

K-12 REFERENCE PAGES

6,625" X 9"



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LANGUAGE ARTS parts of speech



NOUN

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

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

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

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

- Examples: Reggie, Market Square Arena, Saturday

PRONOUN

A WORD THAT TAKES THE PLACE OF A NOUN.

Nominative Case Pronouns replace

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

We are looking forward to visitin

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

→ Examples: Please give me he papers.

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

Possessive Case ronouns show ownership or possession.

→Examples: The COL ar escape Their car slid of

VERB

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

Number indicato whether a verb is singular or plural. The verb and its seect must agree in number.

- Examples: One d Darks. Two dogs bark.

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

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

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

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

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

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

You will enjoy the school play. (future)

ADVERB

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

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

ADJECTIVE

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

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

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

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

Example: My apple pie is good.

The **comparative** form compares two things. NO Lan Supple Betty's apple pie is better than mine.

The superhate Var compares three or more thin.

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

PREPOSITION

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

- Examples: The man walked into the gyn

The horse leaped over the fence.

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

A WORD THAT CONN

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

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

- Examples: Both raccoons and squite frequently invade our bird feeders.

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

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

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

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

INTERJECTION

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

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

Yes! Her gymnastic routine was perfect.

Ah, we finally get to stop and rest.

LANGUAGE ARTS capitalization & plurals



CAPITALIZATION

THE FOLLOWING CHART PROVIDES A QUICK OVERVIEW OF CAPITALIZATION RULES.

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

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

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

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

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

Days of the week → Sunday, Monday, Tuesday

Formal epithets - Ivan the Terrible

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

Cities, towns - Houston, Lafayette, Dearborn

Counties → Tippecanoe, Cork

Countries - U.S.A, Mexico, Canada

Continents → Africa, North Amer

Landforms - Mojave Desert

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

Months - January, February
Official documents - Engacipation Proclamation

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

Planets, heavenly odies - Mars, Jupiter, Milky Way

Public areas - Vowstone National Par

Sections of a centry or centing

Special events Battle of L

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

THE FOLLOWING CHART PROVIDES A QUICK OXERVIEW OF

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

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

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

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

The plurals of words ending in / receded by a vowel are formed by adding

→Examples: studio = studios | rodeo =

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

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

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

- Examples: roof = roofs | chief = chiefs

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

-- Examples: wife = wives | knife = knives

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

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

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

-- Examples: 5 = 5s

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

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

LANGUAGE ARTS sentence structure & spelling rules

SENTENCE STRUCTURE

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

→ Example: He lost the game.

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

- Example: Because he was lost.



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

	A simple sentence consists of or m.n. ause, it express. It is thought and has one subject and one
	verb. A simple sentence may control a compound subject, a compound to both.
(1)	Examples: We enjoyed the consert.
	Amy and Scott were by devesterday. (compound subject: Amy and Scott)
	Ben is leaving work. Leging home (compound verby leaving and going)

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

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

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

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

A compact sentence has one main date (in talics) and one or more subordinate clauses (un talica).

- Examos: Dad says that good graces we to read the bit gont sorbying (near Guse, one indeped not clause).

Diligated daying is difficult, because I by we to work several nours before I can start studying. (main clause, two depending clauses)

A com sund-complex sentence has the compremain clauses (in italic) and one or more wordinate clauses to derlined).

- Examp. Because the school bus broke down, the team rode in a van, and the operleaders rode in cars.

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

SPELLING RULE

Write i before e except after c, or when sounded like a as in weigh and Exceptions: seize, weird, either, by heither

When the ie/ei combination is not pronounced ee, it is usually or led ei

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

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

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

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

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

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

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

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

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

LANGUAGE ARTS the writing process



WRITING VARIABLES

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



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



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



Why am I writing? Have a clear purpose in mind before starting your paper. Are you writing to entertain, nind as you write will result in a paper that is instruct, inform, or persuade? Keeping DO NOT SUR focused and consistent.



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



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

PLANNING AND WAT

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

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















LANGUAGE ARTS punctuation



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 word - Example: I used worms, minnows, lare bacon for bait.

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

→Example: He ran, ju and yelled.

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

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

Use: to distingu tems in an →Examples: John September 20,

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

QUESTION RK

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

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

APOSTROPHE

Use: to show that one or more letters or numbers ha left out of a word to form a contraction.

- Examples: do not = don't | I have = I've

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

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

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

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

COLON

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

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

SEMICOLON

Use: to join compound sentences that are not connected

tary, my dear Watson; the butler is clearly responsible

Use: to separate groups

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

QUOTATION MARKS

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

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

word is slang. Use: to indica

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

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

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

SINGLE STATION MARK

6)

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

EXCLAMATION MARK



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

LANGUAGE ARTS frequently confused words



accept | to agree to something or receive something willingly

except | not including

- Examples: Jonathon will accept the job at the restaurant.

Everyone was able to attend the ceremony *except* Phyllis.

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

capitol | the building where a state legislature

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

- Examples: The capital of Poice is Paris.

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

hear | to listen

here | in this p

Examples: De rou hear that so a (ge s und)

The juice is righter in the refrigerator.

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

- Examples: It is the football game.

The wagon lost in the mud.

lead | a heavy, gray netal

lead | to go first, gu

led | the past tense of Car

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

This path will lead us to the war Sil

Bloodhounds *led* the police to the

loose | free or not tight

lose | to misplace or suffer the loss of something

- Examples: Since she lost weight, many of her clothes are *loose*.

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

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

principle | a rule, truth, or belief

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

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

quiet | free from noise

quite | truly or almost completely

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

This enchilada is quite spicy.

their | belonging to them

there | at that place

they're | the contraction for they are

Examples: Their new puppy is frisky.

The street of the newspapers over there.

They're com. 1/77 tonight.

to | in the direction of too | also or very

two | the whole number betwoone and three

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

This meal is delicious, and it is low in fat, too.

Only two of the 10 runners were able complete the race.

weather | the stage of the atmosphere | Tring to

vnether | a choice or alternativ

Examples: We are hoping for warm, sur weather for ur family reunion.

we can decide helfer we will drive on the reunion.

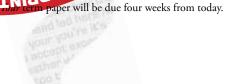
Who's | the contraction for who is on has Whose | the possessive form of who

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

you're | the contraction to are

your | the possessive f \ of you

- Examples: She 32 ed to ask if you're planning to attend



LANGUAGE ARTS frequently misspelled words



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

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

dropping

during

easier

easiest

easily

effect

either

embarrass

height

Christian

enough entertain envelope equipment equipped escape especially everybody everywhere exaggerate exceed excellence excelle iting existence expense experience familiar fascinate faster fiction first . . foreign foresee forest forty freight 11No governor grabbed grammar grateful guarantee guard

guess guest handsome happen happiest happily happiness hear

here history hoping hospital humor humorous hungry identify imagine immediate immediately immensely דסא סמ Indian instead intelligent interpret jealou lightning loose lying magazine magnificent many meant model niece ninety

prejudice preparation marriage principal mathematics principle privilege probabl medicine 90 millionaire AR THE THE PINCE psychologist mischievous psychology pursue mosquito quantity narrative quiet necessarv quite neighbor raspberry nervous realize really nineteen receive receiving notice recess noticeable recognize nuisance recommend reference referring rein reign relative relief religion remember repetition repellent reservoir restaurant rhyme rhythm ridiculous

obedience

occasion

occurred

occurrence

occurring

occur

often

opinion

opposite

original

parents

parliament

particular

peculiar

perform

persuade

pilot

plain

possibl

precede

practically

permanent

other

opportunity

SUBMIT nning sched search phenomenon secretary semester sense separate

> ® sophomore spaghetti speak speech sponsor squirrel static rengthen stretch studies studying succeed

successful

summarize

superintendent

summary

suspense

suspicion

swimming

synagogue

themselves

there

temperament

suggest

therefore they they're thief thoroughly thought through tobacco together tomorrow tragedy tried trouble truly two unique until unusual usually vaccinate vacuum vegetable village villain veather Vednesday ight ird re ere ether hich hole vhose witch woman women wonderful wreck

writing

written

wrote

yolk

your

you're



LANGUAGE ARTS outlining



OUTLINING

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



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

B. Speed limitC. Airline flightsD. Christmas lighting

Conclusion



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

NOT SUBMIT Formal Outline Format: I. A. B. Here is an example of a How lightning occurs 2. cloud's particles collide a а. become electrically charge Ь. positively and negatively (1) charged particles separate School (2)positively charged particles in cloud collide with negatively II. No new subdiving should be started unless there are at least two points are listed in the new division. This means that each I must be a 2 years a great a great beautiful. that each 1 mus a 2; each a must have a b. Formal outlines may be eight a sentence outline or a topic outline. A sentence outling ses a complete sentence for each point and subpoint. A coic outline uses words or phrases for each point and subpo THE STATE OF THIRE SOFT THE STATE OF THE STA → Here is an example of a topic outli Thesis or Introductory Statement Gasoline shortage A. Long lines B. Gas "rationing" Voluntary energy conservation A. Gasoline B. Electricity C. Home heating fuel III. Forced energy conservation A. Fuel allocation

LANGUAGE ARTS common editing marks



- 🚹 | insert a comma
- → Her husband Andy decided to open his own repair business.
- → Mary hadn't planned on a sixth party guest.

- ry hadrif planned on a ...

 / insert quotation marks

 ne students were required to read the poem Howl.

 / insert written suggestion

 can-Pierre said his favorite of they to visit was the States.

 / use a period

 Mark likes scrant deeges. He does not like hard-boiled eggs.

 / delete

 Jim warned that that magnet might harm my CD.

 I transise eleme

 The team of fild have as clack for its nectournament.

 | law of this space |
 | Milo remarked to his dog house.

 | insertingle space |
 | Jeff didn of the wasting, but he was running out of time.

 | begin of paragraph |
 | "Who's that disky asked. Her name is Beth," said Brenda.

 | no new pane above the president.

 | about the president of the president.

- → Tim fondly remembers playing football in High School.
 - sp | spell out
- → It was Kim's (1st) trip to the (Ú.K).



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









YOUR WORKS-CITED LIST

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

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

- Double-space all entries.
- Begin the first line of an entry flush with the left margin, and indent lines that follow by one-half inch.
- (3) List entries in alphabetical order by the author's last name. If you are listing more than one work by the same author, alphabetize the works according to title. Instead of repeating the author's name, type three hyphens followed by a period, and then give the title.
- {4} Italicize the titles of works published independe ms, pamphlets, periodicals, and films are all published independently.
- **(5)** If the title of a book you are citing title but not the other title.
- short works included in larger works, song titles, 🔊 itles of unpublished works. (6) Use quotation marks to indicat
- o identify parts of a work (for example, vol. for volume), a name outlator (trans.), and a
- (7) Separate the author, title a blocation information with a period followed by one space.
 (8) Use lowercase abbreviate to identify parts of a work (for example, vol. for volume), a name building of the inamed editor (ed.). The ver, when these designations follow a period, the first letter should be buildized.
 (9) Use the shortened forms for the publisher's name. When the publisher's name includes the name of more than one person, cite only the first fither than the publisher's name includes the name of more than one person, cite only the first fither than the publisher's name includes the name of more than one person, cite only the first fither than the publisher's name includes the name of more than one person, cite only the first fither than the publisher's name includes the name of more than one person, cite only the first fither than the publisher's name includes the name of more than one person, cite only the first fither than the publisher's name includes the name of more than one person, cite only the first fither than the publisher's name. erson, cite the last these names.
- ssed 5 Jan. 2019" instead of listing the date or the abbreviation, "n.d."

EDITORIAL	"A Question of Medical Sight." Editorial. <i>Plain Dealer</i> , 11 Mar. 2019, p. 6B.
ARTICLE FROM A WEEKLY OR BIWEEKLY MAGAZINE	Hughes, Robert. "Futurism's Farthest Frontier." <i>Time</i> , 9 July 2019, pp. 58-59.
ARTICLE FROM A MONTHLY OR BIMONTHLY MAGAZINE	Willis, Garry. "The Words that Remade America: Lincoln at Gettysburg." Atlantic, June 2019, pp. 57-79.
UNBYLINED ARTICLE FROM A DAILY NEWSPAPER	"Infant Mortality Down; Race Disparity Widens." Washington Post, 12 Mar. 2018, p. A12.
BYLINED ARTICLE FROM A DAILY NEWSPAPER	Barring Many Fig r 40. Signs of the Future." New York Times, 7 Mar. 2018, p. A12.
ARTICLE IN A PERIODICAL (GENERAL GUIDELINES)	Author's last name, first name. "Article title." Periodical C. Day Month Year,
ARTICLE IN A JOURNAL FROM A WEBSITE (ALSO IN PRINT)	Doe, Jim. "Laws of the Open Sea." <i>Maritime Law</i> , vol. 3, no. 6, 218, pp. 595-600, www.maritimelaw.org/article. Accessed 8 Feb 517.
PAGE ON A MEBSITE	"How to Change Your Care Oil" <i>eHow</i> , 25 Sept. 2/18, www.ehow_m/ how_2018_how-oil.html. Accessed 5 Jan. 100
ANY CITAT (C) (GENERAL GUIDO ES)	Author. Title. Title of container (self contained if book), Other contributors (trinsa (15)0 (co)to is), Version (edition), Number (vol. and/or n.), Publisher Publication Dates Location (pages preagraphs, URL, 2001). 2nd contributes title, Other contributors, Version, Number, Publisher, Publication date, Date of Access (if applicable)

LANGUAGE ARTS MLA style of documentation



BOOK (GENERAL GUIDELINES)	Author's last name, first name. <i>Book title.</i> Publisher, publication date.
BOOK BY ONE AUTHOR	Wheelen, Richard. Sherman's March. Crowell, 1978.
TWO OR MORE BOOKS BY THE SAME AUTHOR	Garreau, Joel. Edge City: Life on the New Frontier. Doubleday, 1991 The Nine Nations of North America. Houghton, 1981.
BOOK BY TWO OR THREE AUTHORS	Purves, Alan C., and Victoria Rippere. Elements of Writing About a Literary Work NCT DO NOT SUBMAN
BOOK BY FOUR OR MORE AUTHORS	Pract, Robert A., et al. Masters of British Literature. (1956)
BOOK BY A CORPORATE AUTHOR	The Rockefeller Panel Reports. Prospect for America. Double 1961.
BOOK BY AN ANONYMOUS AUTHOR	Literary Market Place: The Directory of the Book Publishing Ind ust , 2003 ed., Bowker 2002.
BOOK WITTON AUTHOR AND AN ELLIOR	Toom is,) in Jan Huited by Dryn Our K, Ston, 1988.
A WORK IN ANTHOLOGY	Morris, William, "The Havatack in the Floods," <i>Nines onth Century British Minor Poets</i> , edited by Lord Will at 3 d W. H. Auden, Dell, Laurel Edition, 1965, pp. 35-52.
AN EDITION OF R THAN THE FIRST	Chaucer, Geoffrey. <i>The Riverside Chaucer</i> . Edited by Larry D. Be son. 3rd ed., Houghton, 1987.
SIGNED ARTICLE IN A REFERENCE BOOK	Wallace, Wilson D. "Superstition." World Book Encyclos, 15 1970 ed., vol. 2, Macmillan, 2019.







LANGUAGE ARTS APA style of documentation

YOUR REFERENCE LIST

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

BASIC RULES

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

- Indent your reference list one-half inch from the left margin, excluding the first line of each reference, which should remain flush left. This is called a hanging indent.
- Double-space all references.
- iournal titles. Italicize titles of books Capitalize only the first word of a title of and journals. Note that the italicizing entries includes commas and perio
- Invert authors' names (last name to give last name and initials for all authors of a particular its unless ix authors (in this case, list diverse six authors and then us et al. after the sixth author's name to be letter. Alphabetize by authors' last the letter by letter. If you have more than one work by a particular at date, oldest to newest (by 2008 article would appear before a 2009 article). When an author appears the form of the last of the unless the work has more than te the rest of the authors). es letter by letter. If you have more than one work by a particular av 🔊 1, order them by publication sole author and again as ist the one-author entries first. If no author is given for a particular source, tize by the title of the piece in the reference Lt. Use a shortened version of the title for parenthetical citations within the text.
- Use "&" instead **(And)** before the last author's name when listing multiple authors of a single work.

BASIC FOR STUR

An article in iodical (such

Author, A. thor, B. B., & Author, C

Title of ical, volume number (issue e volume number if the periodical uses continuous pair You need to list o sue begins

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

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

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

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

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

BASIC FORMS FOR ELECTRIC SOURCES

A web page

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

An online journal or magazine

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

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

An online journal or magazine (with no DOI assigned)

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

Email

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

LANGUAGE ARTS APA style of documentation

EXAMPLES



Journal article, one author

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

Journal article, more than one author

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

Work discussed in a secondary source

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1D), MCCO. reSUB yet: Dual-route and parallel-distributed-processing approaches. *Psychologic* 124, 100, 589-608.

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

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

Magazine article, on author

Henry, W. A., III. (290, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

Rook

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

An article or conter of a book

O'Neil, J. M. T. Egan, J. (1992). Men's an award Segentles sole jurnes. Mesonorites healing, transition, a transform rion. In B. R. Wainrib (Ed.), Gender issues across the life sycle (pp. 107-123). Springer.

A government ublication

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

U.S. Government Printing Office.

A book or article with no author or editor named

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

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

A translated work and/or a coublished work

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

(Original work published 1814).

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

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

claustrophobia

- decapitate, capital, capta

clud, clus, claus | shut include, conclude, i clusion,

cord, cor, cardi - cordial, concord

corp | body

- corpse, corps, corporal puni

crea | create 🕶 creature, recre creation

cresc, cret, cres-→ crescendo, con<mark>cre</mark> ncrease

cycl, cyclo | wheel ular

→ bicycle, cyclic, cycll Cyclops dem | people

→ democracy, demogra

dict | say, speak → dictation, dictionary, be dictator, edict, predict, ver

dorm | sleep → dormant, dormitory

dura | hard, lasting - durable, duration, endure

equi | equal - equinox, equilibrium, equipoise

fall, fals | deceive

fallacy, fallacious, falsify,

fid, fide, feder | faith, trust - confidante, fidelity, confident, infidel, federal, confederacy

fin | end, ended, finished - final, finite, finish, confine, fine, refine, define, finale

fort, forc | strong → fortress, fortify, forte, fortitude geo | earth

geography, geocentric, geology

grad, gress | step, go

→ grade, gradual, graduate, progress

here, hes | stick, cling

adhere, cohere, inherent, cohesion

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

ignis | fire ignit

SUBMIT

lau, lav, lot, lut | wash

launder, lavatory, lotion, ablution

liter | letters

- literary, literal, alliteration

magn | great

 magnify, magnificent, magnitude, magnanimous, magnum

mit, miss | send, let go emit, remit, submit, commit, transmit, mission, missile

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

🗢 novel, novice, innovate, renovate

omni all, every

omnipotent, omniscient, omnipresent,

→ pathos, smy

ped, pod | foot

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

pel, puls | drive, urge

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

poli | city

- metropolis, police, politics, acropolis

portable, transport, export, support

punct | point, dot

punctual, punctuation, puncture

ri, ridi, risi | laughter

- deride, ridicule, ridiculous, risible

salv, salu | safe, healthy

→ salvation, salvage, salutation

scope | see, watch, examine

→ telescope, periscope, kaleidoscope

scrib, script | write

 scribble, inscribe, describe, prescribe, manuscript

sent, sens | feel

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

signi | sign, mark seal

🛦 signature, design, insignia

(La stit | stand

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

solv, solu 1

solvent, absolve soluble, solution

spir | breath

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

tact, tang, tag**, ti** actile, contac**t, int U** itagious, co**ntig**

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

terra | earth

+ terrain, te**rra** rritory

tractable, abstract tractor, a

tribute, attribute

corn, unify, universal

vac | empty

vacate, vacuum, vacant, evacuate

ven, vent | come

🗻 convene, venue, venture, advent

ver, veri | true → verdict, verify, verisimilitude

vict, vinc | conquer

→ victor, convict, convince, invincible

viv, vita, vivi | alive, life → revive, survive, vivid, vitality

voc | call, voice

vocation, convocation, evoke, vocal

→ zoo, zoology, zoomorphic, zodiac

LANGUAGE ARTS common prefixes & suffixes



COMMON PREFIXES

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

Prefix	Meaning	Examples
auto-	self	automobile, autopilot
bi-	two or twice	bicycle, biannual, biweekly
com-	with	compare, communicate, company
con-	with	conference, concert, confide
dis-	do the opposite of	disappear, dislike, distrust
en-	to make	ensure, enlarge, enable
extra-	beyond	extraordinary, extrasensory
il-	not	extraordinary, extrasersory illegal, ilk id Dote to T SUBMIT illegal, ilk id Dote to T SUBMIT insecure, incomplete, indoors, ingrown international, interact, intersection
im-	not or within	stble, immature, impatient
in-	not or within	insecure, incomplete, indoors, ingrown
inter-	between	international, interact, intersection
ir-	not	irresponsible, irregular
mid-	middle 😯	midnight, midstream, midway
mis-	wrong	mistake, misguide, misunderstood
non-	not a without	nonsense, nonfat, nonfiction
post-	af	postgraduate, postwar
pre-	b\$5re	prehistoric, precaution, preschool tentin revir e, pecicle, react submarine, subzaro, subtitle sup rna ura, su er varket sap rp.wr
re-	back or again	ett in Te vrice, ec rcle, react
sub-	Clow 5	submarine, subzaro, subtitle
super-	Cove , outside	sup rna lura kuler Carke Dip (T) w
trans-	across, over	transpiant, transcontinental transport
un-	=	unsafe, unusual, unsure

COMMON FIFFIXES

A SUFFIX IS A SYLLABLE ADD. TO THE FIND A WORD TO LYANGE ITS MEANING. IN MOST CASES, WHEN ADD. SUFFIX THAT STORTS WITH A VOWEL, DROP THE FINAL F OF THE ROOT WORD. FOR EXAMPLE, NERVE BECOMES NERVOUS. ALSO, CHANGE A FINAL Y IN THE ROOT WORD TO AN I BEFORE ADDING A SUFFIX, EXCEPT -ING.

