

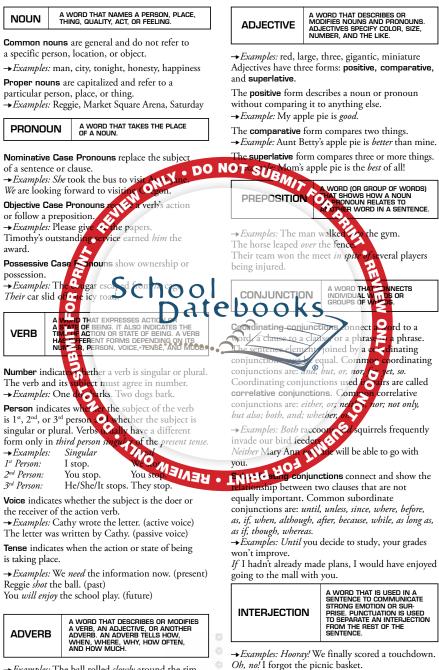
# K-12 REFERENCE PAGES 5.5" X 8.5"



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# LANGUAGE ARTS parts of speech





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

Yes! Her gymnastic routine was perfect.

Ah, we finally get to stop and rest.

### LANGUAGE ARTS capitalization & plurals



CAPITALIZATION THE FOLLOWING CHART PROVIDES A QUICK OVERVIEW OF CAPITALIZATION RULES. All proper nouns - Shannon O'Connor, Orlando, Bill of Rights All proper adjectives - Kraft cheese, Bounty paper towels, Phillips screwdriver The first word in every sentence - Her dress is stunning. Races, languages, nationalities - Asian, French, African-American Nouns/Pronouns that refer to a supreme being - God, Allah, Yahweh Days of the week - Sunday, Monday, Tuesday Formal epithets - Ivan the Terrible Bodies of water → Amazon River, Lake Huron, Wea Creek Cities, towns → Houston, Lafayette, Dearborn Counties → Tippecanoe, Cork Countries - U.S.A. Mexico, Canada Continents - Africa, North America SUBMIT 1Via Landforms - Mojave Desert, the Ap Holidays and holy days - Veterans tristmas. Yom Kipput Official documents -> Energy and Proclamation Official titles -> Presidence Jama, Mayor Readle Periods and events in Kstory - Middle Ages, Renaissance Planets, heavenly boces - Mars, Jupiter, Milky Way Public areas → Yell stone National Park Sections of a coust or continent → the Northwest, the Middle East Special events Cattle of Lexington Streets, roads, Sahways NEW ONLY . Trade names - Gonda Ace PLURALS FOLLOWING CHART PR The plurals of is the nouns are formed by adding a set *Examples:* pie us | desk = desks | machine = machines The plural forms () nouns ending in s. sh, x, z, and ch are made by adding *es* to the since a transfer has the backet - Examples: bus - ases dish = dishes fox = foxes buzz = buzzes church = churches The plurals of commer rouns that end in y preceded by a consonant are formed by chan the y to i and adding . +Examples: fly = flies copies The plurals of words that encypt y preceded by a vowel are formed by add  $\rightarrow Examples$ : holiday = holidays (p preceded by a monkeys The plurals of words ending in o predition a wowel are formed 00 → Examples: studio = studios | rodeo = rodeos +Examples: studio = studios | rodeo = rodeo The plurals of words ending in o preceded by a consonant are formed by adding s or es. -Examples: hero = heroes | banjo = banjos | tomato = tomatoes | piano = pianos The plurals of nouns ending in f or fe are formed in one of two ways: **(1)** If the *f* sound is still heard in the plural form, simply add *s*. - Examples: roof = roofs | chief = chiefs {2} If the final sound in the plural is a ve sound, change the f to ve and add s. - Examples: wife = wives | knife = knives Foreign words and some English words form the plural by taking on an irregular spelling. → Examples: crisis = crises | criterion = criteria | goose = geese | ox = oxen The plurals of symbols, letters, and figures are formed by adding an s. →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

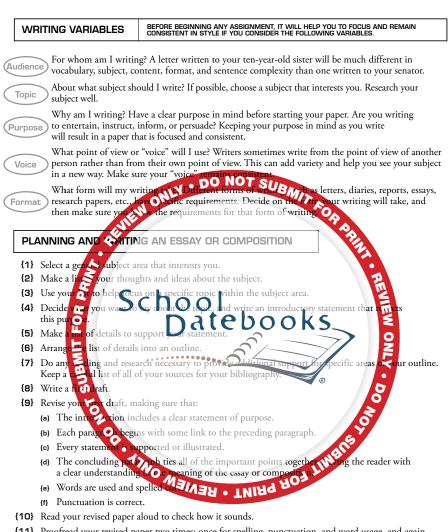


### SENTENCE STRUCTURE

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 one main clause. It expresses one main thought and has one subject and one verb. A simple sentence may contain a compound subject, compound verb, or both. → Examples: We enjoyed the concert. Amy and Scott were married yesterday **DO NOTESUA**my and Scot my and Scott) Ben is leaving work and going to a trompound verb. leaving a beat of the beat a semicolon or a convertification of the conjunction. →Examples: Coller fossils is fun, but I think identifying fossils is difficult. unction) Andy's suit looks of it just got back from the cleaners. (semicolon) Erin came home for Easter, and Courtney went to Florida. (comma/conjunction) A complex A prence has one main clause (in italics) and one or more subordinate day set (underlined). → Example and says that good grades are the result of diligent studying. (main claused one independen clause Diligent Adving is vork several hours before I can start <mark>stu</mark> ng. (main clause, tradepende A compand-complex sentenc and one **or** subordinate clauses (underlined →Exam **Because the school bus broke down**, *t* rode in a van heerl**eade-\_r** de in cars. team Unless 15 eyes are deceiving mo, Kristicison that naway horse, and ehind he æ SPELLING RUPES Write *i* before *e* execute after *c*, or when sounded like *a* as in *weigh* and *eight*.  $\rightarrow Exceptions$ : seize, word either, leisure, neither When the *ie/ei* combine is not pronounced *ee*, it is usually spelled *ei*. + Examples: reign, weigh, ne thor ansonant preceded by one vows the → Exceptions: friend, view, misc 6 + fiery When a multi-syllable word ends accent is on the last When a multi-syllable word ended a way syllable and the suffix begins with a way and the suffix beg when vou 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





{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



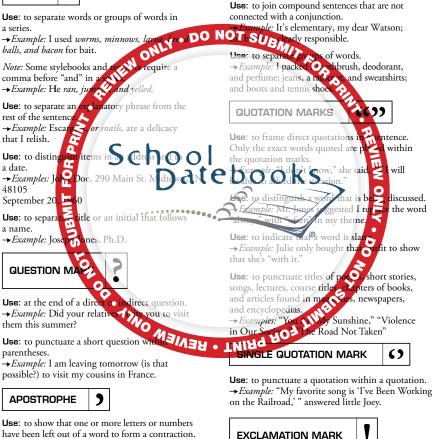


**Use**: after words introducing a list, quotation,

question, or example.

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





have been left out of a word to form a contraction. →*Examples:* do not = don't | I have = I've

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

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

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

Example: bosses = bosses', children's

**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 to | in the direction of -Examples: Jonathon will accept the job at the too | also or very restaurant. two | the whole number Everyone was able to attend the ceremony except between one and three +Examples: The paramedics Phyllis. rushed to the scene of the accident. capital | chief, important, excellent. Also the city or This meal is delicious, and it is low in fat, too. town that is the official seat of government of a state Only two of the 10 runners were able to complete or nation the race. capitol | the building where a state legislature meets the Capitol | the building in Washington, D.C., in weather | the state of the atmosphere referring which the United States Congress meets to wind, moisture, temperature, etc. → Examples: The capital of France is Paris. ONLY DO whether a choice or alternative NOTASUS we are hoping for warm, sunny weather for our hand with two are We cannot decree a some we will drive or fly to the reunion. The *capitol* of Indiana is a building in Ind The vice president arrived at the arriving senators. hear | to listen to Who's | the contraction for the is or who has Whose | the possessive form to be here | in this place → Examples: Do you hear that strange sound? **re in the** refrigerator. The juice is right h -> Examples: Who's in charge of the lighting for it's | the contraction of *it is* or *it has* its | shows owner, so or possession -- *Examples: It's* norty time reave for Whose bicycle is out in the rain? you're | the contraction for you are football game. your | the possessive form of you 07 The wagon los wheel in the mud llecto ask if you'r nning **L**y metal lead | a heavy, paper will be om today. lead | to go first \_\_\_uide led | the past ter s of lead → Examples: War pipes in many older homes are made *rad*. This path will *leave* to the waterfall. Bloodheunda *leave* Bloodhounds led the police to the hideout. loose | free or not ti **lose** | to misplace or suffer the loss of something → *Examples:* Since she loss of eight, many of her ipal cr clothes are loose. If you lose your money, you be able to 1) get into the park. principal | the first or most important. to the head of a school. principle | a rule, truth, or belief → Examples: Pineapple is one of the principal crops 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. Please place all of the newspapers over there. They're coming over tonight.

### LANGUAGE ARTS frequently misspelled words



trouble

unique

unusual

usually

vaccinate

vacuum vegetable

village

villain

weather

weight

weird

were

we're

Wednesday

derful

k

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truly

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until

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 Christian cinnamon climbed

climbing equipped clothes escape colonel especially college etc. column everybody commercial everywhere committee exaggerate completely exceed concentrate excellence conscientious excellent conscious except continue excitement continuous exciting convenience existence convenient expense counterfeit experin countries 0 courage afi amilies courageou fascinate courteo cried fasten criti fatigue cri fictitious ve ide 27 nite nitely forecast **cen**d foresee cribe ription forty de freight diction didn't friend difficult front lfill dinner dining disappear disappoint discipline grammar discussion grateful disease guarantee dissatisfy guard doctor guess does guest doesn't ĥandsome happen dropping happiest during happily easier easiest happiness easilv hear effect height either here embarrass history enough hoping entertain hospital envelope humor humorous equipment

hungry identify imagine immediate immediately immensely incident independent Indian innocent instead intelligence intelligent interpret DO NOT its knew loose lying marriage geve Oomana minut geve Oomana misch grabbed mischievous narrative necessary neighbor nervous niece nineteen ninety notice noticeable nuisance obedience

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plane

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prophecy

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quantit

raspberrv

TNIA9 AO

realize

really

receive

recess

receiving

recognize

reference

referring

rein

reign

relief

relative

religion

remember

repetition

repellent

recommend

parati

reservoir restaurant rhvme rhythm ridiculous running safety Saturday scent schedule scissors search secret secretary semester sense parate o aration seig zaro shephe shining sincerely soldier

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together

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occasion

occurred occurrence

occurring

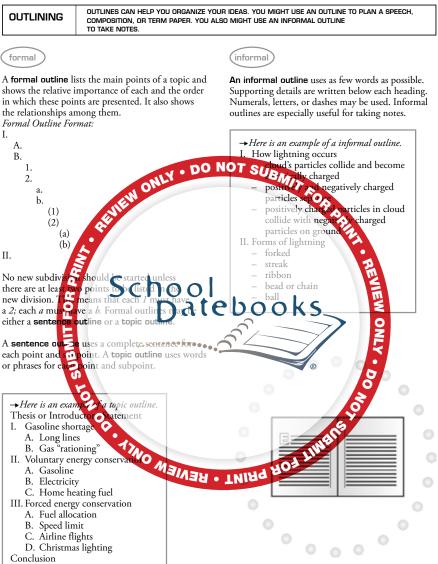
occur

often

opinion

# LANGUAGE ARTS outlining





## LANGUAGE ARTS common editing marks



1 insert a comma - Her husband Andy decided to open his own repair business. nary guest. a can be no ministed as the states. The contract on tike hard-boiled to state the states. The does not like hard-boiled to state. The state ministed hard no states to state. The state ministed hard no states to state. The state ministed hard no states to state to states to states to state to s ✓ insert an apostrophe - Mary hadn't planned on a sixth party guest.  $\sqrt{2}$  | insert quotation marks  $\rightarrow$  The students were required to read the poem Howl. *∧* | insert written suggestion → Jean-Pierre said his favorite country to visit was the States. ⊙ | use a period - Mark likes scrame S delete -> Jim warned me that that magnet might harm my CD. transpose elements - The team could have also been in the tournament.  $\bigcirc$  | club up this space - Milo re-rated to his dog house. # inset single space -> Jeff didn Unind waiting, but he was running out of time. 4 | begin www.paragraph + "Who's that? " Sissy asked.""Her name is Beth," said Brend VIT FOR PRINT • REVIEW No # | no new paraght // → "I'm tired," said Kevin. "I'd like to go home. ≠ capitalize → They traveled to the capitol to meet the vice president. le lowercase → Tim fondly remembers playing football in µigh §chool. sp spell out - It was Kim's (1st) trip to the (U.B). Stel | stet (let it stand) → I don't like to hurt other people's feelings.

# LANGUAGE ARTS MLA style of documentation



### YOUR WORKS-CITED LIST

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

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

- Double-space all entries.
- {2} Begin the first line of an entry flush with the left margin, and indent lines that follow by one-half inch.
- **(3)** List entries in alphabetical order by the author's last name. If you are listing more than one work by the same author, alphabetize the works according to title. Instead of repeating the author's name, type three hyphens followed by a period, and then give the title.
- [4] Italicize the titles of works published independently. Books, plays, long poems, pamphlets, periodicals, and films are all published independently.
- [5] If the title of a book you are citing includes the title of another book, italicize the main title but not the other title.
- ncluded in larger works, song titles, and titles of
- (7) Separate the author, title, and the source of a work (for example, when these designates follow a period, the first letter should be appiralized.
  (8) Use the shorter and the source of the shorter and the sh
- (9) Use the shortened come for the publisher's name. When the publisher's name includes the name of a person, cite the lost name alone. When the publisher's name includes the name of cove than one person, cite only the first of these names.
- "Accessed 5 Jan. 2019" instead of listing the date or the abbreviation, **{10}** Use the phra

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PAGE ON A WEBSITE	"How to Change Your Car's Oil." <i>eHow</i> , 25 Sept. 2018, www Crew.com/ how_2018_how-oil.html. Accessed 5 Jan. 2019.
ARTICLE IN A JOURNAL FROM A WEBSITE (ALSO IN PRINT)	Doe, Jim. "Laws of the Open Sea." <i>Maritime Law</i> , vol. 3760. 6, 2018, pp. 595-600, www.maritimelaw.org/article. Accesser, Neb. 2017.
ARTICLE IN A PERIODICAL (GENERAL GUIDELINES)	Autor Angene first name. "Artic 10 deviodical title, Day Month Year, pages 1 and 10 leviodical title, Day Month
Bylined Article From A Daily Newspaper	Barringer, Felicity. "Where Many Elderly Live, Signs of the Future." <i>New York Times</i> , 7 Mar. 2018, p. A12.
UNBYLINED ARTICLE FROM A DAILY NEWSPAPER	"Infant Mortality Down; Race Disparity Widens." <i>Washington Post,</i> 12 Mar. 2018, p. A12.
ARTICLE FROM A MONTHLY OR BIMONTHLY MAGAZINE	Willis, Garry. "The Words that Remade America: Lincoln at Gettysburg." <i>Atlantic</i> , June 2019, pp. 57-79.
ARTICLE FROM A WEEKLY OR BIWEEKLY MAGAZINE	Hughes, Robert. "Futurism's Farthest Frontier." <i>Time</i> , 9 July 2019, pp. 58-59.
EDITORIAL	"A Question of Medical Sight." Editorial. <i>Plain Dealer</i> , 11 Mar. 2019, p. 6B.

# LANGUAGE ARTS MLA style of documentation



BOOK (GENERAL GUIDELINES)	Author's last name, first name. <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. <i>Edge City: Life on the New Frontier</i> . Doubleday, 1991. <i>The Nine Nations of North America</i> . Houghton, 1981.
BOOK BY TWO OR THREE AUTHORS	Purves, Alan C., and Victoria Rippere. <i>Elements of Writing About a Literary</i> <i>Work</i> . NCTE, 1968.
BOOK BY FOUR OR MORE AUTHORS	Pratt, Robert A., et al. <i>Masters of British Literature.</i> Houghton, 1956.
BOOK BY A CORPORATE AUTHOR	The PNLY aller Panel Reports. Prop. My Incrica. Doubleday, 1961.
BOOK BY AN ANONYMOUS AUTHER	The Revealed and Reports. Proj. 11/1 America. Doubleday, 1961. Generary Market Place: The Directory of the Book 164 asking Industry. 2003 ed., Bowker, 2002.
BOOK WITH AN AUTHOR AND AN EDITO	Toomer, Jean. <i>Cane</i> . Edited by Darwin T. Turner, Norton <b>1988</b> .
	Morris, William. "The Haystack in the Floods." <i>Nineteenth of ary</i> <i>British Minor Poets</i> , edited by Richard Wilbur and W. H. Ainun, Dell. Laire Addition 290, pO550. KS
AN EDITION THER THAN THE FOR	Chaucer, Geoffrey. <i>The Riverside Chaucer</i> , Edited by Larry D. Be An. 3rd ed., Houghton, 1987.
SIGNED ARTICE IN A REFERENCE COOK	Wallace, Wilson D. "Superstition." <i>World Book Encyclopedia</i> . 1997ed., vol. 2, Macmillan, 2019.
00.	A STANT FOR PRINT . REVIEW ONLY



## LANGUAGE ARTS APA style of documentation



#### YOUR REFERENCE LIST

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

#### BASIC RULES

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

- Indent your reference list one-half inch from the left margin, excluding the first line of each reference, which should remain flush left. This is called a hanging indent.
- Double-space all references.
- Capitalize only the first word of a title or subtitle of a work. Capitalize all major words in journal titles. Italicize titles of books and journals. Note that the italicizing in these entries includes commas and periods.
- → Invert authors' names (last name first); give last name and initials for all authors of a particular work, unless the work has more than six authors (in this case, list the first six authors and then use et al. after the the sixth authors's name to indicate the rest of the **DOT** size by authors' last names letter by letter. If you have more than one work by the last author, order units with authors' last names letter by letter. If you have more than one work by the last author, order units with authors' last names letter by letter. If you have more than one work by the last author, order units with authors' last names letter by letter. If you have more than one work by the last authors and authors are by authors' last names letter by letter. If you have more than one work by the last authors and authors are by authors' last names letter by letter. If you have more than one work by the one-author entries first. If no author is a particular source, alphabetize by the titler where the reference list. Use a shortened version of the title for parenthetical citations within the reference list. citations within the
- Use "&" instead of ad" before the last author's name when listing multiple author single work.

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- .....
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Part of a nonperion (such as a book chapter or an article in a collection)

Thor, B. B. (Year of publication). Title of chapter. In A. Editor & Lditor (Eds.), → Author, A. A., & Title of book (pars of chapter). Publisher.

When you list the pages of cockapter or essay in parentheses after the book title, use "pp, 6 the numbers: el al references, except for (pp. 1-21). This abbreviation, however, does not appear before the page numbers in p · TNIAG AOA TIM newspapers.

### ewspapers. BASIC FORMS FOR ELECTROM IRCES **LIFT**

#### A web page

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

#### An online journal or magazine

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

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

#### An online journal or magazine (with DOI assigned)

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

#### 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, 2015).

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

parallel-distributed-processing approach **OCNOTA** Struct 100, 589-608. Give the secondary source in the reference in the next, name the owned by reference and give a citation for the secondary source. For example, if so your g and McClelland's work is cited in the Short et al. and you did not read the original work, list the secondary tet al. reference in your reference list. In the second processing approach to the secondary source and g and the original work, list the second are source in your reference list. In the second processing approach to the second processing approach

#### Magazine article, one a thor

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

#### Book

🔁 🔽 Valencia, R. R. (1991). APA guide to preparing manuscripts for journal p → Calfee, R. C ation. Americar ycholog

### An article or **cha**

А & Egan, J. (1992). N or f**or l** → O'Neil, J. M transit<mark>ic ---</mark> and transformation. In B. R. Wainrib (E. S. Gender issu (pp. 107-23). Springer.

### A government polication

® → National Instruct of Mental Health. (1990). Clinical training in serious mental illness (D D Publication No. ADM 1679). U.S. Government Printing Office.

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

ter of a book

→ Merriam-Websters Copiate dictionary (11th ed.). (2005). Merriam-Webster.

- New drug appears to a tisk of death from heart failure. (1993, July 15). The W-For parenthetical citations of sources in text with no author named, use a shortened a an author's name. Use quotation is an and italics, as appropriate. For example, whet sources above would appear as follows of prime-Webster's, 2005) and ("W- Verg," 19. Sngton Post, p. A12. of the title instead of thetical citations of the two HOA **v,**" 1993).

