soil rich an oxides.

diameter: 4,221 miles

temperature: -225°F to 941.61 million miles

JUPITER

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

diameter: 88,846 miles
ten from the syn: 483 6 million miles

Mamed for the Roman od of agriculture saturn was the most distant properties of ice particles. Its rings are comprised of ice particles.

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

mean distance from the sun 10.73 million miles

URANUS

Originally named Georgia, Words in honor of King George III, Uranus was Newtred in 1781. It is twice as far from the sun of Newtre 1881.

diameter: 3065 miles

mean distance from the sun: 1,784.89 million miles

NEPTUNE

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

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

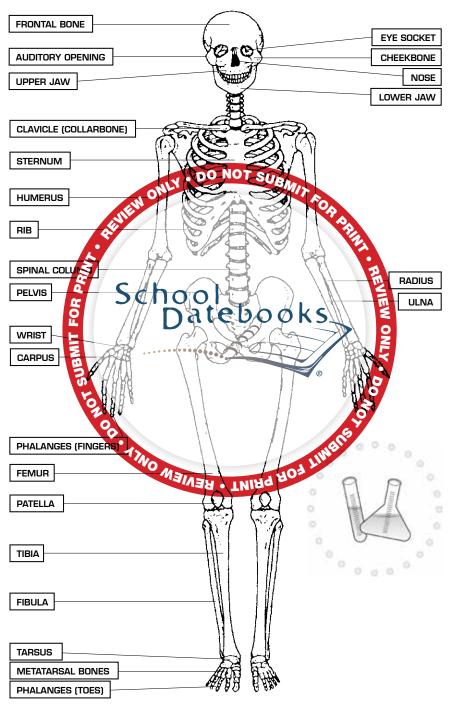
mean distance from the sun: 2,793.12 million miles

DWARF PLANETS

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

SCIENCE the human skeleton





SCIENCE Periodic table of the elements



	GROUP 1 ** IA ***							,										18 VIIIA
-	- I						Atom	Atomic Number 47	47	Symbol								Ę,
-	hydrogen 1.008	2 ¥				Hement Marie CUS MI	- E	ment Name	BMIT	F0 F	PRIL		13 13	47 VA	15 W	16 VIA	11 VIIA	helium 4.003
	°	4 0	Group IA	Group IA (excluding Hydrogen) comprises the alkali	ydrogen) cor	nprises the al	kali metak	0			7		o 0	ی و	٠ 2	∞ C	o L	۽ ۾
8		per Allium	Group II/	Group IIA comprises the alkaline-earth metals.	he alkaline-e	arth metals.	o _c					4	_	carbon	nifroden	Oxygen	fluorine	
	6.941(2)	9.012	Group V.	Group VIIIA comprises the noble gases.	s the noble g	ases.				٢	C		10.81	12.01	14.01	16.00	19.00	20.18
	= ;	12				1				•				14	15	16	17	8
က	S	Σ		L		ZA	ransition I	Metals —					Ŋ	S	<u> </u>	Ŋ	ប	Αľ
	sodium 22.99	magnesium 24.31	°≅	4 N	s av	0	VIIB	_∞ L	- Mijib	e [==	12 IIB	alumi 26.92	silicon 28.09	phosphorus 30.97	sulfur 32.07	chlorine 35.45	argon 39.95
(19	20	21	22	23	2	25	26	22		29	30	31	32	33	34	32	36
aOIF	¥	Sa	Sc	F	>	E	Mn	Fe	Co)	Cu	Zu	Ga	Se Se	As	Se	ģ	ż
 	potassium	calcium	scandium AA 06	titanium 47.87	vanadium	hrominm	manganese EA 0.4	iron	cobalt F8 = 2	nickel God	copper 62 55	zinc 65 39/9)	gallium 60.72	Jer manium	arsenic	selenium 78 07	bromine 20 00	krypton 83 80
	37	38	39	40	41	42	43	44	45	\$ 9	47	48		2 G	51	252	53	54
ß	8	Š	>	Ž	SZ	2	H	Ru	¥	Pod	Ag	Co		- C	Sb	Ц	_	Xe
~	rubidium	strontium	yttrium	zirconium	niobium	molybdenum	technetium	ruthenium	rhodym	p fla 0 m	silver	cadmium		Į.	antimony	tellurium	iodine	xenon
_	55	56.62	57-71	72	73	74	(97)	76		1.00.4	79	112.4	114.8	O.	83	127.b 84	85	86
9	S	Ba	:	Ŧ	Ta	>	Re	08	1	X	Au	H	F	9	Ö	6	Αt	뚪
	cesium	barium 137 3	Lantmanoids	hafnium 178 5	tantalum	tungsten	rhenium	0smium	nidum 100.0	dim	gold 107 0	mercury	thallium	S lead	bismuth	polonium	astatine	radon
	87	88	89-103	104	105	901	107	108	109	Ē	111	112	113		115	116	117	118
7	È	Ra	Actinoide	¥	Ob	0	Bh	HS	MIT	3	Rg	Cu		Ē	Z	_	S L	60
	francium (223)	radium (226)		rutherfordium (267)	dubnium (268)	se 'gium	bohrium (270)	hassium (269)	m itneyum	dar	roentgenium (282)	copernicium (285)	nihonir-at (286)	flerovium (290)	moscovium (290)	livermorium (293)	tennes sine (294)	oganes son (294)
						W		®		S			0,					
* IUPAC atomic v	* IUPAC conventional atomic weights; standard atomic weights for these elements are	mic weights; sta elements are	ndard	22	28	29	09	19	62	63	64	92	3	29	89	69	0,	۲.
express	expressed in intervals; see lupac.org for an	e iupac.org for a	9	Ē	9	7	6	Ed.	ES	/Eu	50		2	£	L	Ξ	<u>م</u>	3
adopted	explanation and values. *** Numbering sys adopted by IUPAC. *** Numbering system	mbering system	stem	lanthanum 138.90547	cerium 140.116	praseodymium 140.907	144.242	promethium (145)	150.36	europium 151,964	gadolimium 157.25	25253	dysprosium 162.500	holmium 164.93033	erbium 167.259	thulium 168.93422	ytterbium 173.054	lutetium 174.9668
widely u	widely used from the mid-20th century. () indicates the mass number of the long	5	-tsa	68 3	۽ F	و د	92	0 0	94	32	REV		8 č	8 L	100	101	102	103
lived isotope	tope.		7	actinium	thorium	protactinium	uranium 238 02891	neptunium (23.7)	plutonium	americium (243)	curium	berkelium	californium	einsteinium	fermium (257)	mendelevium (258)	nobelium	LE lawrencium
			-		Source: T	Source: The International Union of Pure and Applied Chemistry (IUPAC), Encyclopaedia Britannica, and others.	Union of Pure	and Applied Che	mistry (IUPAC)	, Encyclopaedia	Britannica, and	d others.	ì					

SCIENCE physics laws & formulas



Mass Density

mass density = volume

Speed

average speed = distance covered elapsed time

Acceleration

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

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

Law of Universal Gravitation

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

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

Work Done by a Force

work = (force)(dista

Power

work above formula for work)

Kinetic Energy

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

Specific Heat

 $Q = cm\Delta t$

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

Electric Current rength

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

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

Momentum

WILL FOR PRINT . REVIEW ONLY momentum = (mass)(velocit

Mass-Energy Equivalence

 $E = mc^2$

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

Power Expended in an Electric Appliance

$$P = IV$$

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

Newton's Second Law of Motion

force=(mass)(acceleration)

Torque

T = FR

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

Boyle's Law when temperature constant:

$$p_1V_1 = p_2V_2$$

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

Wave Motion

V = nl

(V=wave velocity; n=wave frequency;

DO NOT SUSURface Perpendicular

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

Focal Length of Mirrors and Lenses

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

al length; do=object distance;



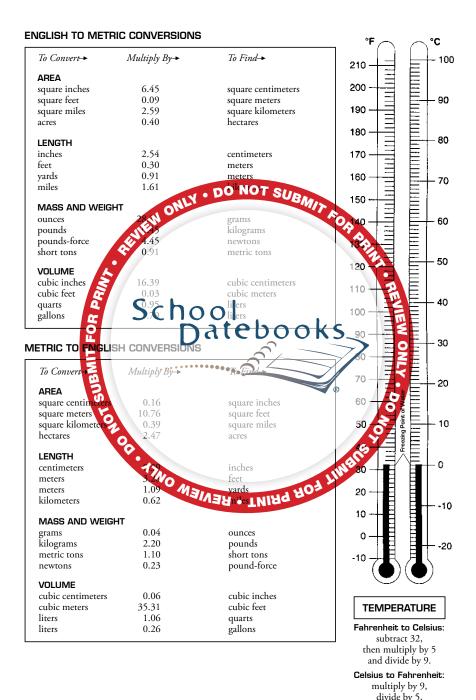
$$I = \frac{V}{R}$$

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



SCIENCE unit conversions





then add 32.

SCIENCE weights & measures & formulas

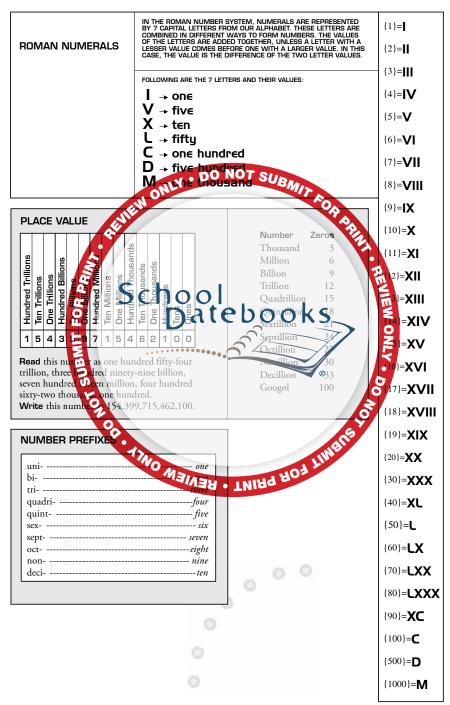


WEIGHTS AND MEASURES

ENGLISH		METRIC	
Area		Area	1000
	144 square inches (in²)	1 sq centimeter (cm ²) 100	sa millimeters (mm²)
	9 square feet	1 sq meter (m ²)	
	43,560 square feet	1 hectare (ha)	
	640 acres	1 sq kilometer (km ²)	
Capacity		Capacity	
	8 fluid ounces (fl oz)	1 milliliter (ml)	
	2 cups	1 centiliter (cl)	01 liter
	2 pints	1 deciliter (dl)	1 liter
	4 cups	NOTalier (dal)	10 liters
1 gallon (gal)	4 g aris		100 liters
Length	II OIL	1 kiloliter (kl) Length 1 millimeter (mm) 1 centimeter (cm)	1,000 liters
1 foot (ft)	12 inches (in)	Length	
1 yard (yd)	36 inches	1 millimeter (mm)	.001 meter (m)
1 yard	3 feet	1 centimeter (cm)	01 meter
1 mile (mi)	5,280 feet	1 decimeter (dm)	1 meter
1 mile	1,760 yards	1 dekameter (dam)	10 meters
T:		1 hectometer (hm)	00 meters
Time 1 minute (min)	- 60 encorado (o)	1 kilometer (km)	1,70 meters
1 hour (h)	Cappings	Mass/Weight	3
1 day (d)	3 CY 1 Cours	1 nilligram (mg)	00 H (a)
1 week (wk)	77/11/2	ebooks	001 am (g) gram
1 year (yr)	12 mont (ma)	1 decigram (dg)	gram
1 year	52 weeks	1 dokagram (dag)	grams
1 year	365 odvays • • • •	hectogram (hg)	grams
1 century (c)	100 years	T kilogra (kg)	1,000 grams
Weight 1 pound (lb) 1 short ton (T) FORMULAS	2,000 pounds	1 metric ton (t)	1,000 dilograms
D	D 2(1)	FORMULA KEY A = area A = area A = area A = area	SU.
Perimeter of a rectangl Perimeter of a square -	P = 2(l+w)	FORMULA KEY	
Perimeter of a regular	polygon	A = area	
(n = number of sides)	HEVIEW HOSPING	A = area	ide of a plane figure
Area of a rectangle	A = lw	D = area of base	
Area of a square	$A = s^2$	d = diameter	1
Area of a parallelogram	1A = bh	h = <i>height</i> , perpendicula	
Area of a triangle	$ A = \frac{1}{2}bh$	the furthest point of	the figure to the
	$A = \frac{1}{2}h(b_1 + b_2)$	extended base	
	$A = \pi r^2$	l = length P = perimeter	
	$cle C = \pi d, or 2\pi r$	r = radius	
Volume of a rectangula	ar prism $V = lwh$	s = side	
	V = Bh	sa = surface area	
Volume of a pyramid	$V = \pi r^2 h$ $V = 16Rh$	V = volume	
Volume of a cone	V = ½Bh V = ⅓πr²h	w = width	
Surface area of a cyline			
Pythagorean Theorem	$ a^2 + b^2 = c^2$		
- , imgorean rincorein	(sides of a right triangle)		
Simple interest	I = prt	I = interest, p = principa	l, r = rate, t = time
Distance	d = rt	d = distance, r = rate, t =	time
Distallet	u = /t	a – uisume, i – mie, t =	<i></i>