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

Examples

payable, movable, portable logical, natural, comical American, European, librarian European allowance

ing MH Charive, decorative different, reverent, independent

thoughtful, beautiful
musician, magician
activity, fatality, popularity
active, attractive, impressive
homeless, thoughtless

payment, employment, achievement

happiness, thoughtfulness

actor, accelerator

nervous, courageous, famous

friendship, leadership, companionship backward, homeward, westward

LANGUAGE ARTS exploring French



GREETINGS

Hello/Good morning/Good afternoon | Bonjour

Good evening | Bonsoir

Hi/Bye | Salut Bye | Ciao

Goodbye | Au revoir

How are you doing? | Comment allez-vous?

(Informal: Comment vas-tu?)

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

(very) well | (très) bien

(very) poorly | (très) mal

So-so. | Comme-ci, comme-ça.

How's it going? | Ça va?

It's okay. | Ça va.

It's going well. | Ça va bien.

It's going poorly. | Ça va mal

Not bad. | Pas mal.

And you? | Et vous? (Inform

ONLY . DO NOT SUE

Do you speak English? anglais? How do you say ... ? | Comme I need help. | J'ai besoin d'aide.

Help! | Au secours!

I am lost. | Je suis perdu.

INTRODUCTIO

What's your name omment yous appelez-vous?

(Informal: Comme Tappelles-My name is... Pleased to meet Enchanté(e).

I'd like you to me I'... | Je vous présente...

(Informal: Je te présente...)

This is... | Voici

NUMBERS

BASICS

Who | Qui

Where | Où

When | Quand

Why | Pourquoi

How | Comment

A lot | Beaucoup

What | Quoi

And | Et

Also | Aussi

OF THIRDS TO THE STATE OF THE S

PLEASANT

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

Thank you | Merci

You're welcome. | Je

(Informal: Je t'en prie.)

No problem. | De rien. Excuse me. | Excusez-moi.

Tuesday | mardi Wednesday | mercredi Cornal: Excuse-moi.)

17/10

Mai/1au • Thursday | jeudi Friday | vendredi Saturday | samedi Sunday | dimanche

Monday | lundi

RESPONSES

Yes | Oui

No | Non

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

Of course. | Bien sûr.

OK | D'accord.

Maybe | Peut-être

February | février

March | mars April | avril

May | mai

June | juin

July | juillet August | août

September | septembre

October | octobre

November | novembre

December | décembre

TITLES

Miss | Mademoiselle

Mrs./Ma'am | Madame

Mr./Sir | Monsieur

LANGUAGE ARTS exploring Spanish

no se llama usted?

ncantado

Me gustarí



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

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

It's okay | Está bien

Not bad | No está mal

And you? | ¿Y usted/tú?

INTRODUCTION

What's your name? My name is... | M Pleased to meet

Likewise | Igualme! I'd like you to mer

This is... | Este(a

BASICS

Who | ;Quién?

Where | ; Dónde? When | ;Cuándo?

Why | ¿Por qué?

What | ¿Qué? How | ;Cómo?

Which | ;Cuál?

And Also Tamon
Also Tamon
Also Tamon
The El, La, Es/M/7
FOA

HRASES

The Habla Indian

nes
nartes
ay | miércoles
ay | jueves
| viernes
cday | sábado
day | domingo

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

PLEASAN

Please | Por favo

Thank you | Grad

You're welcome blema No problem | No l

Excuse me! | ¡Discul

Sorry | Perdón

RESPONSES

Yes | Sí

No No

I don't know. No sé.

I don't remember | No me acuerdo

Of course | Por supuesto

OK | Bueno

Maybe | Quizás/De pronto

Absolutely | Claro

TITLES

Miss/Ms. | Señorita (Srta.) Mrs./Ma'am | Señora (Sra.)

Mr./Sir | Señor (Sr.)

• REVIEW ONLY

July | julio

August | agosto

September | septiembre

October | octubre

November | noviembre

December | diciembre

LANGUAGE ARTS exploring German



GREETINGS

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

Guten Tag

Good evening | Abend/Guten Abend

Hi | Hi/Hallo/

Goodbye | Tschüss.

How are you doing? | Wie geht es Ihnen?

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

(very) well | (sehr) gut

(very) bad | (sehr) schlecht

I'm ok. | Es geht.

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

It's okay. | Es geht.

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

Not bad. | Nicht schlech

And you? | Und du?

BASICS

Who | Wer

Where | Wo

When | Wann Why | Warum

What | Was

How | Wie

And | Und

Also | Auch

. DO NOT SUE

ie Englisch? Do you speak English?

How do you say ... ? | Wie sage I need help. | Ich brauche Hilfe.

INTRODUCTION

What's your name

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

Pleased to meet you. | Freut mich.

Ich möchte Ihnen. I'd like you to meet

This is... | Das

Chs ieben Cht Deun 10 zehn Nittwoch Donnerstag Citag | Samstag | Sonntag | Sonntag

PLEASANTING

Please | Bitte

Thank you | Danke You're welcome. | Bittle

No problem. | Kein Prob

Excuse me. | Entschuldig

RESPONSES

Yes | Ja No | Nein

• REVIEW ONLY 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

September | September

October | Oktober

November | November

December | Dezember

LANGUAGE ARTS exploring Chinese Mandarin



GREETINGS

Hello | 你好 nǐ hǎo

Good morning | 早上好 zǎo shàng hǎo

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

wăn shàng hảo

Good night | 晚安 wăn ān

Goodbye | 再见 zài jiàn

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

How are you? | 你好吗? nǐ hǎo mā?

l'm... | 我 ... wŏ

(very) well | (很)好 hěn hǎo

(very) bad | (很) 不好 hěn bù hǎo

How's it going? | 最近怎么样? zu

It's okay. | 还行 hái xíng

Not bad. | 还不错 hái bú

And you? | 你呢? nǐ nē?

BASICS

Who | 谁 shéi

Where | 在哪里 zài nǎ lǐ

When | 什么时候 shén mē shí hòu

Why | 为什么 wèi shén mē

What | 什么 shén mē

How | 怎么样 zěn mē yàng Which | 哪一个 nǎ yī gè

And | 和 hé

Also| ₺ yě

💈 hěn duō / xǔ duō NOT

gè∕nà gè

PHRASES

Do you speak English? |

nĭ shuō yīng yǔ mā?

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

I am lost. | 我迷路了. wǒ mí lù lē.

INTRODUCTION

What's your name

nĭ jiào shén m

My name is... wŏ jiào.

Pleased to meet [4] 很高

hěn gão xìng 🚾

Likewise. | 我也 TF. wŏ yĕ yī yàng.

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

This is... | 这位是一 è wèi shì...

PLEASANT

Please | 请 qǐng

Thank you | 谢谢 >

You're welcome.

No problem. | 没问题 wèn tí.

Excuse me! | 不好意思!

Sorry | 对不起 duì bù qì

DAYS OF

Monday | 星期一 xīng qī yī

Tuesday | 星期二 xīng qī yīèr

Wednesday | 星期三 xīng qī sān

Thursday | 星期四 xīng qī sì

Friday | 星期五 xīng qī wǔ

Saturday | 星期六 xīng qī li

Sunday | 星期日 / 星期天

xīng qī tiān

RESPONSES

Yes | 对 / 是 duì / shì

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

I don't know. | 我不知道. wǒ bù zhī dào.

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

Of course. | 当然. dāng rán.

OK | 好/行 hǎo xíng

Maybe | 可能 / 也许 kě néng / yě xǔ

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

TITLES

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

Mr./Sir | 先生 xiān shēng

TNIAG

January | 一月 yī yuè

February | 二月 èr yuè

March | 三月 sān yuè April 四月 sì yuè

Mav | 五月 wǔ vuè

June | 六月 liù yuè

July | 七月 qī yuè

August | 八月 bā yuè

September | 九月 jiǔ yuè

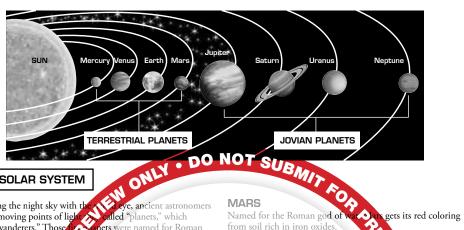
October | 十月 shí yuè

November | 十一月 shí yī yuè December | 十二月 shí èr yuè

20

SCIENCE the solar system





THE SOLAR SYSTEM

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

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

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

THE SUN

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

diameter: almos 000 miles temperature: 27

MERCURY

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

diameter: 3,031 miles

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

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

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

mean distance from the sun: 67.24 million miles

EARTH

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

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

temperature: -126°F to 136°F

mean distance from the sun: 92.96 million miles

from soil rich in iron oxides.

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

mean distance from the sun: 14 million miles

JUPITER

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

meen distance from the

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

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

mean distance from the sun: million miles

URANUS

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

diameter:

F uniform

distance from the sun: 1,784.89 million miles

NEPTUNE

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

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

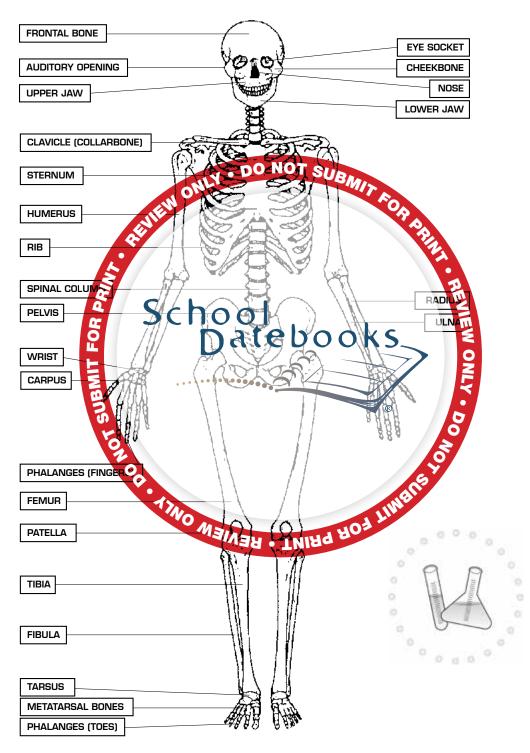
mean distance from the sun: 2,793.12 million miles

DWARF PLANETS

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

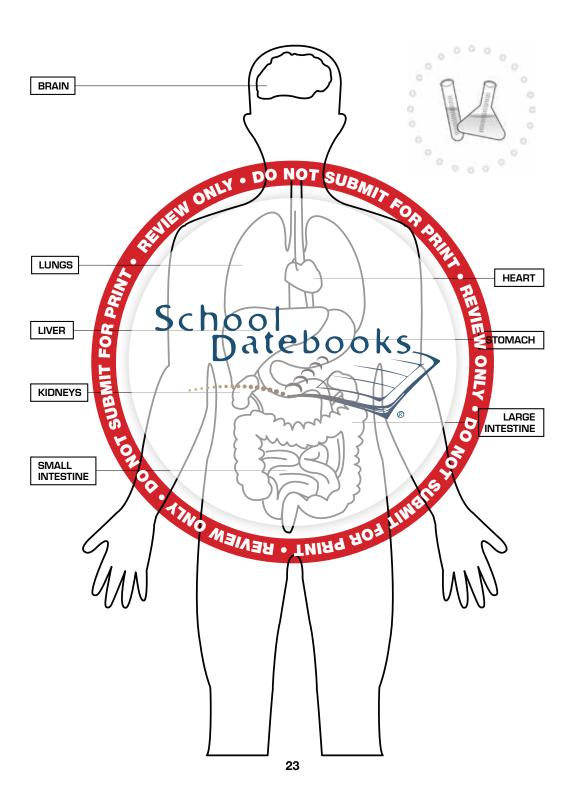
SCIENCE the human skeleton





SCIENCE major organs of the human body





SCIENCE Periodic table of the elements



_	GROUP 1 ** IA ***			SUBMIT FOR DE					BMI	T F0								VIIIA
-	I							6	Ag	Symbol -		124						Ŧ,
	hydrogen 1.008	<u>8</u>					0	ment Name —	sffver 107.9	Atomic Mas	28		e a	41 W	15 W	16 VIA	17 VIIA	helium 4.003
	e "	4 C	Group I	A (excluding H	lydrogen) co	mprises the al	all metals.						S)	ي و	~ 2	∞ (6 L	e 2
2	J	ָ פ	Group II	IIA comprises t	the alkaline-€	earth mytals.					S			د	Z ,	>	L ;	٥ ع
	lithium 6.941(2)	beryllium 9.012	Group \	VIIIA comprises	s the noble g	jases.					(10.81	carbon 72.01	nitrogen 14.01	0xygen 16.00	fluorine 19.00	neon 20.18
	11	12				1			•				13	14	15	16	11	18
က	Na	Σ					ransition !	Metals —	•		}	Г	A	0	Δ.	S	ច	¥
	sodium 22,99	magnesium 24.31	e ≣3	VB 4	69	NIB WIB	7 VIIB		9 MIIIN —	g _	- <u>1</u>	12 IIB	aluminum 26.98	28.0 7.1	phosphorus 30.97	sulfur 32.07	chlorine 35.45	argon 39,95
	19	20	21	22	11 82	24	25	26	27	88	2	30	31	32	33	8	35	36
aois 4	¥	Sa	Sc	F		Cr	M	Fe	C	Z	3	Zn	G a	95	As	Se	Ŗ	¥
H3d	potassium 30 10	calcium 40 08	scandium AA 96	titanium 47.87	June,	chromium 52 00	manganese 54 04	iron 55.85	coball 58 of	nickel	apper 62 55	zinc 65 38/9)	gallium 60 72	germanium 72 63	arsenic 74.02	selenium 78 97	bromine 79 90	krypton 8380
	37	38	39	40		42	43	44	45	46	47	48	49	30	20	25	53	54
ro	8	Š	>	Ž	2	Mo	I C	R	E	Pd	ŧ	O	드	Sn	Sb	L	–	Xe
	rubidium	strontium	yttrium	zirconium	miopin	molybdenum	technetium	ruthenium	rhediu	palla		cadmium	indium	ug.	Antimony	tellurium	iodine	xenon
	85.47	87.62	88.91	91.22	10.0	95.95	(67)	101.1	1 2.9	106.4	-	112.4	114.8	118.7	121.8	127.6	126.9	131.3
	52	99	57-71	72	N	74	75	9/	1			80	- B	82	8	28	82	98
9	S	Ba	Inthanoide	Ï	Π	>	Re	00		7	Au	5 E	F	0	8	2	Ą	2
	cesium 132.9	barium 137.3		hafnium 178.5	ia a	tungsten 183.8	rhenium 186.2	osmium 190.2	i filum 92.2	Difftin 198(1	gold 197.0	mercury 200.6	thallium 204.4	lead 207.2	bismuth 209.0	polonium (209)	astatine (210)	radon (222)
	87	88	89-103	104	3	106	107	108	109	110	111	112	113	114	115	116	111	118
7	È	æ	Actinoids	Æ	9	8	Bh	S	Mt.		Rg	C	۲ Z	3/	S E	2	S H	6 0
	francium (223)	radium (226)		rutherfordium (267)	dubniur (268)	seaborgium (269)	bohrium (270)	hassium (269)	heitherium 277)	darmstat (281)	roentgenium (282)	copernicium (285)	nihonium (286)	flerøv?/	moscovium (290)	livermorium (293)	tennessine (294)	oganesson (294)
								7		K				7				
* IUPAC	* IUPAC conventional atomic weights; standard	mic weights; sta	ındard	25	28	ĵ	09	(E)	2	9	64	69	99	17	89	69	70	1
expresse	expressed in intervals; see iupac.org for an	e iupac.org for a	E	Ē	S	N.	PZ	Pm	SI	E L	6	Q L	ð	°	ш	E	2	3
explana	explanation and values. ** Numbering system adopted by IUPAC. *** Numbering system	** Numbering sys mbering system	stem	138,90547	cerium 140.116	praseod)	neodymium 144.242	promethium (145)	samarium 150.36	suropium 15, 964	gadolinium 157,25	terbium 158.92 535	dysproc vm	Folmium 164.93033	erbium 167.259	thulium 168.93422	ytterbium 173.054	lutetium 174.9668
widely u	widely used from the mid-20th century.	d-20th century.		89	6	91	*	3	94	95	96	16	9	66	100	101	102	103
() indicates t lived is otope.	() indicates the mass number of the longest- lived isotope.	mber of the long	est-	Ac	Ļ	Pa	Ş	QN	Da	Am	5	BK	5	ES	E	Σ	²	Ľ
			•	actinium (227)	thorium 232.0377	protactinium 231.03588	uranium 238.02891	0	plutonium (244)	americium (243)	curium	er ium	californium (251)	einsteinium (252)	fermium (257)	mendelevium (258)	nobelium (259)	lawrencium (262)
					Common								, 1	ĺ	1			

SCIENCE physics laws & formulas



Mass Density

mass density = volume

Speed

distance covered average speed = elapsed time

Acceleration

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

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

Torque

T = FR

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

Boyle's Law when temperature constant:

$$p_1V_1 = p_2V_2$$

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

Wave Motion

n=wave frequency; l=wavelength)

Law of Universal Gravitation

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

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

face Perpendicular to the

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

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

Work Done by a

work = (force)(d

Power

power =

Focal Length of Mirrors and Ler

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

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

Kinetic Ener

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



TNIAG AOA TIL

Specific Heat

 $Q = cm\Delta t$

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

Ohm's Law

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

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

Electric Current

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

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

Momentum

momentum = (mass)(velocity)