### A translated work and/or a republished WARA . INING

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

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

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

#### An entry in an encyclopedia

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

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

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

#### A web page

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

### LANGUAGE ARTS root words & their derivatives



acer, acid, acri | bitter, sour, sharp geo | earth → 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 ianis | fire aud | hear, listen → audiology, auditorium, audition ject | throw belli | war 🔶 deject DO NOT on the second → rebellion, belligerent, bellicose capit, capt | head → decapitate, capital, captai liter | letters clud, clus, claus | shut → include, conclude, re magn | great occlusion, claustro hað cord, cor, cardi → cordial, concord 2 cord, courage nan | hand corp | body noration, + corpse, corps, **l pu**nishment 0 corpulent, cor crea | create <mark>e on, c</mark>reation → creature, recr<mark>e</mark> .......... cresc, cret, crere rise, grow migra | wander + crescendo, concr. *inc*rease 10 cycl, cyclo | whee rcula mit, miss | send, let go Cyclops → bicycle, cyclic, cy dem | people → democracy, demograp demic dict | say, speak + dictation, dictionary, benedict by nov new dictator, edict, predict, verdict 0 JIVAH . TUIA9 dorm | sleep omni → dormant, dormitory + omnipotent dura | hard, lasting + durable, duration, endure equi | equal → equinox, equilibrium, equipoise ped, pod | foot 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 🔸 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

→ ignite, igneous, ignition

SUS launder, lavatory, lotion, ablution

- literary, literal, alliteration

→ magnify, magnificent, magnitude, magnanimous, magnum

manufacture,

memento no. commemoration memoir, memorable

🔶 migrate, emigrant, immigrate

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

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

wel, novice, innovate, renovate

omnipresent, omnivorous

path, pathy | feeling, suffering 🔶 pathos, smypathy, apathy, telepathy

→ 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

port | carry → portable, transport, export, support

punct | point, dot → punctual, punctuation, puncture ri, ridi, risi | laughter → deride, ridicule, ridiculous, risible

salv, salu | safe, healthy + salvation, salvage, salutation

scope | see, watch, examine → telescope, periscope, kaleidoscope

scrib, script | write → scribble, inscribe, describe, prescribe, manuscript

sent, sens | feel → sentiment, consent, dissent, sense, sensation, sensitive, sensory

sign, signi | sign, mark seal 🛫 signal, signature, design, insignia

sir, sta, stit | stand resist, stamina, status, stationary state, s yle, stationary

solv, solu sen

spir | breath - spirit, expire, in ire, respiration

tact, tang, tag, tije touch tactile, contact, inuc tangible, K cStagious, contige

tempo | ti

y, conte<mark>m\_ra</mark>ry, temporal in, tain | hol<mark>d</mark>

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

6 terra | earth **an**, territory 🗕 terrain, ter

tract, trai diay, pull → tractor cract, tractable, abstract toiting 03+1-11bestow

bute, contribute, attribute

uni | one + unicorn, unify, universal

vac | empty → vacate, vacuum, vacant, evacuate

ven, vent | come → convene, venue, venture, advent

ver, veri | true → verdict, verify, verisimilitude

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

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

voc | call, voice

→ vocation, convocation, evoke, vocal

zo | animal

→ zoo, zoology, zoomorphic, zodiac

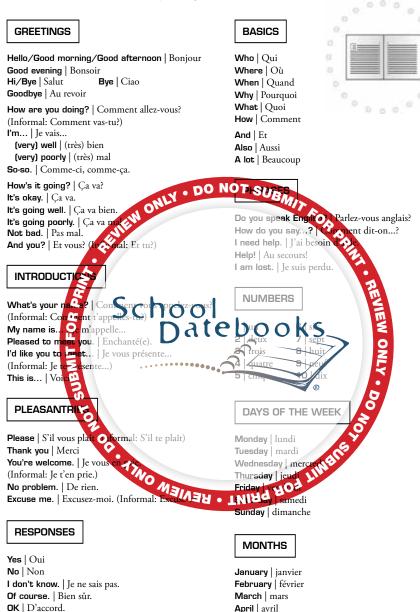
# LANGUAGE ARTS common prefixes & suffixes



сомма		EFIX IS A SYLLABLE ADDED TO TH HANGE ITS MEANING.	E BEGINNING OF A WORD
Prefix	Meaning	Examples	
auto-	self	automobile, autop	ilot
bi-	two or twice	bicycle, biannual,	biweekly
com-	with	compare, commu	nicate, company
con-	with	conference, concer	rt, confide
dis-	do the opposite of	disappear, dislike,	distrust
en-	to make	ensure, enlarge, en	able
extra-	beyond	extraordinary, extr	asensory
il-	not	illegal, illogical, ill	iterate
im-	not or within	impossible, immat	
in-	not or within	DONOTS	indoors, ingrown
inter-	between	NLY international, inter international, inter irresponsible, irreg	
ir-	not	irresponsible, irreg	ular 🔊
mid-	middle	midnight, midstre	am, mid <b>way 📀</b>
mis-	wrong	mistake, misguide	
non-	not or Nithout	nonsense, nonfat,	nonfiction
post-	after	postgraduate, post	war
pre-	be re	prehistoric, precau	ition, preschool
re-	<b>var</b> or again	return, rewrite, red	cycle, react
sub-	Colow C c	🚽 👝 submarine, subzer	o, subtitle
super-	Move, outside	O supernatural, supe	rmarket, superpower
trans-	Ocross, over	n Pansblar, trais	ntitenta kiraSport
сомма		IFFIX IS A SYLLABLE ADDED TO TI NING. IN MOST CASES, WHEN AI WEL, DROP THE FINAL <i>E</i> OF THE OMES NERVOUS. ALSO, CHANGE JRE ADDING A SUFFIX, EXCEPT-1	DDING A SUFFIX THAT STARTS WILL ROOT WORD. FOR EXAMPLE, NECK A FINAL Y IN THE ROOT WORD TO N /
0.17	<b>P</b> O		9
Suffix	Meanin		Examples
-able	able to be		payable, ry Edde, portable
-al	of, like, or suite	Or I	logical, virural, comical
-an	relating to, belonging		d goelcan, European, librarian
-ance	the condition or sta		
-ant	a person or thing th		contestant, peasant, servant
-ative	having the nature of	or relating to	imaginative, talkative, decorative
-ent	characterized by		different, reverent, independent
-ful	full of	<b>1</b>	thoughtful, beautiful
-ian	relating to, belongin	g to, or living in	musician, magician
-ity	quality or degree		activity, fatality, popularity
-ive	have or tend to be		active, attractive, impressive
-less	without or lacking		homeless, thoughtless
-ment	act of		payment, employment, achievement
-ness	state of		happiness, thoughtfulness
-or	person or thing that	does something	actor, accelerator
-ous	characterized by		nervous, courageous, famous
-ship	quality of or having	the office of	friendship, leadership, companionship
-ward	in the direction of		backward, homeward, westward

# LANGUAGE ARTS exploring French





### TITLES

Maybe | Peut-être

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

### 17

May | mai June | juin July | juillet

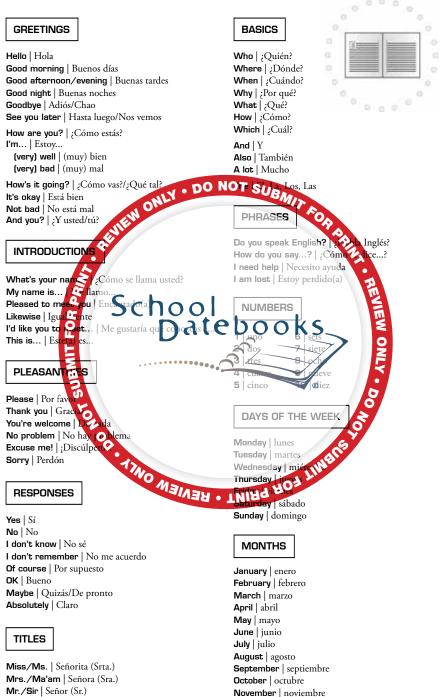
August | août September | septembre

October | octobre November | novembre

December | décembre

# LANGUAGE ARTS exploring Spanish

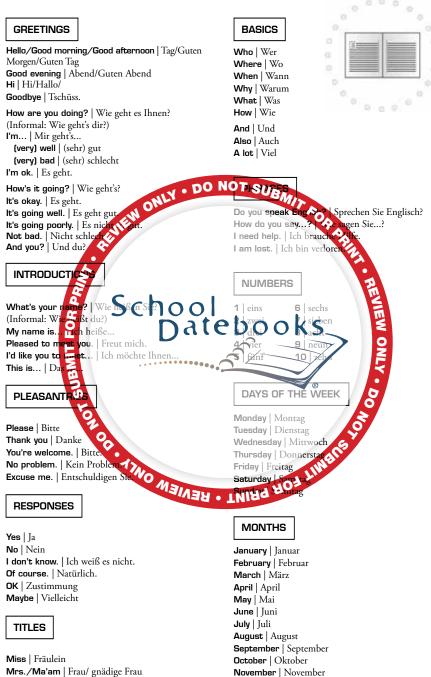




December | diciembre

# LANGUAGE ARTS exploring German



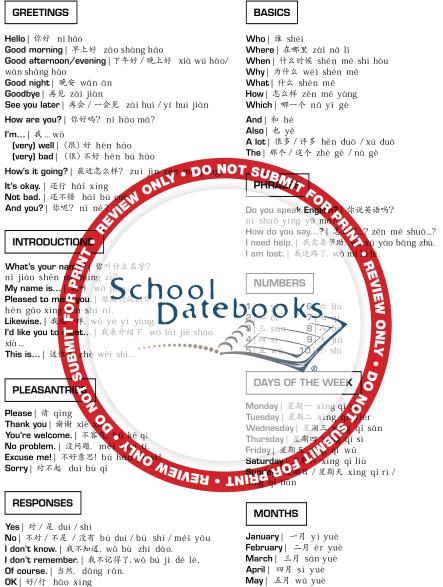


December | Dezember

Mr./Sir | Herr/ mein Herr

### LANGUAGE ARTS exploring Chinese Mandarin





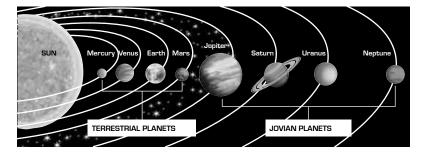
Maybe | 可能 / 也许 kē néng / yē xǔ Absolutely | 绝对的/肯定的 jué duì dē / kēn dìng dē

### TITLES

Miss/Ms. | 小姐 / 女士 xiǎo jiě / nǚ shì Mrs./Ma'am | 太太 / 女士 tài tài / nǚ shì Mr./Sir | 先生 xiān shēng January | 一月 yī yuè February | 二月 èr yuè March | 三月 sān yuè April | 四月 sì yuè June | 六月 lù yuè July | 七月 qĩ yuè August | 八月 bā yuè September | 九月 jiũ yuè October | 十月 shí yuè November | 十二月 shí yī yuè

# **SCIENCE** the solar system





#### THE SOLAR SYSTEM

#### DO NOT SUB

TAY Observing the night sky with the naked e astronomers noticed moving points at One they called "planets," which means "wander", "hose first planets were named for Roman deire, "recury, Venus, Mars, uniter and Strum Jupiter, and Saturn.

With the invention of the large telescope, astronomers were able to see other context. These included Uranus in 1781, Neptunet 46, and Pluto in 1930, which was later redefined a dwarf planet. Besides planets, thousands of aster and context of the planet. asteroids orbit be Geen Mars 🔜 beyond Pluto's o.

to the Sun, have the surfaces. These are Mercury, Venus, Earth, and Edars, Those beyond Mars orbit – Jupiter, Saturn, Ugus, and Neptune, are called Jovian planets, meaning giants."

#### THE SUN

A huge sphere of massionized gas, the sun is the closest star to Earth. diameter: almost 870 temperature: 27 million

#### MERCURY

REVIEWOW Named for the Roman Messenger g the sun faster than any other planet. diameter: 3,031 miles temperature: -280°F to 800°F

mean distance from the sun: 35.98 million miles

#### VENUS

Named for the Roman goddess of love and beauty, it is the only planet that rotates in the opposite direction of its orbit around the sun. diameter: 7,521 miles temperature: 55°F to 846°F

mean distance from the sun: 67.23 million miles

#### FARTH

Earth is the only planet known to harbor life and the only planet with liquid water on its surface. diameter: 7,926 miles temperature: -126°F to 136°F mean distance from the sun: 92.96 million miles Named for the keying good of war, Mars gets its red coloring from soil rich Open oxides. diameter: 4,221 miles temperature: -225°F to mean distance from the su 1.61 million miles

#### .II IPITER

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

#### ameter: 88,846 mi en persture - K4° P

mean distance from 483.8 million miles SATURN

d of agricultur Saturn was the wn by the anciests. Its rings are most distat comprised of ice pa diameter: 74,897 miles temperature: -288°F 0 0.73 million miles mean distance from the su

#### URANUS

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

### diameter: : | 0

NEC ure: -353°F uniform

mean distance from the sun: 1,784.89 million miles

#### NEPTUNE

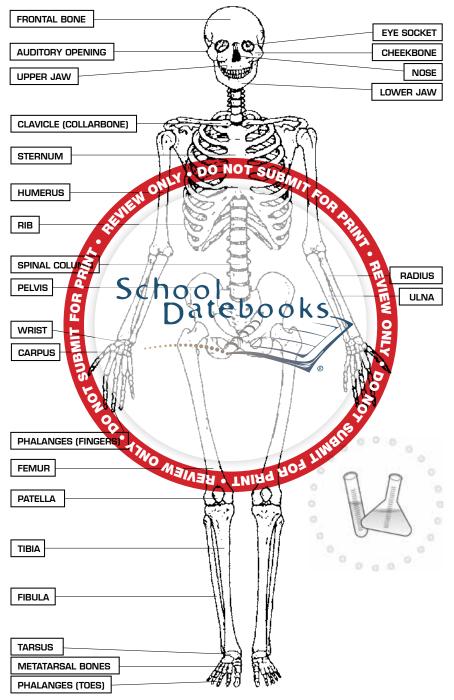
Named for the Roman god of the sea, Neptune's layer of methane gives a blue coloring. Winds tear through its clouds at more than 1,200 mph. diameter: 30,775 miles temperature: -391°F mean distance from the sun: 2,793.12 million miles

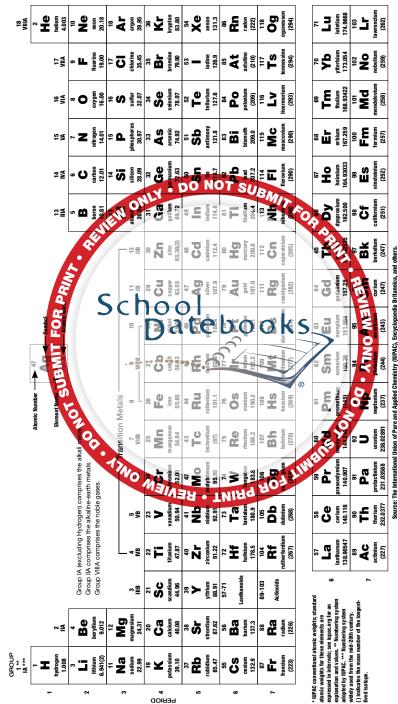
#### DWARF PLANETS

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

### SCIENCE the human skeleton







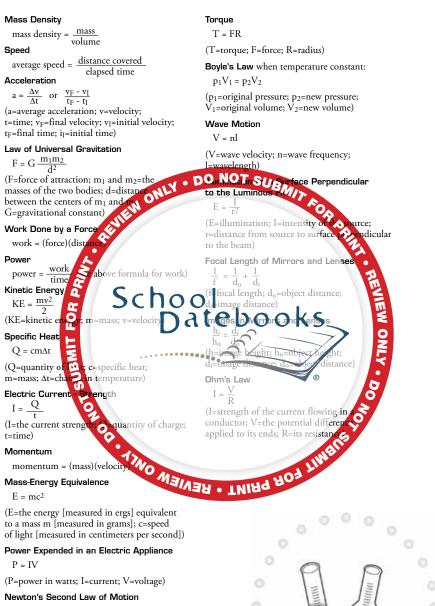
Updated 9.2022

SCIENCE Periodic table of the elements

23

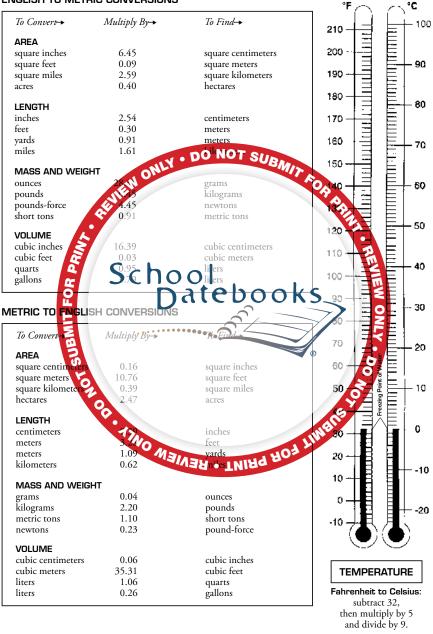
### SCIENCE physics laws & formulas





force=(mass)(acceleration)

### ENGLISH TO METRIC CONVERSIONS



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

# SCIENCE weights & measures & formulas



### WEIGHTS AND MEASURES ENGLISH

### Ano.

Alca	
1 square foot (ft <sup>2</sup> )144 square inches (in	<sup>2</sup> )
1 square yard (yd <sup>2</sup> )9 square fee	et
1 acre43,560 square fee	et
1 square mile (mi <sup>2</sup> ) 640 acr	es

#### Capacity

Length 1 foot (ft)-

1 vard --

1 mile-

Time

1 yard (yd) --

1 mile (mi) --

1 minute (min)

G

h

6

1 hour (h) --

1 week (wk)-

1 century (c) --

1 year (yr) --

1 day (d)--

1 cup (c) 8 fluid ounces (fl oz)
1 pint (pt)2 cups
1 quart (qt) 2 pints
1 quart 4 cups
1 gallon (gal)4 www.
aNH

inches (in)

36 inches

5,280 feet

conds (s)

52 weeks

100 years

---- 365 davs •

12 mon

1,760 yards

---- 3 feet

#### METRIC Area

1 metric ton (i

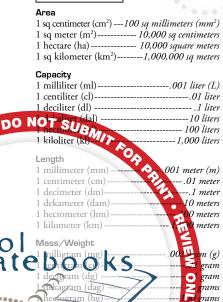
FORMULA KEY A = area • TNIAG AO

irea of base d = diameter

> extended base length

perimeter radius side sa = surface area = volume V

width w =



grams

ograms

9 00

th of any side of a plane figure

#### Weight

1 year --

1 year ----

11 1 pound (lb) -16 ounces (oz) 1 short ton (T) --2,000 pounds

### FORMULAS

Perimeter of a rectangle $P = 2(l+w)$ Perimeter of a square $P = 4s$ Perimeter of a regular polygon $P = 4s$ (n = number of sides)
Perimeter of a square $P = 4s$
Perimeter of a regular polygon
(n = number of sides)
Area of a rectangle $A = lw$
Area of a square $A = s^2$
Area of a parallelogram $A = bh$
Area of a triangle $A = \frac{1}{2bh}$
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 $C = \pi d$ , or $2\pi r$
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 $V = \frac{1}{3}Bh$
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)

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

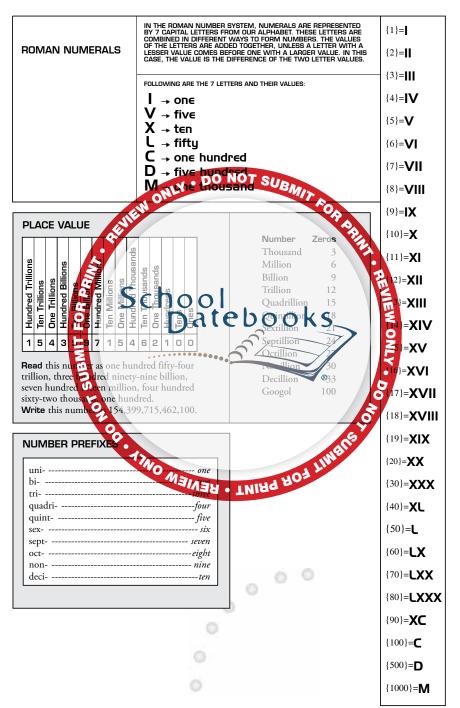
h = *height*, perpendicular distance from the furthest point of the figure to the

- Simple interest----- I = prt Distance ------- d = rt
- d = distance, r = rate, t = time