MATHEMATICS Roman numerals & place value





0.0000

MATHEMATICS squares & square roots

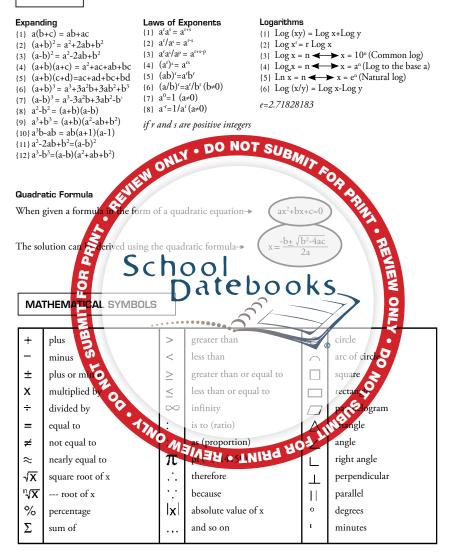
SQUARES & SQUARE ROOTS

N	N ²	√N	1 1	N	N ²	√N	1		N	N ²	√N	ą
1	1	1.00	1	51	2,601	7.14			101	10,201	10.05	
2	4	1.41		52	2,704	7.21			102	10,404	10.10	-
3	9	1.73		53	2,809	7.28			103	10,609	10.15	
4	16	2.00		54	2,916	7.35			104	10,816	10.20	
5	25	2.24		55	3,025	7.42			105	11,025	10.25	
6	36	2.45	1	56	3,136	7.48	1		106	11,236	10.30	
7	49	2.65		57	3,249	7.55			107	11,449	10.34	
8	64	2.83		58	3,364	7.62			108	11,664	10.39	
9	81	3.00		59	3.481 3,000	ÑÔ	6		109	11,881	10.44	
10	100	3.16		YET	3,600	7.75	2	UB	109 M10	12,100	10.49	
11	121	3.32	10.	01/2	3,721	7.81			141	12,321	10.54	
12	144	3.46		62	3,844	7.87			112	44	10.58	
13	169	3.61		63	3,969	7.94			113	12,7	10.63	
14	196	3.74		64	4,096	8.00			114	12,996	0.68	
15	225	33/		65	4,225	8.06			115	13,225	1	
16	256	5.00	1	66	4,356	8.12			116	13,456	10.77	
17	289	4.12		67	4,489	8.19			117	13,689	10.8	1
18 19	324	4.24		68	4,624	8.25			118 119	13,924	10.8	A
20	361 40	4. 36 4. 47	2			8.31			110	14,161 14,400	10.91 10.95	1
	_ 0		-		at	e 1	(() K	1,400		٤
21 22	441	4.58			5,041	8.43			127	14,64	11.00	9
23	48 f 52	4.69		72	5,184	8.49	ľA		123	14,884	11.05	3
24	57	4 .80 4 .90		73.	5,329 5,476	9.00	\leq	_	12/	15,376	11. 09 11. 14	7
25	625	5.00		75	5,625	8.66				\$5,625	11.18	V
26			1	76					126	15,876		7
27	676 729	5.10 20		77	5,776 5,929	8.72 8.77			127	16,129	11.5	
28	784	0,0		78	6,084	8.83			128	16,384	3	
29	841	5.30		79	6,241	8.89			129	16,641	9,6	
30	900	5.48		80	6,400	8.94			130	16,900	11.40	
31	961	5.57		81	6,561	9.00			131	(4)	11.45	
32	1,024	5.66	M	82	6,724	9.06			132		11.49	
33	1,089	5.74		Ma	6,889	9.11			033	17,689	11.53	
34	1,156	5.83		84	REV	9.11 9.11 9.22	14	1 6	134	17,956	11.58	
35	1,225	5.92		85	7,225	9.22			135	18,225	11.62	
36	1,296	6.00		86	7,396	9.27			136	18,496	11.66	
37	1,369	6.08		87	7,569	9.33			137	18,769	11.70	
38	1,444	6.16		88	7,744	9.38			138	19,044	11.75	
39	1,521	6.24		89	7,921	9.43			139	19,321	11.79	
40	1,600	6.32	 	90	8,100	9.49	 		140	19,600	11.83	
41	1,681	6.40		91	8,281	9.54			141	19,881	11.87	
42	1,764	6.48		92	8,464	9.59			142	20,164	11.92	
43	1,849	6.56		93	8,649	9.64			143 144	20,449	11.96	
44 45	1,936	6.63		94	8,836	9.70			144	20,736	12.00	
	2,025	6.71			9,025	9.75	∣ 			21,025	12.04	
46 47	2,116 2,209	6.78 6.86		96	9,216 9,409	9.80 9.85			146 147	21,316	12.08 12.12	
48	2,209	6.86		98	9,409	9.85			148	21,609 21,904	12.12	
49	2,304	7.00		99	9,804	9.90			149	22,201	12.17	
50	2,500	7.07		100	10,000	10.00			150	22,500	12.25	
	_,,,,,,,	1,	J I		,000		. I			,,,,,,,		



MATHEMATICS algebra & mathematical symbols

ALGEBRA



MATHEMATICS fractions & percentages & multiplication table

FRACTIONS AND PERCENTAGES

1	=	1.0	=	100%
3/4	=	0.75	=	75%
2/3	=	0.667	=	66.7%
1/2	=	0.5	=	50%
1/3	=	0.333	=	33.3%
1/4	=	0.25	=	25%
1/5	=	0.2	=	20%
1/6	=	0.167	=	16.7%
1/7	=	0.142	=	14.2%
1/8	=	0.125	=	10%
1/9	=	0.111	K	1.1%
1/10	=	0.1	(V)	10%
1/11	=	0.091	= /	9.1%
1/12	=	0/183	/=	8.3%

WORKING WITH FRACTIONS

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

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

To multiply:

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

NOT SUB Field the first fraction with the recipied at the other:

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

To add or subtract, first find common denominator:

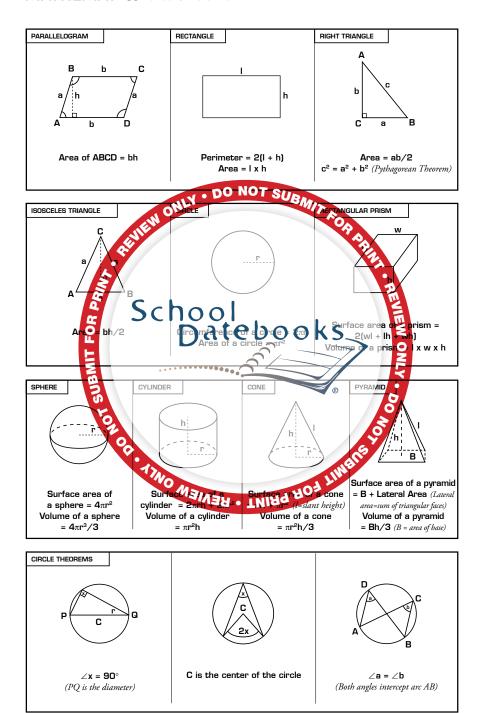
School Datebooks

MULTIPLICATION TABLE

			21				• • • •	••••	••••		1 -			\rightarrow						
	1	2	8	4	5	6	7	8	9	10	11	12	4.9	14	15	16	17	2	19	20
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	® 15	16	17	18	19	20
2	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	3 6	38	40
3	3	6	9	Z	15	18	21	24	27	30	33	36	39	42	45	48	3	54	57	60
4	4	8	12	10	20	24	28	32	36	40	44	48	52	56	60	64	68	72	76	80
5	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	8	85	90	95	100
6	6	12	18	24	30	3	42	48	54	60	66	72	78	84	100	96	102	108	114	120
7	7	14	21	28	35		49	56	63	70	77	84	91	38	105	112	119	126	133	140
8	8	16	24	32	40	48	56		11	80	88	Hd	4	112	120	128	136	144	152	160
9	9	18	27	36	45	54	63	72	81	90	99	108	117	126	135	144	153	162	171	180
10	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200
11	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165	176	187	198	209	220
12	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180	192	204	216	228	240
13	13	26	39	52	65	78	91	104	117	130	143	156	169	182	195	208	221	234	247	260
14	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210	224	238	252	266	280
15	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300
16	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240	256	272	288	304	320
17	17	34	51	68	85	102	119	136	153	170	187	204	221	238	255	272	289	306	323	340
18	18	36	54	72	90	108	126	144	162	180	198	216	234	252	270	288	306	324	342	360
19	19	38	57	76	95	114	133	152	171	190	209	228	247	266	285	304	323	342	361	380
20	20	40	60	80	100	120	140	160	180	200	220	240	260	280	300	320	340	360	380	400

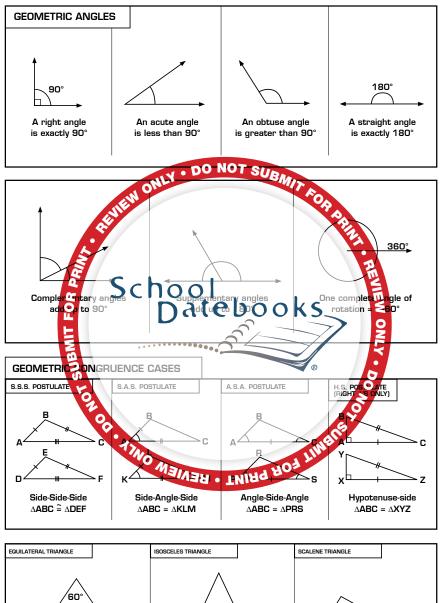
MATHEMATICS area & volume

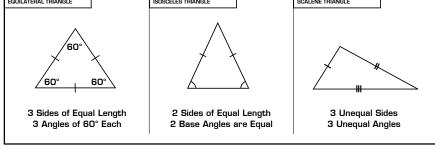




MATHEMATICS geometric angles & congruence cases







MATHEMATICS trigonometry



TRIGONOMETRIC RATIOS

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

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

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

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

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

TRIGONOMETRIC RATIOS

Law of Sines

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

Law of Cosines

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

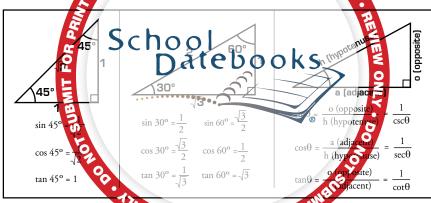
 $b^2 = a^2 + c^2 - 2ac(\cos B)$

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

Law of Tangents

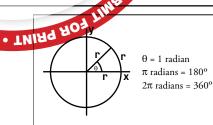
 $\tan \frac{1}{2}(A-B)$ $\tan \frac{1}{2}(A+B)$ $b-c = \cot \frac{1}{2}(B-C)$

 $\frac{1}{2} = \frac{\tan 1/2}{\tan 1/2}$



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

note: ∞ denotes undefined or infinite



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

CIVICS Bill of Rights



AMENDMENT

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

AMENDMENT

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

AMENDMENT

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

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

AMENDMENT

No person shall be held (mswer for a capital, or otherwise infamous crime, talless on a presentment or indictment of a grand jury () is in cases arising in the land or naval forces. On the militia, when in actual service in time of war or 18 ms. This capital c No person shall be held conswer for a capital, or offense to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

AMENDMENT

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

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

AMENDMENT

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

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

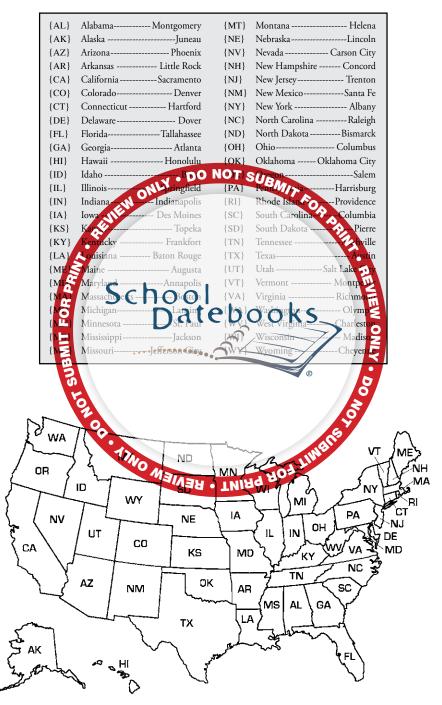
AMENDMENT

MIENDMEN

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



GEOGRAPHY states & state capitals



CIVICS United States presidents

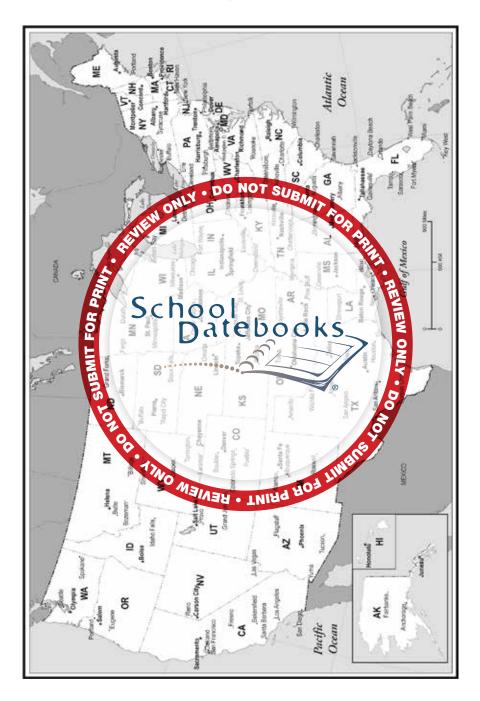
No.	President	Party	Native State	Dates of term(s)	Vice President
{1}	George Washington	Unaffiliated.		April 30, 1789-March 3, 1797	John Adams
{2}	John Adams	Fed.	Massachusetts†	March 4, 1797-March 3, 1801	Thomas Jefferson
{3}	Thomas Jefferson	DemRep.	Virginia [†]	March 4, 1801-March 3, 1805	Aaron Burr
(4)	Thomas Jefferson	D D	* D	March 4, 1805-March 3, 1809	George Clinton
{4}	James Madison	DemRep.	Virginia [†]	March 4, 1809-March 3, 1813	George Clinton*
(5)	James Madison	D D	17:tt.+	March 4, 1813-March 3, 1817	Elbridge Gerry*
{5}	James Monroe	DemRep.	Virginia†	March 4, 1817-March 3, 1825	Daniel D. Tomkins
{6} {7}	John Quincy Adams	DemRep. Dem.	Massachusetts† Carolinas†	March 4, 1825-March 3, 1829	John C. Calhoun John C. Calhoun*
1/1	Andrew Jackson Andrew Jackson	Dem.	Carollias	March 4, 1829-March 3, 1833 March 4, 1833-March 3, 1837	Martin Van Buren
{8}	Martin Van Buren	Dem.	New York	March 4, 1837-March 3, 1841	Richard M. Johnson
{9}	William Henry Harrison*	Whig	Virginia [†]	March 4, 1841-April 4, 1841	John Tyler
{10}	John Tyler	Whig	Virginia	April 6, 1841-March 3, 1845	,
{11}	James K. Polk	Dem.	North Carolina	March 4, 1845-March 3, 1849	George M. Dallas
{12}	Zachary Taylor*	Whig	Virginia	March 4, 1849-July 9, 1850	Millard Fillmore
{13}	Millard Fillmore	Whig	New York	July 10, 1850-March 3, 1853	
{14}	Franklin Pierce	Dem.	New Hampshire	March 4, 1853-March 3, 1857	William R. King*
{15}	James Buchanan	Dem.	Pennsylvania	March 4, 1857-March 3, 1861	John C. Breckinridge
{16}	Abraham Lincoln	Rep.	Kentino NO	1861-March 3, 1865 March 8 April 15, 1865 April 15, 1869 April 15, 1869 March 4, 1869-March 1873 March 4, 1873-March	Hannibal Hamlin
(17)	Abraham Lincoln*	D OIL	N 1 C II	March - April 15, 1865	Andrew Johnson
{17}	Andrew Johnson	Dem ONL	North Carolina	April 15, 1865 (1965)	C.1
{18}	Ulysses S. Grant Ulysses S. Grant	EW.	Ohio	March 4, 1809-Walkin 1873	Schuyler Colfax Henry Wilson*
{19}	Rutherford B. Hayes	Rep.	Ohio	March 4, 1877-March 3, 18	William A. Wheeler
{20}	James A. Garfield	Rep.	Ohio	March 4, 1881-Sept. 19, 188	Chester A. Arthur
{21}	Chester A. Arthur	Rep.	Vermont	Sept. 19, 1881-March 3, 1885	Chester I II I II that
{22}	Grover Cleveland	Dem.	New Jersey		Thomas A. Hendricks*
{23}	Benjamin Hallon	Rep.	Ohio	March 4, 1889-March 3, 1893	Levi P. Morton
{24}		Dem.	New Jersey	March 4, 1893-March 3, 1897	Adlai E. Stevenson
{25}	Grover Cleve d William Manley William Winley Theodore Theodore	Rep.	Ohio	March 4, 1897-March 3, 1901	A. Hobart*
	William Winley*	. L		March 4, 1901-Sept. 14, 1901	dore Roosevelt
{26}	Theodore nosevelt	Rp.		Sept. 14, 1901-March 3, 1905	
(27)	Theodore Cosevelt	.		March 4, 1905-March 3, 1909	Charles W. Fairbanks
{27}	William Taft Woodr <mark>ou Wi</mark> lson	Rep.		DarOf, O-1 KdS 1913	James. Sherman* Thomas R. Marshall
{28}	Woodr ov Wi lson	Dem.	Jugua C	March 4, 1917-March 3, 1921	
{29}	Warren Harding*	Rep.	Ohio	March 4, 1921-August 2, 1923	Calv- Coolidge
{30}	Calain Calidas	Rep.	Vermont	August 3, 1923-March 3, 1925	Carv
(30)	Calvin Caldan	Tep:		March 4, 1925-March 1929	Charas G. Dawes
{31}	Herhert Annuer	Rep.	Iowa	March 4, 220 Mar 13, 1933	Charles Curtis
{32}	Franklin L Roosevelt	Dem.	New York	March 4, 1933-Jan 2@ 1937	ohn N. Garner
	Franklin D. Loosevelt			Jan. 20, 1937-Jan. 20, 1941	
	Franklin D. Posevelt			Jan. 20, 1941-Jan. 20, 1945	A. Wallace
	Franklin D. Roevelt*			Jan. 20, 1945-April 12, 1945	Sarry S. Truman
{33}	Harry S. Trum	Dem.	Missouri	April 12, 1945-Jan. 20, 1949	
(24)	Harry S. Truman		T	Jan. 20, 1949-Jan. 20, 1953	Alben W. Barkley
{34}	Dwight D. Eisenhou	Rep.	Texas	Jan. 20, 1953-Jan. 20, 1957	Richard M. Nixon
{35}	Harry S. Truman Harry S. Truman Dwight D. Eisenhoun Dwight D. Eisenhoun John F. Kennedy*	Dem	Massachusetts	Jan. 20, 1957-Jan. 20, 1961 Jan. 20, 1961-Nov. 22,	Lyndon B. Johnson
{36}	Lyndon B. Johnson	D.	Tevas	Nov 22 1963-Jan 20 65	Lyndon D. Johnson
(50)	Lyndon B. Johnson	Rep.	- C. (10)	Jan. 20, 1963-Jan. 20, 1969 Jan. 20, 1965-Jan. 20, 1969 Jan. 20, 1965-Jan. 20, 1973 NILL 9, 3, Aug. 9, 1974	Hubert H. Humphrey
{37}	Richard M. Nixon	Rep.	Sclifornia	Jan. 20. 10. Okt. 20, 1973	Spiro T. Agnew*
(,	Richard M. Nixon*		I . HENIE	NIL C19/3-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
(44)	Ronald Reagan			Jan. 20, 1985-Jan. 20, 1989	D 0 1
{41}	George H. W. Bush	Rep.	Massachusetts	Jan. 20, 1989-Jan. 20, 1993	Dan Quayle
{42}	William J. Clinton	Dem.	Arkansas	Jan. 20 1993-Jan. 20, 1997	Albert Gore, Jr.
1421	William J. Clinton	Dan	Connections	Jan. 20, 1997-Jan. 20, 2001	Dichard R Chan
{43}	George W. Bush George W. Bush	Rep.	Connecticut	Jan. 20, 2001-Jan. 20, 2005 Jan. 20, 2005-Jan. 20, 2009	Richard B. Cheney
{44}	Barack H. Obama	Dem.	Hawaii	Jan. 20, 2009-Jan. 20, 2009 Jan. 20, 2009-Jan. 20, 2013	Joseph R. Biden, Jr.
()	Barack H. Obama	2011.		Jan. 20, 2013-Jan. 20, 2017	Joseph I. Diden, Jr.
{45}	Donald Trump	Rep.	New York	Jan. 20, 2017-Jan. 20, 2021	Mike Pence
{46}	Joseph R. Biden, Jr.	Dem.	Delaware	Jan. 20, 2021-	Kamala Harris
	(*did not finish term, †born		reat Britain before Ur		
ORDER OF PRESIDENTIAL SUCCESSION					