Mass-Energy Equivalence

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

Power Expended in an Electric Appliance

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

Newton's Second Law of Motion

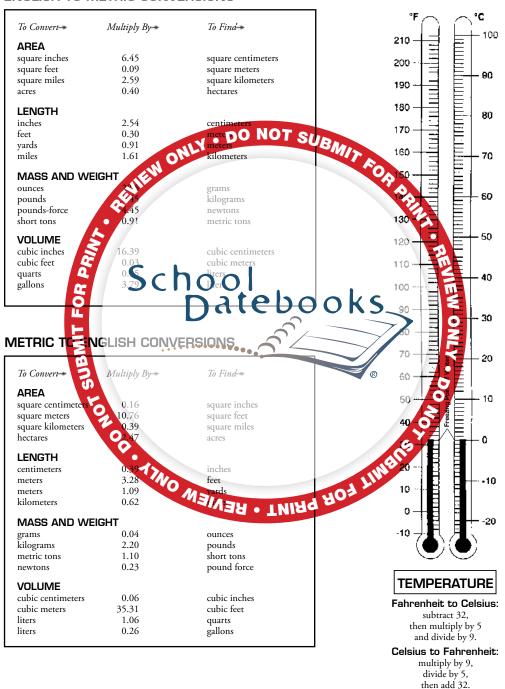
force=(mass)(acceleration)







ENGLISH TO METRIC CONVERSIONS



SCIENCE weights & measures & formulas



WEIGHTS AND MEASURES

ENGLISH

Area
1 square foot (ft ²) 144 square inches (in ²)
1 square yard (yd ²)9 square feet
1 acre43,560 square feet
1 square mile (mi ²)640 acres
Capacity
1 cup (c) 8 fluid ounces (fl oz)
1 pint (pt)2 cut 1 quart (qt)2 pins
1 quart (qt) 2 pints

Longin	
1 foot (ft)	12 inches (in,
1 yard (yd)	36 inches
1 vard	3 fee
1 mile (mi)	5,280 feet
1 mile	1,760 yards

Time	
1 minute (min)	60 seconds (s)
1 hour (h)	50 mm us s
1 day (d)	A hours
1 week (wk)	7 @
1 year (yr)	12 n ont is (mo)

1 year		365 days
,		~
1 century (c)	2	
Weight	m	
1 pound (lb)	-2	16 ounces (oz)

METRIC

Area

1 sq centimeter (cm ²)	100 sq millimeters (mm²)
1 sq meter (m ²)	10,000 sq centimeters
1 hectare (ha)	10,000 square meters
1 sq kilometer (km ²)	1,000,000 sq meters

10 Til SUS	
1 centiliter (c)	001 itter (L)
1 deciliter (dl)	1 liter
1 dekaliter (dal)	10 liters
1 hectoliter (hl)	
1 kiloliter (kl)	1.000 liters

Length

I millimeter (mm)	101 meter (m)
1 centimeter (cm)	01 meter
1 decimeter (dm)	1 meter
1 dekameter (dam)	A 10 meters
1 hectometer (hm)	10 meters
	-000 meters

Mass/Weight 1 niligan (ng)	KS.
1 centigram (cg) 1 decigram (dg)	
hectogram (hg)	7/
1 kilogram 1 metric ton (t)	

	0.0	11 gram
	5 -	.1 gram
		0 grams
-		0 grams
-	1,00	0 grams
116	10 b	lograms

FORMULAS

Perimeter of a rectangle	P = 2(l+w)
Perimeter of a square	P = 4s
Perimeter of a rectangle	P = ns
(n = number of sides)	10
Area of a rectangle	A = lw
Area of a square	EME
Area of a parallelogram	A = bh
Area of a triangle	A = ½bh
Area of a trapezoid	$A = \frac{1}{2}h(b_1 + b_2)$
Area of a circle	$A = \pi r^2$
Circumference of a circle	
Volume of a rectangular prism	V = lwh
Volume of any prism	V = Bh
Volume of a cylinder	$V = \pi r^2 h$
Volume of a pyramid	V = ½Bh
Volume of a cone	$V = \frac{1}{3}\pi r^2 h$
Surface area of a cylinder	$SA = 2\pi r^2 + 2\pi rh$
Pythagorean Theorem	$a^2 + b^2 = c^2$
-)	(sides of a right triangle)
	, , , , , , , , , , , , , , , , , , , ,

FORMULA KEY

A = area

2,000 pounds

b = base, length of any ve of a plane figure

B = area of base

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

1 = length

P = perimeter

r = radius

s = side

sa = surface area

V = volume

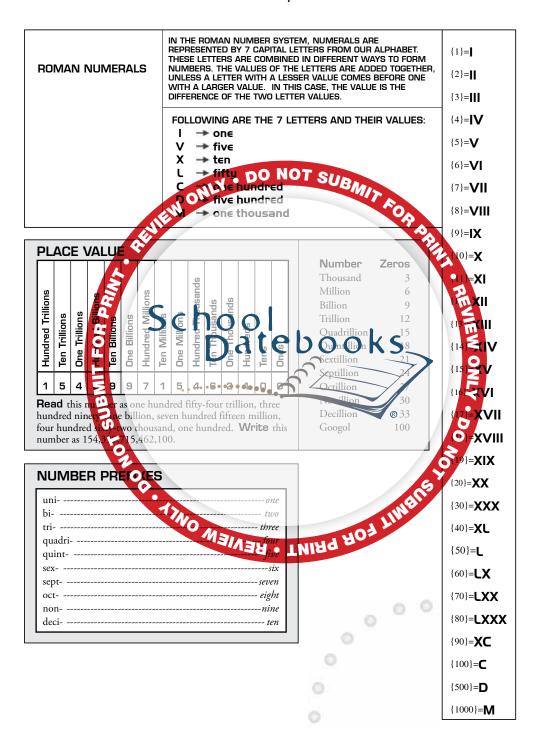
w = width

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

d = distance, r = rate, t = time



MATHEMATICS Roman numerals & place value



MATHEMATICS squares & square roots



SQUARES & SQUARE ROOTS

N		INI		N	N^2	\sqrt{N}		N	N^2	-√N
1	$\frac{N^2}{1}$	$\frac{\sqrt{N}}{1.00}$		<u> </u>	2,601	7.14		101	10,201	10.05
2	4	1.00		52	2,704	7.14		102	10,201	10.05
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		56	3,136	7.48		106	11,236	10.30
7	49	2.65		57	3,249	7.55		107	11,449	10.34
8	64	2.83		58	DO'NO	DTGI		108	11,664	10.39
9	81	3.00			3,481	7.75 PT-(\$U 7.68 7.75	BM	109	11,881	10.44
10	100	3.16		60	3,600				12,100	10.49
11	121	3.32	EW	61	3,721	7.81		NO ₆	12,321	10.54
12 13	144	3.46		62 63	3,844	7.87		112	12,544	10.58
14	169 196	20%		64	3,969 4,096	7.94 8.00		114	769	10.63 10.68
15	225	3.87		65	4,225	8.06		115	13,25	10.00
16	256	4.00		66	4,356	8.12		116	13,456	10.77
17	289	4.12		67	4,489	8.19		117	13,689	10.77
18	324	4.24		68	4,624	8.25		118	13,924	0.86
19	361	4.36		69	4,161	8.31		119	14,161	10.91
20	400	4.47	\mathbf{O}	(1) (2) (4,100	8.37		120	14,400	0.95
21	446	4.58		71	1.0/6	8.43		/124	14,641	1.00
22	4811	4.69		720	,14	9.4 0	Q	122_	14,88 4	1. 05
23	529	4.80		/3	5,329	204		123	,129	0 1.09
24	57-15	4.90		74	5,476	8.60		124	15,376	21. 14
25	622	5.00		75		8.66	-	125	15,62 5	1.18
26	67 🗰	5.10		76	5,776	8.72		1/26	15,876	11.22
27 28	725	5.20		77 78	5,929	8.77		187 128	16,129	11.27
28 29	784 (1) 841	5. 29 5. 39		78	6,084 6,241	8.83 8.89		128	16,384 16,641	
30	900	5.48		80	6,400	8.94		130	16,903	11.40
31	961	57		81	6,561	9.00		131	17.0	11.45
32	1,024	66		82	6,724	9.06		132	17.24	11.49
33	1,089	5.0		83	6,889	9.11		133	5,689	11.53
34	1,156	5.83		84	7,056	9.17		134	7,956	11.58
35	1,225	5.92	17	85	7,225	9.22			18,225	11.62
36	1,296	6.00	TIME	86	7,396	9.27		236	18,496	11.66
37	1,369	0.00			7,569	NIA 933	A0.		18,769	11.70
38	1,444	6.16		88	34 764]			138 139	19,044	11.75
39 40	1,521	6.24		89 90	9,100	9.43 9.49		139	19,321	11.79
	1,600	6.32			8,100				19,600	11.83
41 42	1,681	6.40		91 92	8,281	9.54		141 142	19,881	11.87
42	1,764 1,849	6.48 6.56		93	8,464 8,649	9.59 9.64		142	20,164 20,449	11.92 11.96
44	1,936	6.63		94	8,836	9.70		144	20,736	12.00
45	2,025	6.71		95	9,025	9.75		145	21,025	12.04
46	2,116	6.78		96	9,216	9.80		146	21,316	12.08
47	2,209	6.86		97	9,409	9.85		147	21,609	12.12
48	2,304	6.93		98	9,604	9.90		148	21,904	12.17
49	2,401	7.00		99	9,801	9.95		149	22,201	12.21
50	2,500	7.07		100	10,000	10.00		150	22,500	12.25

MATHEMATICS algebra & mathematical symbols



ALGEBRA

Expanding

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

Laws of Exponents

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

if r and s are positive integers

Quadratic For Qua When given a for 14

a in the fS of Caudition of the Date

The solution can derived using the quadratic fornities



MATHEMATIC SYMBOLS

- plus minus
- <u>+</u> plus or minus
- х multiplied by
- ÷ divided by
- = equal to
- * not equal to
- \approx nearly equal to ٧X square root of x
- אַרֶּי --- root of x
- % percentage
- sum of

- greater than
- less than
- Marthan or equal to less than 3 Huch I NING
- ≤ infinity
- is to (ratio)
- as (proportion) π pi (--3.14159)
- therefore
- because lχ. absolute value of x

and so on

- circle
- rectangle parallelogram
- Λ triangle
- angle Ż right angle
- perpendicular 丄
- parallel 41 degrees
 - minutes

MATHEMATICS fractions & percentages & multiplication table



FRACTIONS AND PERCENTAGES

100% The top number of a fraction	100%	=	1.0	=	1
75% the numerator .	75%	=	0.75	=	3/4
66.7% The bottom number of a fr	66.7%	=	0.667	=	2/3
50% called the denominator .–	50%	=	0.5	=	1/2
33.3% To multiply:	33.3%	=	0.333	=	1/3
	25%	=	0.25	=	1/4
25% 20% NOTE SUBMIT To divide, multiply decorption of the other.	20%	=	0.2	=	1/5
1670 To divide multiply the extra	16.70	=	0.167	=	1/6
of the other.	774.2%	=	0.142	=	1/7
12.5\% $\frac{2}{3} \div \frac{1}{6} = \frac{2}{3} \times \frac{6}{1}$	12.5%	Z Z	0.125	=	1/8
11.1%	11.1%	~	0.111	=	1/9
10% To add or subtract, first find	10%	= 7	0.1	=	1/10
9.1% $\frac{1}{3} + \frac{2}{5} = (\frac{1 \times 5}{3 \times 5}) + (\frac{1}{5})$		=	0.0	=	1/11
8.3% L	C 8.3% L	/ = (0.753	=	1/12
ocnobl.	301		Œ		
School Datebooks	ABLE	T NC	L <mark>i?</mark> ATI	TIP	MUI

WORKING WITH FRACTIONS

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

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



raction with the reciprocal

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

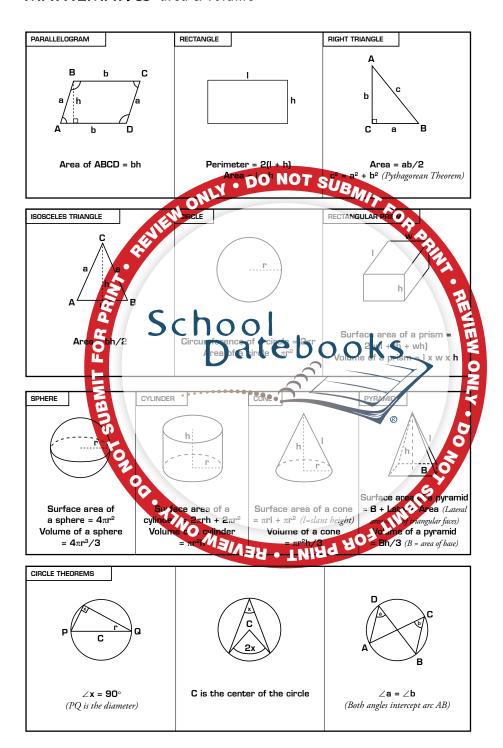
To add or subtract, first find the co

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

		_									<u></u>	1		$\overline{}$	_					
	1	2		4	5	6	7	8	9	10		1/2	13	14	15	26	17	18	19	20
1	1	2		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2	2	4	2	8	10	12	14	16	18	20	22	24	26	25	3®	32	34	36°	3 8	40
3	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48	51	S	57	60
4	4	8		16	20	24	28	32	36	40	44	48	52	56	60	64	68	72	76	80
5	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	86	90	95	100
6	6	12	18	9	30	36	42	48	54	60	66	72	78	84	90	96	iΖ	108	114	120
7	7	14	21	28	35	42	49	56	63	70	77	84	91	98	105	10	119	126	133	140
8	8	16	24	32	46		56	64	72	80	88	96	104	112	120	1 28	136	144	152	160
9	9	18	27	36	45	54	053	72	81	90	99	108	117	125	25	144	153	162	171	180
10	10	20	30	40	50	60	70			100	110	127	18	140	150	160	170	180	190	200
11	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165	176	187	198	209	220
12	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180	192	204	216	228	240
13	13	26	39	52	65	78	91	104	117	130	143	156	169	182	195	208	221	234	247	260
14	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210	224	238	252	266	280
15	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300
16	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240	256	272	288	304	320
17	17	34	51	68	85	102	119	136	153	170	187	204	221	238	255	272	289	306	323	340
18	18	36	54	72	90	108	126	144	162	180	198	216	234	252	270	288	306	324	342	360
19	19	38	57	76	95	114	133	152	171	190	209	228	247	266	285	304	323	342	361	380
20	20	40	60	80	100	120	140	160	180	200	220	240	260	280	300	320	340	360	380	400

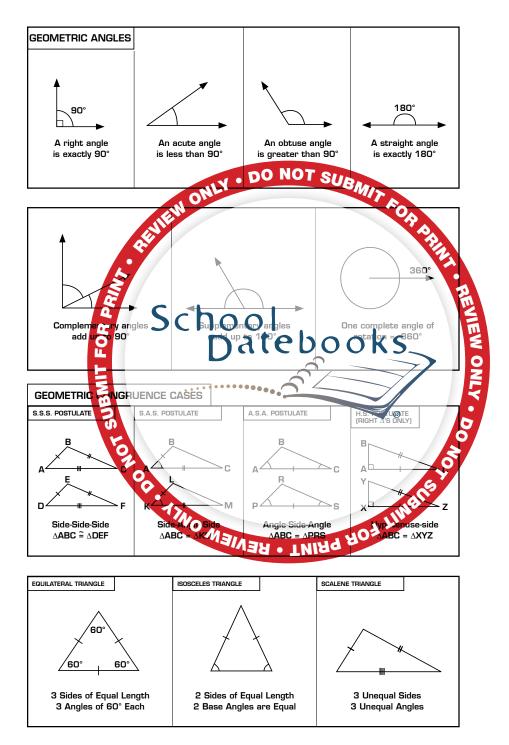
MATHEMATICS area & volume





MATHEMATICS geometric angles & congruence cases





MATHEMATICS trigonometry





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

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

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

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

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

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

TRIGONOMETRIC RATIOS

Law of Sines

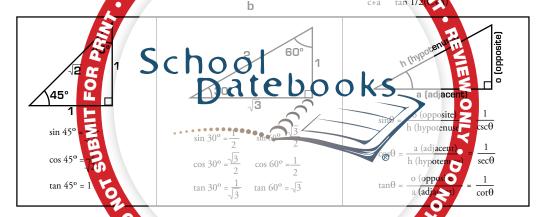
$$\frac{a}{\sin A} = \frac{b}{\sin B} = \frac{c}{\sin C}$$

Law of Cosines

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

SUBMIT Law of Tangents

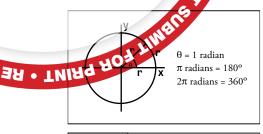
tan 1/2(A-B)

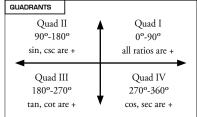


C

VALUES O	F TRIGONOI	METRIC RAT	ie V		
θ	0	π/2	B	λη/2 Λ/ο -1	2π
sinθ	0	1	0	-1	NEI
cosθ	1	0	-1	0	1
tanθ (sin/cos)	0	8	0	-8	0
secθ _(1/cos)	1	∞	-1	~	1
csc θ	∞	1	∞	-1	∞
cot θ	∞	0	-∞	0	∞

note: ∞ denotes undefined or infinite





CIVICS Bill of Rights



AMENDMENT

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

AMENDMENT

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

AMENDMEN

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

AMENDN -NT

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

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

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

AMENDMENT

In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the state and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor, NOT's have the assistance of counsel for his defense.

AMENDMENT

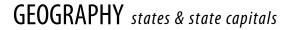
In suits at common law, when the value in controversy shall exceed twenty dollars, the lat of trial by jury shall be preserved, and no fact the by a jury, shall be otherwise re-examined in any court of the United States, than according to the rules of the common law.

poishments

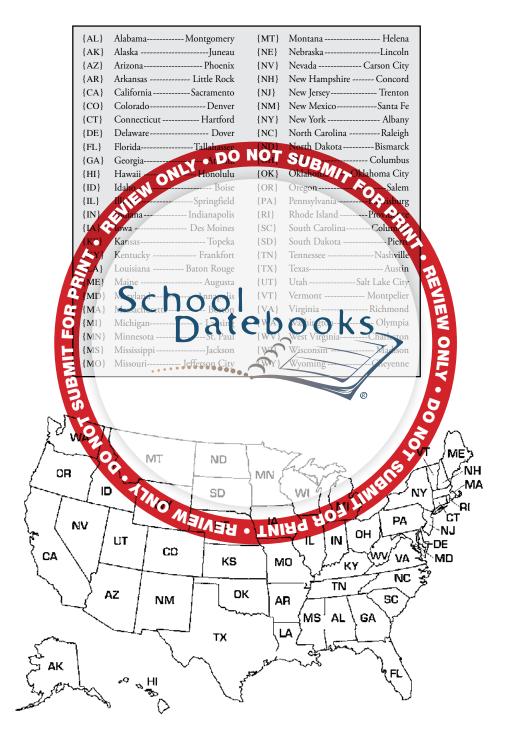
The enumeration in the Constitution of certain rights, shall not be construed to for disparage others retained by the people.