Р

### MATHEMATICS Roman numerals & place value





### MATHEMATICS squares & square roots



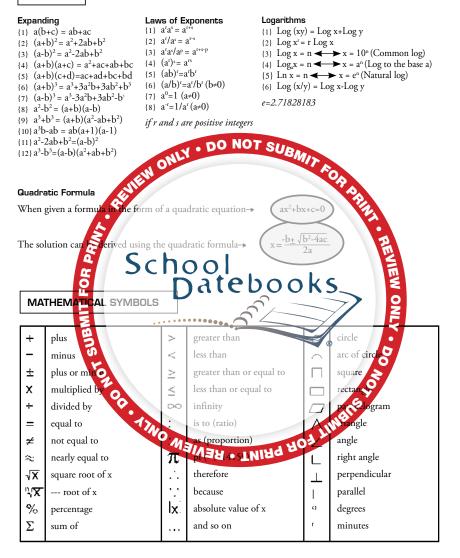
### **SQUARES & SQUARE ROOTS**

NI	NT2		1 I	N	NT2	N.	1		NI	172	N	1.5
N	N <sup>2</sup>	√N		N	N <sup>2</sup>	√N			N	N <sup>2</sup>	√N	
1	1	1.00		51	2,601	7.14			101	10,201	10.05	
2	4	1.41		52	2,704	7.21			102	10,404	10.10	
3	9	1.73		53	2,809	7.28			103	10,609	10.15	
4	16	2.00		54	2,916	7.35			104	10,816	10.20	
5	25	2.24		55	3,025	7.42			105	11,025	10.25	
6	36	2.45		56	3,136	7.48			106	11,236	10.30	
7	49	2.65		57	3,249	7.55			107	11,449	10.34	
8	64	2.83		58	3,364	7.62			108	11,664	10.39	
9	81	3.00		59	3,4810 3,000	NOT	l s	UB	109	11,881	10.44	
10	100	3.16		NLY		1./5			M	12,100	10.49	ł
11	121	3.32	10	0.61	3,721	7.81				12,321	10.54	
12	144	3.46		62	3,844	7.87			112	9544	10.58	
13	169	3.61		63	3,969	7.94			113	12,7.0	10.63	
14	196	3.7.		64	4,096	8.00			114	12,996	0.68	
15	225	387		65	4,225	8.06			115	13,225	·····2	ļ
16	256	<b>3.0</b> 0	1	66	4,356	8.12			116	13,456	10.97	
17	289	4.12		67	4,489	8.19			117	13,689	10.5	
18	324	4.24	C	68	4,624	8.25			118	13,924	10.80	4
19	361	4.36	SС		)4 <b>O</b> 1	8.31			119	14,161	1 <b>0.91</b>	7
20	40	<b>4</b> .47			4.900	$\beta^{37}$			110	14,400	10.95	
21	4 <mark>4 🖳</mark>	<b>4</b> .58			5,041	8.43			121	14,641	11.00	
22	4 <mark>8 í</mark>	<b>4</b> .69		72	5,184	8.49	ר' ר	-	-122	14,884	11. <b>05</b>	5
23	52	<b>4</b> .80		73	5,329	8.54	$\square$		-123	75 129	11 <b>.09</b>	F.
24	576	4.90		74	5,476	•8.60			120	15,376	11.1 <mark>4</mark>	
25	625	5.00		75	5,625	8.66				₫5,625	11.18	
26	676	5.10		76	5,776	8.72			126	15,876	11.2	
27	729	20		77	5,929	8.77			127	16,129	11.27	
28	784	-29		78	6,084	8.83			128	16,384	ASV.	
29	841	50		79	6,241	8.89			129	16,641	<b>¥</b> .36	
30	900	5.48		80	6,400	8.94			130	16,900	11.40	
31	961	5.57		81	6,561	9.00			131	(0)	11.45	
32	1,024	5.66	171	82	6,724	9.06	-		132	7,424	11.49	
33	1,089	5.74			6,889	9.11			03.	17,689	11.53	
34	1,156	5.83		84	REV	9.11 •? <u>1</u> N	E		134	17,956	11.58	
35	1,225	5.92		85	7,225	9.22			100	18,225	11.62	
36	1,296	6.00		86	7,396	9.27			136	18,496	11.66	
37	1,369	6.08		87	7,569	9.33			137	18,769	11.70	
38	1,444	6.16		88	7,744	9.38			138	19,044	11.75	
39	1,521	6.24		89	7,921	9.43			139	19,321	11.79	
40	1,600	6.32		90	8,100	9.49			140	19,600	11.83	
41	1,681	6.40		91	8,281	9.54			141	19,881	11.87	
42	1,764	6.48		92	8,464	9.59			142	20,164	11.92	
43	1,849	6.56		93	8,649	9.64			143	20,449	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	1
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

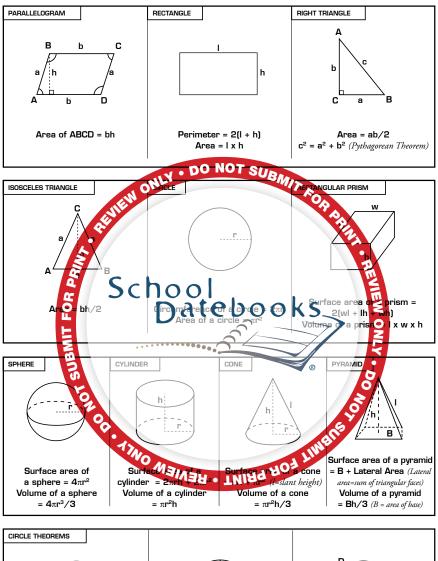


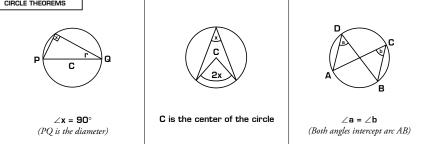
# **MATHEMATICS** fractions & percentages & multiplication table



FR	ACT	IONS	s an	ID P	ERCI	ENTA	AGES	6	]		W	ORK	ING	WIT	H FF	RACT	ION	S		
	1	=	1.0	)	=	10	0%				The 1	top n	umbe	er of a	ı fract	ion i	s			
3	/4	=	0.7	75	=	75	%						num					-		$  \rangle$
2	/3	=	0.6	667	=	66	.7%				The l	botto	m nu	mber						
1	/2	=	0.5	5	=	50	%				of a f	ractio	on is c	alled					C	<b>-</b> /
1	/3	=	0.3	333	=	33	.3%				the <b>d</b>	eno	mina	tor.					$\overline{\ }$	
1	/4	=	0.2	25	=	25	%				To m	ultip	ly:							
1	/5	=	0.2	2	=	20	%				1 .	3	1 x :	3_3	3					
1	/6	=	0.1	167	=	16	.7%				<u>2</u> ×	4=	<u>1 x</u> 2 x	4 <sup>=</sup> 8	3					
1	17	=	0.1	142	=	14	.2%	X •	DC	) N	To di	su	BN	iply t	he fir	st fra	ction			
	/8	=	0.1	125	=		M			) N	with	the re	ecipre	10	the	other	:			
	/9	=		111			.1%				$\frac{2}{3}$ ÷	$-\frac{1}{6} =$	$\frac{2}{3}$	x <u>6</u>	-99		1			
	10	=	0.1	- 0		10					_	_	_							
	11	=	0.0	91	=		l %	_			to ac	ia or non c	lenor	act, r ninat	irst <b>ti</b> or:	na t	3			
1/	12	=		83	=	8.3	3%				1	2	. 1	x 5 .		2 x 3	•	5	6	11
$\frac{1}{1/11} = 0.991 = 9.1\%$ $\frac{1}{1/12} = 0.483 = 8.3\%$ To add or subtract, first find common denominator: $\frac{1}{3} + \frac{2}{5} = (\frac{1 \times 5}{3 \times 5}) + (\frac{2 \times 3}{5 \times 3}) \frac{5}{15} + \frac{6}{15} = \frac{11}{15}$ MULTIPLICATION TABLE																				
		PLIC		N T/	ABLE				••••	ć	<u>َ</u>					>		ONLY		
	1	2	Ma	4	5	6	7	8	9	10	11		4.9		15	16	17	NLY.	19	20
1	<b>1</b>	<b>2</b> 2		4	<b>5</b>	<b>6</b>	<b>7</b>	8	••• 9	<b>10</b>	11 11	12	<b>12</b> 13	14	<b>15</b> <b>°</b> 15	<b>16</b> 16	17	NLY -	<b>19</b> 19	<b>20</b>
1	<b>1</b> 1 2	<b>2</b> 4	<b>Maus</b>	4	<b>5</b> 10	<b>6</b> 6 12	7 7 14	8 16	<b>9</b> 18	<b>10</b> 10 20	<b>11</b> 11 22	<b>T2</b> 12 24	<b>42</b> 13 26	14 14 28	<b>15</b> 15 30	<b>16</b> 16 32	17	NLY 36	<b>19</b> 19 38	<b>20</b> 20 40
1 2 3	<b>1</b> 1 2 3	<b>2</b> 2 4 6	Mans 2 9	4 4 8	5 5 10 15	6 12 18	7 7 14 21	8 16 24	9 9 18 27	<b>10</b> 10 20 30	<b>11</b> 11 22 33	<b>1∠</b> 12 24 36	13 13 26 39	14 14 28 42	<b>15</b> 15 30 45	<b>16</b> 16	17	<b>NLY 18</b> 18 36 54	<b>19</b> 19 38 57	<b>20</b> 20 40 60
1 2 3 4	<b>1</b> 1 2 3 4	<b>2</b> 2 4 6 8	<b>wans</b> 5 9 12	4 4 8 22 10	5 5 10 15	6 6 12 18 24	7 7 14 21 28	8 16 24 32	9 9 18 27 36	<b>10</b> 10 20 30 40	<b>11</b> 11 22 33 44	12 12 24 36 48	13 26 39 52	14 28 42 56	<b>15</b> <b>1</b> 5 30 45 60	<b>16</b> 16 32 48 64	17 17 17 0 0 0 0	<b>18</b> 36 54 72	<b>19</b> 19 38 57 76	<b>20</b> 40 60 80
1 2 3 4 5	<b>1</b> 1 2 3 4 5	<b>2</b> 4 6 8 10	<b>Wans</b> 9 12 15	4 4 8 1 20	5 5 10 15 20 25	6 12 18	7 7 14 21 28 35	8 16 24 32 40	9 9 18 27 36 45	<b>10</b> 10 20 30 40 50	<b>11</b> 11 22 33 44 55	12 12 24 36 48 60	12 13 26 39 52 65	14 14 28 42 56 70	<b>15</b> 15 30 45	16 16 32 48 64	17 17 17 17 17 17 17 17 17 17 17 17 17 1	<b>18</b> 18 36 54 72 90	<b>19</b> 19 38 57 76 95	20 20 40 60 80 100
1 2 3 4	<b>1</b> 1 2 3 4 5 6	2 4 6 8 10 12	<b>Wans</b> 9 12 15 18	4 4 8 22 1 20 24	5 10 15 20 25 30	6 12 18 24 30	7 7 14 21 28 35 42	8 16 24 32 40 48	9 9 18 27 36 45 54	<b>10</b> 10 20 30 40 50 60	<b>11</b> 11 22 33 44 55 66	12 12 24 36 48 60 72	13 13 26 39 52 65 78	14 14 28 42 56 70 <b>84</b>	<b>15</b> <b>15</b> <b>30</b> <b>45</b> <b>60</b> <b>75</b> <b>11</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b>	16 16 32 48 64 96	17 17 32 35 85 102	<b>18</b> 36 54 72 90 108	<b>19</b> 19 38 57 76 95 114	20 20 40 60 80 100 120
1 2 3 4 5 6	<b>1</b> 1 2 3 4 5	2 4 6 8 10	<b>Wans</b> 9 12 15	4 4 8 1 20	5 5 10 15 20 25	6 6 12 18 24	7 7 14 21 28 35 42	8 16 24 32 40 48 56	9 18 27 36 45 54 <b>63</b>	<b>10</b> 10 20 30 40 50	<b>11</b> 11 22 33 44 55 66 77 <b>88</b>	<b>TE</b> 12 24 36 48 60 72 <b>84</b>	12 13 26 39 52 65	14 14 28 42 56 70	<b>15</b> <b>15</b> <b>30</b> <b>45</b> <b>60</b> <b>75</b> <b>11</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b> <b>15</b>	16 16 32 48 64	17 17 17 17 17 17 17 17 17 17 17 17 17 1	<b>18</b> 18 36 54 72 90	<b>19</b> 19 38 57 76 95	20 20 40 60 80 100 120
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1 2 3 4 5 6 7 8 9 10	1           1           2           3           4           5           6           7           8           9           10	2 4 6 8 10 12 14 16 18 20	<b>NBNS 6</b> 9 12 15 18 21 24 27 30	4 4 2 1 2 0 2 4 2 3 2 3 6 4 0	5 10 15 20 25 30 35 40 45 50	6 12 18 24 30 48 54 60	7 7 14 21 28 35 42 42 63 70	8 16 24 32 40 48 56 72 80	9 9 18 27 36 45 54 63 81 90	10 10 20 30 40 50 60 70 80 90 100	<b>11</b> 11 22 33 44 55 66 77 <b>8</b> <b>9</b> <b>110</b>	12 12 24 36 48 60 72 84 108 120	13 26 39 52 65 78 91 117 130	14 28 42 56 70 84 84 12 126 140	15 30 45 60 75 120 135 150	<b>16</b> 16 32 48 64 64 112 128 144 160	17 17 17 17 17 85 102 119 136 153 170	<b>1</b> <b>1</b> <b>1</b> <b>1</b> <b>1</b> <b>1</b> <b>1</b> <b>1</b>	<b>19</b> 19 38 57 76 95 114 133 152 171 190 209	20 40 60 80 100 120 140 160 180 200
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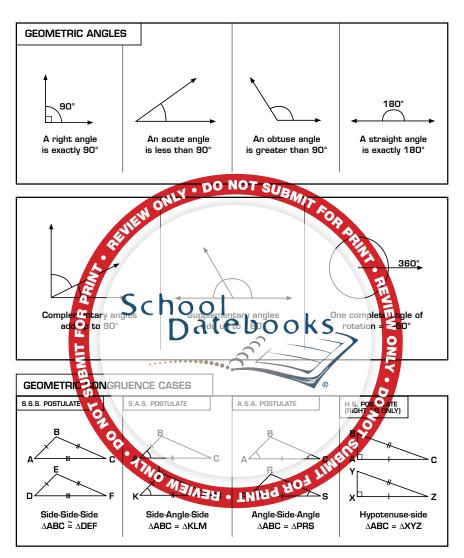
# MATHEMATICS area & volume