ORDER OF PRESIDENTIAL SUCCESSION

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

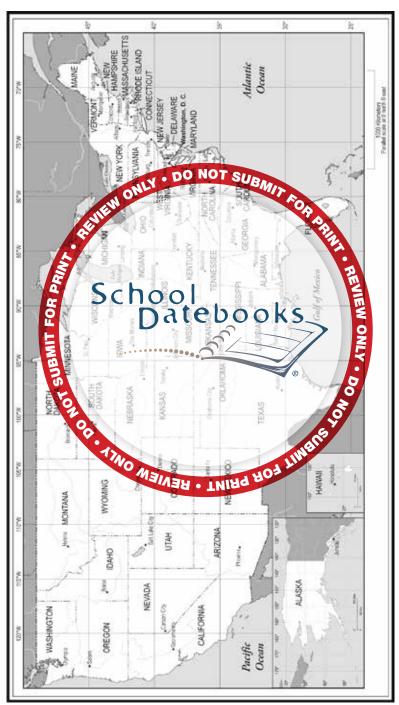
GEOGRAPHY United States map





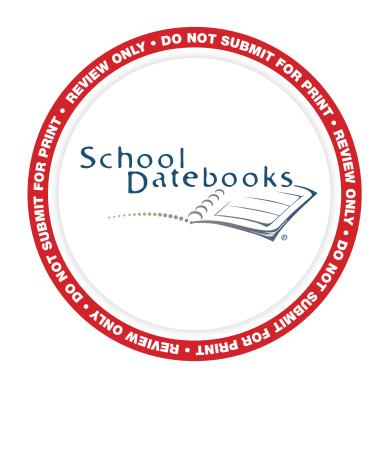


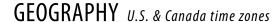
GEOGRAPHY United States map with longitude & latitude



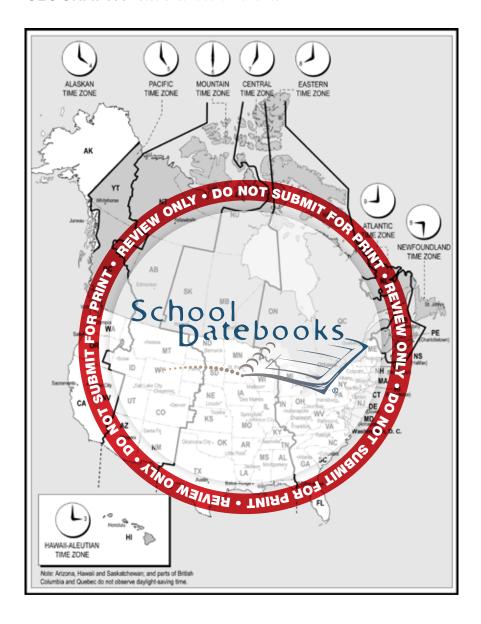
INSERT STATE MAP











ENVIRONMENTAL AWARENESS recycling



Be kind to your mother

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

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

Never litter. Ever.

NOT SUBMIT FOR

Dish it. Use real silverware and dishes instead of disposable

Five recycled plastic bot produce

plates and cups

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

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

year.

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

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

for email to

atebooks

day and teckele weave things are the second second to the second second things are the second second to the second second

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

found

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

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















ENVIRONMENTAL AWARENESS recycling



FACTS

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

- → An aluminum can that is not recycled will still litter the earth almost 500 years later.
- → The average office worker throws away about 180 lbs. of recyclable paper every
- Hot dogs last up tp 20-25 years in a landfill.
- → 70% of the trash that people throw away can be recycled.
- → Each person throws away an average of 460 pounds of garbage each year.
- And By throw away enough aluminum every three to this to rebuild our entire commercial and the state of the s

WHAT CAN BE RECYCLED?

Items to Record	How to Prepare Them
Aluminum, Se., and Tin Cans	Landwing and dry all class
Newspapers	Fold newspapers and place in brown power bags O or bundle with string into one-foot stacks.
Glass	Rinse and remove. Alor object rims and lids. Sort by color: brown, green, noclear.
Plastics	Rinse and separate by number.
Corrugated Cardboard	Break down boxes.
Office Paper	Separate into white, colored, and de Seacks . Remove sticky tabs and paper of the
Motor Oil Mal	Collect in containers of gerthan 5 gallons.
Tires	Collect in container 10 de than 5 gallons. Check with your local recycler. Some communities limit the number of tires accepted per year from individuals.







HEALTHY LIVING drugs are a downer



Don't let anybody dupe you; Illegal drugs won't make you happier, healthier, smarter, fuhhier, or more attractive. Druds are designed to interfere with vour senses to keel your body from working sense that dr no benefit.

Regardless of their short-term effects - like euphoria, a false sense of self-confidence, serenity, or silliness - illegal drugs will bring you down. Some drugs are addictive. Some cause you to gain weight, while others cause you to lose it uncontrollably. Some give you acne. Some, like ecstasy, cocaine, crack, or glue can kill you on the spot. Some drugs are so addictive and expensive that people break the law to pay for them.
Taking drugs without a prescription is illegal. You can get kicked off the team and lose your chance for an athletic or academic scholarship. Those will be the least of your concerns as you're sitting in a jail cell Or NOToSUE You may think that a drug will poost your performance, when in reality it will

inhibit it. Whether you wanto shine on a test or out on the track, drugs a n't the way to do it.

Schoo atebooks

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

DON'T:

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

HEALTHY LIVING smoking is a drag



Smoking is a drag.

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

is a turnoff. The younger you are when you start smoking, the more likely it is trice, smoker and that you'll suffer from some sort of smoking-related illness, says the Centers of Do NOT SUBMITTED TO DIsease Control.

To NOT SUBMITTED TO DISEASE CONTROL OF THE PROPERTY O

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

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

Why is smaling so bad for you? For starters, it dampens sire sense of smell and taste. It takes your blood sessure and makes you meet susceptible ocolds and bronchial infections. It can cause conic coughs, ulcers, wrinkles, and heart disconnection to mention cancer of the mouth, larynx, large, esophagus, pancreas, cervix, uterus, and odder.

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

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

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

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

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

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

44

HEALTHY LIVING alcohol & tobacco



FACT AND FICTION:

Substances and your body

Home is where the heart is.

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

hoo

Alcohol

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

Drinking...

...makes skin stile and dry, causing cooking, blemishes, an Collocating the skin; especially in the face and sto och regions.

...harms every organ
in the bod — Icohol
damages the intire
digestive system. It
can cause seeing
of the liver and
eventually lead of liver
disease. Alcohol — Icause your
brain chemistry to — lange, causing
memory loss and sure — In mood
swings.

...is packed with empty to the second and can cause weight gain and increase the risk of diabetes, even if taken in moderation!

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

'Addiction'' Defined:

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

Tobacco

NOT SUS Plant which contains nicotine, an add/) e stimulant. Out of 20 often us lugs, nicotine ranked third most adjective, just behind Heroin and saine.

Tobacco...

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

EDOOK S...has tons of rmful

ing your ludgs with tar, hydrogen cyanide (rat poison), penzene (a gasoline additive), and formal behyde (a

chemical used to pre See dead bodies), just to name a first That can't be good for anyone

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

Be careful and treat your body with respect!

HEALTHY LIVING dietary guidelines



DIETARY GUIDELINES

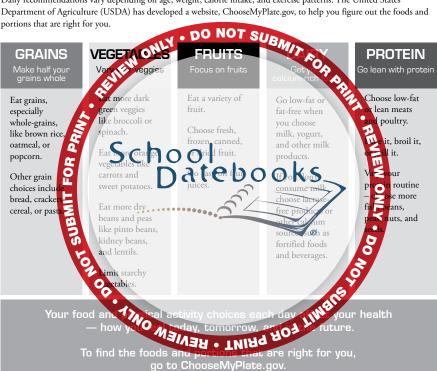
RECOMMENDATIONS FOR DAILY FOOD CHOICES

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

A healthy diet is one that emphasizes fruits, vegetables, whole grains, and fat-free or low-fat milk products; includes lean meats, poultry, fish, beans,

eggs, and nuts; and is low in saturated fats, trans fats, cholesterol, salt (sodium), and added sugars.

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



Find your balance between food and physical activity

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



contain these.

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

Choose**MyPlate**.gov

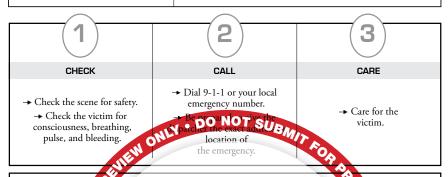
- Make most of your fat sources from fish, nuts, and vegetable oils.
- Limit solid fats like butter, margarine, shortening, and lard, as well as foods that
- Check the Nutrition Facts label to keep saturated fats, trans fats, and sodium low.
- Choose food and beverages low in added sugars. Added sugars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

HEALTHY LIVING *emergency action steps*



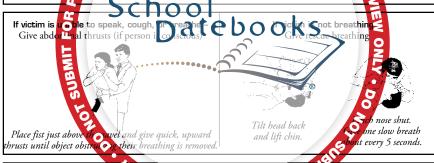
EMERGENCY ACTION STEPS

Adult Life-Saving Steps \rightarrow in the panic of an emergency, you may be frightened or confused about what to do. Stay calm, you can help. The three "emergency action steps" will help you organize your response to the situation.



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

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







Give up to 5 abdominal thrusts.

Look for and clear any objects from mouth.

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

If not breathing and no pulse - Give CPR



Find hand position on center of breastbone.



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



HEALTHY LIVING hotlines & helplines



GENERAL CRISIS				
7 Cups of Tea	Online listeners	www.7cups.com		
Boys Town Hotline (24 hrs.)	800-448-3000	www.boystown.org		
Crisis Call Center (National Suicide Prevention Lifeline) (24 hrs.)	800-273-8255	www.crisiscallcenter.org		
I'm Alive (Online Crisis Network)	Online chat	www.imalive.org		
Lifeline Crisis Chat (National Suicide Prevention Lifeline) (24 hrs.)	Online chat	suicidepreventionlifeline.org		
National Center for Missing and Exploited Children (24 hrs.)	800-843-5678	www.missingkids.com		
National Runaway Safeline (24 hrs.)	800-RUNAWAY	www.1800runaway.org		
Teen Line	800-852-8336	www.teenlineonline.org		
Youth America Hotline Your Life Counts	877-968-8454	www.yourlifecounts.org		
ALCOHOL/SUBSTANCE ABUSE	OT O			
Al-Anon/Alateen (For Families and Friends (In Drinkers)	OT SUBMIX	www.al-anon.alateen.org		
Alcoholics Anonymous	212-870-3400	www.aa.org		
American Council on Alcoholis	800-527-5344	www.recoverymonth.com		
Narcotics Anonymous	818-773-9999	www.va.org		
National Institute on Alcoholism	niaaaweb-r@exchange.nih.gov	www. a.nih.gov		
ABUSE/HESTH INFO		2		
American Heart Acciation	800-AHA-USA-1	www.heart.qu		
CDC National HIV/AIDS Consort Centry O	800-CDC-INFO	www.cdc.gov		
CDC National Contact Center	DO-CDC-INFOK	www.cdc.gov/		
National Cance Institute	W-4CANCERN	www.cancer.gov		
Childhelp Natio - Child Abuse Hotline (24 hrs.)	8004-A-CHILD	www.childhelp-rg		
National Organ tion for Rare Disorders	300/99-6673	ww.rarediseaorg		
Office on Women tealth	800=>>-0662	www.womenshealth.gov		
Poison Control Ce r (24 hrs.)	800-222-1222 ©	www.aapcc.org		
Poison Control Ca. (24 hrs.) Rape, Abuse and meest National Network (RAINN) (24 hrs.)	800-656-HOPE	www.rainn g		
Youth Violence Preveron	800-CDC-INFO	www.cdc/gviolenceprevention		
MENTAL HEACH		Mabsalliance.org		
Depression and Bipolar Suppor Alliance Helpline	800-826-3632			
Mental Health America	800-969-6642	www.mentalhealthamerica.net		
National Alliance on Mental Illness Info my in Helpline	800-930-NA	www.nami.org		
National Mental Health Consumers' Self-Help LASE Iso	INE Cahouse Comail.com	www.mhselfhelp.org		
National Eating Disorders Association Helpline	800-931-2237	www.nationaleatingdisorders.org		
SAFE Alternatives (Self Abuse Finally Ends)	800-DONT-CUT	www.selfinjury.com		
SEXUAL ORIENTATION/GENDER I	DENTITY			
Lesbian, Gay, Bisexual and Transgender National Youth Talkline	800-246-7743	www.glbthotline.org/talkline		
LYRIC (Center for LGBTQQ Youth)	415-703-6150	www.lyric.org		
The Trevor Project Lifeline (LGBTQ Ages 13-24) (24 hrs.)	866-488-7386	www.thetrevorproject.org		

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



HFAITHY I IVING hreakfast — who needs it?



wellness BREAKFAST

Who Needs (1?

you into high year after your one special your for a special and the begoreakfast includes a griev foods – breth or cereal, protein for it, and milk or yount

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

Will get you gold on by sitting down morning

Quick Takes

Breakfast on the go is often the Walls He. INIUG HOLD INIUG HO day. Some easy-to-grab foods as you head out the door:

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

What does it take to get your wing in the morning, besides a dark that's racing toward the tardy belity ou have to choose between more sleet, and eating breakfast, do you snooze?