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









CIVICS United States presidents



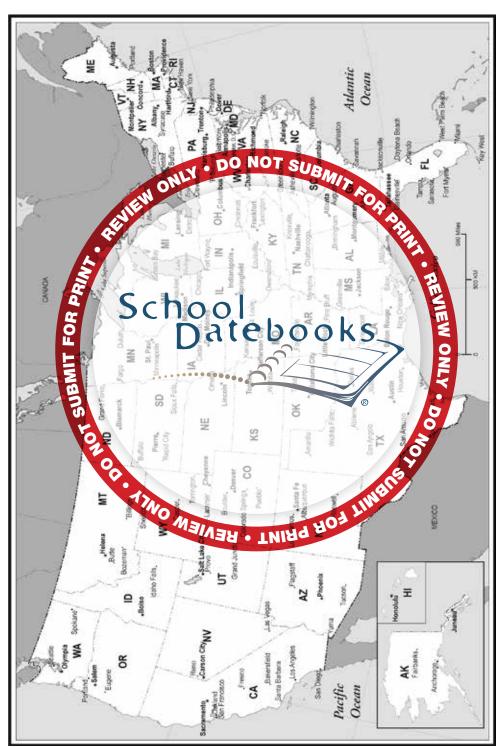
No.	President	Party	Native State	Dates of term(s)	Vice President
{1}	George Washington	Unaffiliated	Virginia [†]	April 30, 1789-March 3, 1797	John Adams
{2}	John Adams	Fed.	Massachusetts†	March 4, 1797-March 3, 1801	Thomas Jefferson
{3}	Thomas Jefferson	DemRep.	Virginia [†]	March 4, 1801-March 3, 1805	Aaron Burr
{4}	Thomas Jefferson James Madison	DemRep.	Virginia [†]	March 4, 1805-March 3, 1809 March 4, 1809-March 3, 1813	George Clinton George Clinton*
{5}	James Madison	Dam. Dam	Vissinist	March 4, 1813-March 3, 1817	Elbridge Gerry* Daniel D. Tomkins
{6}	James Monroe John Quincy Adams	DemRep. DemRep.	Virginia [†] Massachusetts [†]	March 4, 1817-March 3, 1825 March 4, 1825-March 3, 1829	John C. Calhoun
{7}	Andrew Jackson	Dem.	Carolinas†	March 4, 1829-March 3, 1833	John C. Calhoun*
(7)	Andrew Jackson Andrew Jackson	Dani.	Caronnas	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} {13}	Zachary Taylor* Millard Fillmore	Whig Whig	Virginia New York	March 4, 1849-July 9, 1850 JNO 70 March 3, 1853 March 4, 1857-March 4, 1857-March 4, 1857-March	Millard Fillmore
{14}	Franklin Pierce	Dem.	New Har Osl) NO 1857	William R. King*
{15}	James Buchanan	Dem.	Vania vania	March 4, 1857-March	John C. Breckinridge
{16}	Abraham Lincoln	Rep	Aentucky	March 4, 1861-March 3, 1865	Hannibal Hamlin
	Abraham Lincoln*	10		March 4, 1865-April 15, 1865	ndrew Johnson
{17}	Andrew Johnson	NO.	North Carolina	April 15, 1865-March 3, 1869	A 10
{18}	Ulysses S. Grant		Ohio	March 4, 1869-March 3, 1873	Year Yolfax Henry Veon* William Wheeler
{19}	Ulysses S. Grant	Pan	Ohio	March 4, 1873-March 3, 1877	V/illiam What
{19} {20}	Rutherford B. Hayes James A. Garfield*	Rep. Rep.	Ohio Ohio	March 4, 1877-March 3, 1881 March 4, 1881-Sept. 19, 1881	Chester A hur
{21}	Chester A. Arthur	Rep.	Vermont	Sept. 19, 1881-March 3, 1885	Chesici di
{22}	Grover Cleveland	Dem.	New Jersey	March 4, 1885-March 3, 1889	Thomas A. Hendricks*
{23}	Benjamin Harr <mark>ise</mark>	Rep.	Ohio	March 4, 1889-March 3, 1893	Levi P. Morton
{24}	Grover Clevelan	Dem.	New Jersey	March 4, 1893-March 3, 1897	Adlai E. Stevensc
{25}	William McKir	Rep.	Ohio	March 4, 1897-March 3, 1901	Garret A. Hobart
{26}	William McKi Theodore Roose, It		Mary Val	March 4, 1901-Sept. 14, 1901 Sept. 14, 1901-March 3, 1905	Theodore Rooseve
1205	Theodore Rogarit	76		March 4, 1905-March 3, 1909	Charles W. Fairbank
{27}	William H. Inc.	Rep.	Obio _	March 4, 1909-March 3, 1909	James S. Sherman
{28}	Woodrow W. 🕶	Dem.	Vrgin	Farch , 1 17 AM rch 3, 91	Thomas R. Marshall
	Woodrow W Can		エノいい	March 3, 1917 March 3, 192	3 _
{29}	Warren G. Harding*	Rep.	Cinio	March 4, 1921-August 2, 1923	Calvin Colidge 💿
{30}	Calvin Cool	Rep.	Vermont	August 3, 1923-March 3, 1925	Share During Z
{31}	Calvin Coolean Herbert C. 1- ver	Rep.	·Iowa	March 4, 1928-March 3, 1929 March 4, 1929 March 3, 1933	Charles G. Dawes
{32}	Franklin D. P. evelt	Dem.	New York	March 4, 1925 20, 1937	John N. Garner
(52)	Franklin D. Amevelt		17 4044	Jan. 20, 1937-Jan. 20,	,
	Franklin D. Revelt			Jan. 20, 1941-Jan. 20, 1945	® Henry A. Wallace
(22)	Franklin D. Rollelt*	_	16	Jan. 20, 1945-April 12, 1945	Harry S. Truman
{33}	Harry S. Truman	Dem.	Missouri	April 12, 1945-Jan. 20, 1949	A II XVZ D
{34}	Harry S. Truman	Dan	Texas	Jan. 20, 1949-Jan. 20, 1953 Jan. 20, 1953-Jan. 20, 1957	Alben W. Barkley
1345	Dwight D. Eisenho Dwight D. Eisenhou	Rep.	1CX3S	Jan. 20, 1955-Jan. 20, 1957 Jan. 20, 1957-Jan. 20, 1961	Richard M. N
{35}	John F. Kennedy*	Dem.	Massachusetts	Jan. 20, 1961-Nov. 22, 1963	Lyndon B. Jounson
{36}	Lyndon B. Johnson	Dem.	Texas	Nov. 22, 1963-Jan. 20, 1965	
	Lyndon B. Johnson			Jan. 20, 1965-Jan. 20, 1969	Huber 2. Humphrey
{37}	Richard M. Nixon	Сер.	California	Jan. 20, 1969-Jan. 20, 1973	Sp' Agnew*
(20)	Richard M. Nixon*		NT I	Jan. 20, 1973-Aug. 9, 1974	Ad R. Ford*
{38} {39}	Gerald R. Ford James E. Carter, Jr.	Rep. Dem. Rep.	Nebraska	Aug. 9, 1974-Jan. 20, 1977 Jan. 20, 1977-Jan. 20, 1981	Velson Rockefeller Walter Mondale
{39} {40}	james E. Carter, Jr. Ronald Reagan	Rep.	Georgia	Jan. 20, 1977-Jan. 20, 1981 Jan. 20, 1981-Jan. 20, 19	George H. W. Bush
(10)	Ronald Reagan	- wp.	MEINE	T 20 1000 T 100 4	George II. W. Dusii
{41}	George H. W. Bush	Rep.	Massachusetts	Jan. 21, 1976 1, 20, 1993	Dan Quayle
{42}	William J. Clinton	Dem.	Arkansas	Jan. 20 1993-Jan. 20, 1997	Albert Gore, Jr.
(42)	William J. Clinton			Jan. 20, 1997-Jan. 20, 2001	not in at
{43}	George W. Bush	Rep.	Connecticut	Jan. 20, 2001-Jan. 20, 2005	Richard B. Cheney
(44)	George W. Bush	Dom	Harraii	Jan. 20, 2005-Jan. 20, 2009 Jan. 20, 2009 Jan. 20, 2013	Joseph D. Didan In
{44}	Barack H. Obama Barack H. Obama	Dem.	Hawaii	Jan. 20, 2009-Jan. 20, 2013 Jan. 20, 2013-Jan. 20, 2017	Joseph R. Biden, Jr.
{45}	Donald Trump	Rep.	New York	Jan. 20, 2017-Jan. 20, 2017	Mike Pence
{46}	Joseph R. Biden, Jr.	Dem.	Delaware	Jan. 20, 2021-Jan. 20, 2025	Kamala Harris
{47}	Donald Trump	Rep.	New York	Jan. 20, 2025-	JD Vance
	(*did not finish term, †born as		t Britain before United	l States was established)	•
	, ,		sojore crime		

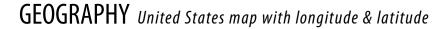
ORDER OF PRESIDENTIAL SUCCESSION

- {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

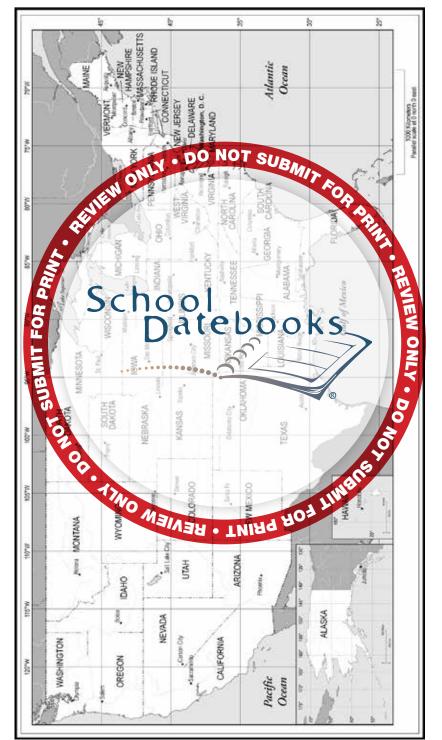
GEOGRAPHY United States map



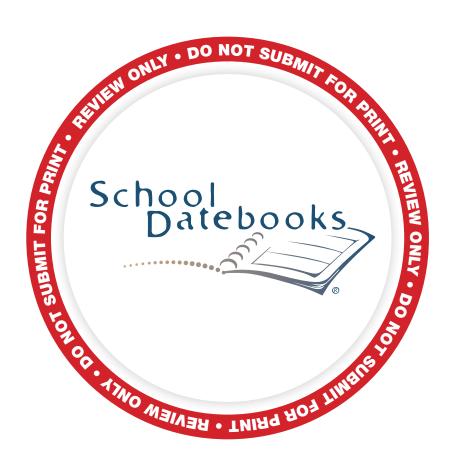


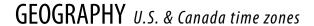




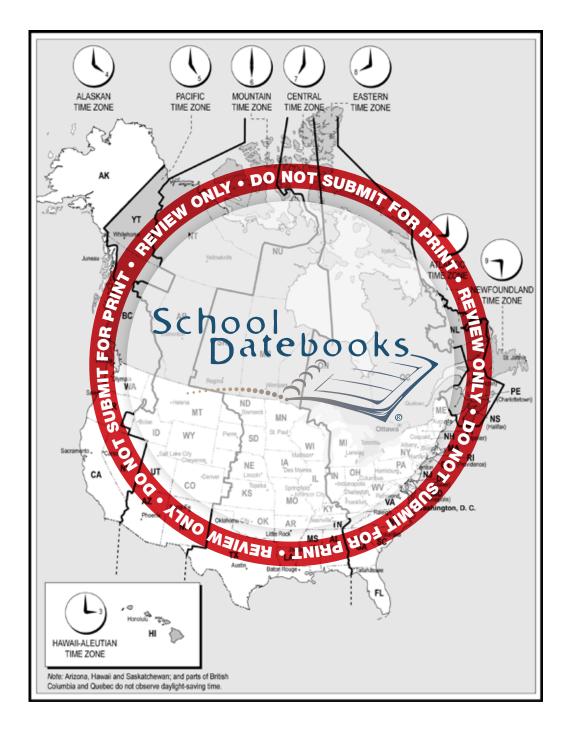






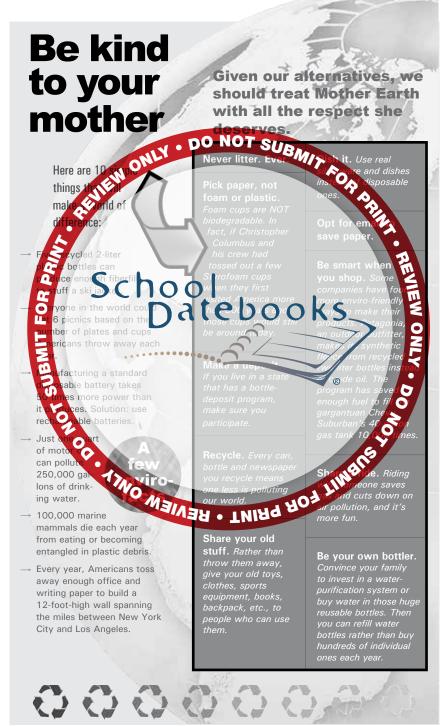






ENVIRONMENTAL AWARENESS recycling





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
- Polystyrene foam is not biodegradable. In simple terms, the foam cup you throw away today will still be sitting there 500 years from now.

 When motor oil is not disposed of properly it a DO NOTE Superach year. seep into the ground and contaminate which is the properly it is a DO NOTE Superach year.

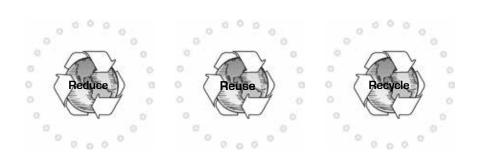
 Americans the way enough alumonths to rebuild so mitre commonths to rebuild so mitre commonths.
- An aluminum can that is not recycled will still litter the earth almost 500 years later.
- → The average office worker throws away about 180 lbs. of recyclable paper every year.
 - Hot dogs last up to 20-25 years in a landfill.
 - 70% of the trash that people throw away can be

person throws away an average of 1,460 pounds

enough aluminum every three tire commercial air fleet.

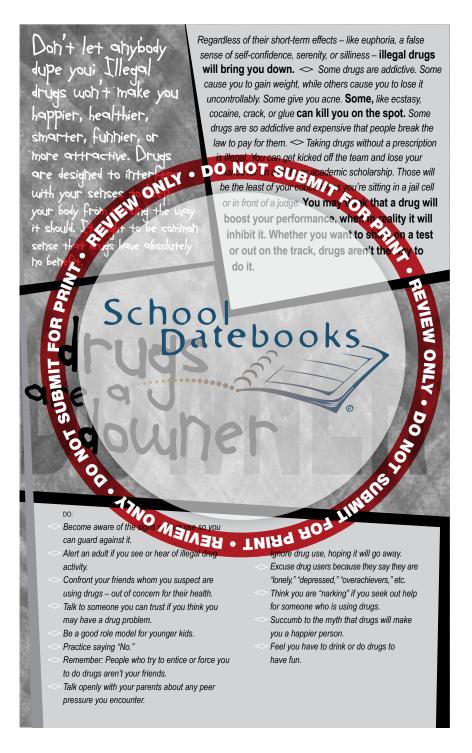
WHAT CAN

Items to Recore	How to Prepare Them
Aluminum, Ste Cand Tin Cans	Lionty rose and dry all cans.
Newspapers E	Fold newspapers and place in brown paper bags so bundle wo string into one-foot starks.
Glass	Rinse and common metal or plastic rins and lids. Sort by a brown, green, and clear.
Plastics	Rinse and separate by number.
Corrugated Cardboa	Break down boxes.
Office Paper	Separate into white, colored, and glossy stacks. It more sticky tabs and paper clips.
Motor Oil Tires	Collect in containers no larger than 5 1118
Tires	a new celept Nicer from individuals.



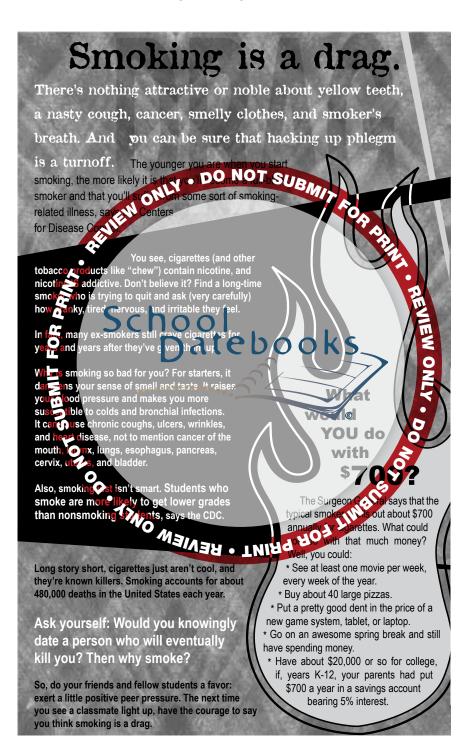
HEALTHY LIVING drugs are a downer





HEALTHY LIVING smoking is a drag





HEALTHY LIVING alcohol, tobacco & drugs



FACT AND FICTION:

Substances and your body

Home is where the heart is.

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

accidents or illnesses () any other drug.

Drinking...

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

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

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

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

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

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

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

Alcohol

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

Illegal Drugs...

...are dangerous to ye and those around you. Illegal drug an cause drastic changes in a u to live a normal life. Il ula drugs user's Chily and and from 1e comty at large. II you or meone you user, get help nool

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

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

Learn More At: https://www.samhsa.gov/ find-help/atod

"Addiction" Defined:

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

HEALTHY LIVING dietary guidelines



DIETARY GUIDELINES

RECOMMENDATIONS FOR DAILY FOOD CHOICES

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

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



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

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

Your foc

REVIEW ONLY

Find your balance between food and physical activity

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

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

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

HEALTHY LIVING emergency action steps



EMERGENCY ACTION STEPS

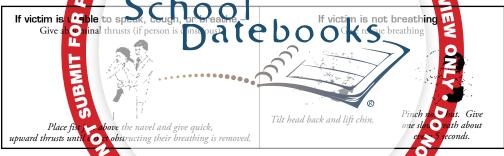
Adult Life-Saving Steps - IN THE PANIC OF AN EMERGENCY, YOU MAY BE FRIGHTENED OR CONFUSED ABOUT WHAT TO DO. STAY CALM, YOU CAN HELP. THE THREE "EMERGENCY ACTION STEPS" WILL HELP YOU ORGANIZE YOUR RESPONSE TO THE SITUATION.



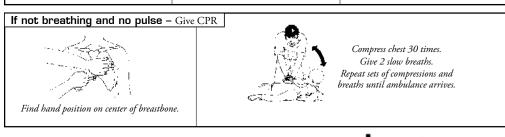
lways care for life-threatening conditions first. If there are none.

- hanges in the victim's breathing or consciousness. - Help the victim rest

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







American Red Cross

HEALTHY LIVING hotlines & helplines



GENERAL CRISIS							
7 Cups of Tea Boys Town Hotline (24 hrs.) Crisis Call Center (National Suicide Prevention Lifeline) (24 hrs.) I'm Alive (Online Crisis Network) Lifeline Crisis Chat (National Suicide Prevention Lifeline) (24 hrs.) National Center for Missing and Exploited Children (24 hrs.)	Online listeners 800-448-3000 800-273-8255 Online chat Online chat 800-843-5678 800-RUNAWAY 800-852-8336	www.7cups.com www.boystown.org www.crisiscallcenter.org www.imalive.org suicidepreventionlifeline.org www.missingkids.com www.1800runaway.org www.teenlineonline.org					
Youth America Hotline Your Life Counts ALCOHOL/SUBSTAIN ABUSE	OT SUBMIT	www.yourlifecounts.org					
Al-Anon/Alateen (For Families as Charles of Problem Drinkers) Alcoholics Anonymous American Council on Alcoholism Narcotics Anonymous National Institute on Associated Abuse and Alcoholism	888-4AL-ANON 212-870-3400 800-527-5344 818-773-9999 niaaaweb-r@exchange.nih.gov	www.1800runaway.org www.teenlineonline.org www.yourlifecounts.org wal-anon.alateen.org www.org www.right.com www.niaaa.no.gov					
ABUSE ALTH INFO		2					
American Heart Association CDC National FullDS Contact Center CDC National D Contact Center National Caneer Institute Childhelp Natio Child Abuse Hotline (24 hrs.) National Organi ion for Rare Disorders Office on Women Callth American Association of Poison Control Centers (24 hrs.) Rape, Abuse and Incress National Network (RAINN) (24 hrs.) Youth Violence Prevent	800-4-CANCER 800-4/A-CHILD 800-999-6673 800-994-90-	www.heart.org www.cdc.gov/hill www.cdc.gov/std www.cdc.gov/std www.childhelp.ac www.rarediseasa www.womenshealth.gov www.aapcc.org www.rainn.oc www.cdc.gov/stolenceprevention					
MENTAL HEATH	T 4	6					
Depression and Bipolar Supple Alliance Helpline Mental Health America National Alliance on Mental Illness Indicate Helpline National Mental Health Consumers' Self-Help Marional Faling Disorders Association Helpline SAFE Alternatives (Self Abuse Finally Ends)	800-826-3632 800-969-6642 800-950-NAMI selfhelpclearing of acount	www.selliance.org www.nami.org www.mhselfhelp.org www.nationaleatingdisorders.org www.selfinjury.com					
SEXUAL ORIENTATION/GENDER	IDENTITY						
Lesbian, Gay, Bisexual and Transgender National Youth Talkline LYRIC (Center for LGBTQQ Youth) The Trevor Project Lifeline (LGBTQ Ages 13-24) (24 hrs.)	800-246-7743 415-703-6150 866-488-7386	www.glbthotline.org/talkline www.lyric.org www.thetrevorproject.org					

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



HEALTHY LIVING breakfast — who needs it?



wellness Who Needs 12 DO NOT SUBMIT FOR TOWARD BREAKFAST

more sleep and eating breakfast, do you snooze?