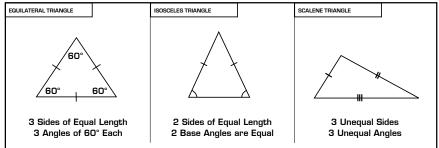




# MATHEMATICS geometric angles & congruence cases

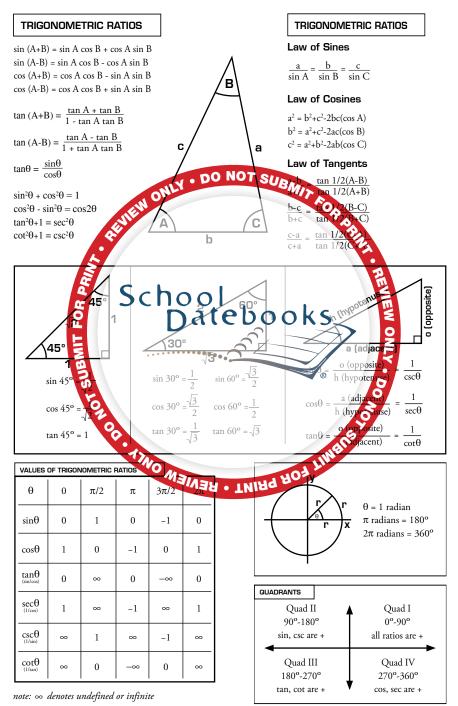






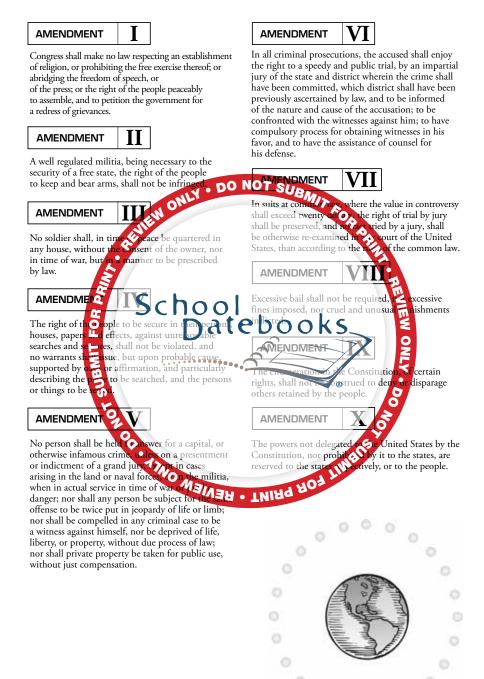
# MATHEMATICS trigonometry





# **CIVICS** Bill of Rights

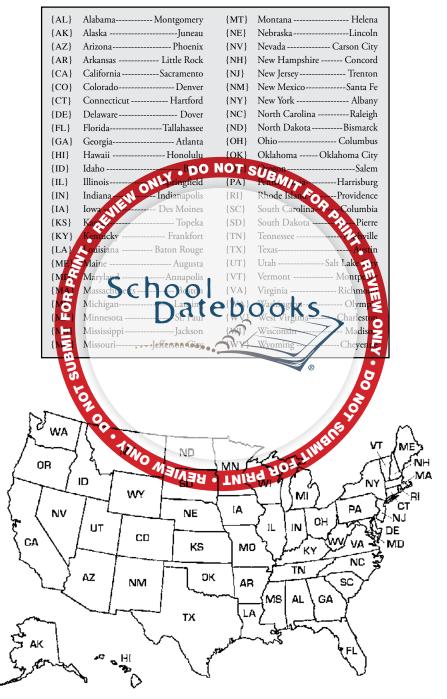




### 34

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





### **CIVICS** United States presidents

{4} Secretary of State

{5} Secretary of the Treasury



CIV	<b>U</b> D United S	tates pres	idents		
No.	President	Party	Native State	e Dates of term(s)	Vice President
{1}	George Washington	Unaffiliated.		April 30, 1789-March 3, 1797	John Adams
{2}	John Adams	Fed.	Massachusetts <sup>†</sup>	March 4, 1797-March 3, 1801	Thomas Jefferson
{3}	Thomas Jefferson	DemRep.	Virginia <sup>†</sup>	March 4, 1801-March 3, 1805	Aaron Burr
{4}	Thomas Jefferson James Madison	DemRep.	Virginia <sup>†</sup>	March 4, 1805-March 3, 1809 March 4, 1809-March 3, 1813	George Clinton George Clinton*
(5)	James Madison	Dam. Ban	Vincini, †	March 4, 1813-March 3, 1817 March 4, 1817-March 3, 1825	Elbridge Gerry* Daniel D. Tomkins
$\{5\}$ $\{6\}$	James Monroe John Quincy Adams	DemRep. DemRep.	Virginia <sup>†</sup> Massachusetts <sup>†</sup>		John C. Calhoun
{7}	Andrew Jackson	Dem.	Carolinas <sup>†</sup>	March 4, 1829-March 3, 1833	John C. Calhoun*
. ,	Andrew Jackson			March 4, 1833-March 3, 1837	Martin Van Buren
<b>{8}</b>	Martin Van Buren	Dem.	New York	March 4, 1837-March 3, 1841	Richard M. Johnson
{9} (10)	William Henry Harrison		Virginia†	March 4, 1841-April 4, 1841	John Tyler
$\{10\}$ $\{11\}$	John Tyler James K. Polk	Whig Dem.	Virginia North Carolina	April 6, 1841-March 3, 1845 a March 4, 1845-March 3, 1849	George M. Dallas
$\{12\}$	Zachary Taylor*	Whig	Virginia	March 4, 1849-July 9, 1850	Millard Fillmore
{13}	Millard Fillmore	Whig	New York	July 10, 1850-March 3, 1853	
{14}	Franklin Pierce	Dem.	New Hampshi		William R. King*
$\{15\}\$ $\{16\}$	James Buchanan Abraham Lincoln	Dem. Rep.	Pennsylvania Kentucky	March 4, 1857-March 3, 1861 March 4, 1861-March 3, 1865	John C. Breckinridge Hannibal Hamlin
1105	Abraham Lincoln*	Rep.	DO	NOTa Sur 1865-April 15, 1865	Andrew Johnson
{17}	Andrew Johnson	Dem.	North Carolina		,
{18}	Ulysses S. Grant	Rep. O	Ohio	March 4, 1869-14 Acr 3, 1873	Schuyler Colfax
(10)	Ulysses S. Grant	E	Ohio	Warch 4, 18/3-March 6 18/	Henry Wilson*
$\{19\}$ $\{20\}$	Rutherford B. Hayes James A. Garfield*	Rep.	Ohio	March 4, 1877-March 3, 31 March 4, 1881-Sept. 19, 188	William A. Wheeler Chester A. Arthur
{21}	Chester A. Arthur	Rep.	Vermont	Sept. 19, 1881-March 3, 1885	Chester II. I within
{22}	Grover Cleveland	Dem.	New Jersey	March 4, 1885-March 3, 1889	Thomas A. Hendricks*
{23}	Benjamin Harrison	Rep.	Ohio	March 4, 1889-March 3, 1893	Levi P. Morton
${24}$ ${25}$	Grover Clevela William Mc ley	Dem. Rep.	New Jersey Ohio	March 4, 1893-March 3, 1897 March 4, 1897-March 3, 1901	Adlai E. Stevenson Cret A. Hobart*
(23)	William Maley*	rcep.	Olilo	March 4, 1901-Sept. 14, 1901	Todore Roosevelt
{26}	Theodore <b>P</b> Sevelt Theodore <b>Rose</b> velt	Rep.	New York	Sept. 14, 1901-March 3, 1905	111
(27)	Theodore Kossevelt			March 4, 1905-March 3, 1909	Charris W. Fairbanks
$\{27\}$ $\{28\}$	William Caft Woodrou Silson	Dem.	Viralia	March 4, 1909-March 3, 1913	Jam Sherman*
1205	Woodrou Vilson	Deni.	Yirgina (	<b>C</b> Dar <b>D</b> , 10 - 1 Ach \$1917 Dar <b>D</b> , 10 - 1 Ach \$1917	The S R. Marshall
{29}	Woodre <mark>u Wil</mark> son Warren G. Harding*	Rep.	Ohio	March 4, 1921-August 2, 1923	Calv Coolidge
{30}	Calvin <mark>C wlid</mark> ge	Rep.	Vermont	ugust 3, 1923-March 3, 1925	
{31}	Calvin <mark>Cald</mark> ge Herbert Calover	Rep.	Iowa	March 4, 1925-March 8, 1929 March 4, 1929-March 7, 1933	Cha G. Dawes Cha S Curtis
$\{32\}$	Franklin PRoosevelt	Dem.	New York	March 4, 222 Jan 2, 1937	John N. Garner
. ,	Franklin Le loosevelt			Jan. 20, 1937-Jan. 0, 141	
	Franklin D. Dosevelt			Jan. 20, 1941-Jan. 20, 1945	HyA. Wallace
{33}	Franklin D. & seveli* Harry S. Trum	Dem.	Missouri	Jan. 20, 1945-April 12, 1945 April 12, 1945-Jan. 20, 1949	S. Truman
(55)	Harry S. Truma	Dem.	1011550111	Jan. 20, 1949-Jan. 20, 1949	Alben W. Barkley
{34}	Dwight D Fisennever	Rep.	Texas	Jan. 20, 1953-Jan. 20, 1957	Richard M. Nixon
(25)	Dwight D. Eisenho		1 ( 1	Jan. 20, 1957-Jan. 20, 1961	T I D T I
{35} {36}	John F. Kennedy* Lyndon B. Johnson	Dem.	Massachusetts Texas	Jan. 20, 1961-Nov. 22, 1963 Nov. 22, 1963-Jan. 20, 1963	Lyndon B. Johnson
(50)	Lyndon B. Johnson Lyndon B. Johnson		ICAdo	Jan. 20, 1965-Jan. 20, 10	Hubert H. Humphrey
{37}	Řichard M. Nixon	Dem. Pem. Ret O M Rep. Dem	California	Jan. 20, 1969-Jap. 21, 2973	Spiro T. Agnew*
(20)	Richard M. Nixon*	M	SIL	Jan. 20, 1971 0 2, 9, 1974	Gerald R. Ford*
{38} {39}	Gerald R. Ford James E. Carter, Jr.	Rep. Dem.		<b>LNIEd</b> 9 - Jan. 20, 1977 Jan. 20, 1977-Jan. 20, 1981	Nelson Rockefeller Walter Mondale
$\{40\}$	Ronald Reagan	Rep.	Illinois	Jan. 20, 1981-Jan. 20, 1981	George H. W. Bush
()	Ronald Reagan	- or		Jan. 20, 1985-Jan. 20, 1989	
{41}	George H. W. Bush	Rep.	Massachusetts	Jan. 20, 1989-Jan. 20, 1993	Dan Quayle
{42}	William J. Clinton	Dem.	Arkansas	Jan. 20 1993-Jan. 20, 1997	Albert Gore, Jr.
{43}	William J. Clinton George W. Bush	Rep.	Connecticut	Jan. 20, 1997-Jan. 20, 2001 Jan. 20, 2001-Jan. 20, 2005	Richard B. Cheney
(10)	George W. Bush	rup.	connecticut	Jan. 20, 2005-Jan. 20, 2009	rucinard Dr Gneney
{44}	Barack H. Obama	Dem.	Hawaii	Jan. 20, 2009-Jan. 20, 2013	Joseph R. Biden, Jr.
(45)	Barack H. Obama	D	NL V.I	Jan. 20, 2013-Jan. 20, 2017	M(L. D
{45} {46}	Donald Trump Joseph R. Biden, Jr.	Rep. Dem.	New York Delaware	Jan. 20, 2017-Jan. 20, 2021 Jan. 20, 2021-Jan. 20, 2025	Mike Pence Kamala Harris
{47}	Donald Trump	Rep.	New York	Jan. 20, 2025-	JD Vance
. ,				e United States was established)	,
ORDER O	F PRESIDENTIAL SUCCES	SION			
{1} The	Vice President	{6} Secretary of D	Defense	{12} Secretary of Health and {16}	Secretary of Education
{2} Spea	aker of the House	{7} Attorney Gen	eral	Human Services {17}	Secretary of Veterans Affairs
	ident pro tempore	{8} Secretary of th			Secretary of Homeland
of th	he Senate	{9} Secretary of A	griculture	Urban Development	Security

#### ry of Education ry of Veterans Affairs

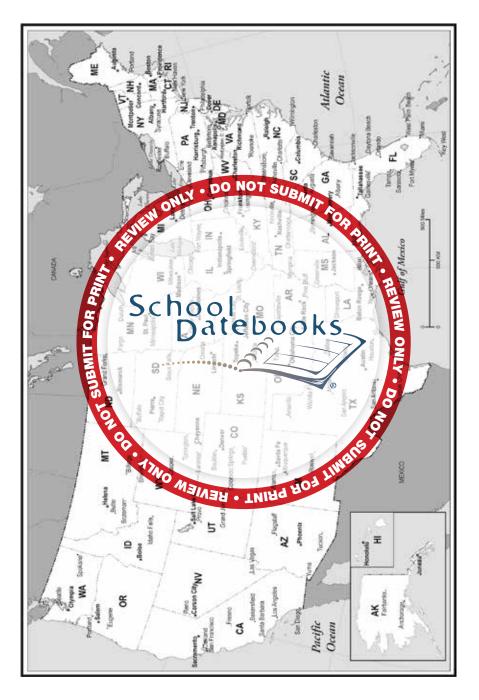
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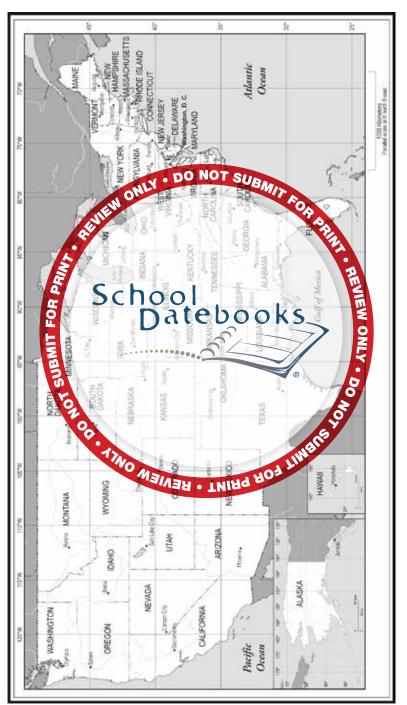
{14} Secretary of Transportation

{15} Secretary of Energy

{10} Secretary of Commerce

{11} Secretary of Labor



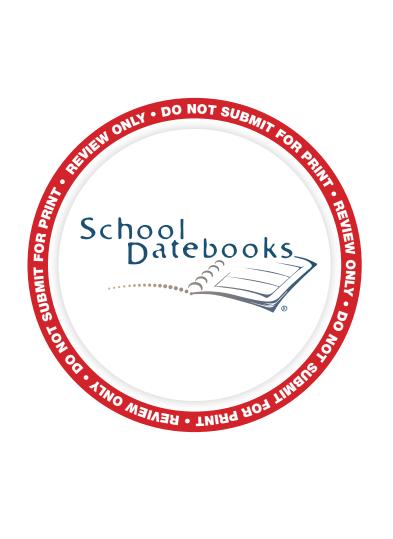


## **GEOGRAPHY** United States map with longitude & latitude

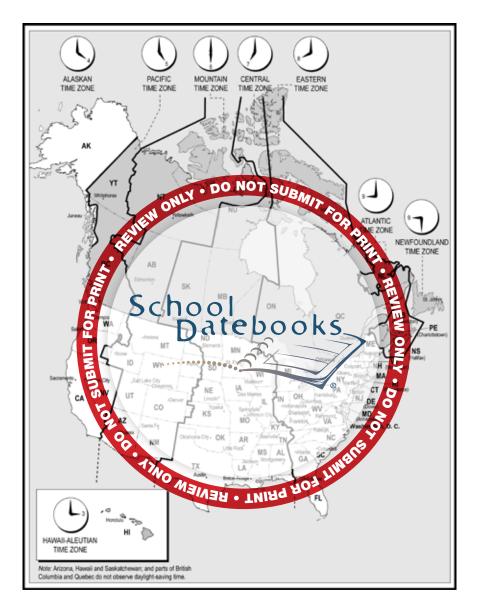


### **INSERT STATE MAP**





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



## ENVIRONMENTAL AWARENESS recycling

# **Be kind** to your mother

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

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

- Five recycled plastic bot produce fiberfill
- Evervo s based eat 6 plates and cups numb Amer throw away each year.
- ring a standard . Manufa disposate battery takes it produce pre power than Solution: use rechargeat batteries.
- Just one q of motor oil can pollute 250,000 gallons of drinking water.
- 100,000 marine mammals die each year from eating or becoming entangled in plastic debris.
- Every year, Americans toss away enough office and writing paper to build a 12-foot-high wall spanning the miles between New York City and Los Angeles.

NOT SUBMIT FOR

Never litter. Ever.

one less is pollution one less is pollution one less is pollution gas an gas an

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

Dish it. Use real silverware and dishes instead of disposable

> for email to aper.

found atebooks ρd nstead

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

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

41

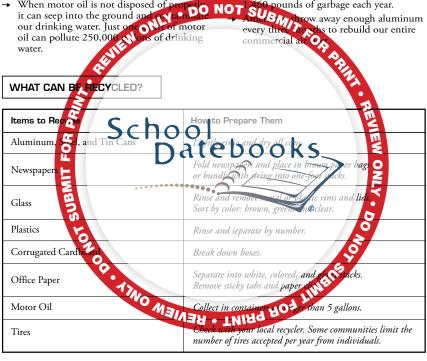
## ENVIRONMENTAL AWARENESS recycling



#### FACTS

- The normal faucet flow is around 3-5 + gallons of water per minute.
- Showers can account for up to 32% of home water use.
- 280 million tires are discarded every year in + the United States.
- → Polystyrene foam is not biodegradable. In simple terms, the foam cup you throw away today will still be sitting there 500 years from now.
- When motor oil is not disposed of proit can seep into the ground and the second of property our drinking water. Just one of the motor oil can pollute 350 0000 oil can pollute 250,000 Nons of drinking water.

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





### HEALTHY LIVING drugs are a downer



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

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

DO:

are of the signs of drug use so your Become aware of the signs of drug use so you can guard against it.

Schoo

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

DON'T:

atebooks

- Ignore drug use, hoping it will go away.
- Excuse drug users because they say they are "lonely," "depressed," "overachievers," etc.

EW ONLY .

- Think you are "narking" if you seek out help for someone who is using drugs.
- Succumb to the myth that drugs will make you a happier person.
- Feel you have to drink or do drugs to have fun

## HEALTHY LIVING smoking is a drag



# Smoking is a drag.

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

is a turnoff. The younger you are when you start 

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

#### In fact, male ex-smok ooks years and 📮 ars after they've given therr up

Why is smaring so bad for you? For starters, it dampens Fir sense of smell and taste. It takes your blood sessure and makes you more susceptible ocolds and bronchial infections. It can cause chonic coughs, ulcers, wrinkles, and heart dise. In to mention cancer of the mouth, larynx, lung, esophagus, pancreas, cervix, uterus, and other

Also, smoking just isn't Also, students who smoke are more likely to general says that the than nonsmoking students, says (138 • LNIEd Poter smoker shells out about \$700

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

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

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

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

hat

\* See at least one movie per week, every week of the year.

\* Buy about 40 large pizzas.

\* Put a pretty good dent in the price of a new game system, tablet, or laptop.

Go on an awesome spring break and still have spending money.

\* Have about \$20,000 or so for college, if, years K-12, your parents had put

\$700 a year in a savings account bearing 5% interest.



# FACT AND FICTION:

#### Substances and your body

#### Home is where the heart is.

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

hoo

#### Alcohol

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

#### Drinking...

...makes skin Sittle and dry, causing Coking, blemishes, ar Bloating the skin; esp Cally in the face and sto Coking College

...harms every organ in the body is cohol damages to entire digestive system. It can cause scrong of the liver and eventually lead to liver disease. Alcohol or cause your brain chemistry to rhange, causing memory loss and sucon mood swings.

...is packed with empty to thes. Alcoholic beverages are very to the second sec

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

## **'Addiction'' Defined:**

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

NOT SUB relant which contains nicotine, an aut/// Se stimulant. Out of 20 often use hugs, nicotine ranked third most adjuctive, just behind Heroin and saine.

#### Tobacco...?

Tobacco

...stinks. Smokie smells awful and pollutes the air. Chewing tobaccintan stain the teeth, cause and breath and gum recession.

### ebook S. has tons of Farmful

ing your lugs with tar, hydrogen cyanide (rat poison, benzene (a gasolin diditive), and formationnyde (a

chemical used to preve de dead bodies), just to name a trou That can't be good for anyone.

...is so addice. That even a couple of cigarer is an cause dependemostudies have shown this adtioned by the show that addemostudies have shown this adthe show the show the show the show of a regular smoker! "Just this once," can very easily become a long, drawnout struggle with nicotine. Don't fall into the tobacco trap!

# Be careful and treat your body with respect!

## HEALTHY LIVING dietary guidelines



#### DIETARY GUIDELINES

#### RECOMMENDATIONS FOR DAILY FOOD CHOICES

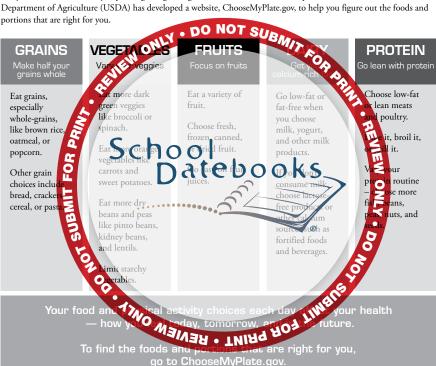
A balanced diet of nutrient-rich foods is a key component of overall health. Follow the food group recommendations to help you eat better every day. Each of these food groups provides some, but not all, of the nutrients you need.

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



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

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



#### Find your balance between food and physical activity

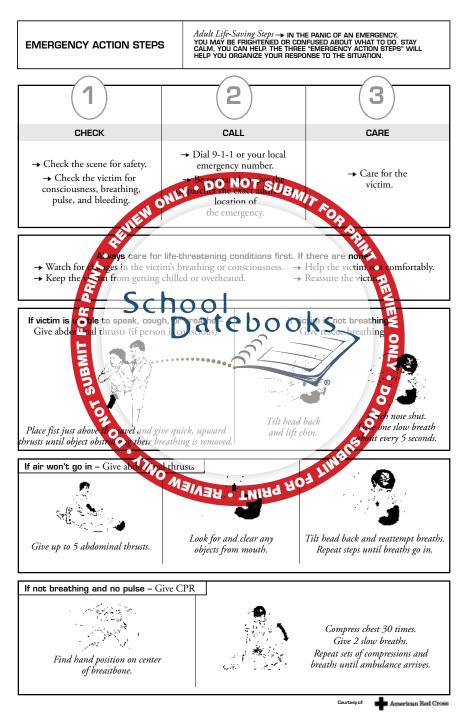
- Be sure to stay within your daily calorie needs.
- Be physically active for at least 30 minutes most days of the week.
- About 60 minutes a day of physical activity may be needed to prevent weight gain.
- For sustaining weight loss, at least 60 to 90 minutes a day of physical activity may be required.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

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

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

### HEALTHY LIVING emergency action steps





### HEALTHY LIVING hotlines & helplines



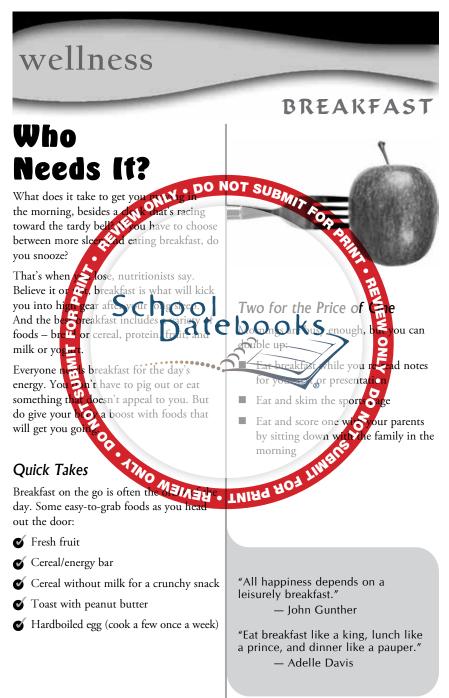
#### GENERAL CRISIS 7 Cups of Tea Online listeners www.7cups.com 800-448-3000 Boys Town Hotline (24 hrs.) www.boystown.org Crisis Call Center (National Suicide Prevention Lifeline) (24 hrs.) 800-273-8255 www.crisiscallcenter.org I'm Alive (Online Crisis Network) Online chat www.imalive.org Lifeline Crisis Chat (National Suicide Prevention Lifeline) (24 hrs.) Online chat suicidepreventionlifeline.org National Center for Missing and Exploited Children (24 hrs.) 800-843-5678 www.missingkids.com National Runaway Safeline (24 hrs.) 800-RUNAWAY www.1800runaway.org Teen Line 800-852-8336 www.teenlineonline.org Youth America Hotline | Your Life Counts 877-968-8454 www.yourlifecounts.org DO NOT ALCOHOL/SUBSTANCE AB SUBM Al-Anon/Alateen (For Families and F www.al-anon.alateen.org Alcoholics Anonymous 212-870-3400 ww.aa.org American Council on Alcoho 800-527-5344 recoverymonth.com Narcotics Anonymous 818-773-9999 org Abuse and Alcoholism nih.gov National Institute on niaaaweb-r@exchange.nih.go ABUSE/HFITH INFO American Heart iation 800-AHA-USA-1 www.heart CDC National AIDS ( tCentr O 800-CDC-INFO www.cdc.g CDC National Contact National Cancel In titute Childhelp Natio - Child Abuse Hotline (24 hrs.) ildhe National Organiztion for Rare Disorders v.raredise Office on Wome Mealth womenshealth.gov ® Poison Control Ce (24 hrs.) 800-222-1222 1 Rape, Abuse and I National Network (RAINN) (24 hrs.) 800-656-HOPE www.rain Youth Violence Pres 800-CDC-INFO .cde lenceprevention MENTAL HEAL 1 Depression and Bipolar Sup Alliance Helpline 800-826-3632 bsalliance.org Mental Health America 800-969-6642 w.mentalhealthamerica.net National Alliance on Mental Illness h leltine 800-950 www.nami.org AEH: NO National Mental Health Consumers' Self-He NIE www.mhselfhelp.org ail com 931-2237 National Eating Disorders Association Helpline www.nationaleatingdisorders.org SAFE Alternatives (Self Abuse Finally Ends) 800-DONT-CUT www.selfinjury.com SEXUAL ORIENTATION/GENDER IDENTITY Lesbian, Gay, Bisexual and Transgender National Youth Talkline 800-246-7743 www.glbthotline.org/talkline LYRIC (Center for LGBTQQ Youth) 415-703-6150 www.lyric.org The Trevor Project Lifeline (LGBTQ Ages 13-24) (24 hrs.) 866-488-7386 www.thetrevorproject.org

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



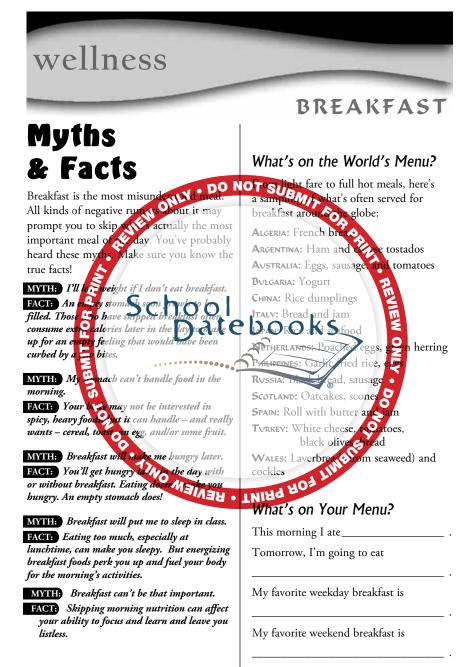
### HEALTHY LIVING breakfast — who needs it?