That's when a lose, nutritionists say.
Believe it or Gr, breakfast is what will kick you into high gear after your or great the contract of the price of of t

LATE DOGNORKUS enough, baryou can double up:

- ile vou re ead notes for you or presentation
- Eat and skim the sports age
- Eat and score one wisyour parents by sitting down with the family in the

"All happiness depends on a leisurely breakfast."

John Gunther

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

Adelle Davis

HEALTHY LIVING breakfast — myths & facts



wellness BREAKFAST

Myths & Facts

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

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

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

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

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

MYTH: Breakfast will put me to sleep in class. **EACT:** Eating too much, especially at lunchtime, can make you sleepy. But energizing breakfast foods perk you up and fuel your body for the morning's activities.

MYTH: Breakfast can't be that important. FACT: Skipping morning nutrition can affect your ability to focus and learn and leave you listless.

What's on the World's Menu?

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

Algeria: French bread

ARGENTINA: Ham and **Ese** tostados Australia: Eggs, sausage nd tomatoes

BULGARIA: Yogurt

CHINA: Rice dumplings

ITALY: Bread and jam

n herring

Scotland: Oatcakes, scone SPAIN: Roll with butter

TURKEY: White cheese, watoes,

black olives hread

Wales: Laverbrea () om seaweed) and

cockles

• TNIAG AO3 What's on Your Menu?

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

HEALTHY LIVING posture — lighten your backpack





Lighten Your Backpack

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

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

Start by buying a light eight back of ith multiple compartments, a hip belt, and the well-padded straps.

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

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

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

Too Much Weight on Your Back?

NOT sping has it been since you unloaded your ball, and lightened your load?

Watch for these Capty (maybe unnecessary items).

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

What's in Your Peckpack?

Items I've got to Wiry every day:

NIA			

Weigh In

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

HEALTHY LIVING sleep — aettina enouah zzzs?



wellness SLEEP

Getting Enough

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

When you do off in class, you're missing the value of stinuor sleep. Because you body goes though diffe (t d q e () h (you sleep, a these each take a corain amount of time, you need a single stretch o time to get the full benefit of sleep, doctors say.

Late Night Natural for Teens

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

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

Training for Sleep

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

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

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

Too Little Sleep Test Its Toll

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

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

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

Friedrich Nietzsche

HEALTHY LIVING sleep — true or false?





True or False?

I'm a night person; no change what.

True, you may be a night leason, and in fact, most teens are provided an establish a regular time to be the pillow and develop a sleep routine that fits your early-morning school schedule. It tip for feeling tired when

it's time to y down: avoid caffeine – an ingredient in many coas, teast coffee, and chocolate. The an keep you wide eved had after you should be snoozing.

I catch up 🚾 my sleep on the weekend.

You may see longer, but there's really now way to make of for lost sleep. It's far better to try to get wall night's sleep every night. For teens, that \$5 or 9 hours. Too much more or less course be detrimental.

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

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

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

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

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

Publius Ovid Naso

Animals Need Sleep, Too

po No Test states and the portion of the portion of

THE SHORT SNOOZERS:

Giraffe ■ 1.9 hour

Horse ■ 2.9 hours

Elephant ■ 3.3 hours

ONE

ONE

ONE

THE SHORT SNOOZERS:

Giraffe ■ 1.9 hours

Light ■ 3.9 hours

Dog ■ 10.6 hours

Cat ■ 12.1 hours

Tiger ■ 15.8 hours

Python ■ 18 hours

Asleen of Twake Records

with Winkle slept for 20 years and two days straight, but, of course, that's a fictitious tale.

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

HEALTHY LIVING stress — life spinning out of control?



wellness STRESS

Life Spinning Out of Control200

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

Juggling # All

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

Stop, Breathe

First, you've got to recognize Majnaga.

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

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

Accept That Life Happens

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

Avoid Stressful Situations

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

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

Paul Dudley White

HEALTHY LIVING stress — signs of stress



wellness

edge?

Signs of Stress

What Causes Your Stress?

FOR PAR

ersa. What sets you on

. DO NOT Sustressful for some is nothing to

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

tebooks Destress

Chill Ou

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

listen

TNIAG HO3 TIMBUE 10

TNIAG HO4 TIMBUE 10

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

- William James

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

wellness

Water, Water Everywhere: Why It's our to Cood to Cood Triple Drink

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

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

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

How Need Like an apple a day cealthy water consumption is a great way to keep the doctor away.

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

- Henry David Thoreau

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

Loren Eiseley

Next time you're thirsty, head for the water fountain. Better yet, don't wait until NOTASUSETY. That means you're already dehydrated by the water frequently throughout the coand especially after strenuous physical a vety.

Tips for Drinking More Water

Drink a glass when you ush your teeth

Orina glassat every meal

- Areeze a glass or mug and it with cold water to a cool treat
- Take a bottle of water you on outings
- Orink water even if aren't thirsty

How Much Weer Do You Need 302

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

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

HEALTHY LIVING water — your body's full of water



wellness VATER

Your Body's **Full of Water**

Too Little Water Spells Trouble

Dizziness or lighthe ledness

Impaired short-term momory

Sleepiness during the da Trouble doing math

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

NOTYSTE not drinking enough water, you For the human body, water is the About two-thirds of your body, went comes from water. For adults weight 150 pounds, their bodies are very that carry between 40 and 50 quarts of water.

Where is all the water?

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

I drank water today:

experience:

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

PARINT . REVIE

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

Water's Benefits

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

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

Another important benefit: Water is free!

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

HEALTHY LIVING internet safety tips



ONLINE SAFETY

BE SMART! BE RESPECTFUL! BE SECURE!

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

Be Smart!

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

Sometimate of the stay of the s might say or things online they would never say or in person. These

people are Clied cyb Spullies.

Remembers treat others online as you would want to be

atebooks treated. Dan't say or do anything th

you would say or do to someone face-to-face, bakind, courteen respectful thers. Cyberbullying is serious and a crime in many

Be Sective!

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

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

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

HAVE YOU OR SOMEONE YOU KNOW ...

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

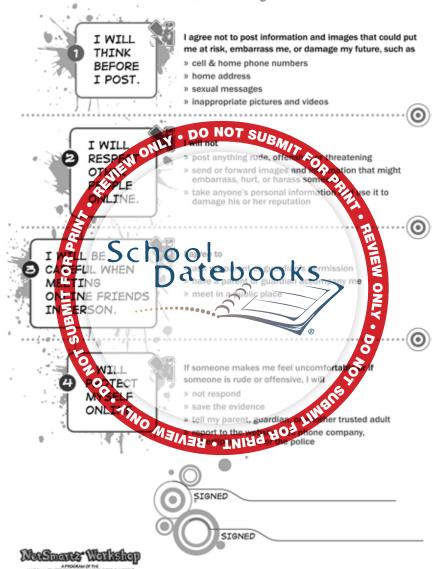
Why is it important to be smart, safe, and respectful online? Answer on a separate piece of paper.

HEALTHY LIVING internet safety pledge



INTERNET SAFETY RULES

Middle School . High School

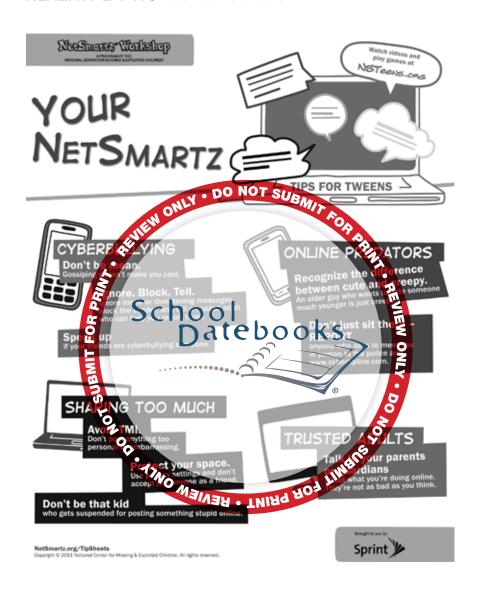


Watch videos and play games at NSTeens.org

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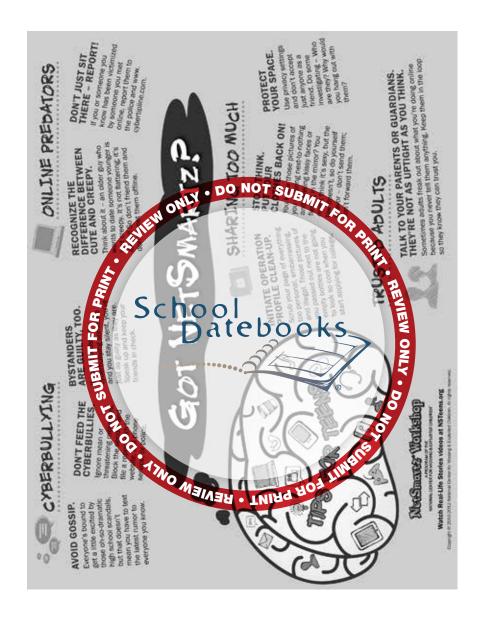
HEALTHY LIVING NetSmartz for tweens





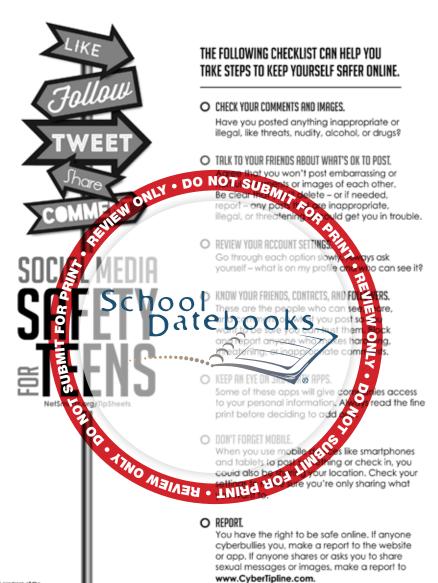






HEALTHY LIVING social media safety for teens





A program of the

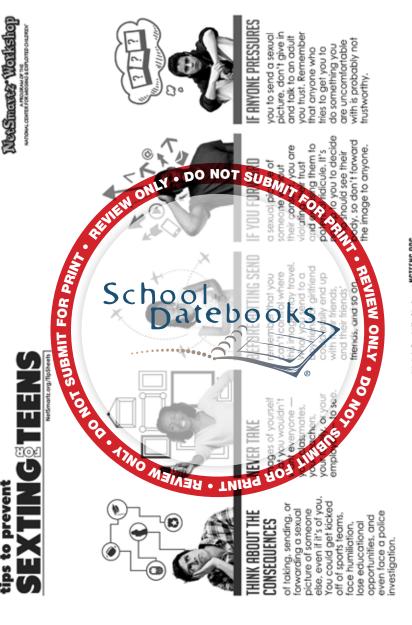


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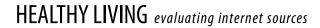
NecSmarcz Workshop

For more resources visit NSTEENS.ORG

HEALTHY LIVING tips to prevent sexting for teens



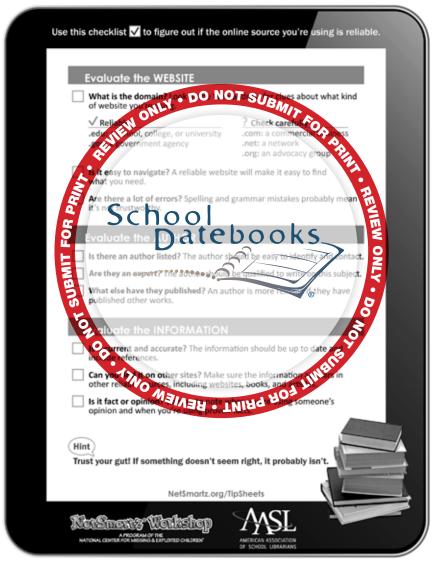
Watch Real-Life Starles at NSTENS, DRG
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EVALUATING INTERNET SOURCES

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



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IDENTIFYING UNHEALTHY RELATIONSHIPS:

HOW TO PREVENT EXPLOITATION AND TRAFFICKING

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

Red Flags for Unhealthy Relationships:

- CONTROLLING: demands all your time and attention, demands to know where you are at all times, isolates you from others
- **DISHONEST:** lies about who they re viDOd NOT SUF denies their actions are abusive, lies about their age or identify.
- DISRESPECTFUL: You names, belittles you, accuses you of the you didn't do
- PRESSURING: **essures* you to send sexual images or videos of yourself, as you forcefully to do sexual acts you aren't ready to do, asks you to do sexual acts for others as a fact or to pay a debt

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

Here are some portant definitions indicate book

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

- TIP #1: NEV respond to someone you don't know online, even if they claim to know you or say they have attual friends.
- TIP #3: It is NEVER too late of the property of the property

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

CYBER TIPLINE: www.cybertipline.org

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

HUMAN TRAFFICKING HOTLINE: 1-888-373-7888

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

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

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

SUCCESS SKILLS tips for improving your memory & taking standardized tests

TIPS FOR IMPROVING YOUR MEMORY

- {1} Keep notes, lists, and journals to jog your memory.
- {2} Decide what is most important to remember by looking for main ideas.
- {3} Classify information into categories. Some categories may be:
 - a. Time summer, sun, swimming, hot
 - b. Place shopping center, stores, restaurants
 - c. Similarities shoes, sandals, boots
 - d. Differences mountain, lake
 - e. Wholes to parts bedroom, bed, pillow
 - f. Scientific groups Flowers, carnation, rose
- (4) Look for patterns. Try to make a word strong of the first letters. Try to make a word strong of the first letters. Try to make a word strong of the first letters. Try words you need to remember.
- **(5)** Associate new things you are with what you already know.
- (6) Use rhythm or make a rhyme.
- **{7}** Visualize the information in your mind.
 - a. See the pictural learly and vividly.
 - b. Exaggerate enlarge things.
 - c. See it in the dimensons.
 - d. Put yours the to the size.

 e. Imagine Paction taking place.

 One of the place o
- (8) Link the information together to give it meaning.
- (9) Use the information whenever you can. Repetition is the key to emory.

10

TIPS FOR TAKES STANDARDIZED TESTS

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

SUCCESS SKILLS listening & homework skills



LISTENING SKILLS

, (unlike hearing, which ; to the sounds you hear. It he concentration and practice. In lea. Int information; the student's responsible tening means you will be unable to learn the ip develop listening skills:

ipproach the classroom ready to learn; leave personal proble. If y to avoid distractions.

Even if you do not six close to the teacher, focus your attention directly one Pay attention to the teacher's style and how the lecture is organized.