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

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

Quick Takes

Breakfast on the go is often the order of the Breakfast on the go is one) are ordered ay. Some easy-to-grab fool you head out the door:

Mainable LNIE &

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

Two for the Price of Ce

agh, but you an double up.

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

"All happiness depends on a leisurely breakfast."

John Gunther

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

Adelle Davis

HEALTHY LIVING breakfast — myths & facts



wellness BREAKFAST

Myths & Facts Do Not submitted What's on the World's Menu? What's on the bore's a

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

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

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

MYTH: stomach can't handle food in the morning

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

MYTH: Breakfast will make me hungry later.

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

MYTH: Breakfast will put me to sleep in class.

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

MYTH: Breakfast can't be that important.

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

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

ALGERIA: French bread

ARGENTINA: Ham and cheese tosta AUSTRALIA: Eggs, sausage, and tom

Bread and ja

ch⊛d eggs, gr**een**

PHILIPPINES: Garlic fried rice, eggs

Russia: Black bread, sausage SCOTLAND: Oatcakes, scones

SPAIN: Roll with butter ar

TURKEY: White cheese Vinatoes, black olives, bread

from seaweed) and cockles

What's on Your Menu?

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

HEALTHY LIVING posture — lighten your backpack



wellness

Lighten Your Backpack

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

While it's convergent to have everything with you and not he to hit your locker, lugging all that weight and rd is to show your body.

Start by buying a lightweight backpick viring multiple compartments, a hip belt, as well-padded strapt.

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

Put the heaviest items at he back and distribute your stuff in diffully compartments. That distributes the weight, so Congart of your body isn't too stressed. Adjust the surely so you wear the pack close to your body.

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

Too Much Weight on Your Back?

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

Watch for these weighty and aybe unnecessary items:

- A too-hefty notebook
- Extra pair of shoes
- Book you finished reading weks ago
 - Packets and returned papers ou could
 - Dictionary from last year's sanish class
 - Water box when you could use school fountains

What's in Your Back?

Items I've got to carry day:

TNIA9 80	 	

Weigh In

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

HEALTHY LIVING sleep — getting enough zzzs?



wellness SLEEP

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

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

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

Late Nists Natural. for Teens.

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

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

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

- Friedrich Nietzsche

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

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

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

Too Little Sleep Takes Its Toll

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

poorly in school

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

HEALTHY LIVING sleep — true or false?



wellness SLEEP

True or False? Do NOT SUBMICE Sleep, Too

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

I catch up on my sleep on the week

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

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

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

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

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

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

Sleep isn't something the led in equal portions by all living things. Anima vary in their sleep habits, with differing average number of hours per day for different species.

THE SHORT SNOOZERS:

Giraffe ■ 1.9 hour

atebon

THE REAL SLEEPERS:

Dog ■ 10.6 hours

Cat ■ 12.1 hours

Tiger 15.8 hours

Python 1813a

INITED and Awake Records

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

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

HEALTHY LIVING stress — life spinning out of control?



wellness STRESS

Life Spinning Accept That CA Happens Out of Congro!

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

School Juggling **5** All at easo Oeki S Situations

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

Stop, Breating

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

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

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

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

· TNIAG AOA TIMEUR

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

Paul Dudley White

HEALTHY LIVING stress — signs of stress



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

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



wellness

VATER

Water. Water. Do NOT SUBMITTED More Water Tips for Discoulbrush your teet Why It Good to Drivk

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

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

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

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

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

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

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

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

Henry David Thoreau

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

Loren Eiseley

HEALTHY LIVING water — your body's full of water



wellness

Your Body's Full of Water

For the human body ser is vital. About twothirds of your body sent comes from water. For adults weighing 150 pounds, their bodies are vessels that services were 40 and 50 quarts of water.

Where is all that water?

- Your blod is 92 percent water
- Your miscles are 75 percent val at e 5
- Your blan is 75 percent water
- Your best are 22 percent water

Water's Burefits

Water is indeed or's cracked up to be. Consider that water

- Helps you dige absorb vitamins
- Contributes to a healthy body
- Carries waste from your oly
- 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!

Too Little Visier Spells Trouble

If you're not drinking to high water, you could be raining on your on parade. Without sufficient water, you might reience:

- Dizziness or lightheadedno
- Impaired short-term mem
- Sleepiness during the day

5 Out deingsnath

Reduced focus

I drank water to tye

- ☐ When I got up
- ☐ After I brushed my teet
- ☐ Between classes
- ☐ At lunch
- ☐ After PE
- Malla LINE HEN
 - NATEROOOI While I did my homework
 - ☐ After sports activity
 - ☐ At supper
 - ☐ Later in the evening

"Water is the best of all things."

— Pindar

HEALTHY LIVING internet safety tips



ONLINE SAFETY

BE SMART! BE RESPECTFUL! BE SECURE!

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

Be Smart!

Be Smart!

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

Re Respectfix:

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

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

Be Schure!

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

If it isn't squired, don't fill it in.

- **★** Keep you passwords and login information to email, social networking sites, and other accounts secret from e en your best friend. Change your passwor (s) periodically.
- ★ Pick a passwor hat has numbers and letters, varied case alization, and has

- more than seven characters.
 Make sure your connect // secure before logging in.
 Check the URL (www. Addle C) // the website you are logging into a LITHER to Con't trust the appearance of the self-trust the appearance of the self-trust the emails about something impact to the emails of the control of the self-trust the emails of the self-trust the self-trust the emails of the self-trust the self-trust the emails of the self-trust 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

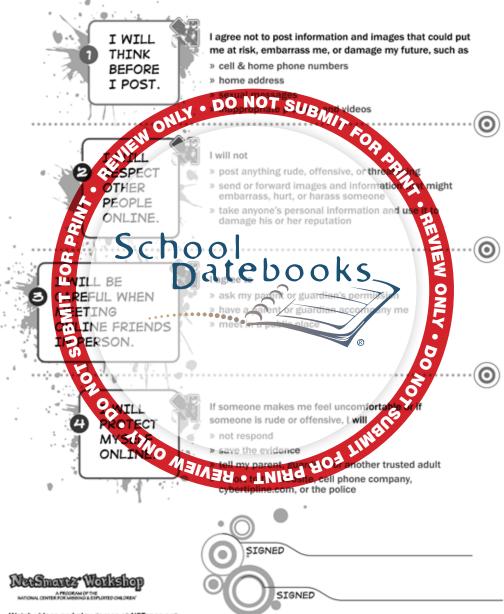
Why is it important to be smart, safe, and respectful online? Answer on a separate piece of paper.

HEALTHY LIVING internet safety pledge



INTERNET SAFETY RULES

Middle School - High School

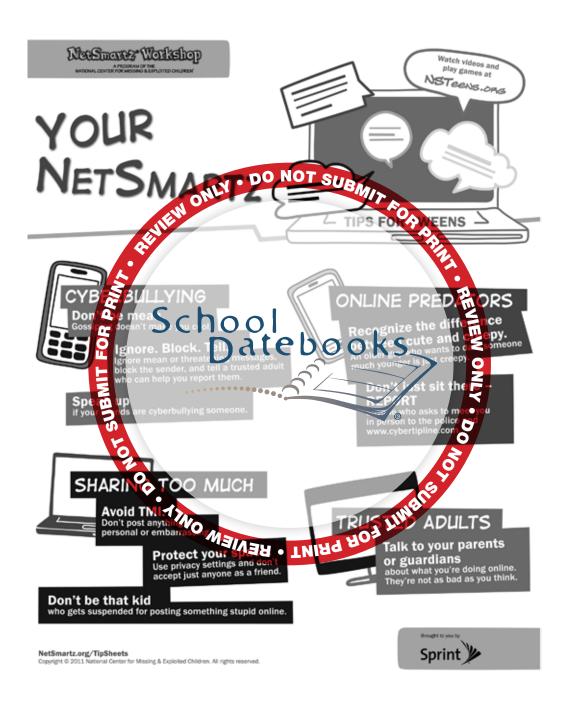


Watch videos and play games at NSTeens.org

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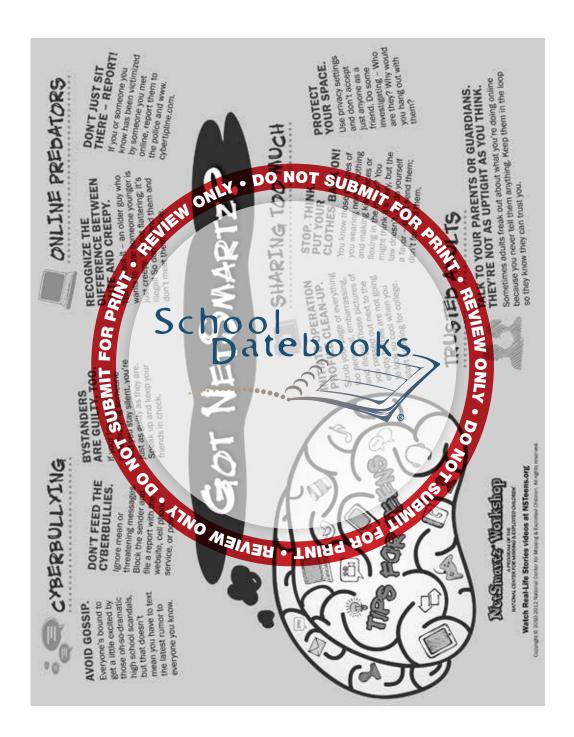
HEALTHY LIVING NetSmartz for tweens





HEALTHY LIVING NetSmartz for teens





HEALTHY LIVING social media safety for teens





THE FOLLOWING CHECKLIST CAN HELP YOU TAKE STEPS TO KEEP YOURSELF SAFER ONLINE.

CHECK YOUR COMMENTS AND IMAGES.

Have you posted anything inappropriate or illegal, like threats, nudity, alcohol, or drugs?

BOUT WHAT'S OK TO POST.

or in cost embarrassing or or in cost of each other. hurtful comments or Be clear that you'll delete 🔊 if needed, report – any posts that are in copriate, illegal, or threatening or cou you in trouble.

REVIEW YOUR ACCOUNT SETTINGS.

Go through each option slowly. Alway yourself – what is on my profile and w an see it?

nakes hara

KEEP AN EYE ON 3RD PARTY APPS.

Some of these apps will give convies access to your personal information. • REVIEW ONLY print before deciding to ac

O DON'T FORGET MOBILE.

When you use mobile vices like smartphones and tablets to something or check in, you sharing your location. Check you haring your location. Check your make sure you're only sharing what you want to.

O REPORT.

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

A program of the



NetSr

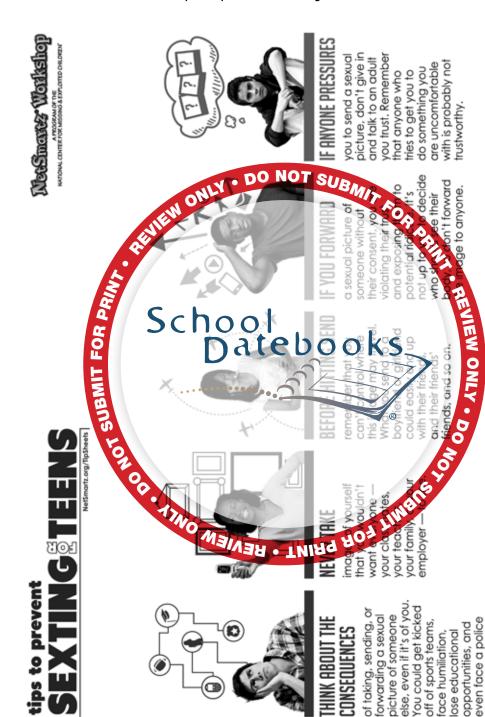
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For more resources visit NSTEENS.ORG

HEALTHY LIVING tips to prevent sexting for teens





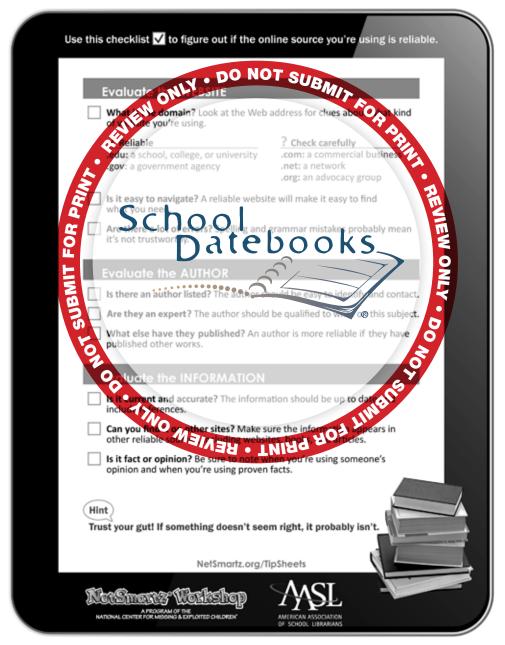
Watch Real-Life Stories at NSTERS, DRG Copyright © 2012 National Center for Missing & Explained Children. All rights reserved.

investigation.



EVALUATING INTERNET SOURCES

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



HEALTHY LIVING Abuse & Healthy Relationships / Prevention Education Overview



IDENTIFYING UNHEALTHY RELATIONSHIPS:

HOW TO PREVENT EXPLOITATION AND TRAFFICKING

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

Red Flags for Unhealthy Relationships:

- CONTROLLING: demands all your time and only isolates you from others
- DISHONEST: lies about they re with and where they are, denies the plans are abusive, lies about their age or identity
- DISRESPECTFU? Salls you names, belittles you, accuses you of things you didn? To the property of the prop
- PRESSURING: pressures you to send sexual images or videos of yourself, asks you forcefully to do sexual
 acts you are cheady to do, asks you to do sexual acts for others as a favor or to pay a deby

Spotting these figgs early on in your relationship, or your friend's relationship, could lead to relationship, a potential serious rime – His an Traff ching Hurran Trafficking is the recruitment of people by means of force, fraud, or coefficial for the purpose of exploration. The signs of human trafficking can be subtle an intermediate the victim is a figure aware they are involved in purpose.

Here are some important definitions and tips

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

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

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

CYBER TIPLINE: www.cybertipline.org

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

HUMAN TRAFFICKING HOTLINE: 1-888-373-7888

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

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

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

SUCCESS SKILLS tips for improving your memory & taking standardized tests



TIPS FOR IMPROVING YOUR MEMORY

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

 - d. Differences mountain, lake

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

TIPS FOR TAUNG STANDARDIZED TESTS

- **{1}** Concentrate. nt talk or distract others.
- **[2]** Listen carefully to Le directions. Ask questions if they are not clear.
- our eye on the time, but do not worry too much about not fin
- **(4)** Work through all of the gad sin order. If you do not think you know an it and come back to it when we have finished the test. a problem, skip
- **{5}** Read all of the possible answers for each
- **{6}** Eliminate any answers that are clearly wrong, an others. Words like <u>always</u> and <u>never</u> often signal that an answer is false.
- [7] If questions are based on a reading passage, read the questions first and then the passage. Then go back and try to answer the questions. Scan through the passage one last time to make sure the answers are
- **[8]** When you finish the test, go back through and check your answers for careless mistakes. Change answers only if you are sure they are wrong or you have a very strong feeling they are wrong.
- **(9)** Do not be afraid to guess at a question. If you have a hunch you know the answer, you probably do!
- **{10}** *Use all of the time allotted* to check and recheck your test.

SUCCESS SKILLS listening & homework skills



LISTENING SKILLS

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

To help develop listening skills:

- entering of the second problems outside.

 DO NOT SUBJULTED OF THE SUBJULT CONTROL OF THE SUBJULTED OF THE SU - Approach the classroom ready to learn; leave personal problems outside the classroom. Try to avoid
- Even if you do not sit close to
- Pay attention to the teacher we and how the lecture is organized
- Participate; ask for de hation when you do not understand.
- Take notes.
- Listen for key , names, events, and dates.
- Don't make usefudgments; separate fact from opinion.

HOMEWONK SKILL

atebooks

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















SUCCESS SKILLS successful notetaking



SUCCESSFUL NOTETAKING

- Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate information makes your outside study and review time that much easier. Good notetaking requires practice.
- Be aware of each teacher's lecture style; learning how to adapt to each style takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for each class or in a loose-leaf binder that has a section for each class. Your teacher may have certain requirements.
- Date each day's notes, and keep them in chronological order. Some teachers provide outlines that tell you how a series of lectures will be organized DO: NOTES 1/2 liver their lectures and expect you to write the information in your note in the margin or highlight any in squation the teacher specifically identifies as important
- verselearly so you will be - Write notes in short wases, leaving out unnecessary words. Use abbreviations. able to understand vur notes when you review them.
- → If you make a nestake, a single line through the material is less time consuming than trying to erase the whole thing. To will save time and you won't miss any of the lecture. Don't copy your notes over to make them nestly in the first place. Don't create opportunities to waste them.
- Write notes 4 the right wo thirts of questions a whighligh are wally impose n book page. Keep the left one-third free for follow-up ar or the discussion.
- Listen for kni ideas. Write them down it for two words Ito't troto write down every words that your teachers say. Some teachers will use the chalkboard, an oy thead projector, or a PowerPoint O sentation to outline the vey ideas. Others will simply stress them in their discussion.
- Soon after while the information is still freship your mind, create one your notes it the left column of the paper. Place these questions acres the information to which it pertains. High or underline any key points, terms, events or people. Quiz yourself by ering the 2/3 side of your notes and try to answer the questions you developed without referring to you need to refresh to memory, simply uncover the note section to find the answers to you questions. Short, quick reviews will sep you remember and understand the information as well as prepared tests.
- tests.

 The pour make sure gat you understand the anot duplicate, the material.

 The material HOLLIMATION of the standard outline outl - Review your notes This reinforces the information and helps you make sure material.
- Make sure your notes summy, not duplicate, the material.
- Devise your own use of shorthan
- 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)

NING says. DO NOT SUBMIT FOR PARILLE. LAUDABLE LISTENING

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

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

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

A MEMORABLE MEMORY

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



WINNERS NEVER CHEAT. CHEATERS NEVER WIN.

SOME PEOPLE RATIONALIZO OINOTS "MY COMPLIZER CRASHED AND I LOST MY PAPER A LITTLE HOMEWORK," "IT WASN'T LIKE IT **TEST OR ANYTHING IMPORTANT!"** Stehnoro Don't be fooled someday **Cheaters:** ON LEARNING THE MATERIAL AND EVENTU. FEEL BADLY ABOUT CHEATIN HAVE TO TRY TO KEEP TRACK OF THEIR LIES, WHICH IS IMPOSSIBLE AND A WASTE OF PRECIOUS TIME AND ENERGY.