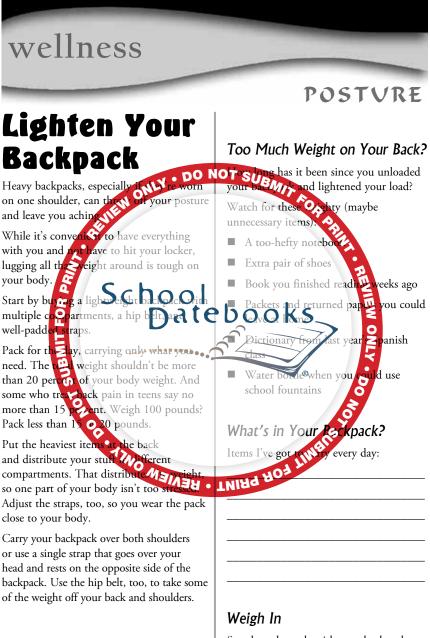
### HEALTHY LIVING breakfast — myths & facts





### HEALTHY LIVING posture — lighten your backpack





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

### HEALTHY LIVING sleep — aettina enouah zzzs?



# wellness

# Getting Enough

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

When you do off in class, you're missing the value of Sitinuor sleep Because you body goes prough ditre to a control you sleep, a these each take a corain amount of time, you need a single stretch o time to ger a full benefit of sleep, doctors say.

#### Late Night Natural for Teens

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

During your teen years, you Qin tian rhythm, an internal clock, is reset. The sector of the sector o keeps you awake later in the evening than it did when you were a young child, and that prompts you to want to sleep later in the day. The challenge for teens is that alarms ring earlier than your body naturally wants to get up for those early morning classes.

#### Training for Sleep

**DO NOTISTIAKES** creating a habit of getting to My before you need to get up all the more opertant. Think of it as training, much like would for sports.

SLEEP

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

Declet mpation, try to to ame ti<mark>ro</mark>on the bed and get up at the weekends. It mak the weekder early all the r to respond to. And bodies love in seady routin

### Too Little Sleep Tages Its Toll

If your night's sleep of as long as your body needs, you'n nortchanging yourself.

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

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

### HEALTHY LIVING sleep — true or false?

wellness

True or False?

**I'm a night person; no changes shar.** True, you may be a night terson, and in fact, most teens are **R**, you can establish a regular time to **b**, the pillow and develop a sleep routine dott fits your early-morning school schedul, at tip for feeling tired when it's time to you down: avoid caffeine – an ingredient in many costs, teas coffee, and chocolate. I tean keep you wide evaluation after you simuld be snoozing. **Date I catch up to my sleep on the weekend.** You may size alonger, but there's really now way to make to for lost sleep. It's far better to try to get of all night's sleep every night.

For teens, that 5 5 or 9 hours. Too much more or less cours be detrimental.

As long as I get 8 fors sleep, I'm good. That's not true if the eleph hours is interrupted, in, say, a nap to school and then only a few hours over mg to sleep through every sequential cycle to get sleep's full benefits.

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

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

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

#### Animals Need Sleep, Too

SLEEP

00 NOT Sing't something needed in equal portion Mr. living things. Animals vary in their slop habits, with differing average number of nours per day for different species. THE SHORT SNOOZERS: REVIEW ONLY . DO Giraffe ■ 1.9 hour Horse 2.9 hours Elephant 🗖 🖡 3 hours DOOKS Sow 3.9 hours Dog 📕 10.6 501Prs Cat 🔳 12.1 hours Tiger 🔳 15.8 hours Python 18 hours Asleen of Awake Records

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

## Life Spinning Out of Control?

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

### Juggling <sup>1</sup> All

Most parent will be the first to admit that . today's teens ve significant stress. There are so many demands on your time, your brain, and your life. Koping all those balls in the air and achieving 1 you're after take a toll.

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

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

#### Accept That Life Happens

Avoid Stressful Situations

DO NOT stimes you can't avoid stress, like family **BM/rens**, a loss, a move, a disappointment hese take energy to get through. That's where good rest, healthy foods, and learning to rept the things you can't change all hel

STRESS

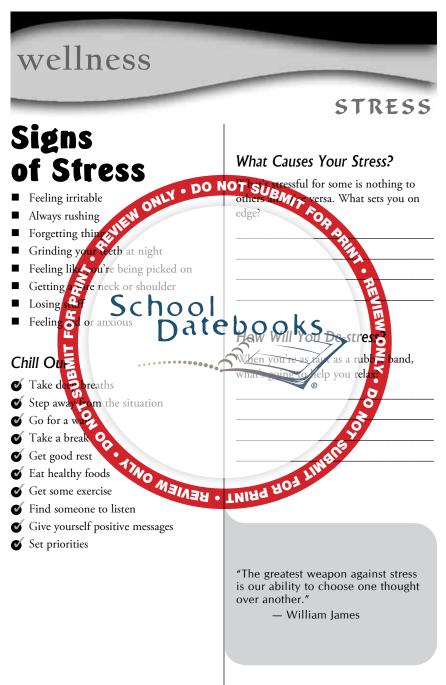
#### ) ate broino yk sn separate 📴 your ossip Alow plenty Time when you need to be mewhere. Break big school projects into mall daily task will keep you on track for the deadline. Practice en Orday so your athletic, theatrical, musical, or other performance comes easi

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

Paul Dudley White

### HEALTHY LIVING stress — signs of stress





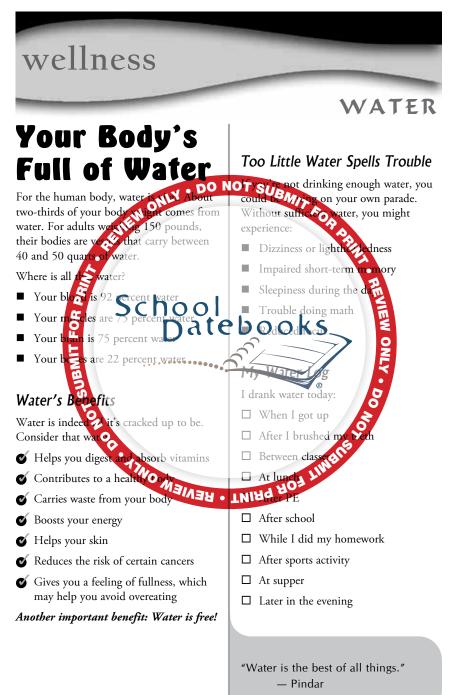
### HEALTHY LIVING water, water everywhere: why it's good to drink



#### wellness VATER Water, Water Everywhere: Next time you're thirsty, head for the water fountain. Better yet, don't wait until . DO NOT SUBJETY That means you're already Why It's ONLY dehydrated / rigk water frequently throughout the Qo and especially after Good 1 strenuous physical acouty Drink Tips for Drinking More Water With all the strain choices in soda pop, juices, and hoored sports drip Orink a glass when you wash your would you hoose was the coo **1** thirst? Maybe bec se you'd like to avoid the iug and <mark>21</mark> it with Freeze a gla calories. The sugar. The expense. The.... a cool t**reat** aftertaste. Beer yet, maybe you'd like to tl<sup>®</sup> of wate**r** y 🕑 Take a b 🔄 you on give your born a healthy boost, a dose of what it needs sfunction well, a measure of outings what you need the water Like an apple a dar ealthy water consumption is a great way to keep the doctor away. How what you need theel well. Orink water even if aren't thirsty How Much Wier Do You Need? ne say drink a liter of water a day. Others suggest eight 8-ounce glasses almost double the one liter. Some even suggest 10 glasses a day. Many say it "Water is the only drink for a wise depends on how active you are, how hot it man." is, what the climate is like where you live, - Henry David Thoreau and how much you sweat. You don't want to slosh around, but do "If there is magic on this planet, it is turn to water frequently. Keep yourself contained in water." hydrated. - Loren Eiseley

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







## **ONLINE SAFETY**

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

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

Voursen sa... Be Smart! Everything you post online stays online forever! It can be copied, saved, and distributed by anyone. Think, before y DO NOT SUBMIT FOR nost images or words you not had great.

might say or withings online they would never say or win person. These

people are Sled cyb Soulies. Remembers treat others atebooks online as you would want to be

treated. Don't say or do anything th

you would say or do to someone face-to-face tokind, courteour respectfu

### Be Sectre.

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

- **×** If it isn't required don't fill it in.
- \* Keep your passwords and login information to email, social networking ses, and other accounts secret from even your best friend. Change your password seriodically. Pick a password that here on bers and letters, varied capitalization and more than seven
- NEWER characters.
- ALNIE Make sure your connection is secure
- Check the URL (www. Address) of the website you are logging into. Don't trust the appearance of the site itself.
- ★ If you get an email about something important, research the email and make sure it isn't a scam. Don't use the email's links or download information from your email.
- ★ Use up-to-date Antivirus software, and do regular scans for viruses.

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

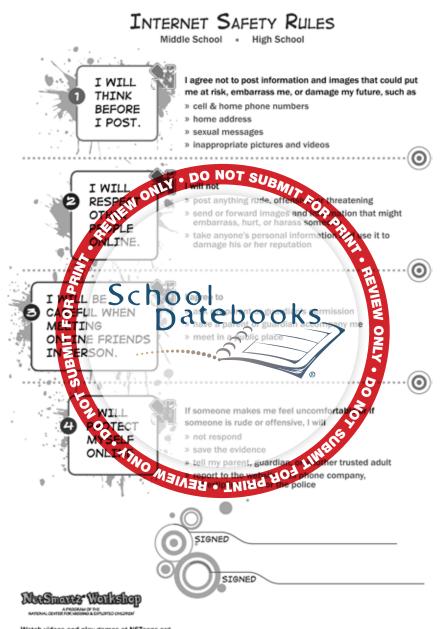
- ... ever had money stolen from them online? Discuss
- ... ever posted something or had something posted they would rather not have online? Discuss

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

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

### HEALTHY LIVING internet safety pledge

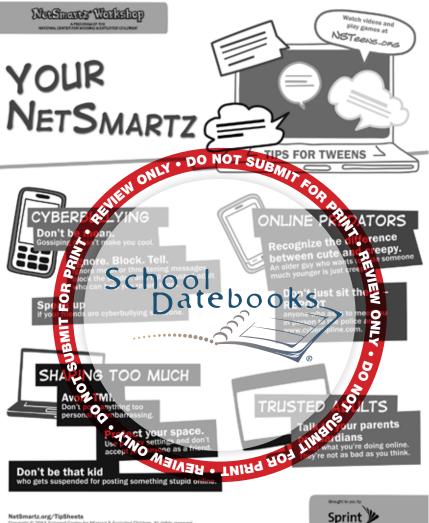




Watch videos and play games at NSTeens.org Copyright © 2010 National Center for Missing & Exploited Children, All rights reserved.

### HEALTHY LIVING NetSmartz for tweens



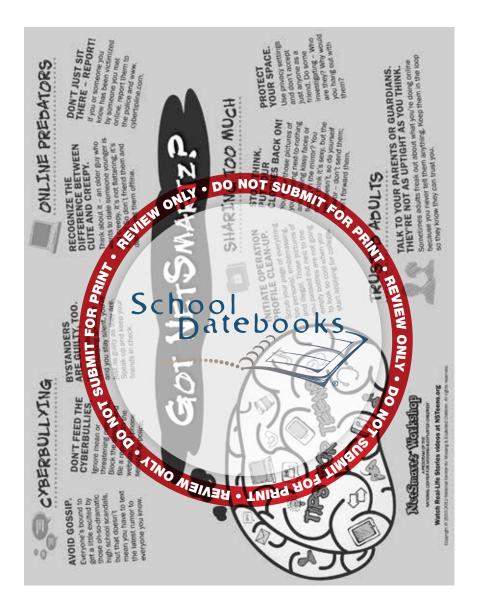


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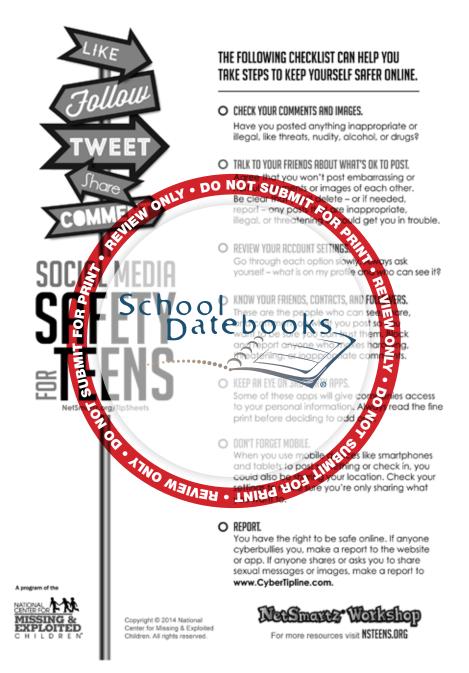
### HEALTHY LIVING NetSmartz for teens





## HEALTHY LIVING social media safety for teens





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

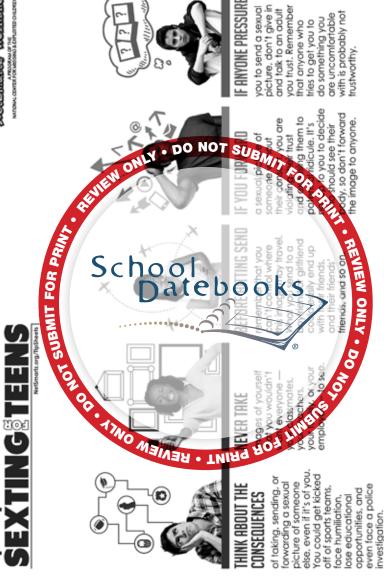


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Watch Real-Life Stories at NSTEENS.ORG



ps to prevent





## **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.

	valuate the WEBS				1
SMIT FOR PRINT	is there an author listed Are they an expert? ११९९ What else have they pub published other works.	r university a icy a reliable website w ? Spelling and gran O   a teb ? The author share a teb ? The author share a teb b ? The author share }	check careful com: a commerci- net: a network org: an advocacy ill make it easy to ill make it easy to numar mistakes pr OOOK d be easy to identi- toalified to write	A liness organ the find obably mean fy 2/10 contact.	ONIV
Hint	3				
Tours	t your gut! If somethin	g doesn't seem ri	ght, it probably	isn't.	

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#### IDENTIFYING UNHEALTHY RELATIONSHIPS:

HOW TO PREVENT EXPLOITATION AND TRAFFICKING

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

#### Red Flags for Unhealthy Relationships:

- CONTROLLING: demands all your time and attention, demands to know where you are at all times, isolates you from others
- DISHONEST: lies about who they're or DOrd NOT SUBMERS their actions are abusive, lies about their age or identify the submitted of the su
- DISRESPECTFUL TETTOU names, belittles you, accuses you of this you didn't do
- PRESSURING: Survey you to send sexual images or videos of yourself, as you forcefully to do sexual acts your aren't ready to do, asks you to do sexual acts for others as a failing to pay a debt

Spotting these rectages early on in your relationship, or your friend's relationship, could had to preventing a port train serious crime – Human Trafficking. Human Trafficking is the recruitment of people by means of for the for the purples of exploitation. The signs of human eaflicking can be subtle and content with the signs of human eaflicking can be subtle and content with the signs of human trafficking is the recruitment of the purples of exploitation.

0

6

Here are some portant definitions indipate DOOKS

**RECRUITME** is the way in which a trafficker finds their victim. A trafficker can pose a someone online who ways to get to know you in a romantic way or they could be avoider individ. At a party who asks to see ou again. Whether it's online or in-person, trans.

- TIP #1: NEV respond to someone you don't know online, even if they claim to know you or say they have obtual friends.
- TIP #2: Think bef Q you send nude images. Even in the heat of the moment of the remember that what you send online, STAYS online and can easily spread beyond the percent was intended for.
- TIP #3: It is NEVER too late of the providence of the providence

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

- 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
  - Place shopping center, stores, restaurants
  - c. Similarities shoes, sandals, boots
  - d. Differences mountain, lake
  - e. Wholes to parts bedroom, bed, pillow
  - f. Scientific groups Flowers, carnation, rose
- [4] Look for patterns. Try to make a word anto f D.O. NOT SUBCT things you are trying st letters Min words you need KOR BRILL to remember. You also could mabile nce out of the first lett to remember.
- [5] Associate new things you are with what you already know.
- (6) Use rhythm or make a rhyme.
- **{7**} Visualize the information in your mind.
  - a. See the picture learly and vividly.
  - b. Exaggerate enlarge things.
  - dimens c. See it in 5.
  - d. Put yours 着 into the 🛓
  - e. Imagine <mark>P</mark>action taking place. 0
- **(8)** Link the information together to gi
- {9} Use the infc nation whenever you can. Repetition is the key to morv

TIPS FOR TAK STANDARDIZED TESTS

Concentrate. Do not lk or distract others.

- {2} Listen carefully to the frequences. Ask questions if they are not clear.
- (3) Pace yourself. Keep your evel the time, but do not worry too much about (1) nishing.
- v O or . If you do not think you **{4**} Work through all of the question swer to a problem, skip it and come back to than a have finished
- **(5)** Read all of the possible answers for each question ing an answer.
- [6] Eliminate any answers that are clearly wrong, and choose from the others. Words like always and never often signal that an answer is false.
- {7} If questions are based on a reading passage, read the questions first and then the passage. Then go back and try to answer the questions. Scan through the passage one last time to make sure the answers are correct.
- [8] When you finish the test, go back through and check your answers for careless mistakes. Change answers only if you are sure they are wrong or you have a very strong feeling they are wrong.
- [9] Do not be afraid to guess at a question. If you have a hunch you know the answer, you probably do!
- {10} Use all of the time allotted to check and recheck your test.

### SUCCESS SKILLS listening & homework skills



#### LISTENING SKILLS

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

#### To help develop listening skills:

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

- ✤ It is your resp know when it need to be turned in. If you are absent for several days, make assignments while you are out. arrangements to
- → Have a place to study to works for you one that is free from distractions. Be h with yourself about using the TV or listening to music during study time. My you have everything you new profere you begin to work.
- Develop a schedule that you can poor the rested when you study in short blocks of time. Marathon sous 121 1994 1012 de → Develop a schedule that you can 102 o study
- Prioritize your homework so that you begin with the most important assignment first: study for a test, then do the daily assignment, etc.
- Study for 30-40 minutes at a time, then take a 5-10 minute break. Estimate the amount of time it will take to do an assignment and plan your break time accordingly.



### SUCCESS SKILLS successful notetaking



#### SUCCESSFUL NOTETAKING

- Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate information makes your outside study and review time that much easier. Good notetaking requires practice.
- Be aware of each teacher's lecture style; learning how to adapt to each style takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for each class or in a loose-leaf binder that has a section for each class. Your teacher may have certain requirements.
- → Date each day's notes, and keep them in chronological order. Some teachers provide outlines that tell you how a series of lectures will be organized; other teachers will deliver their lectures and expect you to write the information in your notes. Most teachers will emphasize important points by stressing them or repeating them a few times. Make a note in the margin or high DO NOT SUB he teacher specifically identifies as important.
- ing out unnecessary words. Use abbr Write notes in short phrase Write clearly so you will ble to understand your notes when you rev
- → If you make a mistal 🐼 single line through the material is less time consum than trying to erase he whole thing. This will save time and you won't miss an of the lecture. Do. r copy your notes over to make them neat; write them neatly in the first place On't create opportunities to waste your time.
- → Write notes where right two-thirds of the notebook page. Keep the left one-third free for you low-up questions or to highlight the really important points in the discussion,
- → Listen for ideas. Write them o vrite down every word mat your teachers say. verhead 02 projector, er a PowerPoint presentati on to outline th stress them their discussion.
- Soon after while the information is still freshing or minds related to you notes in the left column of the paper. Place these Soon after c stions di**re** ons across f**ro** no the information to which it pertains. Highlight or underline any key points, terms, events or people. Quiz yourself by covering the 2/3 side of your notes and try to an the questions wo developed without referring to your notes. If you need to refres memory, simply we over the note section to find the answers to your questions quick reviews will op you remember and understand the information as well as prepare for tests.
- reinforces the information and helps you on the source of ure that → Review your notes daily you understand the mater
- Review → Make sure your notes summar NE
- Devise your own use of shorthand.
- → Vary the size of titles and headings.
- Use a creative approach, not the standard outline form.
- → Keep class lecture notes and study notes together.