Participate; ask for clarification when you a Donorns Usilia.

Take notes.

Listen for key words, name when you a dates.

'make hasty judgery's separate fact from opinion.

'at you have with what you already know.

Oattoole so you will always know what the more you review the more you review.

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

To help develop listening skills:

- → Approach the classroom ready to learn; leave personal problems outside the classroom.
- → Even if you do not sit close to the teacher, focus your attention directly on them.

- → It is your resp know when it need to be turned in. If you are absent for several days, make assignments while you are out. arrangements to
- → Have a place to study to works for you one that is free from distractions. Be h with yourself about using the TV or listening to music during study time. My you have everything you need to be you begin to work.
- Develop a schedule that you can be rested when you study in short blocks of time. Marathon study → Develop a schedule that you can o study
- → Prioritize your homework so that you begin with the most important assignment first: study for a test, then do the daily assignment, etc.
- → Study for 30-40 minutes at a time, then take a 5-10 minute break. Estimate the amount of time it will take to do an assignment and plan your break time accordingly.















SUCCESS SKILLS successful notetaking



SUCCESSFUL NOTETAKING

- Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate information makes your outside study and review time that much easier. Good notetaking requires practice.
- Be aware of each teacher's lecture style; learning how to adapt to each style takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for each class or in a loose-leaf binder that has a section for each class. Your teacher may have certain requirements.
- → Date each day's notes, and keep them in chronological order. Some teachers provide outlines that tell you how a series of lectures will be organized; other teachers will deliver their lectures and expect you to write the information in your notes. Most teachers will emphasize important points by stressing them or repeating them a few teachers will emphasize important policy of the times. Make a note in the margin or public Orno Trough he teacher specifically identifies as important.
- ing out unnecessary words. Use abbr Write notes in short phrase able to understand your notes when you rev Write clearly so you w
- → If you make a mistal(1) single line through the material is less time consum than trying to erase the whole thing. This will save time and you won't miss an of the lecture. Don't copy your notes over to make them neat; write them neatly in the first place Don't create opportunities to waste your time.
- → Write notes right two-thirds of the notebook page. Keep the left one-third free for you low-up questions or to highlight the really important points in the discussion,
- → Listen for ideas. Write them o every word mat your teachers say. projector, et a PowerPoint presentati stress them their discussion.
- soon after while the information is still free needed to yet notes in the left and Soon after c notes in the left column of the paper. Place these the information to which it pertains. Highlight or underline any key points, terms, events or people Quiz yourself by covering the 2/3 side of your notes and try to an the questions vodeveloped without referring to your notes. If you need to refres memory, simply cover the note section to find the answers to your questions quick reviews will for you remember and understand the information as well as prepare for tests.
- reinforces the information and helps you and sure that Review your notes daily you understand the mater
- → Make sure your notes summar
- → Devise your own use of shorthand.
- → Vary the size of titles and headings.
- Use a creative approach, not the standard outline form.
- → Keep class lecture notes and study notes together.















SUCCESS SKILLS helpful hints



THE SUCCESSFUL STUDENT'S

(BAG OF SKILLS)

LAUDABLE LISTENING

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

- Pay attention to the least Pay attention to the least Participate! Ask questions if you don turned.
 Listen for key words, names, events of Not Submit Pay 10 and 10 a

■ Use this @tebook assignm**at**s.

assignments.

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

Develop outine for completing your homework Set aside a time; choose place; has your supplies at hand; and turn of the row or music.

- Study in blooms of time (if that works best for you).
- Begin with your most important assignments fits
- Take breaks period cally to refresh yourself and review () you've learned.

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

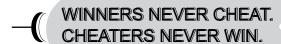
 Fill in a mounts you missed.
- drawings, etc., to OR PRINT . REVIEW anize and highlight the material

A MEMORABLE MEMORY

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

SUCCESS SKILLS about cheating





SOME PEOPLE RATIONALIZE THE REASONS WHY THEY
CHEAT: "THE TEACHER DIDN'T GIVE US ENOUGH TIME,"
"MY COMPUTER CRASHFIC DO NOTS US PAPER," "IT
WAS ONLY A LITTLE HOMEWORK," "IT WASN'T COE IT
WAS A TEST COMMEWORK," "IT WASN'T COE IT
WAS A TEST COMMEWORK," "IT WASN'T COE IT
What happens when they cheat.

What happens when you actually need to know the answer
Don't be fooled, someday it will come back to bount you.

The property of the particle of th

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

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



PLAN TO GET AHEA

People don't succeed because they're lucky. They succeed because they set goals and work toward those goals.

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

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

Managing your time wisely ensures have Time Man Ser 10 time to do both what you need to grand what you cant to do. Three keys at Cook S

— Set aside specific times for routine tasks (e.g. homework and hosseholehores).

- Map out me for everything you have to such as travel to chool, at team practice and go to your part-time job.
- Build in some flexibility. Some things may take more or less time than you expect. Plan on it
- Start with your more important task and move Setting Oriorities down the list. Stay on task - don Set yourself get sidetracked. Stick to the tasks that must be completed and the the most impact on your success.

 Setting Goals

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

SUCCESS SKILLS plan for success



PLAN FOR SUCCESS

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

- {1} Organization Getting organized is the first step to success.
 - Remember that you are responsible for knowing about and completing your assignments and special projects.
 - → Use your datebook to write down your homework, extracurricular activities, community activities, and home responsibilities.
 - → Make sure you have all the materials you need when you go to class and when you do your homework



- → Plan a definite time do your homework.
- → Plan time for exp. inricular and social activities, as well as home responsibilities
- Commit yoursey to your time plan, but be flexible. For example, if something
 happens the pakes it impossible for you to do homework during the regularly
 scheduled it, plan an alternate time to do the homework.



- → Rank et Cusk in 1, 2) Seel Sal Vitte 1 the most important task and continuou down the list.
- When during homework, start which subject in which you need the moimprove wat.
- → *Check of* nished tasks.
- If you fee ently find that you cannot finish all the tasks on you may need to putize your optional activities and eliminate some that are low on your priority list.
- [4] Set Goals Just hing to get better grades or to excel in a sport accomplishes nothing. You need plan of action to achieve your goals. Setting goals will result in better grades and other self-esteem. Best of all, setting goals will make you fee in control of your life one hints for setting goals:
 - → Be specific. List specifically list for each academic subject. Also list goals for each academic subject. Also list goals for each academic subject.
 - → Set time limits. Your goals can be something and some term (within and something on the next quiz or test) and long-term (within a limit the school year).
 - → Set realistic goals. For example, if math has always been difficult for you, don't aim for an "A" in Algebra at the beginning of the year. If you usually get a "C-" in math, you may want to begin by setting a short-term goal of "C+" or "B-". Reaching that first short-term goal will give you the confidence to raise your goal for the next test or the next grading period.
 - → Draw up a step-by-step plan of action for reaching each goal; then go for it!
 - Write your goals down, and put them in several places (your locker, your datebook, your bulletin board) so you will see them several times a day.
 - → Share your goals with others your parents, teachers, good friends, etc. They can give you encouragement.
 - Keep at it! Be determined, and keep a positive attitude. Visualize yourself achieving your goals.
 - → Reward yourself when you reach a goal.



SUCCESS SKILLS basic résumé writina



BASIC RÉSUMÉ WRITING

The Functional Résumé Format

The functional format is useful for graduating high school or college students who do not have extensive job experience. This type of résumé emphasizes skills and accomplishments achieved in school, activities, internships, and in life.

These are the 5 basic parts

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

Remember:

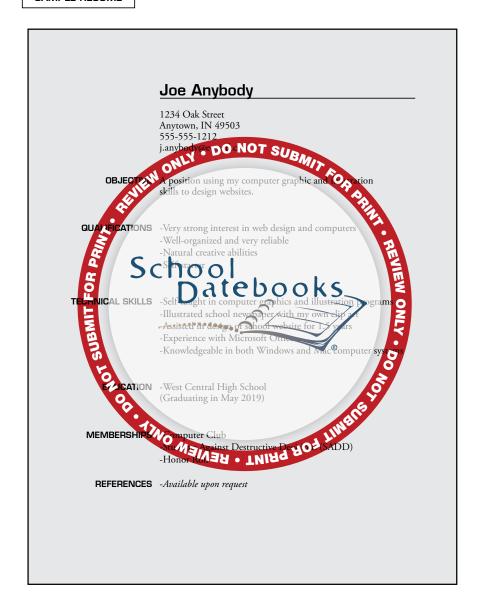
- → Use only one wo typefaces in the design of your résumé.
- Use short phes instea of
- Line up all todings to
- Use good y paper; A neutral
- Do not in
- Do not ind personal information such as o , religion, or hobbies.
- Do not use t word résumé at the top of the page.
- to one page.
- Have a list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

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





SAMPLE RÉSUMÉ



SUCCESS SKILLS preparing for college



PREPARING FOR COLLEGE

The College Application Process

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

Steps for Junion

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

Steps for Seniors

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



SUCCESS SKILLS keeping a monthly budget

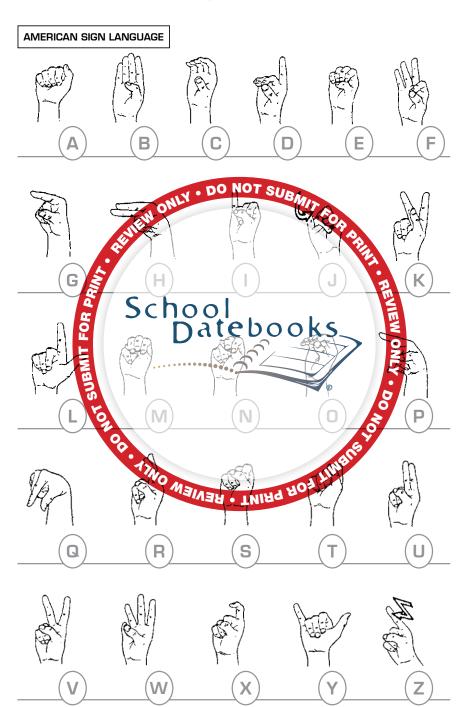
Learning how to manage your money is an important step in becoming financially independent. It's never too early to start keeping a budget. Use this budget worksheet to determine your income and expenses. If you need to cut back on spending, little bits add up.

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

Category	Monthly Budget	Monthly Actual	Semester Budget	Semester Actual	School Yr. Budget	School Yr. Actual
INCOME						
From Jobs	IN ONLY	DO NO	T CV			
From Parents	ONLY		TOUBA	117		
From Student Loans	W.			OA		
From Scholarships						
From Financial Aid						
Miscellaneous In the					温	
INCOME TOTAL S	cho	0				
EXPENS	cho D	ate	boc	KS_	Z	
Rent or Room and Board		_	£		2 2	
Utilities (Gas, metric, Water)					\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
Cell phone				8	D	
Cable TV or Stream Services	S				3	
Cable TV or Stream & Service: Groceries Car Payment/Transportation Insurance Gasoline/Oil Entertainment					, i	
Car Payment/Transportation				III &		
Insurance	NO Mar		-11	1111		
Gasoline/Oil	121/	T • REV	NIA9 B			
Entertainment						
Eating Out/Vending						
Tuition						
Books						
School Fees						
Computer Expense						
Miscellaneous Expense						
EXPENSES TOTAL						
NET INCOME (Income minus expenses)						

SUCCESS SKILLS manual alphabet







LESSONS IN LEADERSHIP

Tap Your Leadership Experience

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

DISTOR S S
DO KS
DISTOR S.
Jisten D. S.
results?
ons you could use simprove
HO2 LIME.
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



LESSONS IN

Diversity

Involve All People

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

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

Reach Schoo Dat

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

SOME WAYS

- ▶ Befriend peop of othe ethnicities
- Learn about the work Mainak cultures
- Volunteer at a local international center
- Welcome international students to school
- Speak up when others make inappropriate remarks
- ▶ Learn a new language
- ▶ Watch the world news

TAP MANY CULTURES If Sur your

wercoming, and including a large livesce population of ou'd get aried viewpoi. The entry greater participation and see increased success. And if you're one of the group's leaders. On your job to spearhead this.

- ENJOY THE RICHNES Think about gender, culture, says orientation, and socioecoro les, and those with disability of the saying you're
- disabilate fore than saying you're open to all people, reach out to individuals face-to-face and invite them to join. When you create a group that represents the world and all its people, your organization will be all the richer and more effective for it.

SUCCESS SKILLS leadership — make a commitment



Make a Commitment

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

Some ways you can bring new, diverse people to your group:

- Hold a callout; in your announcement of submit subm
- be underrepresent on your group
- Create an advisory group of diverse adults in your community and ask them for suggestions.

Once you've brackdened your group's members up, be sure to o tebooks

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

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

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

- Jimmy Carter

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

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



LESSONS IN

LEADERSHIP

Empower, Inspire

Lead Rather Than Dictate

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

Leadership isn't bossiness.

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

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

And leadership is about seeping everyone excited about your organ and committed to your goals.

How to English ower

GOOD LEASERS KNOW:

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

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

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

How to Inspire Member

CeDIO OKS get other to be involved know:

- You must be up beat and positive yourself
- It's good to offer little priss and incentives for arriving set, bringing in the most new members, making the most signs
- Everyone should ap for every achieve 40?
- Limits and text messages can cheer everyone on
- ▶ A pizza party to celebrate a milestone keeps everyone coming back
- "TELL ME AND I WILL FORGET. SHOW ME AND I MAY REMEMBER. INVOLVE ME AND I WILL REMEMBER." — Chinese Proverb
- "ACTION SPRINGS NOT FROM THOUGHT, BUT FROM A READINESS FOR RESPONSIBILITY." — Dietrich Bonhoeffer



LESSONS IN LEADERSHIP

Follow Through

Swing Through for Success

who can be counted on and a

good leader.

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

TRACK THE DETAILS

Follow through means touching bar or No Trist the project, doing what you say you will do, making sure that hat was supposed the project, doing what you say you will do, making sure that hat was supposed to the project, good to the wrapping it up with the final checklist and thank-you to ever the involved.

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

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

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

- Rosalynn Carter

SUCCESS SKILLS leadership — organization



Organization

Get Organized for Success

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

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

KEEP A CALENDAR

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

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

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

Others Howainag hey Do

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

A PLACE FOR EVERYTRING

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

"OUT OF CLUTTER, FIND SIMPLICITY."

Albert Einstein

It will save you hassle and lectures – and free your mind for things you'd rather be thinking about!

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



LESSONS IN LEADERSHIP

Leadership Qualities

Load Up on What Leaders Need

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

True, there's a boatload of skills that go into spelling "Leadership."

DO NOT SUBMIT THEY INCLUDE: LISTENING Wereyone deserves their say. Good orders share the floor consider what others suggest. **EXAMPLE** Showing is always more powerful than telling so your acons speak louder than words. Pitch in and model what want group can accomplish sunething is he biggest part of the edialice Hopotio expraging, and ptimistic. **Fs** contagious! ALOGUE Anyone can walk a someone It's a pecial skill make it ue give-and-take dialogue, a discussion la cludes everyone and all Onts of view. Good leaders know the value of dialogue. **ENOGY** Effective leaders are often described as tireless though you can some rest, the energy you bring to your group visibe a motivator and corponent in your success. RESPONSE THE buck stops here, good know, meaning they've got to to what's expected, keep the order, and follow through every step of the way 1/34 . LNING **STANDARDS** This one's especially tough. You've got to raise the bar, rise to the occasion, and go beyond the norm. Good leaders set and achieve high standards. **HUMILITY** With all your success as a leader, shouldn't you get to brag a bit? No. Good leaders give credit to the workers, volunteers, the whole team. Humble pie, you'll find, is pretty tasty! **INTEGRITY** With so many looking up to leaders, expectations are high. That's where integrity comes in. Be true to yourself, your group, your

cause. The highest ethics and truthfulness will serve you well.

committed.