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.

ARE USUALLY CAUGHT. WEB-BASED



PLAN TO GET AHEAD!

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

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

- Use this datebook to write down all the homework, projects, and events for which you're responsible. Also, ensure you have all the information and tools to complete your school work correctly and on time.
- 2 Time Planagement who nagingly till a visely cas we soon have the set to do and what you went to do Three keys:
- Set as despecific times for routine tasks (e.g., nomework and house old chore
- Map out the for everything you have to do, such as travel to school, attend text practices, and go to our part-time job.
- Build in softe flexibility. Some things may take more or less time than you exper. Plan on it!
- Start with your more important tasks and more down the list.

 Stay on task don't let yourself get sidetresked. Stick to those tasks that must be completed and have the most impact on your success.
- Setting Goals

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

SUCCESS SKILLS basic résumé writing



BASIC RÉSUMÉ WRITING

The Functional Résumé Format

The functional format is useful for graduating high school or college students who do not have extensive job experience.

This type of résumé emphasizes skills and accomplishments achieved in s activities, internships, and in lit

These are the 5 basic part

- **Header:** your name, address, phone number, email address.
- **Job objective:** a short statement describing how you can be of help to the employer and what you intend to do (e.g., sell, design, operate, manage).
- {3} Qualifications: a brief list or statement highlighting your background, your strengths and what you want your employer to his can be optional.
- iption of your abilities, accomplishments, and areas of nce. These can also be grouped under headings, such as Office Skills al Experience, or Planning/
- {5} Education: a list of all formal education, ops, seminars, internships, school-related activities, and ontraining (if any). The most recent should come first.

Remember:

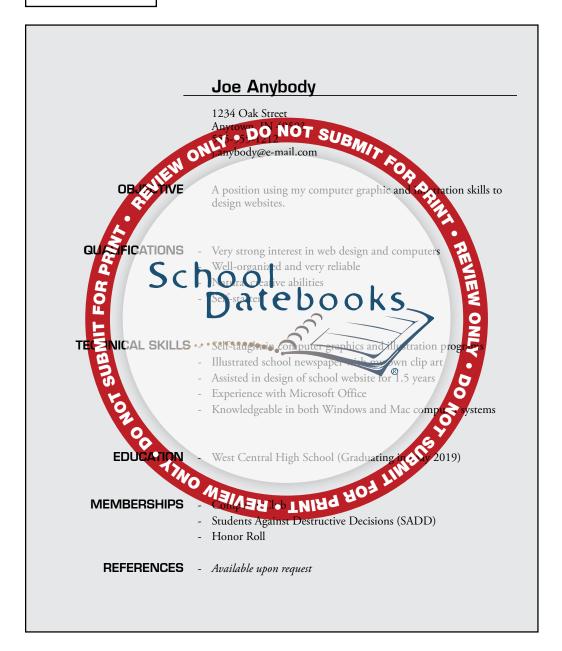
- Use only one o typefaces in the
- Use short phr instead of
- Line up all
- Use good q paper; A neutral color
- Do not inc alary requirements.
- ONLY, health, religions ersonal information such as date of birth,
- Do not use the ord résumé at the top of the page.
- Keep your résume to one page.
- Have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

Issued launched IIIII EUE JOR Lection organical and the lection of Use Action Words to escribe Skills accomplished charte classified to formula coordinated Maintale activated administered formulated advanced advised completed analyzed guided computed applied critiqued implemented arranged improved delegated reorganized assembled initiated designed streamlined attained determined instituted trained automated developed instructed updated budgeted devised introduced utilized calculated established invented wrote

SUCCESS SKILLS basic résumé writing



SAMPLE RÉSUMÉ



SUCCESS SKILLS plan for success



PLAN FOR SUCCESS

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

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

SUCCESS SKILLS preparing for college



PREPARING FOR COLLEGE

The College Application Process

- **[1]** The application process begins in NINTH grade. Your grades and coursework will directly impact your admittance to college.
- **[2]** Fill your schedule with a variety of subjects and difficulty. Colleges are looking for well-rounded students who are highly motivated. Do your best in each class. Do not let a class slip because it does not interest you. Colleges look for a consistent performance in all subjects.
- **{3}** Take the SAT or ACT in time to include
- **[4]** Look at as many potential colleges as to sibe
- **(5)** Visit as many campuses as porsi and talk to students, staff, and the off
- and talk to students, staff, and the office of Amissions while at the college.

 The colleges beginning in early fall of your senior years we can obtain applications not office or online at university and colleges. **(6)** Send applications to prov and information in the vidance office or online at university and college websites.
- **{7}** Fill out any potent scholarship forms and send them to the appropriate personnel.
- **(8)** Allow at least two weeks for your counselor to process your applications.
- **(9)** Many schools I respond to your application within four to six weeks.

Steps for Jun 45

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

Steps for Seniors

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



SUCCESS SKILLS keeping a monthly budget

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

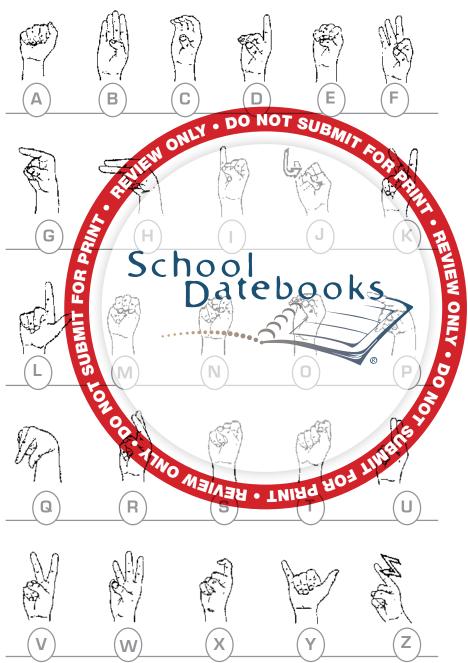
- When dining out with friends, don't order a soda; drink water instead.
- Skip costly coffeehouses and brew your own at home.
- Save money on gas and parking by walking to class or carpooling with pals.
- Many communities offer paying recycling programs, so cash in those cans.
- Consider trimming "extras"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

Category	Monthly Budget	Monthly	Semester	Semester Actual	School Yr. Budget	School yr. Actual
INCOME	ONLY		OUB	117		
From Jobs	11			NO _A		
From Parents					9	
From Student Loans						
From Scholarship						
From Financial and					更而	
Miscellaneous Income	cho	0				
INCOME TO AL	D	ate	boc	KS		
EXPEN <mark>SE</mark> S			\sim		>	
Rent or Root and Board		••••			6	
Utilities (Gas, Cectric, Water)						
Cell phone					D	
Cable TV or Streeting Services	5				2	
Groceries					6	
Car Payment/Transport Con					6	
Insurance				Me		
Gasoline/Oil	OME		···) j		
Entertainment	NO MEI	T • REV	NIA9 0			
Eating Out/Vending						
Tuition						
Books						
School Fees						
Computer Expense						
Miscellaneous Expense						
EXPENSES TOTAL						
NET INCOME (Income minus expenses)						

SUCCESS SKILLS manual alphabet



AMERICAN SIGN LANGUAGE





LESSONS IN LEADERSHIP

Tap Your Leadership Experience

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

Negotiated with your family on what to do on vac-	BM/
Helped friends agree on a pizza topping:	FORD
Got everyone to agree on a pizza topping:	
Got a stude team to decide on a project:	REVIE
Decider what music a car full foot Co	erQ:KS
How die ou participate in the discussion. The co	thers? Deel about the Lats?
What lessor are there in these everyday situations consensus-beding skills?	6
OWE GOALS.	104 Tingus
OWE GOALS	A. C.
I'd like the world to build consensus on:	"THE BEST POLICY IS MADE WHEN YOU ARE LISTENING TO PEOPLE WHO ARE GOING TO BE IMPACTED. THEN,
At school, we might work to build consensus on:	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 backs of the property o

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

Out!

School atebooks

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

- SOME WAYS:

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

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

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



LESSONS IN LEADERSHIP

Make a **Commitment**

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

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

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

Once you ge bro Genety our group's rembership, be sere

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

 Increasi

 Enhance

 your co

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

Doug Floyd

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

Jimmy Carter

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

- Increasing under Nanding of others
- Enhancing Deect for others

your community

- Improving listening and communication skills
- Expanding understanding among people
- ▶ Curbing discrimination and bias
- ► Creating opportunities for new learning and experiences



ADERSH ESSONS IN

Empower, Inspire

Lead Rather Than Dictate

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

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

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

wo wed know:

- beat and positive
- It's good to offer little prize and incentives for arriving first, bringing in the most new members, making emost signs
- Everyone should de for every achievement
- Emails and Winessages can cheer
- INIEG 774 party to celebrate a milestone keeps everyone coming back
 - "TELL ME AND I WILL FORGET. SHOW ME AND I MAY REMEMBER. INVOLVE ME AND I WILL REMEMBER."
 - Chinese Proverb
 - "ACTION SPRINGS NOT FROM THOUGHT, BUT FROM A READINESS FOR RESPONSIBILITY."
 - Dietrich Bonhoeffer

How to lead!

How to lead! apower

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



Follow Through

Swing Through for Success

Like an athlete swinging a gett for North Supplies follow through is a skill publication should make the same of t Like an athlete swinging a golf to NOT's sacket, or baseball bat, good

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

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

Head for neday Isle' Todav

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

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

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

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

Henry David Thoreau

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

Rosalynn Carter



Einstein

LESSONS IN LEADERSHIP

Organization

Get Organized for Success

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

► KEEP A CALENDAR

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

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

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



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

A PLACE FOR EXCEPTHING

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

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

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

- A.A. Milne



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 stills DO NO The Up ling "Leadership." They live deserves their say. Good leaders to the floor and crefully consider what others suggest. **EXAMPLE** Showing is always more powerful than telling, so tactions speak ouder than words. Pitch in and model what you want other to do. ATTITUDE Believing you and your group car accomplish someting is the biggest part of the ejection. Experies of the ejection of contagious! cial skill to ke it a true DIALOGUE Anyone can talk eryone and all points of view. give-and-take dialogue, a discussion that incl. Good leaders know the value of dialogue. ONERGY ▶ Effective leaders are often described as tireless. Altough you can a some rest, the energy you bring to your group will be a mayator and

commonent in your success. RESPONDED TO THE buck stops here, good lex whow, meaning they've got to do while mested, keep their word, and through every step of the way.

STANDARDS This one's especially tough. You've got to raise the bar, rise to the

occasion, and go beyond the norm. Good leaders set and achieve high standards.

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

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

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



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.

ONLY	OUBMIT
WIEW 1	score today
No. of the last of	From 1 0 (10 is tops)
8	19

						Α,	6				
•	I listen vel to others.	1	2	3	4	5	6	1	8	9	10
•	I listen set to others. I'm a god role redection	1	2	3	4	5	6	ī	8	9	10
•	I'm a good role made. O O My attitude is positive and car-catte to	O_1	1	S.	4	5	6	1	8	9	10
•	I engagen healthy discussions.		2	3	M	5	6	Ě	В	9	10
•	I bring os of energy to the task.		3	3	4	5	6	×	8	9	10
•	I'm resp to ble in my actions and keep promises.	1	2	® 3	4	5	6	7	8	9	10
	I hold mys to high standards.	1	2	3	4	5	\$	7	8	9	10
•	I'm humble aput my accomplishments.	1	2	3	4	Ş		7	8	9	10
		1	2	3	.5	35	6	7	8	9	10
•	I'm enthusiastic abo projects I commit to.	1	3	III	4	5	6	7	8	9	10
	I'm enthusiastic abolitic projects I commit to.	A0.									
	TIME										



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

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



A Good Leader Shares Credit

Who 'Dun It'?

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

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

- GO PUBLICA What's the best way to sha
- Send etails and notes or speak was in the group's success and give specific camples
- Public knowledge individuals and their charts

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

Save any myst of for a good book or movie.

TNIFIG ROA TIMEUE

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

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

- Indira Gandhi



LESSONS IN LEADERSHIP

Teamwork

Collaborate to Win

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

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

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

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

About veryone

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

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

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

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

Ken Blanchard

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

- Michael Jordan



LESSONS IN LEADERSHIP

Finding Places to Lead

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

- Democratic parties to the life you in one of their events. (17% broaden your agenda, give you an interest of speaker, and help you connect with people in the community who are interest on what you're doing.
- spirit day! k off-season teams to join you with short exhibition or even a comedy the first the interest of the more fulfand successful it will be
- charitable project? If you invite our groups to help, you have to share the offits, but you reach a wider group of cospects, too.

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

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

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

Joyce Carol Oates

	O RESPORT	
▶ What a goo	other school graded match for an Otto	s might be ivity?
TNIAG ^t	community groups n a project?	might join
Asss Ow Cha	sociation of Women vners amber of Commerce iends of the Zoo wanis ons Club otimists her:	



What's CHARACTER all about?

"Chahacteh is poweh." ~ BOOKER T. WASHINGTON

"What lies behind us and what lies before us are small matters compared to what lies within position enerson

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

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

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

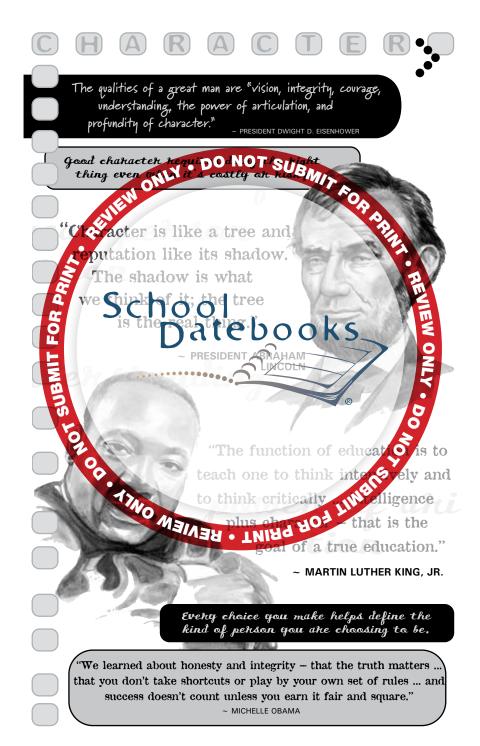
CARING Carin and current for others reat the Sot of the Golden Rule – "Treat others as you want them as treat you."

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

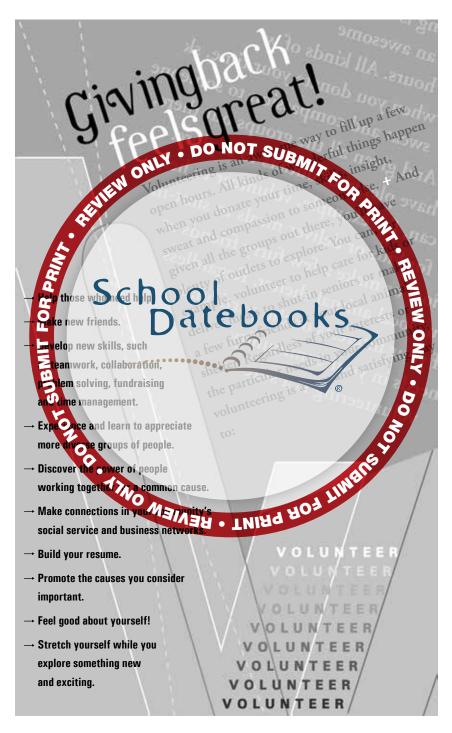
- ACTIONS Your actions not your intentions or words are vibrations o
- COMPLETY Your sense of responsibility is can compels you to do the right thing, follow through on your purchases, and be accountable for your actions. Personal rights are only possess if they're accompany to responsibility.
- ACCEPTAGE preacter the differences and appreciate how discustly 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

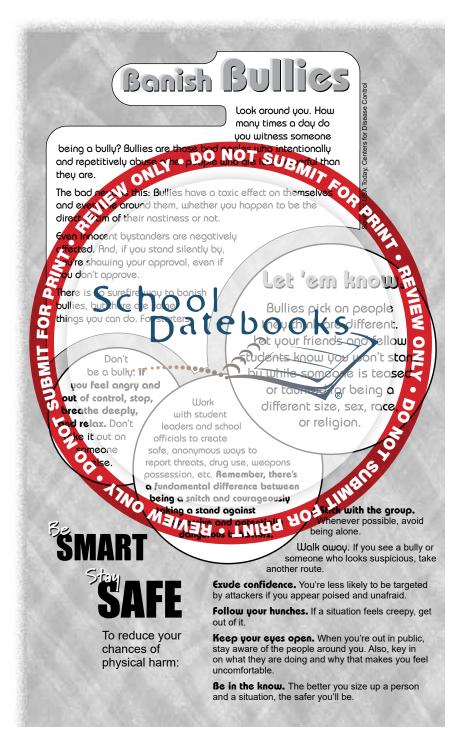












CHARACTER bullying: it's not ok



STOP BULLYING

Bullying is a form of abuse.

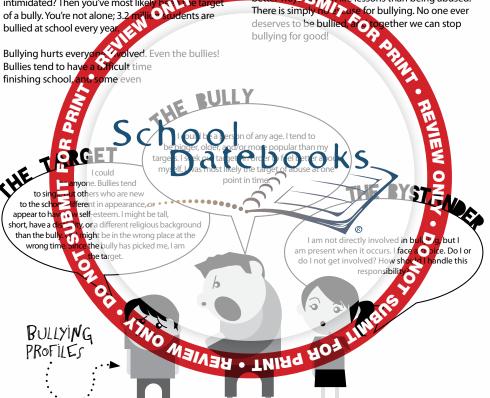
It is an intentional act meant to hurt another person emotionally or physically, and it's not OK.

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

Bullying hurts everyon colved. Even the bullies! Bullies tend to have a color time finishing school, and some even

spend time in jail later in life. Teens who are bullied by older classmates sometimes become bullies themselves, perpetuating a "cycle" of abuse.

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



BULLYING VOCABUL

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

Goad: To continuously torment another in order to get a reaction.

Target: A person whom a bully often seeks out as a victim.

Teasing: Tormenting another in an often clever but cruel way. Manipulation: The act of dishonestly influencing others for personal advantage.

Fear: The emotion that holds by standers away from helping a victim. Bully: An individual who regularly menaces others for personal gain. #EASING RUMORS GOSSIP

CHARACTER bullying means more than you think



STOP BULLYING

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

TEASE VS. TAUNT

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

Have I ever....

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

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

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

TYPES OF BULLY

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

Te ang, name-calling, reading threats, or other atened. T ak my bones 4t words ge, "Sticks and stones erbal torments can lead to never hurt me" is not vou wouldn't wan someone hen don't say it to thom

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

CYBERBULLYING: Using the review or electronic devices to engage in verbal or social media sites an inclining hurtful text messages or emails are a few colles. In some states, cyberbullying is now less than the states are a few colless. In some states, cyberbullying is now less than the states are a few colless. In some states, cyberbullying is now less than the states are a few colless. In some states, cyberbullying is now less than the states are a few colless. In some states, cyberbullying is now less than the states are a few colless. In some states, cyberbullying is now less than the states are a few colless. In some states, cyberbullying is now less than the states are a few colless. In some states, cyberbullying is now less than the states are a few colless. In some states, cyberbullying is now less than the states are a few colless. In some states are a few colless than the states are a few colless than the states are a few colless. In some states are a few colless than the states are a few colless. In some states are a few colless than the states are a few colless tha

BULLYING VOCABUI

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

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

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

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

comes out on top!

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



STOP BULLYING

What should I do? -

TAKE A STAND!

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

If you are confronted by a budy

Don't:

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

Do:

- + Proudly Clkaway and ignore the jult of show y Care affected
- + Confid by tell the bully you don't ke that they ar Loing and tell them to sto. Re member, you derence respect and the bully is being disresportful.
- + Ask you siends for help and to accompany you are places to sully might confront you.
- Ask an action of you can trust for help. Even if you think you have solved the problem, let an adult know. The solven ay move on to someone else.