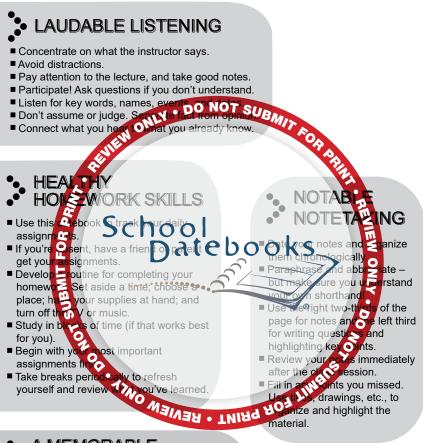


## SUCCESS SKILLS helpful hints



### THE SUCCESSFUL STUDENT'S

# -(BAG OF SKILLS)



#### • A MEMORABLE • MEMORY

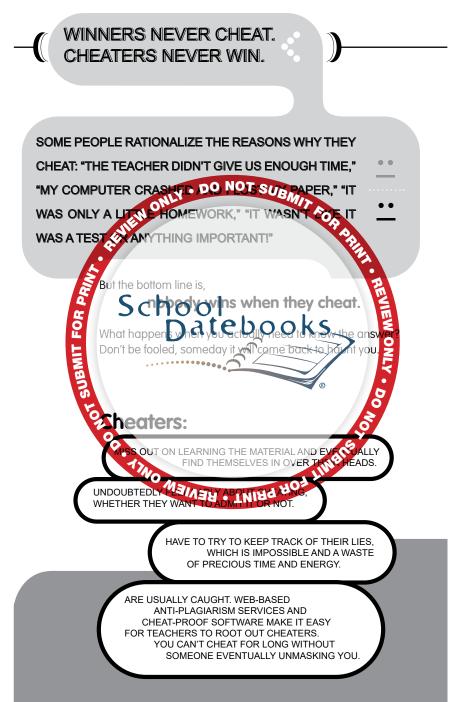
- Use a variety of avenues (listening, notetaking, reading, online resources, etc.) to improve your chances of retaining the material.
- Look for the main ideas, then find out how they all relate.
- Use mnemonic devices. For example, make a word out of the first letters of the items you are trying to remember. To remember the five Great Lakes, think of HOMES:

Huron, Ontario, Michigan, Erie, and Superior.

- Make up rhymes using the information you want to remember.
- Visualize the information or make up a story using the different facts you must recall.
- Use and review the information as often as you can because repetition is the key to a good memory.

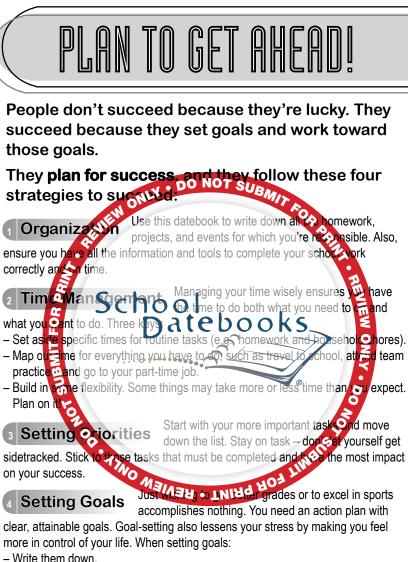
### SUCCESS SKILLS about cheating





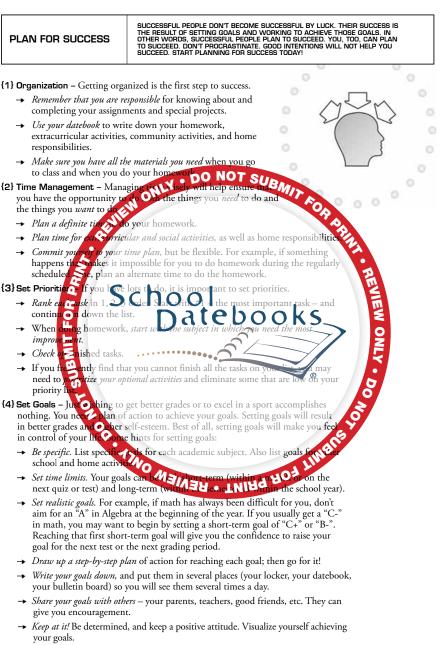
## SUCCESS SKILLS plan to get ahead





- Be specific.
- Set specific time limits, whether they're for 6 weeks, a semester, or a year.
- Be realistic. If you're a "C" student in math, set up steps for attaining a "B," then set steps for getting that "A."
- Develop a plan for reaching each goal. Make a list of the tasks or steps you need to complete.
- Share your goals with others to gain their support.
- Visualize your success.
- Build in rewards for yourself when you reach each goal.

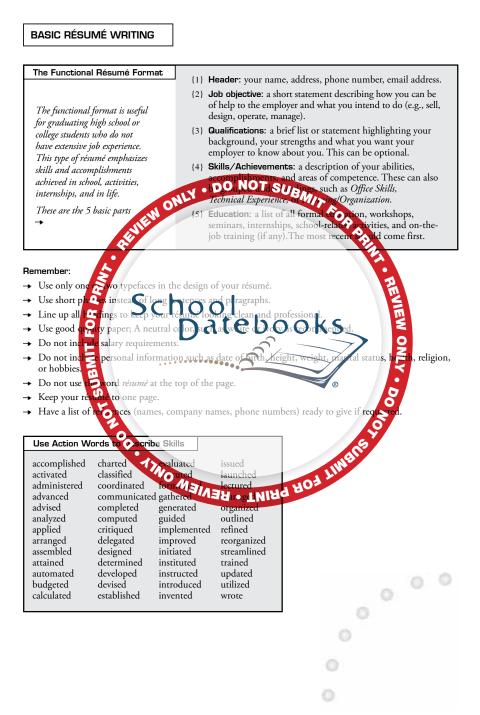
### SUCCESS SKILLS plan for success



+ Reward yourself when you reach a goal.

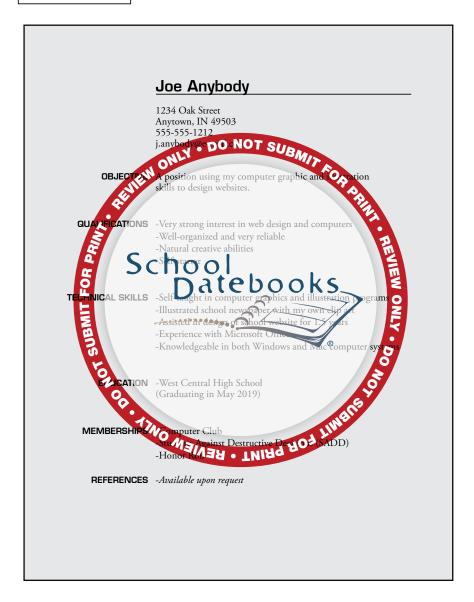
# SUCCESS SKILLS basic résumé writing







#### SAMPLE RÉSUMÉ



# SUCCESS SKILLS preparing for college



C

#### PREPARING FOR COLLEGE

#### The College Application Process

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

#### Steps for Juniors

- {1} Talk to your junior-year class schedule with coursework in English**, Ore**ign lan wag ce, and mathematics. It is recompended that possible athematics courses as
- {2} Colleges a looking for well-roun and speec**h**
- <mark>rile</mark>n potential universi {3} Find out going on wits to potential colleges.
- {4} It is best to isit campuses when classes are in se stmas or major holi 📭
- (5) Take a court prepares you for the SAT or ACT.
- [6] At the beginning of your junior year, take the PSAT exam to practice for the SAT
- Take the SAT OCT in the spring of your junior year. If you feel the score does n your ability, retaine the exam during your senior year. **{7}** Take the SAT
- (8) Start applying for a scholarships for which you are qualified.
- HOA TIMEL {9} If you know your intender field of study in college, schedule your senior A.C. an emphasis in that area

#### (10) Plan to visit as many college

#### Steps for Seniors

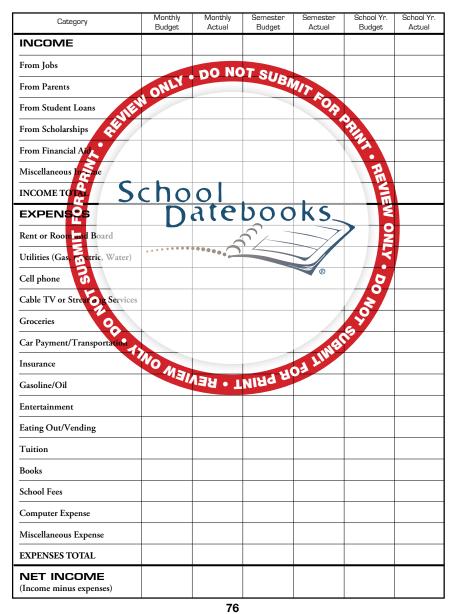
- WAINT . REVIEW {1} Attend as many college fairs as possible in your local area.
- {2} Visit as many institutions and universities as possible. It is best to visit campuses when classes are in session. (Not spring break, Christmas, or any major holiday.)
- (3) When visiting colleges, meet with the admissions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

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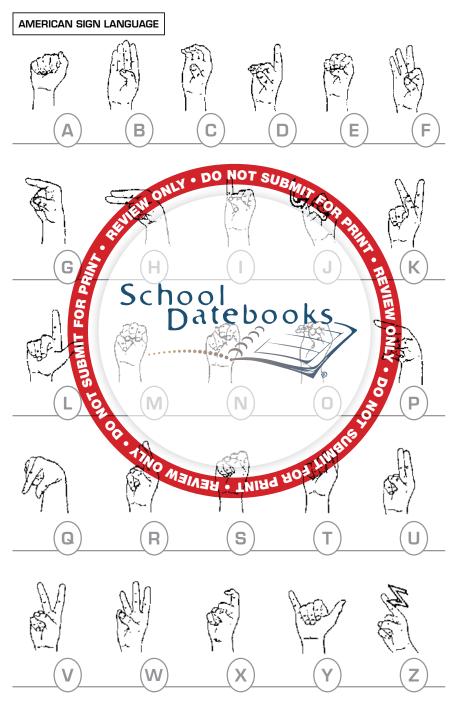
Learning how to manage your money is an important step in becoming financially independent. It's never too early to start keeping a budget. Use this budget worksheet to determine your income and expenses. If you need to cut back on spending, little bits add up.

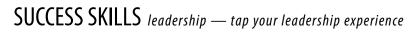
- When dining out with friends, don't order a soda; drink water instead.
- Skip costly coffeehouses and brew your own at home.
- Save money on gas and parking by walking to class or carpooling with pals.
- Many communities offer paying recycling programs, so cash in those cans.
- Consider trimming "extras"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



# SUCCESS SKILLS manual alphabet









LESSONS IN LEADERSHI

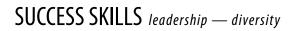
# Tap Your Leadership Experience

# 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 vacation:
- Helped friends agree on a movie: ONLY • DO NOT SUBMIT FOR ALLENING TO ALLENING T

### SOME GOALS

- I'd like the world to build consensus on:
- At school, we might work to build consensus on:
- "THE BEST POLICY IS MADE WHEN YOU ARE LISTENING TO PEOPLE WHO ARE GOING TO BE IMPACTED. THEN, ONCE POLICY IS DETERMINED, YOU CALL ON THEM TO HELP YOU SELL IT." - Elizabeth Dole





## LESSONS IN LEADERSHIP

# Diversity

### **Involve All People**

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

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

Enrich year school and commune by meeting and learning bout people of different phnicities and from many courd ies and cultures.

### SOME WAYS

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

**TAP MANY GULTURES** If wyour goal of the set of the set

ENJOY THE RICHNES Think about gender, culture, and orientation, and socioecon this, and those with distributed and 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

# Make a **Commitment**

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

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

be underrepresent your group • Create an advisory group of diverse adults in your community and ask them for suggestions. Once you'de brogdened your group's members rip, be sure to O tebooks ole Create a welcoming, respect inclusive - wironment ts When you ppoint committee leaders, be mire to include a mix of WHEN YOUR GROUP races, backgrounds, and females and males to these posts DIVERSE, IT HELPS MAKE SCHOOLS AND COMUNITIES **BETTER BY:** Make sure every is heard and their Increasing Reerstanding of opinions valued at your events others Consider speakers or woshops that will help your group value and the LNING hancing respect for others Reducing conflicts at school and in your community "YOU DON'T GET HARMONY WHEN EVERYONE SINGS THE SAME NOTE." Improving listening and Doug Floyd communication skills Expanding understanding among people "WE ARE OF COURSE A NATION OF DIFFERENCES. THOSE DIFFERENCES Curbing discrimination and DON'T MAKE US WEAK. THEY'RE THE bias SOURCE OF OUR STRENGTH." - Jimmy Carter Creating opportunities for new learning and experiences

# SUCCESS SKILLS leadership — empower, inspire



LESSONS IN LEADERSHIP

## Empower, Inspire

#### Lead Rather Than Dictate

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

Leadership isn't bossiness.

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

How to only Exception

## GOOD LEAST KNOW

- Don't haid someone a bunch of environes to cover. Instead, ask following with the principal, and invite a coupe of members to go with your solution.
- Don't tell them to bring refreshmess. Instead, ask them to connect the mayor for that species proclamation you're after.
- Don't tell someone to approximately the podium. Instead, invite that club member to say a few words about a particular project.

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

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

- **DO NOT** SUB what they have to say and what they do providing opportunities for them, too, to **Do** me leaders. And leadership is about seeping everyone excited about your organization and
  - committed to your goals.

## How to Inspire Member Cell Q Q K S get othes to be involved know:

- Vou cuts be up beat and positive
- It's good to offer little price and incentives – for arriving offer, bringing in the most new members, making the most signs
- Everyone short clap for every

# • INITE SP

- Emails and text messages can cheer everyone on
- A pizza party to celebrate a milestone keeps everyone coming back

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

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



LESSONS IN LEADERSHIP

# Follow Through

**Swing Through for Success** 

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

#### **TRACK THE DETAILS**

Follow through means touching bar **DOINOTOS** the project, doing what you say you will do, making sure the blat was supposed a *Million* and checking in on every detail. And when a project is complete, good a bow through includes wrapping it up with the final checklist and thank-you to every the involved. Instead of that methods a 'Someday Isle,' leaders who follow through make it "Today I Will," Their punch list includes a look at details large and small.

REAP THE REWARDS eswings, for through tebe 'Sa ned ough, 🔁 îl feel Then you follow elf and most confident . in your abile so You'll earn respect for paying attention to the desis. Your Ever to the your little brothe "Someda" Il teach you to skateboard Your parents, "I'm going to mpty the your little brother, project will likely be a great success! And you'll master a skiQhat will serve you well throughout your life. "I'm going trompt, and dishwasher soon"? A teacher, "Yeah, I'd like to the at that book sometime"? Or a man book sometime"? Or a man book sometime "One day I'm gong a TNIAG AOA TIME you're in, "One day I'm g to gather all that stuff up and turn it in"? Doing those things, keeping those "BE TRUE TO YOUR WORK, YOUR WORD, promises is following through. AND YOUR FRIEND." Making that a habit makes you - Henry David Thoreau a person of your word, someone who can be counted on and a good leader. "YOU HAVE TO HAVE CONFIDENCE IN

YOUR ABILITY, AND THEN BE TOUGH ENOUGH TO FOLLOW THROUGH." — Rosalynn Carter

# SUCCESS SKILLS leadership — oraanization



LESSONS

## Organization

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

Ever sit in a meeting while the leader shuffles around trying to find something? Ever spent time waiting in the car while the driver hunts for the keys? Or wasted time yourself looking for a notebook or packet you saw somewhere just yesterday DO NOT SUBMIT **"OUT OF CLUTTER,** 

#### **KEEP A CALENDAR**

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

It's also key too leadership. When others look to you for direction, do you want to be caught poring arous (Stacks of ale, wondering of ere you put somewing of atebooks showing up Late? Or would yd

off as efficient, respectful of others' time, and someone we's in charge?..

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

# Others Homanas **hey Do**

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

#### A PLACE FOR EVERYTRING

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

FIND SIMPLICITY."

Albert Einstein

ROR

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



a der LESSONS I N

# Leadership Qualities

### Load Up on What Leaders Need

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

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

Ā

D

11

R

S

H

P

DO NOT SUBMIT THEY INCLUDE:

LISTENING Weryone deserves their say. Goot orders share the floor and carry consider what others suggest.

**EXAMPLE** Showing is always more powerful than telling so your acons speak louder than words. Pitch in and model what ou want

hiers to to. DOO GTITUDE group can accomplish supething is Re biggest part of the enalise IDpOtio Kostaging, and ptimistic. **'**s contagious!

ALOGUE Anyone can talk a someone It's a pecial skill make it Lue give-and-take dialogue, a discussion in cludes everyone and all Onts of view. Good leaders know the value of dialogue.

**ENOGY** Effective leaders are often described as tireless Strhough you can get some rest, the energy you bring to your group yes be a motivator and corponent in your success.

RESPONSERVITY > The buck stops here, good KNErs know, meaning they've got to to your's expected, keep the board, and follow through every step of the way 1/34 . INING

**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.

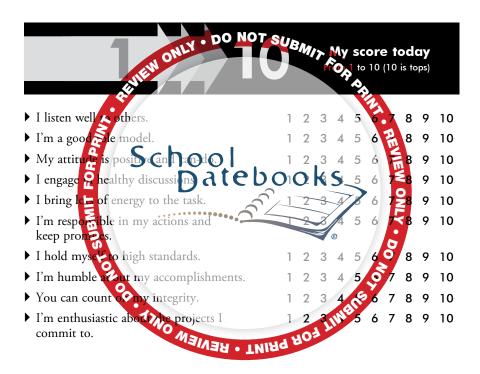


LESSONS IN LEADERSHIP

## 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.





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

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



LESSONS IN LEADERSHIP

# A Good Leader Shares Credit

### Who 'Dun It'?

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

**TELL ALL** Sometimes it's important **DONOT** so have a face to put before a crowd, to help you achieve a where and goals. But My face can't claim all the credit. And your acknow ogement must be sincere. So televis, who did what and what that meant to a who success.

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

- Say "we" in Sad of "I"
- Send email and neves or speak face-to-face, telling others how imply ant their role was the group 'Succes On Qive specific examples

Publicly Renowledge indiversity of the second secon

Save any my for a good book or movie.



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? 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

person

# SUCCESS SKILLS leadership — teamwork





## Teamwork

#### **Collaborate to Win**

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

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

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

Good leaders inderstand the and teams. They los ior them. Build them our ture them.

# About Everyone

You know the the who thinks, "It's all about me," They rarely make good to be because the "me" is to the focused on power, control, and attention. Leaders who are focused on group goals know it takes everyone to reach them, sometimes even partnerships outside the group. by more than 100 groups of hey know every group will bring a Suffigure to and all that much more support for the cause.

In your class, school formunity, and beyond, think a winning through teamwork of partnerships. It makes for INIA dership 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



aded SSONS

## Finding Places to Lead

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

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

Possik

SCHOOL TEAMS Wrganizing a school spirit da Ask off-season teams to join you with a short exhibition of even a comedy act. The more that involve, the more fun and successful it which

atebooks CHARITANLE PROJECTS raise funct for a charitable project? If you in the other groups to holp, you have the profits, but you read a wider group of prospects, tr

Interacy, you've got a great and commonality. And donors with an appreciate your ingenuity. Any group that shares a since with yours in

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

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

What community groups might join

What other school groes might be a good match for an estivity?