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



LESSONS IN LEADERSHIP

How Do You Rate?

Becoming a good leader is a process.

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

OMLY DO NOT	SUBM _{I>} My score today
INEW O.	to 10 (10 is tops)
	2
I listen well A others.	1 2 3 4 5 6 7 8 9 10
I'm a good le model.	1 2 3 4 5 6 7 8 9 10
My attitue is positional and a	1 2 3 4 5 6 6 8 9 10
I engage healthy discussions ateb	O1O K S 5 6 28 9 10
I bring last of energy to the task.	1 2 3 4 8 6 7 9 10
I'm responible in my actions and keep promes.	4 5 6 8 9 10 ©
I hold myself to high standards.	1 2 3 4 5 6 8 9 10
I'm humble acut my accomplishments.	1 2 3 4 5 6 7 8 9 10
You can count of my integrity.	1 2 3 4 6 6 7 8 9 10
I'm enthusiastic about the projects I	1 2 3 11 5 6 7 8 9 10
I'm enthusiastic about the projects I commit to.	Aq Aoş

Follow the Leader

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

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

SUCCESS SKILLS leadership — a good leader shares credit

LESSONS IN LEADERSHIP

A Good Leader **Shares** Credit

Who 'Dun It'?

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

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

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

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

Save any my for a good book or movie.

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

SUCCESS SKILLS leadership — teamwork



LESSONS IN

Teamwork

Collaborate to Win

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



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

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

Good leaders understand the partnerships and teams. They look build them burture them.

It's All About

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

by more 100 groups! They know every group will bring a Critingency and all that much more support for the cause.

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



Finding Places to **Lead**

Looking for an organization to team up with for an event or activity? Find one with similar goals, whose mission complements yours. Or think about a group that could add another dimension to yours.

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

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

List your activities and

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

If your group's project funds summer camps for kids and the other group wants to raise money family literacy, you've got a great or and commonality. And donors will all appreciate your ingenuity.

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

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

Joyce Carol Oates

•	W	'hat	0	ther	SC	hoo	l g	rou	9	might	be
	a	g00	d	mat	ch	for	an	/ 2	Tiv	might ity?	

- TNIAG AOS TIMBUE What community groups might join you in a project?
 - ☐ Association of Women Business **Owners**
 - □ Chamber of Commerce
- □ Friends of the Zoo
- □ Kiwanis
- □ Lions Club
- □ Optimists
- □ Other:

CHARACTER defining character



What's CHARACTER all about?

"Chahacteh is power." ~ BOOKER T. WASHINGTON

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

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

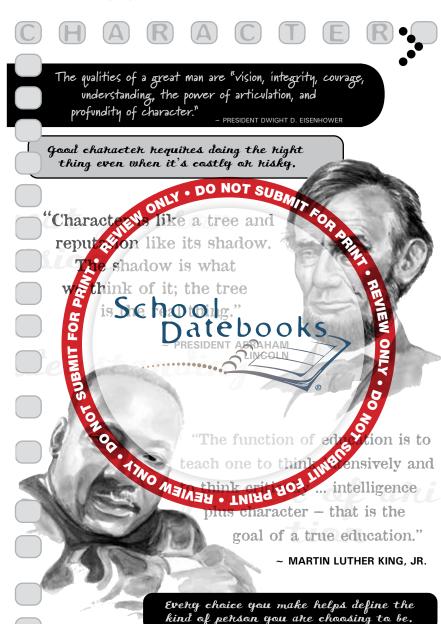
Your character determ whether your friends, classmates, and until members see you as a leader, result you as a role model, and ultimately, feel the interactions with you help them become better people.

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

- Court of the Court
- HONESTY Be honest with rourself and with others in every end integrity are the core values that make respect, curage, and trustworthiness possible.
- Your actions not your intentions or words of what de a your character. Often, these become acts of courage, so as taking a stop against injustice, prejudice, cruelty, and other inhumical behaviors.
- RESONSBILITY Your sense of responsible is what compels years do the right thing, follow through on the promises, and be accountable to be actions. Personal rights are only possible if they're accompanied by resonations.
- ACCEPTANCE Character demands that we accept others' differences and appreciate how diversity strengthens our society.
- CITIZENSHIP People of strong moral character don't sit on the sidelines. Contribute your "fair share" participate fully as a concerned student, volunteer, and voter.
- TRUSTWORTHINESS Trust can't be granted; it can only be earned. Deliver on your promises. Act honestly at every turn.
- ENIPATHY When you empathize with others, you go beyond kindness and caring; you truly begin to see the world from someone else's perspective.
- RESPECT Respect for yourself and for others is an integral component of character. Without respect, caring and empathy are empty expressions. Respect is what enables us to accept and appreciate others' differences.

CHARACTER people of character

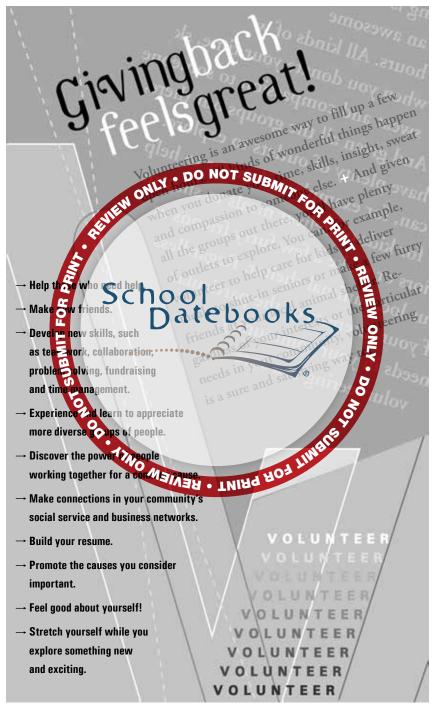




"We learned about honesty and integrity – that the truth matters ... that you don't take shortcuts or play by your own set of rules ... and success doesn't count unless you earn it fair and square."

~ MICHELLE OBAMA







Banish Bullies

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

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

The bad news is this: Bullies have a ray's effect on themselves and everyone around the value of the value of

Even innocent counters are negatively affected. At the your stand silently by, you're should go your approval, even if you gon't approve.

There to surefire way to banish bullied but there are some things you and oo. For starters

Don't
be a bully. If
the langry and

or of control, stop, breathe deeply, and

relax. Thake it

out on meone

ret ew kusm.

rces: USA Today, Centers for Disease Contro

Bullies pick on people they think are different

) a (C D. Oy Or Ki S ds and feature

or talk of for being o

different size, se

ways to report threats, drug use, weapons possession, etc. Remember, there's a fundamental difference

Otypeen being a snitch and could help taking a start

potentially dangerous
behaviors.

Stick with the group.

Whenever possible, avoid being alone.

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

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

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

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

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

SMART

SAFE

To reduce your chances of physical harm:

CHARACTER bullying: it's not ok



STOP BULLYING

Bullying is a form of abuse.

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

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

DO NOT SUBMIT FOR I could be a person of any age. I tend to be bigger, older, and/or more popular than my targets. I seek out targets in order to feel better about myself. I was most likely the target of abuse at one point in time. one. Bull tend are nev appear to have low self**be t**all, short, have a disabilit differen ous background than the bully. Or, I d in bull ne wrong place at the wrong time. curs. I face a e bully has picked me, learn • • ed? How shoul the target. ponsibility? TINO MAINER . THIRD ROS THIRBUS

Bullying hurts everyone involved. Even the bullies! Bullies tend to have a difficult time finishing school, and some even spend time in jail later in life. Teens who are bullied by older classmates sometimes become bullies themselves, perpetuating a "cycle" of abuse.

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

TEASING RUMORS GOSSIP

CHARACTER bullying means more than you think



STOP BULLYING

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

TEASE VS. TAUNT

BULLSN

Goad: To calculate the mining abother who his no means of defense, for pleasure of the mining abother who his no means of defense, for pleasure of the mining and the minin

Jealousy: A fear of resentment towards someone because of that person success of advantages. Bullies can bully other people because they are jealous of there of victim: A person who has been bullied.

Victim: A person who has been bullied.

Ashamed: The feeling of twhen we wish we had done something increase the person.

Indirect Bullying: The specific of rumors, gossip, or anonymouth anons that are meant to hurt another person.

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

REMEMBER:

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

HITTING NAME CALLING

CHARACTER types of bullying



STOP BULLYING

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

VERBAL BULLYING: Teasing, name-calling, spreading rumors, insulting, mean jokes, threats, or other verbal attacks

Have I ever ...

hurt someone else's feelings b made fun of someone because it may r joined in with my friends' taunts, eve pinched, slapped, or physically t someone else because they were different? damaged someon operty on purpose to make them upset? sent hurtful to bessages, emails, or spread online rumors? made for someone else simply because I could?

that make us feel hurt or threatened. The old adage, "Sticks and tones may break my pes but words will never purt me" is not true. Verbassyrments can lead to depression in some

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

Do

Sometimes a bully cannot cognize that they are being a bully.

• REVIEW ONLY When we routinely hui others on purpose, we become bullies.

not at all for kickball, just because you don't like them o unpopular among your frien

CYBERBULLYING: Using the internet or electronic devices to a lage in verbal or social bullying Weading rumors on social media 023 and sending hurtful text or emails are a few examples. In some states, cyberbullying is now illegal. For more information,

visit: www.cyberbullying.org.

REFIECT.

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



STOP BULLYING

What should I do?

TAKE A STAND!

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

If you are confronted by a bully ...

Don't:

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

★ Show you upset. Try to control your

emotion and keep cool.

* Keep to secret. SC DOO!

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

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

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

Do:

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

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

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

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

Clfwo Chok Sthelp, wherehould you get help from? Together, core up with several bullying

> scenario, con pwith a plan to get help.

> > Get

help peak up, if it's safe

BULLYING VOCABUL

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

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

Tormenting: Intentionally causing excessive pain or worrying.

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

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

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



STOP BULLYING

MARTY MCFLY.

Comes out on top!

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

Comes out on top!

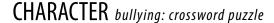
NFL star Drew Brees was thed as a kid because of his facial birthmat.

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

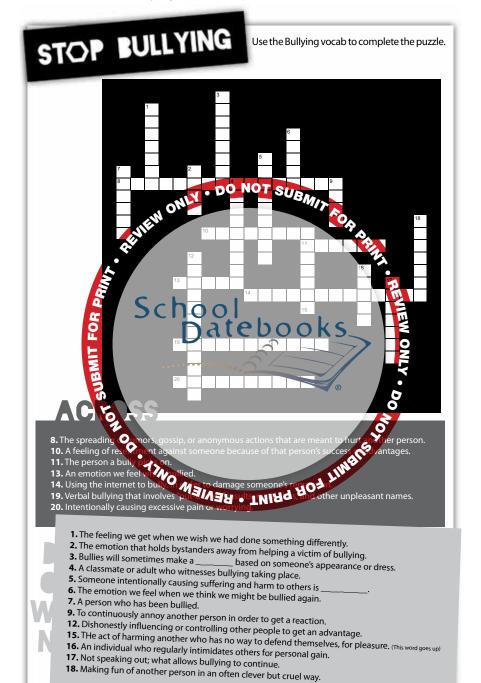


TAUNTING

DISRESPECT











Respect in Your World

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

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

What's Your Take?

- · Bullies use threats and intimidation to get "respect." Is that really respect, or is it fear? Can violence be used as a means to get respect?
- Do teachers, principals, coaches and other adults in leadership roles automatically warrant respect? Why
- When was What he other person's reaction?
 - How do you feel when sorr, one is disrespectful toward you?
 - What can you do to make your alool environment more respectful? What about your nome?

How were you respectful toward son une else today? How did you show respect for yourse

School How did you show resp. Datebooks

Me Fire

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

I excel at

I'm a good

I'm proud of my abilit

I can teach others how t

My favorite thing about me is





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

- FYODOR DOSTOYEVSKY



ONSIBILITY

My Responsible Roles

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

REVIEW ONLY . DO NOT SUBMIT Schoo ebooks a. Blame someone else? b. Admit the mistake and try to SIASE • LNINE HOS LIMBERS. hen you get up in the morning, do you a. Make your bed? b. Leave your bed a more else most. Test Your esponsibility When you make a mistak by you

When you get up in the morning, do you

- else makes it?

On group assignments, do you

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

When you are at school, do you

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

I Am Accountable

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





Character In Action

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

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

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

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

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

Looking for Inspiration

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

Who do you know with integrity?

. D	O NOT SUBM
	2. Fo.
	O NOT SUBMIT FOR
n	4
	5
	2
אי	If you have integrity you are:
•	If you have integrity you are: Trustill
••••	Tructul

If you don't have in

- Lie
- Cheat
- Take advanta
- Pass Blame
- Steal

"If you have integrity,





"Courage is what it takes to sta and speak; courage is also what i to sit down and listen." — WINSTON	nd up t takes
Heroes in the News po Browse through newspaper of magazine articles for stories about the performing courageous acts. • Which stories exemplify "heroes" to you? • Othe han physical heroism, what other examples of courage did you fight.	
How are courage and heroism different from reconsenses and exploitation? What traits do you shall a mannon with some of the people you read a land to the land to the land to the people you read a land to the land to the land to the land	Where Do I Send? Would I stand up for a cond in front of a group of people. Would I help a cond who's being bullied?
	Would I tell someone if I suspected a friend was experimenting with drugs? Would I join a new club, even if I didn't know any other club members?
Counting on Courage What kinds of peer pressure exist at your school?	Describe a situation where you relied on courage t take a stand against peer pressure.



DETERMINATION

Learn from Lincoln

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

Lincoln was defeated when he ran for the Illinois House of Representatives in 18 That he was victorious in the House race in 18 That he was victorious in 18 That

He was defeated when he ran for the U.S. House of Represented in 1843, then ran successfully for a House of in 1860.

He was deleted for the Senate in 1855.

He was de ted for the Senate again in 1858.

Finally, in 100, Lincoln was elected President of the United tes.

Who else descou know who has shown determination

Traits in Common

How are determination and Ocycrance alike?

How does motivation affect determination?

How is determination affected by optimism?

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

- ABRAHAM LINCOLN

Make a Plan. Make it Happen!

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

My goal:

What I will fice

How I can motivate m

How I will reward myself:







Think About It

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

Already Ambitious?

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

How have I shown ambition this week?

What goals have I ach ced in the last two years?

Planning for Success

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

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

In My Life

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

tebooks

"Intelligence without ambits Walver . TNIAG AO7 TI

ARCHIE DANIELSON





CHIZENSHIP

Citizenship = Participation

Citizenship is having pride in your school, your city, your community, and your country ... and keeping them something to be proud of! DO NOT SUBMIT FOR PRINT

What kind of citizen are you?

• Does your level of involvement community mirror the proof citizen you think you are? Why not?

- Which of the 10 amendments in the first amendment didn't exist?

 The fourth amendment protects citizens gainst unlawful searches and seizures, bur often doesn't extend to things like 'kers that are on school prope'? Why or why not?

 That point do me less?
 - become less important than the safety and security of the community? The nation?
 - · If you were able to add another amendment protecting the rights of the people, what would it be?

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

— MARGARET MEAD



Caring in Action

What does it mean to care for the environment?

How do you care for yourself?

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

What does it feel like when someone is uncaring toware ou?