DON'T STAND BY

bullying

occur..

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

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

contribute

When small you be a Cip and when she don't you. Can you think of a securition where speaking up would be a bad idea? A good idea? Are what sould you say? Discussang practice/re lay.

If you are size to der felp, where should you get help from? Tog. n. come up with several bullying scenarios. For each scenario come up with a plan to get help.

REFLECT: 0

Describe a time you rnother person were bullied:

"NO N

Given what you've learned, what would 198 done 1918 d

BULLYING VOCABULARY

Judgment: Bullies will sometimes judge another on their appearance or dress. **Silence:** Not speaking out; what allows bullying to continue.

Tormenting: Intentionally causing excessive pain or worrying.

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

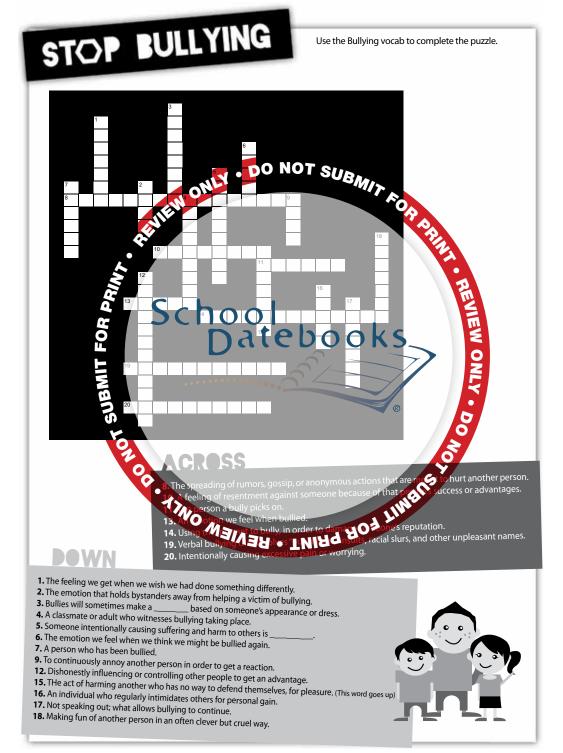
Malicious: Intentionally being vicious, causing suffering and harm to others, e.g., "That was a malicious thing to say"

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

REMEMBER:

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







RESPECT

Respect in Your World

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

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

What's Your Take?

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

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

Me First

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

I excel at

I'm a good

I'm proud of my abilit

I can teach others how to

My favorite thing about me



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

- FYODOR DOSTOYEVSKY



RESPONSIBILITY

Schoo

. DO NOT SUBMI

My Responsible Roles

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

Test Your Responsibility

When you make a mistake, you

- a. Blame someone else?
- b. Admit the mistake and try 15 prect it:

When you get up in the morning, d

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

On group assignments, do you

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

When you are at school, do you

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

Mainah Callage responsibility for

tebooks

North Journal of the responsibility for your words and actions?

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





Character In Action

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

Think carefully, your answer to indicates whether or not you

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

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

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

Looking for Inspiration

A person wand is considerate no integrity will lie, che.

DO NOT SUBMITTED

Who do you know with Mirror

If you have integrity you are:

Honest

If you don't have integrity, you

• Lie Cheat

Potkfu

- Take advantage
- Steal
- Pass Blame

"If you have integrity, noth





COURAGE

DO NOT SUBMI
DO NOT SUBMIT FOR PAIN
Where Do I Stand?
Would I stand up for a friend in front of a group of people? Would I help a friend who's being bullied? Would I tell my teacher if I caught the someone cheating? Would I tell someone Oatspected a line of
ribe a situation where you relied on courage to a stand against peer pressure.



LEMINATION

Learn from Lincoln

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

He was defeated

He was defeated for

ONLY Lincoln was defeated when he ran for the Illinois House of Representatives in 1832 in the House race in 1 and was then re-elected for three consecutive

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

He was defeated Vice President in 1856

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

the Senate again in

• Who else do you now who has shown determination:

Make a Plan. Make it Happen!

the team, determination to DO NOT SUBMIT SOA Whether it's raising your grade or making

How I can motivate myself:

How I will reward myself:

Traits in Cor.

How are determination everance alike?

How does motivation affect determina

How is determination affected by optimism?

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

- ABRAHAM LINCOLN







Think About It

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

Already Artitious?

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

How have I show mbition this week?

the last What goals have I achie two years?

Planning for Success

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

- specino NOTI SULT syou want to achieve. several steps to reach your goal.
- Set time limits. It will help motivate you towa
- Write your goals down. Use your datebook to record goals and track your progress.

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

"Intelligence without ambition is a big without wings."





CHIZENSHI

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

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

fair? Why or why not?

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

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

— MARGARET MEAD



Caring in Action

What does it mean to care for the environment?

How do you care for yourself?

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

What does it feel uncaring toward

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

CARING

How Much Do You Care?

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

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

Is it true that,

Quiz Yourself

Do I always treat others with kindness and gen

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

Do I think about of eelings before I

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

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

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

- ANTHONY J. D'ANGIELO





TRUSTWORTHINESS

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



Are You Fair?

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

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

g an Effort

Imes it can be difficult

Oncentrate on fairness ...

school?

DO NOT SUBMITED

Thome?

Thome?

Thome?

Thome?

Tolerance

- Think about I me when you were treate as an outsider How did it make you feel
- Think about the when you treated someone else they were different. How it make you feel?
- Intolerance is often ared from ignorance and prejudgments about other individuals, estyle. Is that fair? their culture or the Why or why not?
- Have you ever been unfairly accused of the something you didn't do? How did it make you feel?
 What kinds of laws are in place in our judicial system to accuse the something you feel?
- 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?

"It is not fair to ask of others what you are not willing to do yourself."

- ELEANOR ROOSEVELT



HONESTY

Honest or Dishonest?

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

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

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

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

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

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

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

Nagging Feetings

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

How do you feel after you have honest with someone?

"Truth burns up error."

— SOJOURNER TRUTH

Is honesty always best?

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

DO NOT SUBMITED BACKground injurity means to be honess. FOR

Training Scenario

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

AINO WEIVER . THIRD ROATINGUE TO

CHARACTER traits of good character



PERSEVERANCE

Winners Despite Rejections

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

Dr. Seuss Persevered

The writing is the the most, extion letters

Charles Schulz

Charles Schulz

Charles Schulz

Charles Schulz

De LAQUI SUBJunt

Shirley Chisholm

Lewis and Clark

Who Do You Know Who
Never Gives Up?

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

O' In sports?

In the most industry?

In your family?

In your family?

In your neighborhoos

wouldn't be the thing a soul" or "As one lapsed

In the most industry?

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In your family?

In your neighborhoos

Who Do You Know Who
Never Gives Up?

In your family?

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

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

So Did Emily Lininson

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

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

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

- JOHN H. JOHNSON

They Kept At It

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

Charles Schulz

CATHOLIC EDUCATION Advent



A SEASON OF HOPE



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

A TIME FOR JOY Whe word "Advent" comes from the Latin and "adventus," which means "arrival" or "coming," signaling the

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

A NEW BRINNING IN (I) e Contemplation and renewal, a roe to anticipate a

"It is the seautiful task of Advent to awaken in all of us memorie of goodness and thus to open doors

Populeenedict XVI

Your **Agyent Traditions**

Lighting an Advent wreath Ash LNING HOLD LINE Contemplating a special reading before Sunday de Bringing hope to others *L What advent tradition do your family follow? What might you add the year?

- ☐ Contemplating a special reading before Sunday dinner
- Inviting relatives to join you for a meal during this season ☐ Others:





THE ADVENT WREATH

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

EVERGREEN FOR ETRUSTY

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

The candles are placed in an evergreen

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

REPRESENTING EDICTATION OLOPE, JOY, PURITY

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

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

- Sacred Heart League

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

YOUR PERSONAL PREPARATIO

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

CATHOLIC EDUCATION All Saints' Day & All Souls' Day



SAINTS INSPIRE US

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

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

St. Angela saw a need – education for providing learning opportu Dies for girls and women.

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

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

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

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

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

- Pope John Paul II

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

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

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

stories will energize you, too.

missionary work

Mother Theodore Guerin. who founded the Sisters of Providence of St. Mary-ofthe-Woods in Indiana

Elizabeth Ann Seton, the first American-born saint

EARN FROMO
THEM—
at better model for on one of the saints? ons for living, their nergize you, too.





SEVEN SPECIAL GIFTS

The Holy Spirit bestows seven gifts at your North street. They are found at Isaiah 11:2 whis verse:

They are found at Isaiah 11:2, This verse:	MIT
"The spirit of the low shall rest upon him: a spir and of under anding, a spirit of counsel and a spirit of counsel and a spirit of counsel and of fear of the Lord.	it of wisom of strength, A
Today, these extra generally referred to as:	
Wisdom - Gerstanding - Right judgment - Strength - Gowledg - Reverence - Wooder and awe of Gode	A A A A A A A A A A A A A A A A A A A
They're yours, ready to open in reoleting to O and again throughout your life. Each time you'll gain new in gights and greater awareness. They are	TREE BYARING MANY FRUIT
gifts that we never be used up or broken!	Holy Spirit is a source
THE HOLD PIRIT IN YOUR LIFE – When have var relied on wisdom, understanding,	or of going boury Besides the Seven Gifts ou receive
strength, or an Oher of the Holy Spirit's gifts to get	these twelve Frits of the
Which of the seven gifts do you most count of today? Why?	Holy Spirit.
	Chart
- 17NO	Faithfulness Generosity
PRINT O HEVIEW	Faithfulness
Which of the seven gifts do you most count of today? Why?	■ Generosity
today. Willy.	■ Gentleness
	■ Goodness
	■ Joy
How might you use these gifts to help plan your	■ Kindness
future?	■ Modesty
	■ Patience
	PeaceSelf-control
	Self-control



A TIME TO ACT

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

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

It can also be a time for action, especially with doing good works, a time for working redemption to come.

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

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

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

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

"So faith, hope, to remain, these three; but the greate THERE OF these is love."

— 1 Corinthians 13:13

TACTIONS WILL YOU TAX

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

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





THE SEASON

Lent begins on Ash Wednesday, which follows the poor. If you wish God to anywhere from February 4 to Wish follows the poor. If you wish God to depending on the date of Four.

The poor of the poor of

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

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

— St. Thoms of Villanova

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

LENTEN TS DITIONS – Lent is a season rich with tradition and practice for Catholics. They families, churches, and communities repeat their tradition year after year. Other, modify the Ctd r fee On ling times. Around the United Sies and the world, diffont Lenten practices have en early OO

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

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

CATHOLIC EDUCATION liturgical year, colors



CALENDAR MARKS SEASONS

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

TRADITIONS CONNECT US - IDONNO This up and ar pages, tracking time helps Courses learn more about out to ory, chronologically revisit exits, celebrate specific holidays, and brown reverent meaning to the daily lives.

with meaningful traditions.

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

The season of the Catholic Charles are tebooks

Advent ■ Christmas ■ Ordinar

■ Pentecos → Ordinary Time

YOUNTAVORITE SEASO

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

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

CATHOLIC EDUCATION liturgical year, colors





COLORS BEAK 1.

Liturgical colors are also used to mark certain to the church holidays. Each color of bolizes specific siving an added colors of our services. color is a symbol for melancholy, penance, and humility. ROSE: JOY On the third Sunday of Advent and the fourth Sunday of Sut, rose replaces wellet as a symbol atebooks coming joyn RED: PASSION Palm Sund Pentecost, martyrs' feasts, and Re n are the times when red is used represents blood, fire, and martyrdom WHITE: GARY White is the Fargical color for Christmas, Easter, certain feast days, and oldings. It signifies joy, pley, light, innocence, triumph, and glory. GREEN: HOPE Green is the color Cosen following the Epiphany and Pentecost. It resents hope and BLACK: SORROW
The color black is chosen for Main and the color black is chosen for the color bla life eternal. ses, as we mourn the loss of those preceded us. YOUR THOUGHTS? How do you feel about the meanings behind each of the colors? What do you think the added symbolism of the chosen colors brings to each season?



MARY'S SIGNIFICANCE, AS MOTHER OF GOD

The older we get, the more interested we become in our mother's life. In our teens, as we experience some things for the first time,

we realize that our mother did these collevel of conversation with her, and that grows in the comments of the conversation with her, and that grows in the comments of the conversation with her, and that grows in the comments of the conversation with her, and that grows in the comments of the conversation with her, and that grows in the comments of the conversation with her, and that grows in the comments of the conversation with her, and that grows in the comments of the conversation with her, and that grows in the comments of the conversation with her, and that grows in the comments of the conversation with her, and that grows in the comments of the conversation with her, and that grows in the comments of the conversation with her, and that grows in the comments of the conversation with her, and that grows in the comments of the conversation with her, and that grows in the comments of the conversation with her, and that grows in the comments of the conversation with her, and that grows in the comments of the conversation with her, and that grows in the comments of the conversation with her, and that grows in the comments of the conversation with her conversation with the conversation with her conversation with the conversation with t

So endeared is Mary that she's been bestowed with many names - the Blessed Sigin, Our Lady of Guadalupe, the Madonna, the Virgin Mary Se Queen of Heaven, and Our Lady of Mercy, among man School

"Nature Plossoming, the warm air of May evenings, in gladness in a world that is rewing itself—all these this enter in Veneration of Mary has its place in this very particul atmosphere, for she the Virgin, shows us faith under it mouthful aspect, as God's new beginning in a withat has 5 who old."

- Pope Benedict XVI

Lessons in accepting life's challen - LNING HOLL LIMENTS

Faith that good will come to us

Solace when we need HER GIFTS US – As a truly holy woman and a mother, Mary's life offers the opportunity to model her behavior, to strive to be the patient, loving, caring person she was.

Some of her gifts to us in the

What gifts have you accepted from Mary?





FEASTS CELEBRATING MARY

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

EVENTS IN HER LIEN	FOA
December 8 ■ Importulate Conception	"Be apostles Divine Mercy
September 8 Mary's Birth	under the material and loving guidance of Mar
March 25 ■ Se Annunciation	- Pope John Payl II
May 31 Visitation	The state of the s
August 15 6 The Assumption Date by	noks F
FEAST DAYS:	DOKS ONLY.
December Our Lady of Guadalupe	
February 1 Our Lady of Lourdes	
July 16 ■ Our Lady of Mount Carmel	o l
September 15 Our Lady of Sorrows	5
August 22 ■ Quecchip of Mary	N.S.
February 1 Our Lady of Lourdes July 16 Our Lady of Mount Carmel September 15 Our Lady of Sorrows August 22 Ouecohip of Mary MAY: THE MONTH WARY - Catholics homonth each year; May is the Mary of Mary. WHAT DOES MARY MEAN TO YOU? How does the Blessed Mother influence your life? H	nor the Bally Mother for a full
WHAT DOES MARY MEAN TO YOU?	
How does the Blessed Mother influence your life? I	Help you in your faith?

CATHOLIC EDUCATION the rosary



CONTEMPLATIVE PRAYER

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

This structured prayer includes the Apostle's Creed, Hail Mary, Glory Be, and Our Father, as well as contemplation of one of four sets of mysteries of the rosary which DO NOTes Up the New Testament.

New Testament.

TIME FOR MEDITON, FOCUS – For those saying the rosary, the repetition rayer offers an opportunity for meditation, focus, and devotion whether prayed alone, with classmates or

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

CONNE ONG FAMILIES OR CUISE Speciamins a long car the by saying the row. Others use this form of during special times of the year, to bring the family together.

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

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

— Pope John Paul II

DU AND THE ROSARY

The rosary should always be seen and experienced as a path of the seed of the

YOU AND THE ROSARY

How do you feel after praying the rosary?

•	-	, ,		
What does pra	ying the re	osary give	you?	

CATHOLIC EDUCATION the rosary





THE ROSARY'S ORIGINS

Catholic scholars believe that praying the North began during the High Middle Ages, the 11th the 13th centuries by few people were able to reconceptating the Our Father Dutimes, which they had threed through oral tradition, provided a framework for control attive prayer. The prayers were counted off the control of the control of

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

Under Pope oo XIII, who served from 8 8 2 173 0 cope (S was named the Month of the Hopkosary. The feast of Our Lady of the sary is celebrated on October 7 each year

NEWEST MINOUS MYSTERIES - 12 2003

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

The Luminous Myste es are:

- Baptism of Jesus in the Jordan
- The wedding at Carely The Proclamation of the
- The Transfigure of Jesus
- The Last Section institution of the

ught thad no

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

EARLIEST MYSTERIES

Joyful

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

Sorrowful

- Agony of Jesus in the garden
- Jesus scourged at the pillar
- Jesus crowned with thorns

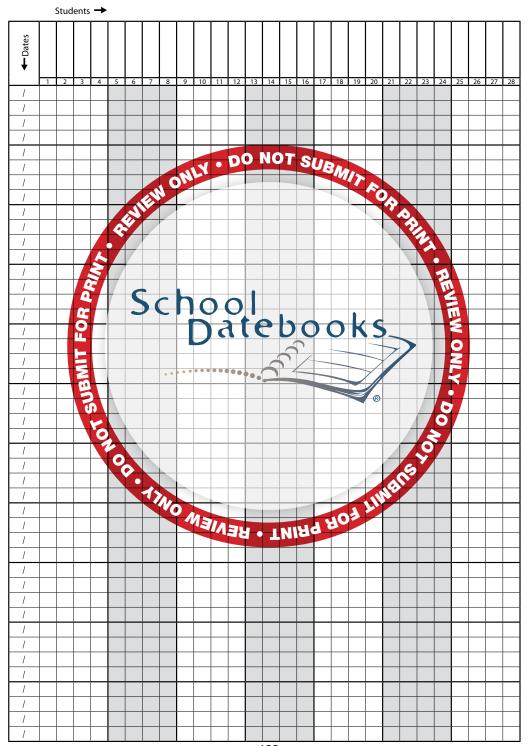
- Jesus carries his cross
- Crucifixion of Jesus

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

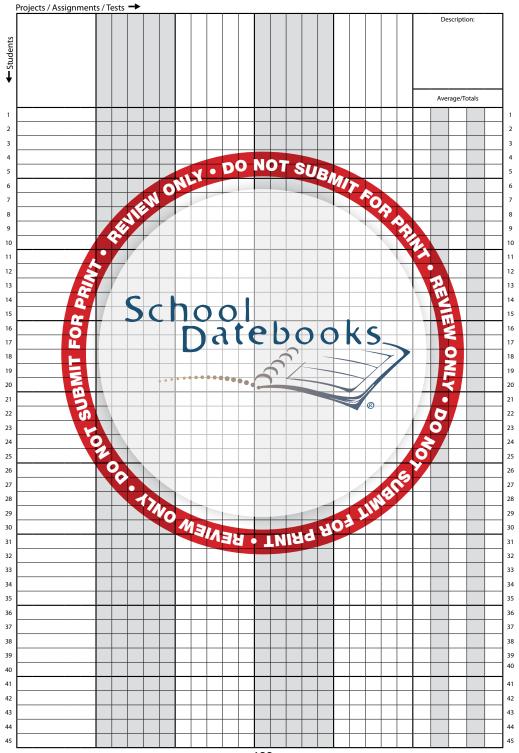
ATTENDANCE RECORDS





GRADE TRACKING





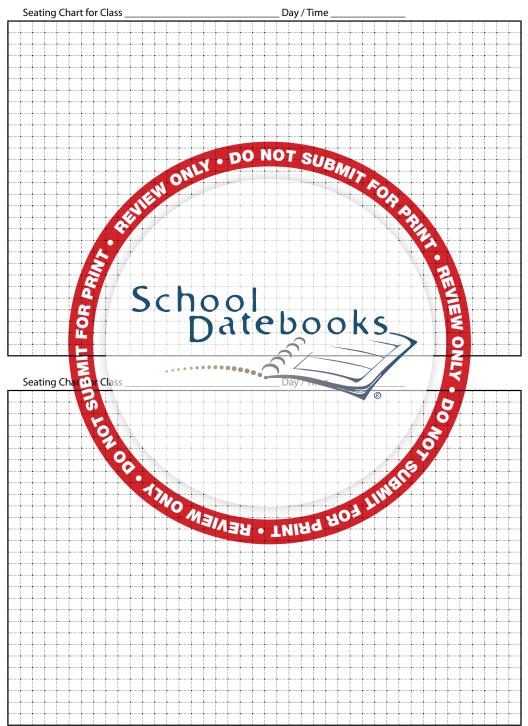
LESSON PLAN LOGS



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SEATING CHARTS





SUBSTITUTE INFORMATION



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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 DO, NOT SUBMAN information.