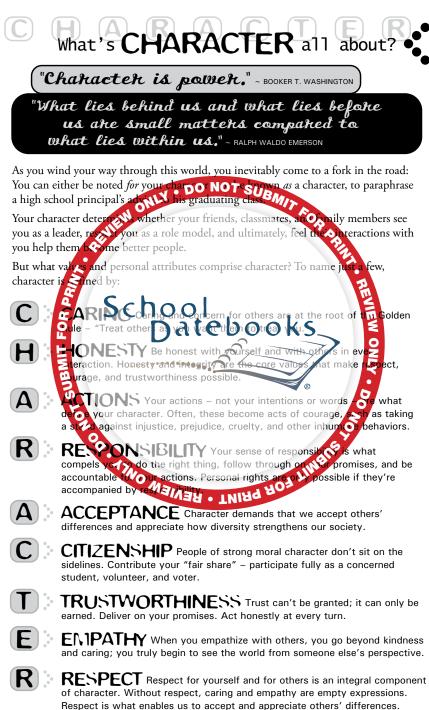
Association of Women Business **Owners** 

List your activities and ubs:

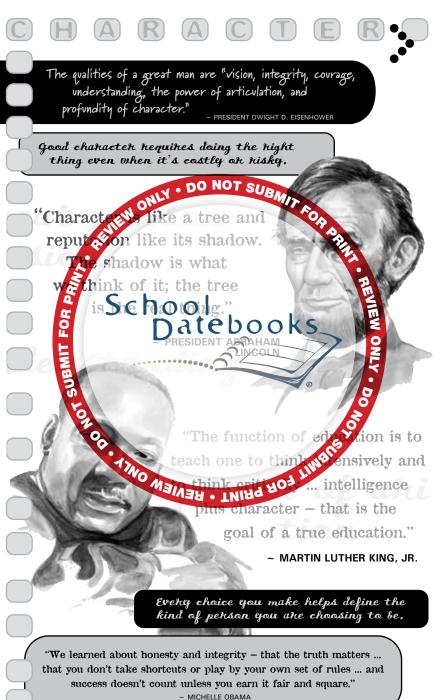
- □ Chamber of Commerce
- □ Friends of the Zoo
- □ Kiwanis
- □ Lions Club
- Optimists
- □ Other:

# CHARACTER defining character



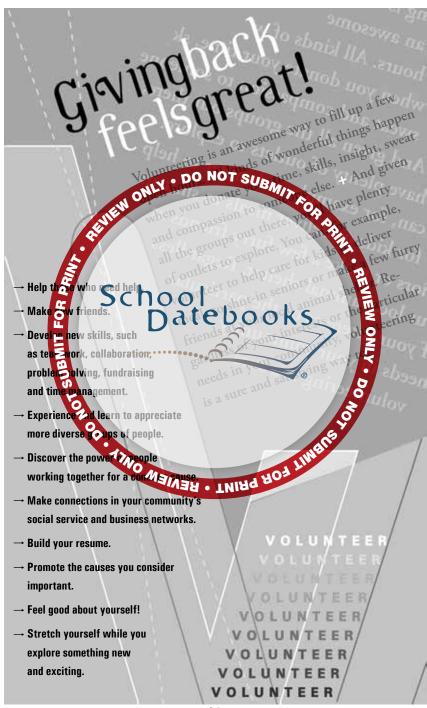


# CHARACTER people of character



# CHARACTER volunteering

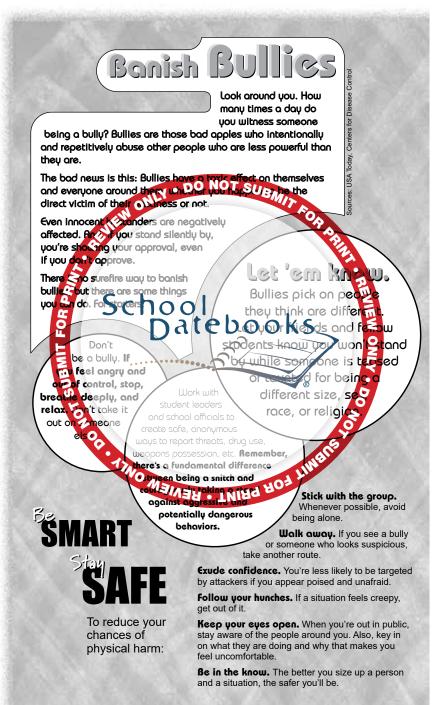




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# CHARACTER anti-bullying





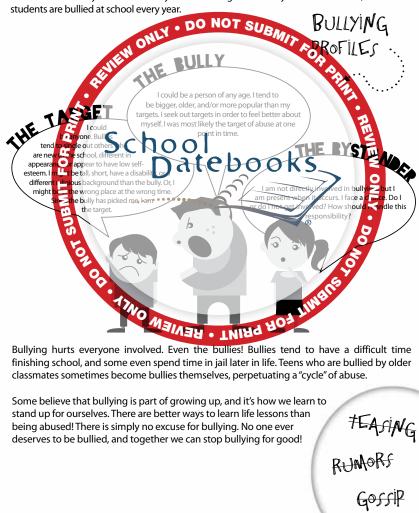


# STOP BULLYING

## Bullying is a form of abuse.

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

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





# STOP BULLYING

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

## TEASE VS. TAUNT

Is it a Tease or a Taunt when	(Circle One)
if offended, the teaser doesn't stop I tease someone I know, who can and w DO NOTOS UBMUSSION ON THE SUBMUSSION OF	Tease / Taunt Tease / Taunt
only the teaser laughs	Tease / Taunt Tease / Taunt
it is not playful and divided at someone you do not know well	Tease / Taunt
in a group, every chaughs, even the one who is teased	Tease / Taunt

# RULL

Cruelty: Throat of harming abother who has no mean of his and
Cruelty: The ort of harming abether who has no means of defense, for pleasure Goad: To crutinuous borgent an one-more dento get a reaction. Target: A ro son whom a bully france is of a borgent of the source of th
Target: A son whom a bully france is gradie a reaction.
Teasing: Telenenting another interroten clever but Cruel way
Manipulat in: The act of dishopestly influencia Out of the
Bully: An in Bidual who regularly menaces others for personal day.
a statistic interactes others for personal ago.

uccess or someone because of that pers them

ten bully o Jealousy: A fe Ashamed: The feeling that when we wish we had done something firerently. Indirect Bullying: The spin of rumors, gossip, or anonymethic for something firerently. to hurt another person. Cyberbullying: Using the internet to hurry of LNIB dates, unpleasant emails, Twi Eacebook position ctions that are meant 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.

## REMEMBER:

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

# hittiNG



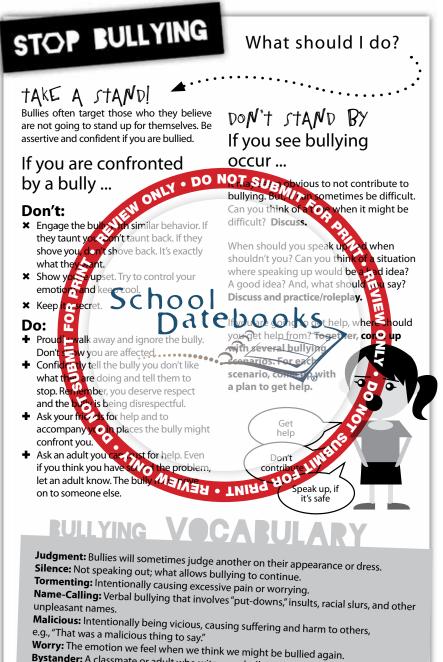
# STOP BULLYING

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

VERBAL BULLYING: Teasing, name-calling, spreading rumors, insulting, mean jokes, threats, or other verbal attacks that make us feel hurt or Have I ever ... hurt someone else's feelings threatened. The old made fun of someone because it adage, "Sticks and joined in with my friends' taunts, e gh I didn't actually want to part ve 🕠 Tones may break my pinched, slapped, or physically (Nrt someone else because they were different damaged someon (operty on purpose to make them upset? pes but words will sent hurtfulte essages, emails, or spread online rumors? never 24rt me" is not made fc. of someone else simply because I could? true. Verba corments can lead to depression in some cases. If you wouldn't ware omeone to say something to you, then deat say it to them. DO ling or Osing BULL NG Sometines a bully Sina aeek!) not at all for kickball, just someone las cannot cognize because you don't like them g y are that they 😭 unpopular among your frier a bully. CYBERBULLYING: Using he internet or electronic devices to Age in verbal · REVIEW ONLY When we routinely hu or social bullying Vreading rumors on others on purpose, we social media 02 and sending hurtful text become bullies. LNIAS or emails are a few examples. In some states, cyberbullying is now illegal. For more information, visit: www.cyberbullying.org. REFIECT: Describe a time you or another person were bullied: Given what you've learned, what would you have done differently?

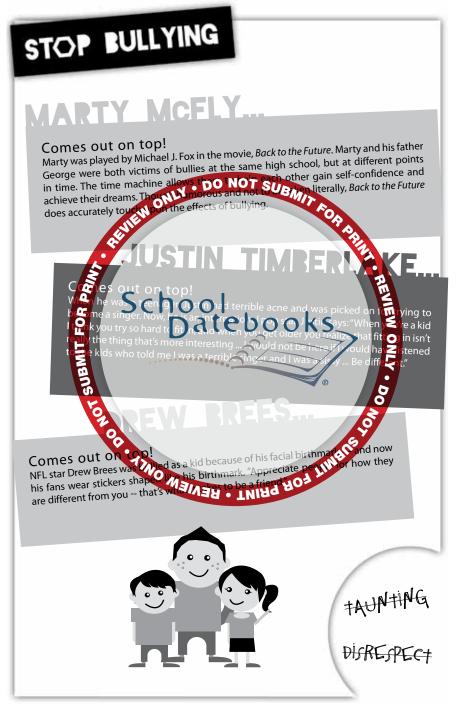
# CHARACTER *i'm being bullied*





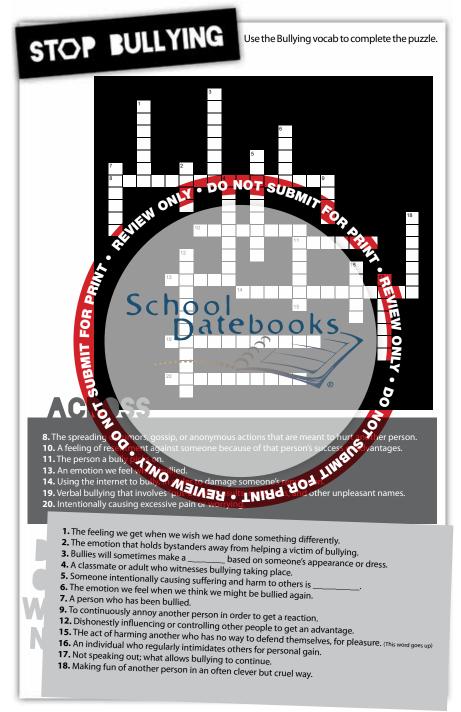
Bystander: A classmate or adult who witnesses bullying taking place.





# CHARACTER bullying: crossword puzzle









## Respect in Your World

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

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

## What's Your Take?

- · Bullies use threats and intimidation to get "respect." Is that really respect, or is it fear? Can violence be used as a means to get respect?
- Do teachers, principals, coaches and other adults in ٠ leadership roles automatically warrant respect? Why
- When wat **BUTT** time you were disrespectful to someone else? When some other person's reaction?
  - How do you feel when som one is disrespectful toward you?
  - What can you do to make your Acool environment . more respectful? What about your nome?
- How were you respectful toward son the else today? School. How did you show resp. Datebooks

oday?

How did you show respect for yourse

## Me First

You've probably eard the saying that you have to be a wiend to friend you. It's get Use the following exercise to build your selfll beanvone el III

I excel at

I'm a good

I'm proud of my abilit 🧿

I can teach others how t

My favorite thing about me is

6



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



# ONSIBILITY

. DO NOT SUBMIT

ebooks

## My Responsible Roles

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

REVENONLY

Schoo

## Test Your cosponsibility

When you make a mistak by you

When you get up in the morning, do you

- a. Blame someone else: b. Admit the mistake and try the **UABE LNIBE HOE LINE** hen you get up in the morning, do you a. Make your bed? b. Leave your bed a mer-else ma<sup>1-</sup> else makes it?

On group assignments, do you

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

When you are at school, do you

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

## I Am Accountable

- How do you take responsibility for
- How do you feel when you are acting in a responsible manner?
- How are others responsible for you?
- Who can take responsibility for your success?
- ٠ 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?

100





## Character In Action

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

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

If you do the right thing and look at the test - you are of high inte

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

- What does your ver say about your character?
- OC• What would another stude who was snooping for answers?
- Is it more im nt to win the game or ace the test? Or is nore important to play fairly and not cheat?
- What have you today to show your integrity?
- "If you have integrity,



• Lie

• Cheat

• Steal

If you don't have



## Looking for Inspiration

A person with integrity is honest, truthful and is considerate of others. People with no integrity will lie, cheat and steal to take a. Who do you .. DO NOT SUBMIT FOR A advantage of others.

ONLY

e matters."

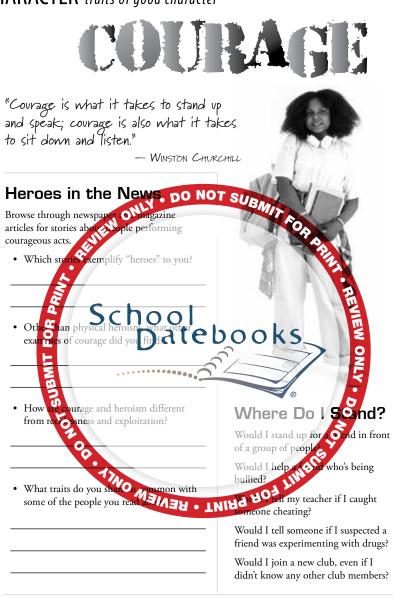
scientio**us** 

you:

Take advanta

• Pass Blame





## Counting on Courage

What kinds of peer pressure exist at your school?

Describe a situation where you relied on courage to take a stand against peer pressure.

Learn from Lincoln





#### Make it Happen! Everyone's heard of Abraham Lincoln, right? Well, Whether it's raising your grade or making if Lincoln didn't have the team, you have to work hard and have determination, his name determination to reach your goal. would mean nothing to you. Consider this: My goal: . DO NOT SUBM Lincoln was defeated What I will dog when he ran for Representatives in 1835 but he was victorious in the House race in 1835 and was then re-elected for three consecutive terms. the Illinois House of How I can motivate r He was defeated when he ran for the U.S. House of Represents zes in 1843, then ran successfully for a House part in 18 (C How I will reward myself: He was defed for the ateboo He was delited for Vice Presider He was detered for the Senate again in 1858. Finally, in 1000, Lincoln was elected President of the United es. • Who else day by know who has shown determination? Traits in Cournon in i How are determination and the How does motivation affect determination? How is determination affected by optimism? "If you are resolutely determined to make [something] of yourself, the thing is more than half done already."

- Abraham Lincoln





## Think About It

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

## Already Ambitious?

If it's overwhelm is to plan longrange goals, you'r i start spell. Set goals to achieve in the week hor month or the setter. Each small goal is one sterp loser to the big picture. Changes are, you're already ambitious! Aster burself: How have I strep a mbition this

Week?

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

Ŷ.

## **Planning for Success**

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

- Be specific. Know exactly what it is you want to achieve.
- Be realistic. Results won't happen overnight. It may take
   OONOT SUBJUCT goal.
- Set time limits. It will need to be you toward your goal.
- Write your goals down. Use you shook to record your goals and track your progress.

#### In My Life

tebooks

ing today to

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

Ш

C

J

ARCHIE DANIELSON

"Intelligence without ambights is a bird

# Without wings."







# Citizenship = Participation Citizenship is having pride in your school, your city, your community, and your country ... and keeping them something to be proud of! DO NOT SUBMIT FOR PRINT • What kind of citizen are you? Does your level of involvement community mirror the self of citizen you think you are? Why or why not? A province of the province "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 · At what point do the rights of a single citizen become less important than the safety and security of the community? The nation? · If you were able to add another amendment protecting the rights of the people, what

would it be?





What does it mean to care for the environment?

How do you care for yourself?



## How Much Do You Care?

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

you have to put 1007 eds second? Why or why not

How far would you go to the someone else if it meant you were inconvenience yourself?

Is it enough to perform caring acts A do you really need to care from the heart? Is it possible to do one

ds second? Why or why not?

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

What does it feel like when someone is uncaring towart you?

C D O O What is your response to the sentimen h and only care abou remselves"? Would your riends describe you as Is it true that one caring pe caring perso 2 Why or why not? an ma differen e? Why MEINS

.

without the other?

Do I always treat others with Stemess and generosity?

Do I always trea. Do I always trea. Do I ever treat som of the them left a soft of the the soft of the the soft of the soft of the the soft of the soft of the the soft of the Do I ever treat som of meanly or talk badly about

Do I think about other people's feelings before I

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

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

"Without a sense of caring, there can be no sense of community." - ANTHONY J. D'ANGELO

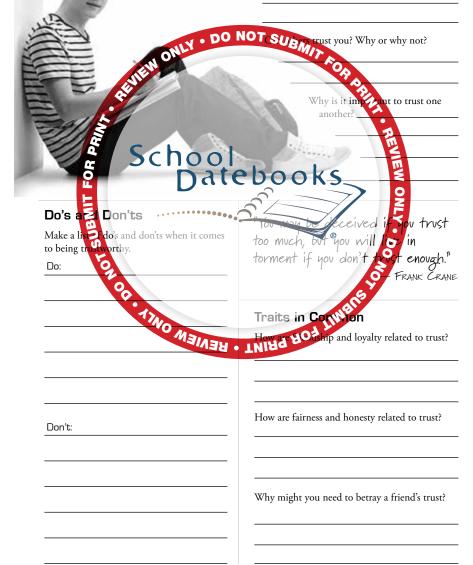




### The Truth About Trust

Trustworthy people know the importance of trust and make sure they embody it in everything they do.

Whom do you trust?







### Are You Fair?

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

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

## Toleran 🕰 and 式 s tebooks

- Think abbut a time when you ware treate as an out mer. How did it make you feel?
- Think automatic a time when you treated someone badly because they were dif-ferent. How Old it make you feel?
- Whom do they protect? What while the stabilished? Whom do they protect? What while the stabilished? Have you ever been unfairly accused of something you didn't do? How did in main and the stabilished to a stabilished? What ' ' • Intolerance is oten bred from ignorance
- Why were anti-hate crim 20 established? Whom do they protect? When the this
- · Have you ever been unfairly accused of
- · What kinds of laws are in place in our judicial system to guarantee the accused a fair trial?
- · Which school rules or community laws exist that you think are unfair?
- · What are some good reasons why those rules and laws exist?
- · If you were to contest school rules or community laws, do you think you'd be given a fair chance to make your case? Why or why not?

## Making an Effort

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

IEW ONLY .

at school? \_\_ NOT SUBMIT FOR AREA

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

## CHARACTER traits of good character





#### Honest or Dishonest?

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

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

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

Telling your parents you whour late because your friend he has trouble when the problem was needing of stop for gas, which only took a few minutes.

Letting the unsecall you safe when you know the share op tagged you.

Assuring you little sist just heard really th no idea what was.

Keeping the extra dollar you got in change rather than <mark>E</mark>ling the clerk about his missake

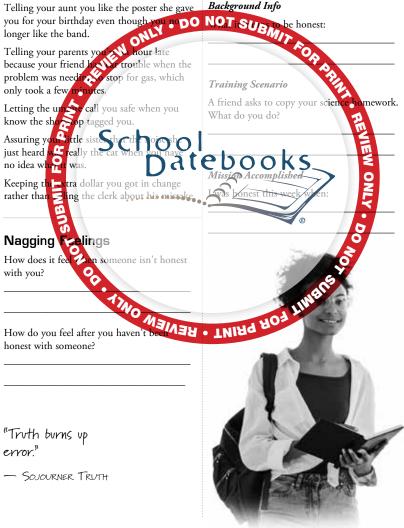
### Nagging Feelings

"Truth burns up error."

- SOJOURNER TRUTH

#### Is honesty always best?

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



## CHARACTER traits of good character





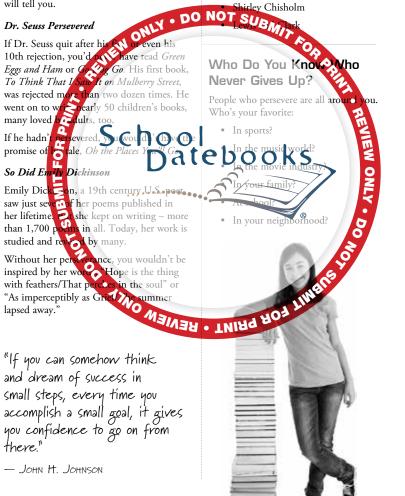
#### Winners Despite Rejections

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

#### They Kept At It

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

- Charles Schulz
- Elizabeth Cady Stanton



## CATHOLIC FDUCATION Advent A SEASON OF HOPE



The first Sunday of Advent is New Year's Day in the Catholic Church, when we begin a new cycle of the liturgical year. The Advent season begins four Sundays DO NOT SUBMIT

A TIME FOR JOY Which means "arrival" or "coming," signaling the contress of the birth of Jesus Christ on Christmas

Joy is abundand during Advent as we anticipate Christmas. To prepare, we low on Cadying aurselves for this wonderful gift.

# wreen in all of us memory wreen in all

## CATHOLIC FDUCATION Advent





## THE ADVENT WREATH

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

#### **EVERGREEN FOR ETERNITY**

- Traditionally, three of the candles are **O'NOT** subject of the candles are **O'NOT** sub
- Christmas Day

#### REPRESENSING EXPECTATION, HOPE, JOY, PURIT

- e and i lit. It represents expectation. On the first Sunds
- The next ounday, the first echis one repesenting hope, art
- On the **r**d Sunday, the rose candle, representing joy, is from the rose two weeks. ong with the candles
- <sup>®</sup>is lit, along vith the On the landunday, the fourth candle, representing purit other three
- On Christma Day, the purple and rose candles are replaced with our candles, signaling the new beginning. "We light a candle today, Small dim light against a world that often serve orbidding and dark. But we light it bery the are a people of hope,"

#### tho YOUR PERSONAL PREPARATION -

PRINT · REVIEW 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 give about providing learning opport like for

FORPARIE St. Ambrose was an at Ney, known for his peace-making skills.

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

Their lives and stories Scours and Olication of their talents to more the world a better place. And these are just a sampling of the saints we can read about and learn norm. K S

ALL SAIN 'DAY - Each November 1, the Satholi Church celebres All Saints' Day. This year, learn more about® your namesake a family member's, or a friend's. You're sure to discover an coaring tale and inspiration for your own life. "The saints have alw C been the source and origin of renewal in the most difficult moments in the Caurch's history." – Pope John (C) LEARN FROM THEM – hat better model Your <sup>12</sup>

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

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

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

invested her inheritance in missionary work

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



## CATHOLIC EDUCATION Holy Spirit

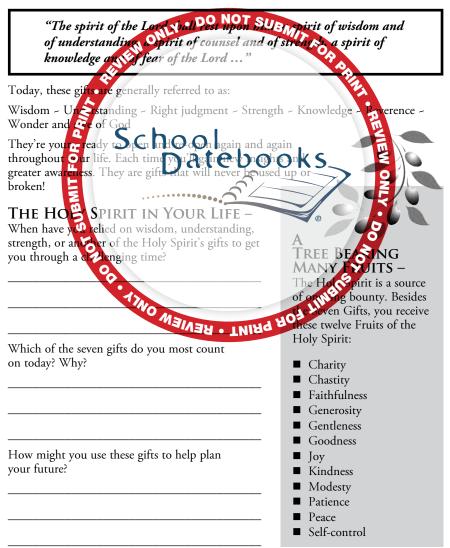




## SEVEN SPECIAL GIFTS

The Holy Spirit bestows seven gifts at your Confirmation.