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

ARING

How Much Do You Care?

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

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

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

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

Is it true that one caring pe

Do I always treat others with Staness and generosity?

Do I ever treat som of meanly or talk badly about

Do I think about other people's feelings before I

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

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

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

- ANTHONY J. D'ANGELO



TRUSTWORTHINESS

The Truth About Trust Trustworthy people know the importance of trust and make sure they embody it in everything they do. Whom do you trust? ____ NOT SUBJECT: trust you? Why or why not? nt to trust one Schoo Do's a Don'ts Make a list do's and don'ts when it comes to being trustworthy. Do: Traits in Con ip and loyalty related to trust? How are fairness and honesty related to trust? Don't: Why might you need to betray a friend's trust?



Are You Fair?

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

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

Making an Effort

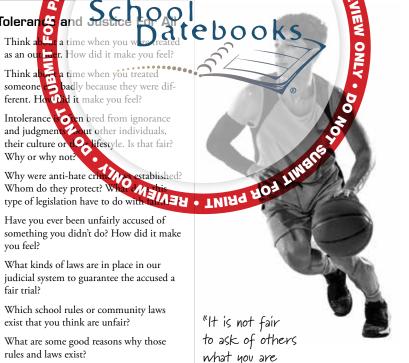
Sometimes it can be difficult to be fair. How can you concentrate on fairness ...

at school? __

NOT SUBMIT FOR PARILE

Toleran and Jus

- Think about a time when you were treate as an out mer. How did it make you feel?
- Think above a time when you treated someone is badly because they were different. Howard it make you feel?
- Intolerance comen bred from ignorance
- Why were anti-hate crime established? Whom do they protect? What we have
- · Have you ever been unfairly accused of
- · What kinds of laws are in place in our judicial system to guarantee the accused a fair trial?
- · Which school rules or community laws exist that you think are unfair?
- · What are some good reasons why those rules and laws exist?
- · If you were to contest school rules or community laws, do you think you'd be given a fair chance to make your case? Why or why not?



— ELEANOR ROOSEVELT

not willing to

do yourself."

CHARACTER traits of good character



Honest or Dishonest?

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

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

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

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

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

Assuring your ittle siste just heard no idea wha

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

Is honesty always best?

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

Background Info

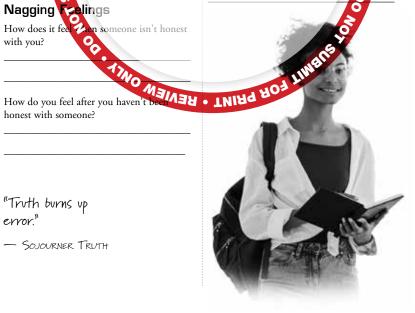
Training Scenario

A friend asks to copy your science nomework. What do you do?

Nagging Felings

"Truth burns up error."

- SOJOURNER TRUTH



CHARACTER traits of aood character



RESIDERANCE

Winners Despite Rejections

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

Dr. Seuss Persevered

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

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

So Did Emily Dickinson

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

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

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

- JOHN H. JOHNSON

They Kept At It

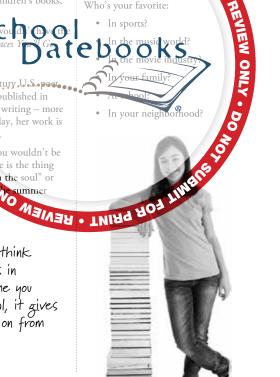
Those who quit don't make history. Those who stick to it, like these folks, are remembered:

- · Charles Schulz
- Elizabeth Cady Stanton

Shirley Chisholm

Who Do You Know Who Never Gives Up?

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



CATHOLIC EDUCATION Advent

A SEASON OF HOPE



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

DO NOT SUBMIT

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

Joy is abundant during Advent as we anticipate Christmas. To prepare, we four on Cadving surgelyes for this wonderful gift.

Orentaick S and renewal a time to anticipa A time of h

"It is the be iful task of Advent to awaken in all of us mer

Υ

- Г
- Г

- Pope Unedict XVI	DO
OUR ALE TENT TRADITIONS	8
TOUR ADEANT TRADITIONS What advent traditions of your family follow? What might you add this year? Lighting an Advent wreath Malage Linear Contemplating a special reading before Sunday dinner Bringing hope to others through a helping hand Inviting relatives to join you for a meal during this season Others:	9
Lighting an Advent wream 13/13/11 19/14 403	想從
Contemplating a special reading before Sunday dinner	A COLUMN
Bringing hope to others through a helping hand	All Control
I Inviting relatives to join you for a meal during this season	Vision
Others:	1603
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	1000
	1000
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	7,000
	AMPEND

CATHOLIC FDUCATION Advent





THE ADVENT WREATH

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

EVERGREEN FOR ETERNITY

- Christmas Day



REPRESENTING EXPECTATION, HOPE, JOY, PURIT

- On the fire Sunds lit. It represents expectation.
- The next unday, the first hope, aru
- On the trd Sunday, the rose candle, remesepting joy, is from the trst two weeks. ong with the candles
- s lit, along with the On the land unday, the fourth candle, representing purio other three
- On Christma Day, the purple and rose candles are replaced with the candles, signaling the no beginning. "We light a candle today conall dim light against a world that often see corbidding and dark.

YOUR PERSONAL TO MEINE But we light it because are a people of hope. PREPARATION – What hopes do you have during this time?	,
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 gir about providing learning opport like for

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

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

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

ALL SAIN DAY - Each November 1, the Catholi Church celebotes All Saints' Day. This year, learn more about your namesake a family member's, or a friend's. You're sure to discover an acting tale and inspiration for your own life. "The saints have always been the source and origin of renewal in the most difficult moments in the Church's history."

— Pope John From THEM—

hat better model

your life.

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

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

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

invested her inheritance in missionary work

- Mother Theodore Guerin, who founded the Sisters of Providence of St. Mary-of-the-Woods in Indiana
- first American-born saint

Elizabeth Ann Seton, the 113

CATHOLIC EDUCATION Holy Spirit





SEVEN SPECIAL GIFTS

The Holy Spirit bestows seven gifts at your Confirmation.

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

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

knowledge and fear of the Lord"	PARE
Today, these gifts are generally referred to as:	E
Wisdom - Un standing - Right judgment - Strength Wonder and Ge of God	- Knowledge - Byverence -
They're your ready to pen indo on again and aga throughout our life. Each time you gal ready night greater awareness. They are gifts that will never boused broken!	DrK S up or
THE HOS SPIRIT IN YOUR LIFE -	
When have you telied on wisdom, understanding, strength, or any ter of the Holy Spirit's gifts to get you through a cleanging time?	A TREE BESING MANY FYJITS –
Which of the seven gifts do you most count	The Helicipirit is a source of orthing bounty. Besides the even Gifts, you receive
A PRINT . REVIEW	these twelve Fruits of the
Which of the seven gifts do you most count	Holy Spirit:
on today? Why?	CharityChastityFaithfulness
	■ Faithfulness ■ Generosity
	■ Gentleness
	■ Goodness
How might you use these gifts to help plan your future?	■ Joy
your ruture:	KindnessModesty
	■ Patience
	■ Peace
	■ Self-control



CATHOLIC FDUCATION Lent A TIME TO ACT

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

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

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

especially w...
orking hard in anticip...

• DO NOT SUBMITED AND BOTH OF THE PROPERTY OF THE P Giving up ice cream or can oblay be one choice for Len It's a carryover from the last of strict fasting once observed by Catholics. Going whout sweet treats is a sacrifice, and a worthy one.

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

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

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

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

— 1 Corinthians 13:13

AT ACTIONS WILL To love remain, these three; but the solution of these is love."

— 1 Corinthians 13:13

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



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

CATHOLIC EDUCATION Lent





THE SEASON

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

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

— St. Thomas of Villanova

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

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

Talk to you Grents, Sandparent and teachers. Find out where they green and what their 15 ly and church traditions were when they were youngsters. It them how they felt about the time of Lent Tulk bouched or Only's Saditions are similar and different.

र्वृ	you likely to keep for do to come?
6.	mans
NO MEI	JA • THIRA ROS TIMBUE
	WHAT NEW LENTEN ACTIVITIES MIGHT YOU CONSIDER ADDING?

CATHOLIC EDUCATION liturgical year, colors

CALENDAR MARKS **SEASONS**

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

TRADITIONS CONNECT US — Beyong turning calendar pages, tracking time helps Caro inor sure about our history, chronologically events, celebrate specific holidays, and bring reversity meaning to our daily lives.

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

The seasons the Catholic Church at ebooks

YOUR EVORITE SEASON — What's your favore season of the liturgical year? Why?

What are yo seasons?	our family's trad	O.MEIN	BR • TNIR	मु सं०इ।
	u think these tra family and you		p connect	

CATHOLIC EDUCATION liturgical year, colors



COLORS BEAR

MEANING

Liturgical colors are also used to management of the certain seasons or church holidays.

Each color symbolizes specific meanings of the color symbolizes are color symbolizes and color symbolizes are color symbolizes and color symbolizes are color symbolizes are color symbolizes are color symbolizes and color symbolizes are color symbolizes.

ROSE: JOY

On the third Sunday SAdven O O and the four Sunday of Lent, rose replace rolet as a symbol of having 5.00 KS

RED: PALTION

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

WHITE: CORY

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

GREEN: HOP

Green is the color choser following the Epiphany and Pentecost (2) It represents hope and his mal.

BLACK: SORROW
The color black is chosen for All Souls Day and funeral Masses, as we mourn the loss of those preceded us.

YOUR THOUGHTS?

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

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

CATHOLIC EDUCATION our blessed mother

MARY'S SIGNIFICANCE, AS MOTHER OF GOD

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

This same interest is true to:
relationship with Mary, the mother of Once and the maternal figure. You may be designed to develop an understanding of what the offers you. And like you do with own mother, you likely develop a deeper connection in

So endeared is Kary that she's been bestowed with many names – the Resed Virgin, Our Lady of Guadalupe, the Madonna, the Virgin Gary, the Queen of Heaven, and Our Lady of Me among huy other.

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

— Pope Thedict XVI

HER GIFTS US — As a truly holy woman and a mother, Mary's life cers us the opportunity to model her behavior, to strive to be the patient, loving, caring person she was.

Some of her gifts to us include:

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

What gifts have you accepted from Mary?					

CATHOLIC EDUCATION our blessed mother



FEASTS CELEBRATING MARY

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

EVENTS IN HER LIFE: DO NOT SUB-
December 8 Immaculate of December 8 Immaculate Office 9 Immaculate Office 9 Immaculate Office 9 Immaculate 0 Im
gu nee of Mary."
March 25 ■ The Counciation
May 31 ■ The Xisitation
August 15 ■ Se Assumption
March 25 The Assumption May 31 The Assumption August 15 Assumption FEAST Down Lady of Guadalupe February 11 Our Lady of Guadalupe February 11 Our Lady of Mount Carmel September 13 Our Lady of Sorrows August 22 Ownship of Mary MAY: THE MONTH OF MARY — Catholics honor the Month of Mary WHAT DOES MARY MEAN TO YOU?
WHAT DOES MARY MEAN TO YOU?
How does the Blessed Mother influence your life? Help you in your faith?

CATHOLIC EDUCATION the rosary

CONTEMPLATIVE PRAYER

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

This structured prayer includes the Apostle's Creed, Hail Mary, Glory Be, and Our Father, as well as coremplation of one of four sets of mysteries of he events from the New Testan Date

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

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

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

conquer the world."

LINIER STORE

LOSS

L For groups, the esary can formalize a gathering time, helping to create connectors, unity, and peace.

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

— Pope Pius IX

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

YOU AND THE ROSARY

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

CATHOLIC EDUCATION the rosarv





THE ROSARY'S ORIGINS

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

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

Under Pope Go XIII 1903, Octo R was named the Mondo Let by OOKS
Rosary. The teast of Our Lady of the Rosary is
celebrated of October 7 each year

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

The Luminous Meries are:

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

time for

n saying his

EARLIEST MYSTERIES

Joyful

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

Sorrowful

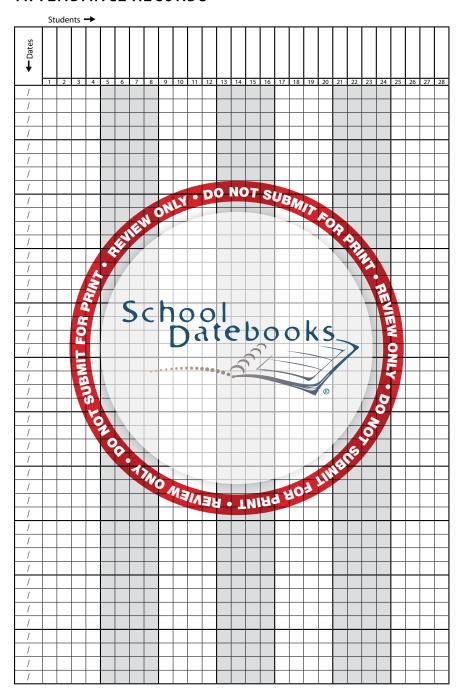
- Agony of Jesus in the garden
- Jesus scourged at the pillar
- Jesus crowned with thorns
- Jesus carries his cross
- Crucifixion of Jesus

Glorious

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

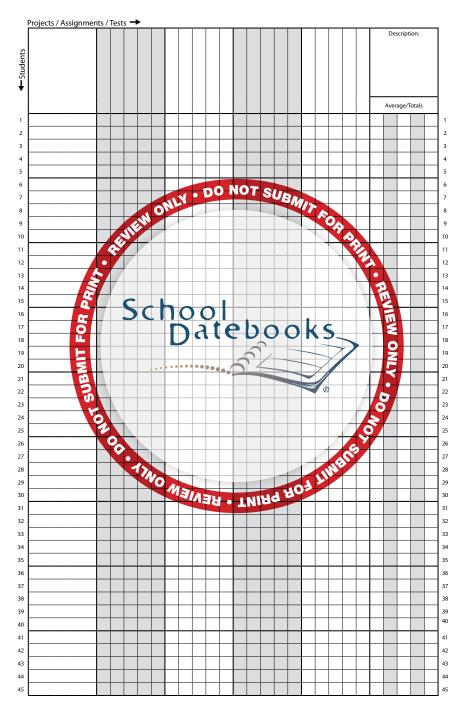
ATTENDANCE RECORDS





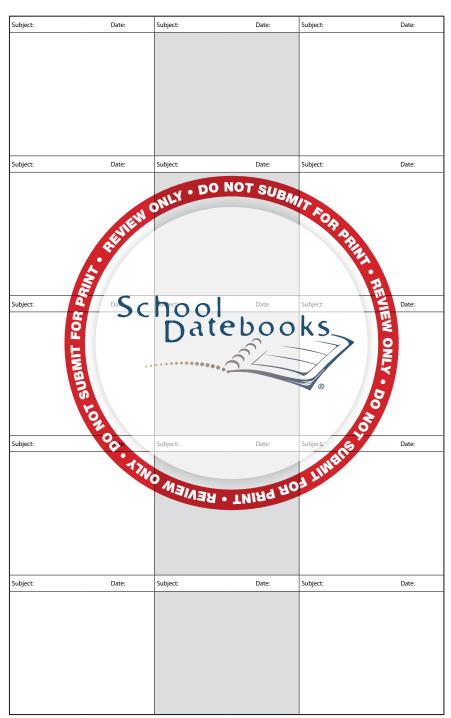






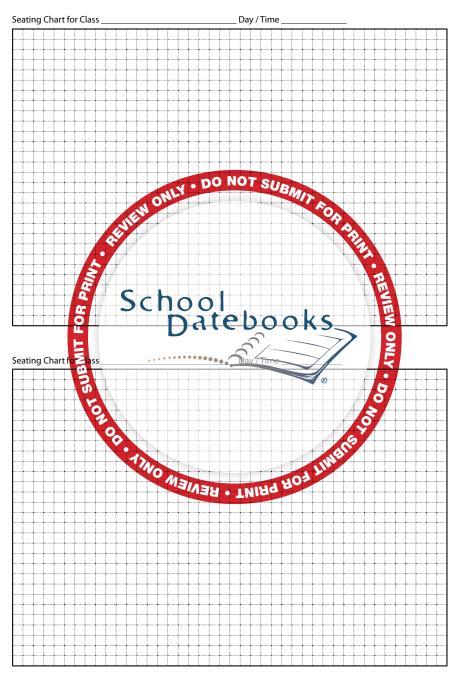






SEATING CHARTS





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

SUBSTITUTE INFORMATION



Daily Schedule	Routine Procedures
School Begins	Attendance
AM Break	
Lunch	
School Resumes	
PM Break	Discipline
Dismissal	
Get Help From	
Students	Dismissal
	DO NOT 64
MLY	. DO NOT SUBMIT
Teacher(s)	Audio-Visual Equipment
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Administrator(s)	
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	Students with Additional Needs
	First Aid
	Nurse's Schedule
Other Information	

STEM What is STEM?