Many Amer () want to see more STEM in the classroom by 2015, then-President Barack Obama said, "[Scient is more than a school subject, or the periodic table. The properties of waves. It is an approach to the properties of waves. It is an approach to the properties of waves. It is an approach to the properties of waves. It is an approach to the properties of waves and and explore and the properties of waves. It is an approach to the properties of waves.



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



mong STEM jobs, occupations in technology, such as a computing and applications of tware development, are in the highest democratical accuracy.



STEM "hard " also need "heart, and Oriefs, and value," says Jack Ma, found Eld blit NEEd underscores how STEM occupations focus on humanity and improving lives.

AND NOW STEAM

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



STEM Engineering Design Process



We use the four fields of STEM (science, math, engineering, and technology) to solve real-world problems, or challenges. STEM challenges have five distinct tasks: ask, imagine, plan, create, and improve - known as the Engineering Design Process (EDP). It acts as a cycle. Once you build a solution, you will find ways DO INOT is caste a new plan, build a new model, and retest it will you and a solution BM/orks.

Tractice got Corough the EDP steps yourself! Get a deck of catholic ape. Find a way to build a house that stands up to strong winds.

Practice government



wn all your po ideas for the house. Sketches are OK!

oblem?



ven better.

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

Maine Third HOS THREUS TO Bick ... Bick ... Bick ...

Pick your best idea, & plan your solution.



CREATE Build a model of your solution.

Practice: Build your card house!

Practice: Use a detailed drawing to show your plan.





A crucial part of STEM learning is working in teams. Teamwork involves brainstorming with your fellow classmates, picking the best idea as a group, building a model together, and thinking of ways to . DO NOT SUBMIT

Noration means working tog boration means working togeto, to reach a cam, members sometimes take on ce on roles. Examples & rude: head engineer, quality control engineer operations manager, and communication director.

When sorking on a team, it's important not to criticize oth w idea of every de No O success or even something your purson In those cases you la early Out of KtSadvance Eas with your input.

Practice delivering your input in question "That godel is too large and won't work," try,

smaller of the requirements better?"

Solver of the requirements better?"

Norking in teams also Malwork

Norking for successful Malwork

The successf Working in teams & some tips for successful avoid distractions. ✓ Respect yourself and others. ✓ Manage your time ✓ Accept differences. ✓ Listen to others while they're speaking. ✓ Stay positive.

STEM Leaders in History





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

SHIFT SANDBERG (1969-) was the Chief Provating Officer
Officer Officer Street S have too few women leaders," and she has writer titled, "Lean In" about female leadership in business

School Datebooks.
THOMAS DAVID PETITE (356-) is an inve

others designed the technology known as the Internet of Things was nonprofit organization, the Native American Intellectu Enterpise Council, to help other Native American inv



MARIO MOLINA (1943-) won the Nobel Profin chemistry in 1947 odiscovering that the earth's of Wayer was being that the earth's of Wayer was being the land 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.





School Datebooks.

and X-ray diffraction at Combudge University. She use this when analyzing DNA fibers, and one of photographs, provided necessary evidence for identifying DNA's structure.

wood wo ast-iron plow farmers used what the soil, so he was live to soil, so he was live to soil and the soil of t

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.

(115.41)

STEM Interesting Inventions





Wheel (3500 B.C.E.)

- Invented by our ancestors
- cles robots

 DO NOT SUBMIT

 (1876)

 "der Graham Bell Of Today's adaptations: used on trains, automobiles,

- Invented by Alexander Graham Bell
 - Today's adaptations: landlines, cell phones,

Light Bulb (1879)

- First commercially viable bulb invented by Thomas dison tions: incandescents, fluorescents, LE

patebooks

- Today's adaptations: content alerting you the door has been open too longe

COBOL Computer Programming (1959)

Work by Grace Hopper on the early Ma led to this high level code

Walvara Pulled Ros Ind.

No page 3 agestations: Abdated Con Ind.

Ling Linguistics foods

Internet (1960s)

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

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





STEM Inventions at a Young Age





Bubble Grum (1860s)

While cheming Mexican chicle, teenager Horatio Adams thought about blowing a bubble

psicle (1905)
Eleven-year-old Frank Epp & found his
cup of powdered soda, water, as hir stick

Trampoline (1930)

Schoolst and diver George Nissen cre Date books

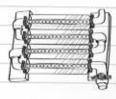
Solar Landern

When Evans Wandons he invented a solar lantern made from percent recyled materials.

Biofuel from Plastic (2011)

Azza Abdel Hamid Faiad devel (2013) way to transform plastic into biographien she was 16.

Solar Water Turner (2013)



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

STEM Careers



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



advances in existing and design state DO NOT SUBMIT FOR A methods for processing and preserving food. They address the world's hunger, needs with solutions for powing,

Semologia, and distributing food supplies.

Datebooks

mechanic Care, maintenance, and repairs a call of mechanic Care, maintenance, and repairs a call of mechanic Care, maintenance, and repairs a call of the made as and equipment they work on. Most specific care in the made as and equipment they work on. Most specific care in the made as and equipment they work on. in key areas means, airplanes, refrigeration, office machines — anything the operates mechanically. Because equipment



is always changed and being invented, mechanics must continually learness to change and procedures.

ORRIUM DIRECTOR | Angular in director oversees every 1/138 of 1/1/188 and care of marine life, with staff for ing, and care of marine life, with staff for planning, fund 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.





LIFE TECHNICIAN White technicians study wildlife and their habitats, behave to populations, and health, providing education about will to the public. They collect data in various areas; tag at the elease animals; and take blood or tissue samples. They als vanitor habitats, collect water and soil samples, and dentify problems that wildlife may encounter.

AEROSPA ENGINEER | Aignitude Color OKS are the domains of aerospace engineers. They form

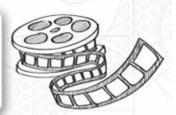
mathematic models, analyze them with compared build proton des, and conduct environmental, operations distress tests.





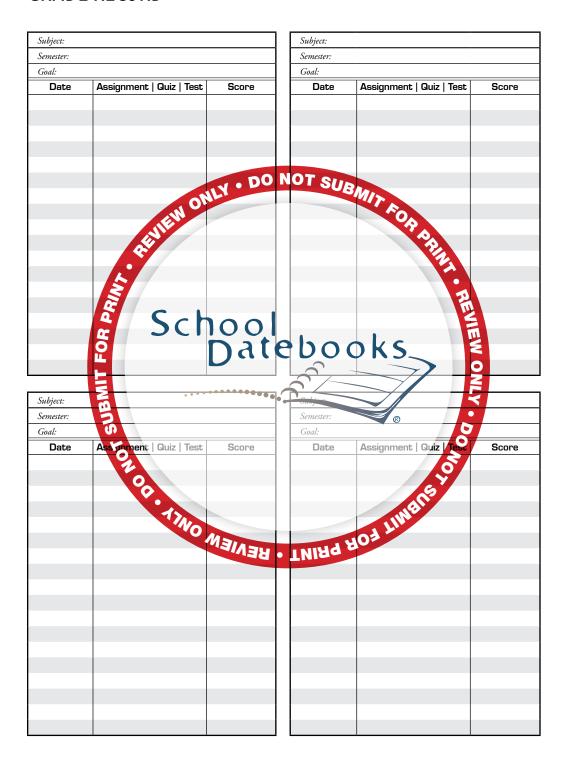
meteorologists study wher patterns and the atmosphere. They identify trend sending changes, and how those might affect people 700 especially operant when predicting severe where. Meteorologists at May is tresearched at 200 change and provide information and provide information and provide decisions based on expected weather.

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



GRADE RECORD



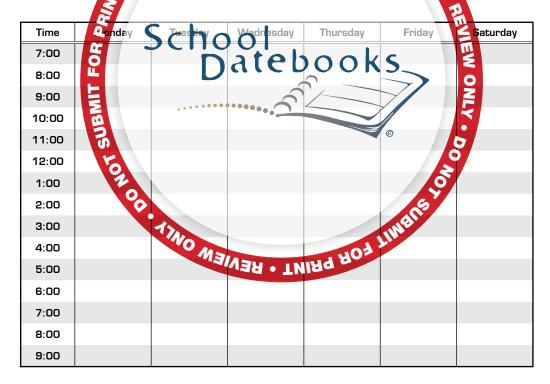


CLASS SCHEDULE first semester



FIRST SEMESTER

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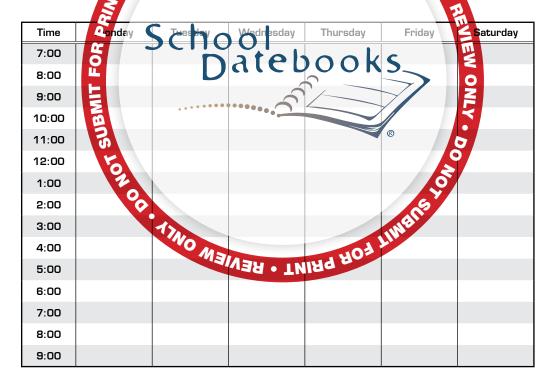


CLASS SCHEDULE second semester



SECOND SEMESTER

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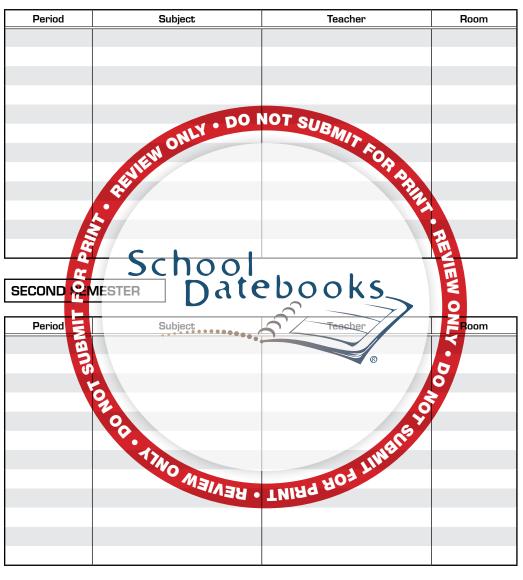




CLASS SCHEDULE first & second semester



FIRST SEMESTER





CLASS SCHEDULE trimesters



FIRST TRIMESTER

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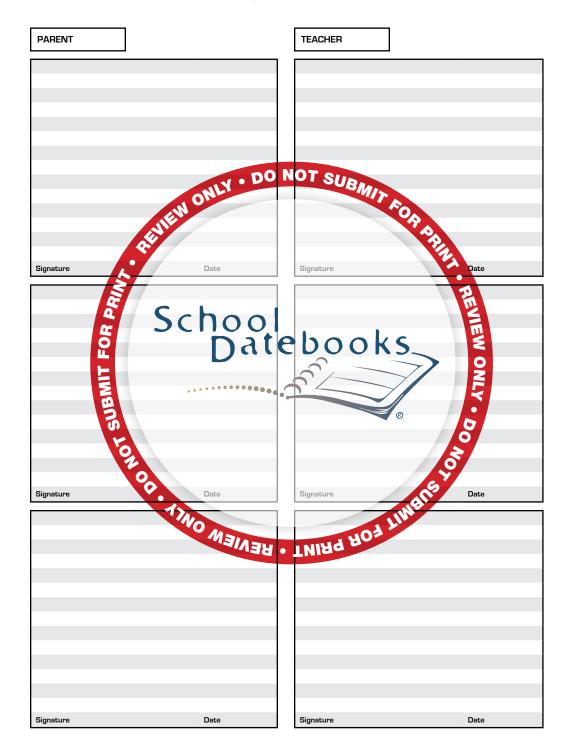
TIME-BLOCK SCHEDULE first & second semester



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

COMMUNICATION between parent & teacher



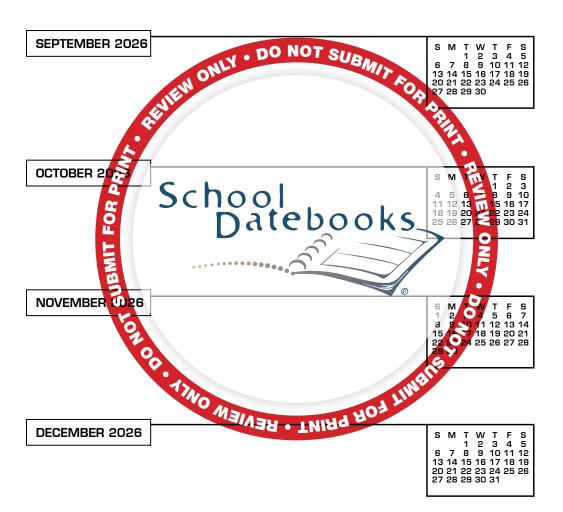


ADVANCE PLANNING



AUGUST 2026

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CALENDAR YEARS



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September	5 12 19	6 13 20	7 14 21		23	F 3 10 17 24	18	October	3 10 17 24 31	4	5 12 19	6 13 20	7 14 21	1 8 15 22	23	November	7 14 21 28	1 8 15	9 16 23	24			20	December	5 12 19		7 14		 24	18

IMPORTANT DATES United States



	2025	2026	2027
New Year's Day*	Wed., Jan. 1	Thurs., Jan. 1	Fri., Jan. 1
Martin Luther King Jr. Day*	Mon., Jan. 20	Mon., Jan. 19	Mon., Jan. 18
Groundhog Day	Sun., Feb. 2	Mon., Feb. 2	Tues., Feb. 2
Lunar New Year	Wed., Jan. 29	Tues., Feb. 17	Sat., Feb. 6
Lincoln's Birthday	Wed., Feb. 12	Thurs., Feb. 12	Fri., Feb. 12
Valentine's Day	Fri., Feb. 14	Sat., Feb. 14	Sun., Feb. 14
Presidents' Day*	Mon., Feb. 17	Mon., Feb. 16	Mon., Feb. 15
Washington's Birthday	Sat., Feb. 22	Sun., Feb. 22	Mon., Feb. 22
Ash Wednesday	Wed., Mar. 5	Wed., Feb. 18	Wed., Feb. 10
Ash Wednesday Daylight saving time begins St. Patrick's Day First day of spring April Fools' Day Palm Sunday Passover begins at sundout Good Friday Easter Earth Day	Sun., Mar. 9	Sun., Mar. 8	Sun., Mar. 14
St. Patrick's Day	MonDQr. NOT	SUB Mar. 17 Fri., M/79	Wed., Mar. 17
First day of spring	Thurs., Mar. 20	Fri., 1/1/59	Sat., Mar. 20
April Fools' Day	Tues., Apr. 1	Fri., 16/1/29 Wed., Apr. 160 Sun., Mar. 29	Thurs., Apr. 1
Palm Sunday	Sun., Apr. 13	Sun., Mar. 29	Sun., Mar. 21
Passover begins at sundown	Sat., Apr. 12	Wed., Apr. 1	Wed., Apr. 21
Good Friday	Fri., Apr. 18	Fri., Apr. 3	Wed., Apr. 21 , Mar. 26
Easter	Sun., Apr. 20	Sun., Apr. 5	St. 1, Mar. 28
Earth Day	Tues., Apr. 22	Wed., Apr. 22	Thus., Apr. 22
Cinco de Mayo	Mon., May 5	Tues., May 5	Wed May 5
Mother's Day	Sun., May 11	Sun., May 10	Sun. Wy 9
Memorial Day	Mor ., May 26	Mon., May 25	Mon., Say 31
Elag Day	Sat., Jury 14	Sun. June 14	Mon., 14
Father's Day	uC, Juve 5	GurQur V15_	Sun., J <mark>une 2</mark> 0
Juneteenth*	Thurs., June 19	Fri., June 19	Sat., Jur⊚19
First day of sumr	Fri., June 20	Sun June 21	Mon., J ≤e 21
Independence D	Fri., July 4	Sat., July 4	Sun., July 4
Labor Day*	Mon., Sept. 1	Vic. Cent	Mon., Sept. 6
Patriot Day	Thurs., Sept. 11	Fri., Sept. 11 ®	Sat., 5-5t, 11
Patriot Day Rosh Hashanah begins at sundown	Mon., Sept. 22	Fri., Sept. 11	Fri., ect. 1
First day of autumn	Mon., Sept. 22	Tues., Sept. 22	Thers., Sept. 23
V 17 1 ·	Wed., Oct. 1	Sun., Sept. 20	So. , Oct. 10
Columbus Day*	Mon., Oct. 13	Mon., Oct. 12	Non., Oct. 11
Indigenous Peoples Day	Mon., Oct. 13	Mon., Oct. 12	Mon., Oct. 11
Halloween	Fri., Oct. 31	Sat., Oct. 31 Sun., Nov. 11116	Sun., Oct. 31
Standard time begins	Sun., Nov. 2	Sun., Nov. 1	Sun., Nov. 7
Election Day	Tues., Nov. 4	Tues 7 . 5	Tues., Nov. 2
Veterans Day*	MILVAEVIEN	Helen, Nov. 11	Thurs., Nov. 11
Thanksgiving*	Wed., Oct. 1 Mon., Oct. 13 Mon., Oct. 13 Fri., Oct. 31 Sun., Nov. 2 Thurs., Nov. 4 Thurs., Nov. 27 Sun., Dec. 14 Sun., Dec. 21 Thurs. Dec. 25	Thurs., Nov. 26	Thurs., Nov. 25
Hanukkah begins at sundown	Sun., Dec. 14	Fri., Dec. 4	Fri., Dec. 24
First day of winter	Sun., Dec. 21	Mon., Dec. 21	Tues., Dec. 21
Christmas*	Thurs., Dec. 25	Fri., Dec. 25	Sat., Dec. 25
Kwanzaa begins	Fri., Dec. 26	Sat., Dec. 26	Sun., Dec. 26
* Federal Holiday in the United States		ı	

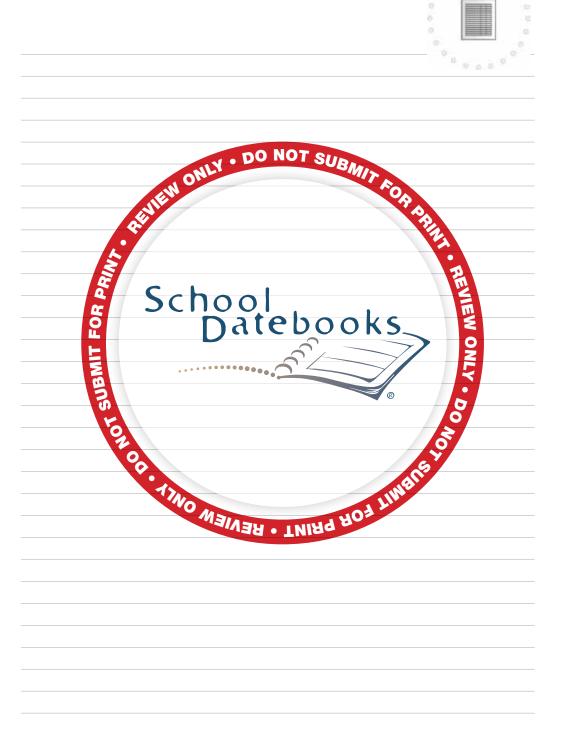




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