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

NLY DO NOT SUBMI

Many Americans
classroom. In the President Barack Obsma san
classroom.

The President Barack Obsma san
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School Datebooks

In 2014, only 16 percent of students we. Sted in a STEM career, according to the U.S. Department of Educa**tic**



mong STEM jobs, occupations in technology, such as suputing software development, are in the highest demands



AND NOW STEAM

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



STEM Engineering Design Process





We use the four fields of STEM (science, math, engineering, and technology) to solve real-world problems, or challenges. STEM challenges have five distinct tasks: ask, imagine, plan, create, and improve - known as the Engineering Design Process (EDP). It acts as a cycle. Once you build model, and retest it until you me model.

Practice going the way to build a house that stands up to stands winds. a solution, you will find ways to improve it, create a new plan, build a new

Define the problem

atebooks

coming up with the

ow can problem?

Practice: Write down all you O sible ideas for how to use the cards and to build the house.



v to make on better.

How well a Third Hos Thirdus Practice: Test it by either blowing

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



PLAN

Pick your best idea, & plan your solution.

Build a model of

your solution.

Practice: Build your card house!

Practice: Use a detailed drawing to show your plan.





A crucial part of **STEM** learning is working in teams. **Teamwork** involves brainstorming with your fellow classmates, picking the best idea as a group, building a model together, and thinking of ways to improve it.

Collaboration NOT surject together to reach a goal. With team, members With imes take on certain roles a manufes include: head engine, suality control er alleer, operations manager, and con a mication director.

Whe sorking on a team, it's important not to critical other ideas Not every idea will be a success or every sor a ning Stanto 10 lose cases, you'll have op a tunities to ad a life blook kist

Prace delivering your input in the strong instead of seng, "That model is too large and work," tr. "Who f we made it smaller to fit the requirements boar?"

Working in teams can the Manage your time

Vespect yourself avoid distractions.

Vespect differences Vestay positive.

Visten to others while

STEM Leaders in History





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



SHERY: (1969) OF SUBMIN Chief Operating
Off (1969) OF Facebook. She gave to SD Talk in 2010
Why we have too few women lead of and she has
Extrem a book titled, "Lean In" about femal is adership in



THOMAS PAIGHT CTD Q5Q KaS oventor. S and four others designed the technology for the vieless phoc network also loss with the Internet of Things will be mesh. He also founded the nonprose anization, to Native American Intellectual Property Enterpise Council S kelp other Native American inventors.



chemico 1995 for discovering the earth's ozone layer was be INIED to INIED the of Freon, a type of refrigerant used in air conditioners and other equipment. Holes in the ozone were threatening the environment, and his work led to alternative cooling methods.



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

STEM Leaders in History (pg. 2)



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



ORVILL 1948) and WEW, WRIGHT (1867-1912, Wented and built the first suc to jul airplane in They observed how birds angled the wings to fly, at they copied this in the plane wings des



ROSALINI DANKEN OOK Sarned crystallography and X-ray diffraction at Colorid Q University. She used to when analyzing DNA files, and one of her photographs providence for identifying DNA's structure.

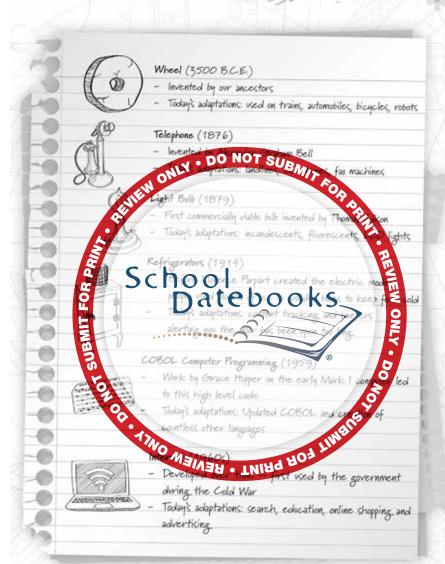


TORK (1804-1886), a blacks will decided that the wood of the prairie soil, so he chaffed the steel design. He founded Deere & Company, where he developed other agriculture tools.

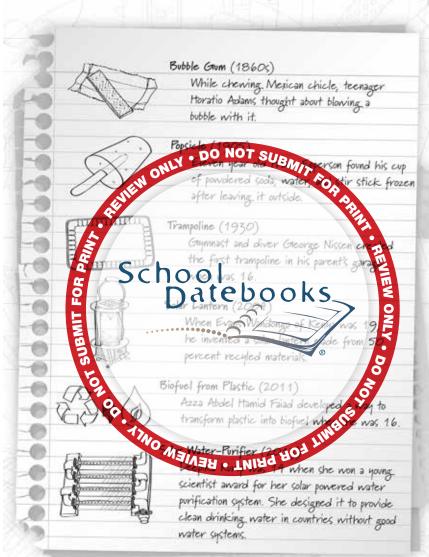


LOUIS BRAILLE (1809-1852) was a blind Frenchman who decided there had to be a better way to learn than just listening — he wanted to read. He invented Braille, the system of reading and writing for the blind that we know today.

STEM Interesting Inventions



STEM Inventions at a Young Age



STEM Careers



AGRICULTURAL ENGINEER | Agricultural

engineers bring technology to traditional agriculture by improving methods for livestock raising and crop production. They aim to improve yield (how many crops are produced), safety, and available feed and food supplies. These engineers may introduce advances in existing machining, create new equipment and design state-of-the-art facilities. They also study ways to ensure water quality and pollution



DO NOT SUBMIT FOR Spood's nutrients OOD SCIENTIST | Food scientists s and other contents. They identify new for the urces and improve methods for processing and preserve food. They also address the world's hunger, needs with solutions for growing, storing, packaging, and distributing

School

MECHAND Care, maintenance, and repair all on a meet lic's to-do list. There are a licy to-do list. There are a licy to-do list. There are a list and the list are a list and the list are a list and the list are a list are every det of the machines and equipment the on. Most a jalize in key areas - cars, airplanes, refrigeratio ffice machines — anything that operates mechanical. Coause equipment is always changing and being invood, mechanics must continually learn new techniques. Of procedures.



ANTI FOR PRINT IN REVIEW ONLY in aquarium director oversees everything in the aquarium, coordinating the business office, planning, fundraising, and care of marine life, with staff for specific tasks. Directors also get involved in educational programs and participate in advocacy activities.

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



STEM Careers (pg. 2)

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





wildly and Not Submisses, populations, and Ol., providing education as A. Allife to the public, new collect data in various areas; so and release animals; and take blood or tissue samp . They also monitor habitats, collect water and soil same as, and identify problems that wildlife may encounter

AEROSP SE INGINEER DATEBOOKS

mathemater all models, analyze them with computers build pro groes, and conduct envisoring all models operation and stress tests.



METEOROLOGIST | Meteorologists study wither patterns and the atmosphere. They ide the trends, ending changes, and how those miles affect people. We precially important when the second severe wes west to be a second climate change. This does not be information 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.







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CLASS SCHEDULE first semester



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CLASS SCHEDULE second semester



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CLASS SCHEDULE first & second semester



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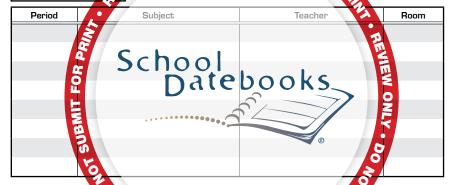
CLASS SCHEDULE trimesters



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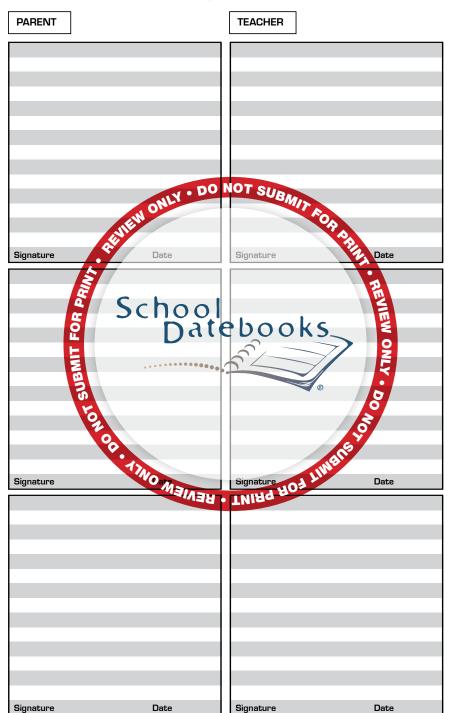


TIME-BLOCK SCHEDULE first & second semester

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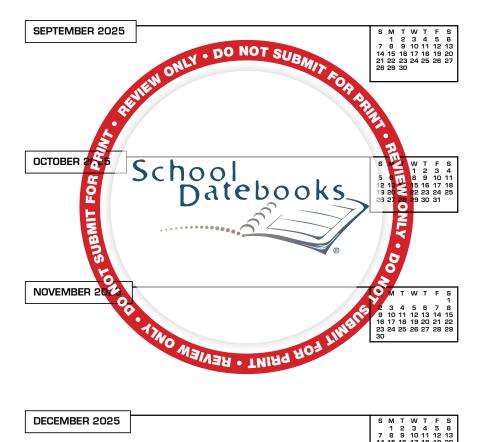
COMMUNICATION between parent & teacher



ADVANCE PLANNING



AUGUST 2025 М т w S 2 9 5 6 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31



DECEMBER 2025		SI	VI	Т	w	Т	F	S
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CALENDAR YEARS



2024

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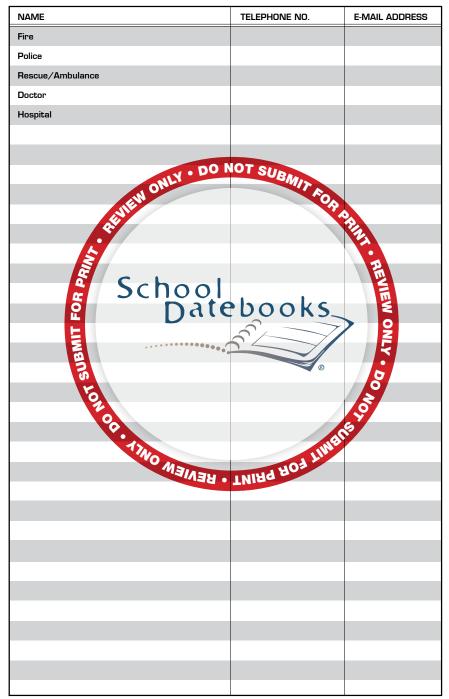




IMPORTANT DATES United States

	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	Thurs., Feb. 22	Sat., Feb. 22	Sun., Feb 22
Ash Wednesday	Wed., Feb. 14	Wed., Mar. 5	Wed., Feb 18
Daylight saving time begins	Sun., Mar. 10	Sun., Mar. 9	Sun., Mar 8
St. Patrick's Day	Sun., Mar. 17	Mon., Mar. 17	Tues., Mar 17
First day of spring	Tues., Mar. 19	SUBMI Mar. 20 Tuesa Topology	Fri., Mar 20
April Fools' Day	Mon., Apr. 1	Tues., Apr 1	Wed., Apr 1
First day of spring April Fools' Day Palm Sunday Passover begins at sunday Easter Earth Day	Sun., Mar. 24	Sun., Apr. 12	Sun., Mar 29
Passover begins at sunde	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	Jan., Apr 5
Earth Day	Mon., Apr. 22	Tues., Apr. 22	Wed., Apr 22
Cinco de May <mark>o</mark>	Sun., May 5	Mon., May 5	Tien, May 5
Mother's Day S	Sun, May 12	Sun., May 11	Sur May 10
Memorial Date	Mon., May 27	Mon., May 26	Moru May 25
Flag Day	ria Jule (4	OSOJK S_	Sun Sun 14
Father's Day	Sun., June 16	Sun., June 15	Sun. Oun 21
Juneteenth*	Wed., June 18	Thurs., June 19	Fri., 3 n 19
First day of summer	Thurs., June 0	Fri., June 29	Sun Zun 21
Independence **	Thurs., July 4	FILE	Sat., Jul 4
Labor Day*	Mon., Sept. 2	Mon., Sept. 1	MO., Sep 7
Patriot Day	Wed., Sept. 11	Thurs., Sept. 11	Fi., Sep 11
Rosh Hashanah beg wat sundown	Wed., Oct. 2	Mon., Sept. 22	Si , Sep 11
	Sun., Sept. 22	Mon., Sept. 22	Tues., Sep 22
Yom Kippur begins at stadown	Fri., Oct. 11	Wed., Oct. 1	Sun., Sep 20
Columbus Day*	Mon., Oct. 14	Mon., Oct. (Mon., Oct 12
Halloween	Thurs., Oct. 31	Fri., Oct.	Sat., Oct 31
Standard time begins	Nov. 3	SHOROV. 2	Sun., Nov 1
Election Day	Tues., Hov. 51NI	Tues., Nov. 4	Tues., Nov 3
Veterans Day*	Mon., Oct. 14 Thurs., Oct. 31 Nov. 3 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
Kwanzaa begins *Federal Holiday in the United State.	· ·	Fri., Dec. 26	Sat., Dec 26

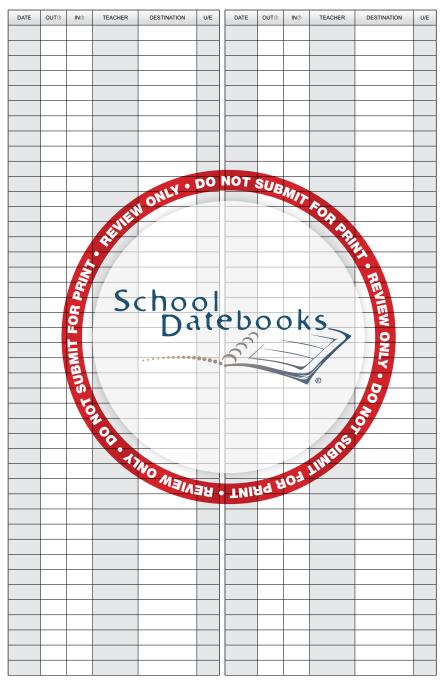
PHONE NUMBERS important contacts



NOTES

HALL PASS





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