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



## CATHOLIC FDUCATION Lent А ТІМЕ ТО АСТ

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

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

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

especially w... orking hard in anticip... • DO NOT SUBMIT by be one choice for Lentif • trict fasting once observed • a sacrifice, and a Giving up ice cream or cancollary be one choice for Lendr It's a carryover from the bys of strict fasting once observed by Catholics. Goine whout sweet treats is a sacrifice, and a worthy one.

**GIVE OF YOURSELF** – If something as simple as that is an approprise Lenten observance, imagine, then, what the impact would be of you doing something proactive during Lent. As you all back of wall of the rourself during Lent, conside how you might in the testice books

Perhaps the money you would have spent on encirtainment or eating out uring Lent could be given to your local soup kitchern This may be a good time to step for, end to volunteer. Even community has groups needing help, from @ the local humane society to homeless shelters and youth centers. Your couch likely has special activities, too.

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

"And now abideth faith, the lowe remain, these three; but the J JINE TO "And now abideth faith, the lowe remain, these three; but the J JINE TO "an area to mark the season of Lent. "And now abideth faith, the lowe remain, these three; but the J JINE TO "The lowe remain, these three; but the J JINE TO "A CONTINUE TO THE SEASON OF THE SEA

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.





EW ONLY .







Lent begins on Ash Wednesday, which falls anywhere from February 4 to March 10, depending on the date of Easter. "If you want God to hear your prayers, hear the voice of the poor. If you wish God to anticipate your wants, provide for the needy without waiting for them to ask you." - St, Thomas of Villanova

Although we refer to Lent as a today period, the SUBNIC Sundays were not counted from Ash Wednesday unit. Other is actually 46 days, because sundays were not counted in the days of fast observed during Lent in earlier years.

**LENTEN TRANSTIONS** – Lent is a season rich with tradition and practice for Catholics. Many families, churches, and communities repeat their traditions year after year. Others na Sify them to reflect changing times. Around the United States and the world, difference tenten practices have emerged.

Talk to you greens, Sancharon are teachers. Find out where they green and what their face by and church traditions were when they were youngsters. All them how they felt about the time of Lent Thick bouched your Only's raditions are similar and different.

Of your fames traditions, what are you likely to keep to the to come



## 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.

Dustinese. These markings or an middle, and end. **TRADITIONS CONNECT US –** Beyond turnese calendar pages, tracking time helps Cabol NOT Superabout our history, chronologically on the events, celebrate specific ad bring reversive meaning to our daily lives. Loth our faith and to each

**REPEATIN** SEASONS – In the Catholic Church, the liturgical for begins on the first Sunday of Advent and proceeds through the sectors, flucture as them, year after year.

The seasons the Catholic Church at tebooks

Advent = Cesistmas = Ordinary Time Laster Pentecost = ordinary Time

What's your favour season of the liturgical year? Why? ing the different HO3 LIMERS 107

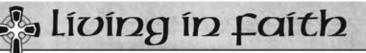
What are your family's tradition and the difference of the differe

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

## CATHOLIC EDUCATION liturgical year, colors



EW ONLY .



A CATHOLIC STUDENT'S GUIDE TO LIFE-LONG LEARNING

## COLORS BEAR MEANING

Liturgical colors are also used to man certain seasons or church holidays. Each color symbolizes specific meanings o NOT SUBMIT giving an added dimension or the vice 'TOLET: MELANCHOLY 'TOLET: MELANCHOLY 'TOLET: MELANCHOLY 'TOLET: MELANCHOLY

#### Rose: Joy

On the third Sunday SAdven O O rose replace rolet as a symbol of having b. OOKS

#### RED: PALION

Palm Sunda Pentecost, martyrs' feases and reasts of are the times Phen red is used. It represents blood, me rtvrdom

#### WHITE: COORY

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

#### GREEN: HORIO

Green is the color choser following the Epiphany and Pentecost and It represents hope and here nal.

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

#### YOUR THOUGHTS?

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

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

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

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

So endeared is Kary that she's been bestowed with many names – the Posted Virgin, Our Lady of Guadalupe, the Madonna, the Virgin Gary, the Queen of Heaven, and Our Lady of Mer among hery on P. O Datebooks

"Nature's be-soming, the warm air of May evenings, framap gladness in world that is renewing itself all these things enter in. Yes aration of Mary has its place in the work particult atmospher theor she, the Virgin, shows us faith under its your aspect, as the snew beginning in a world that has grown old. - Pope Whedict XVI

, noly woman and a ... opportunity to model her pacient, loving, caring person she ude: e's challenges ne to HER GIFTS US – As a truly holy woman and a mother, Mary's life vers us the opportunity to model her behavior, to strive to be the patient, loving, caring person she was.

Some of her gifts to us include:

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

What gifts have you accepted from Mary?

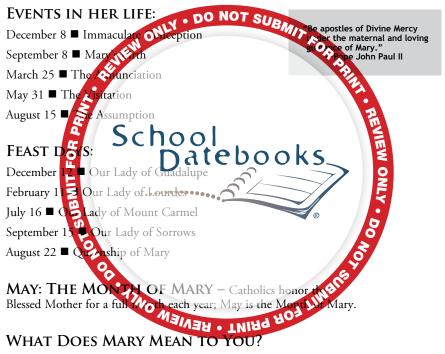
## CATHOLIC EDUCATION our blessed mother





# FEASTS CELEBRATING MARY

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



How does the Blessed Mother influence your life? Help you in your faith?

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

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

This structured prayer includes the Apostle's Creed, Hail Ha lation UBMIT FOR ARING Mary, Glory Be, and Our Father, as well as not replation of one of four sets of mysteries of the losary, which UBM events from the New Tester One

TIME FOR MEXIATION, FOCUS – For those saying the rosary, be repetitive prayer offers an opportunity for meditation focus, and devotion, whether prayed alone, with classmate ryour family, at a funeral, or a celebration.

For individur praying the resary can be a time to step outside the regime, a province of election and an opportunity of focus on your fath atebooks CONNECTING FAMILIES, GROUPS- Some families beg a long car drive by saving the wary. Others us this form of mayer during special times of the year the family together.

For groups, the essary can formalize a gathering time, helping to create connections, unity, and peace.

"Give me an army saying the rosary, and I will conquer the world." — Pope Pius IX "The rosary should always and experienced as a path

of contemplation." – Pope John Paul II

YOU AND THE ROSARY

How do you feel after praying the rosary?

What does praying the rosary give you?

## CATHOLIC EDUCATION the rosarv





# THE ROSARY'S

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

It's believed that so wime in the late 1300s, Dominican friar Henry Kalkar divided the 150 prayers into 15 Geodes and replaced the Our Father with the stail Mary. Later, the rosary was shortened to becade

**Choo**<sub>1</sub> Under Pope Geo XIII, 1903, Octo P, was named the Jon Rotter DOOKS Rosary. The teast of Our Lady of the Rosary is celebrated of October 7 each year.

thought 9 at I had no time **for** nor time to pray, I saw an armless n saying his his feet."

n of Jesus **rp r**, institution of the

NEWEST UMINOUS MYSTERIES – In 200 Pope John Path I introduced the Luminous Mysteries, the mysteries of light to the church's traditional Glorious, Joyful, ്ത and Sorrowful Wateries for contemplation while praying the rosary

#### The Luminous My Ceries are:

- Baptism of Jesus in the Jordan
- The wedding at Cana
- The Proclamation of the KARINER God

#### 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

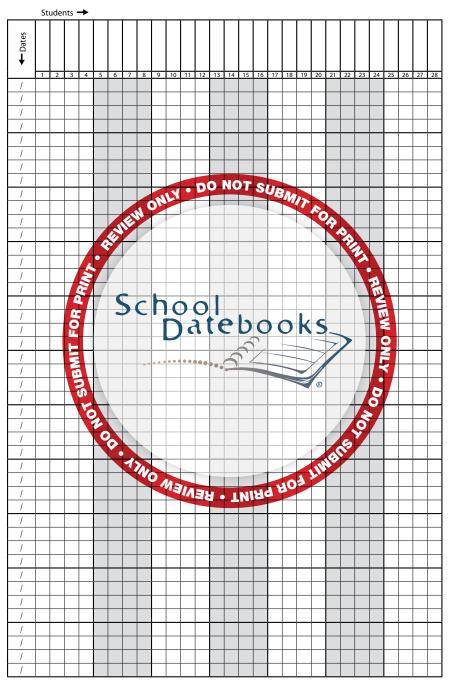
Resurrection of Jesus

The Transfigur

The Last

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

## ATTENDANCE RECORDS

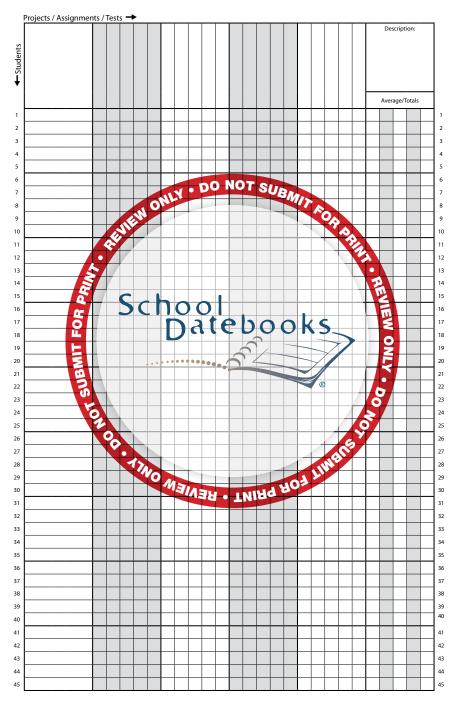








## **GRADE TRACKING**



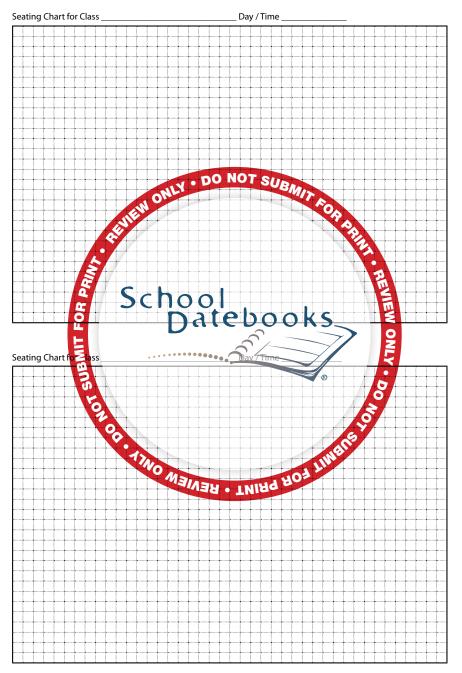


## LESSON PLAN LOGS

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## **SEATING CHARTS**





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

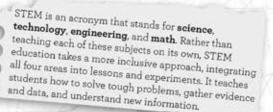
## SUBSTITUTE INFORMATION



#### **Daily Schedule Routine Procedures** School Begins \_\_\_\_\_ Attendance\_ AM Break Lunch \_\_\_\_ School Resumes PM Break Discipline \_\_\_\_\_ Dismissal \_\_\_\_\_ **Get Help From** Dismissal \_\_\_\_\_ Students \_\_\_\_\_ REVIEW ONLY Teacher(s) Secretary \_ Administrator(s) Scho Nurse \_\_\_\_ • a books 0 Custodian(s) C Mans Notes ര E FOR ON IN OR STUDEN HOJIMENS nformation a First Aid \_\_\_\_ Nurse's Schedule

## **Other Information**

## STEM What is STEM?



DO NOT SUBMIT FOR Many Americans (1) classroom. In ALE Ment en President Barack then a school subject, or the periodic operties of waves. It is an approach to "[Science] critical way to understand and explore and th the world, and then have the capacity to table, the that world."

## School Datebooks In 2014, only 16 percent of students v ed in a

t of Educatio STEM career, according to the U.S. Department D

nong STEM jobs, occupations in technology, such as puting software development, are in the highest doman G

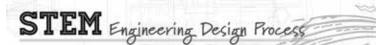
says Jack Man 13/13/ Alin INING Unersco , and value," scores how STEM mproving lives.

## 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.



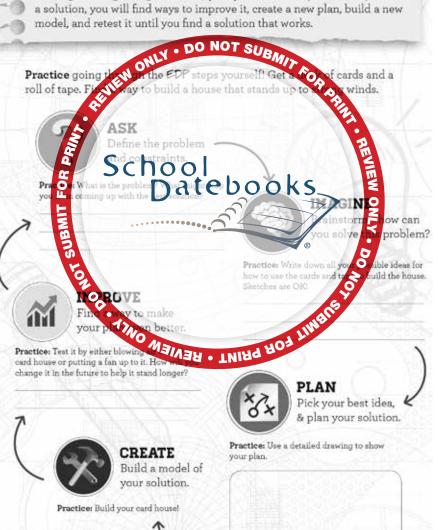
ONLY







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 to improve it, create a new plan, build a new model, and retest it until you find a solution that works.









Working in teams ca some tips for successful

✓ Respect yourself and others.

1 Accept differences.

✓ Listen to others while they're speaking.

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

Collaboratio DO NOT Subject to gether to reach a goal. With team, members with times take on certain roles and anples include: head engined, suality control engineer, operations manager, and con Amica nication directo

Wher sorking on a team, it's important not to critic a other idea SNot every idea will be a success or ever some hing SiCin O IO lose cases, you'll have opperunities to ad a tebooks

Prazice delivering your input buestion of s 🖳 ng, "That model is too large and "When f we made it smaller to fit the requirements **b** 00 The same can be challenging there are and

Stay on task and avoid distractions.

✓ Manage your time

✓ Stay positive.

wisley

## 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.

SHERVI NULDERG (1969) BM/ Chief Operating Officient COO) of Facebook. She gaw COSD Talk in 2010 Why we have too few women leaders and she has writen a book titled, "Lean In" about female addership in business.

## School THOMAS TARTER DOOKS WENT

four others designed the technology for the ordeless hoc network about our missive internet of things will be internet of things will be so mesh. He also founded the nonproduct of the initiation, the Native American Intellectual Property Enterpise Council Onelp other Native American inventors.

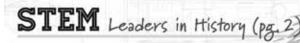
and



**MARY MOLINA** (1943-) won the Norm<sup>2</sup> rize in chemicology 1995 for discoverine of the earth's ozone layer was best in air conditioners and other equipment. Holes in the ozone were threatening the environment, and his work led to alternative cooling methods.



**YNES MEXIA (1879-1938)** was a botanist who discovered two new plant genera and 500 new plant species. She greatly expanded the world's knowledge of plant life.





MARIE CURIE (1867-1934) was the first woman to win the Nobel Prize and the first person to win two Nobel Prizes. She received the first award in 1911 for her discovery of polonium and radium.

# ORVILLONLY 1948) and WBM/7 WRIGHT (1867-

1912 Novented and built the first succeoped airplane in A They observed how birds angled the opings to fly, and they copied this in the plane wings' design

## School ROSALINIDRANKENDOOKSamed

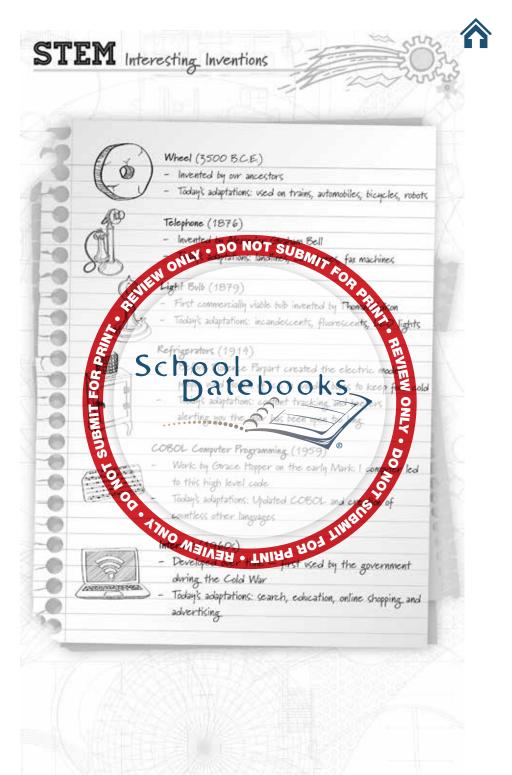
crystallography and X-ray diffraction at Several Q University, She used the When analyzing DNA files, and one of her photographs provide the stary evidence for identifying DNA's structure.

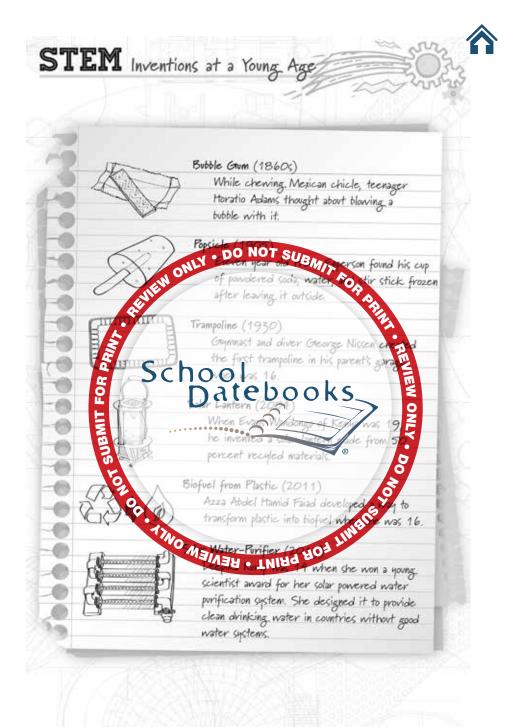
A.

JOHI WERE (1804-1886), a blacker, W. decided that the wood Managiron play for a Ofused wasn't suited for prairie soil, so he charted thew steel design. He founded Deere & Company, where he developed other agriculture tools.



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









AGRICULTURAL ENGINEER | Agricultural

engineers bring technology to traditional agriculture by improving methods for livestock raising and crop production. They aim to improve yield (how many crops are produced), safety, and available feed and food supplies. These engineers may introduce advances in existing machining, create new equipment and design state-of-the-art facilities. They also study ways to ensure water quality and pollution



DO NOT SUBMIT FOR shood's nutrients OOD SCIENTIST | Food scientists s and other contents. They identify new for the surces and improve methods for processing and preserving food. They also address the world's hunger. needs woh solutions for growing, storing, packaging, and distributing ood

# School

MECHAIP | Care, maintenance, and repair our all on a medicis to do list, There prefersion all mow every detail of the machines and equipment the on. Most s 🚡 ialize in key areas — cars, airplanes, refrigeration office machines — anything that operates mechanical, cause equipment is always changing and being inversed, mechanics must continually learn new techniques of procedures.



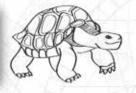
AMILE FOR PRINTIL REVIEWONLY in aquarium director oversees everything in the aquarium, coordinating the business office, planning, fundraising, and care of marine life, with staff for specific tasks. Directors also get involved in educational programs and participate in advocacy activities.

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





**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.



WILDLIFE TECHNICIAN Wildlife technicians study wilding the DO NOT SUBJECTION populations, and ON, providing education as the billife to the public. Here collect data in various areas; to And release enimals; and take blood or tissue somp a they also monitor habitats, collect water and soil same as, and identify problems that wildlife may encounter.

# AEROSF SE ENGINEER Datebooks

mathem is al models, analyze them with o build proserves, and conduct environment operation of mul stress tests.

> METEOROLOGIST Meteorologists study wather patterns and the atmosphere. They ide to trends, ending changes, and how those minute affect people. We respecially important when the attention severe wes a management of the second severe of the second severe wes a management of the second severe of the second severe wes a management of the second severe of the second severe wes a management of the second severe of the second severe wes a management of the second severe of the second severe wes a management of the second severe of the second severe wes a management of the second severe of the second severe wes a management of the second severe of the second severe wes a management of the second severe of the second severe wes a management of the second severe of the second second severe wes a management of the second severe of the second severe wes a management of the second severe of the second second severe wes a management of the second severe of the second severe wes a management of the second severe of the second severe wes a management of the second severe of the second severe wes a management of the second severe of the second severe wes a management of the second severe of the second severe wes a management of the second severe of the second severe wes a management of the second severe of the severe of the second severe wes a management of the second severe of the severe of the severe of the severe of the severe

**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**

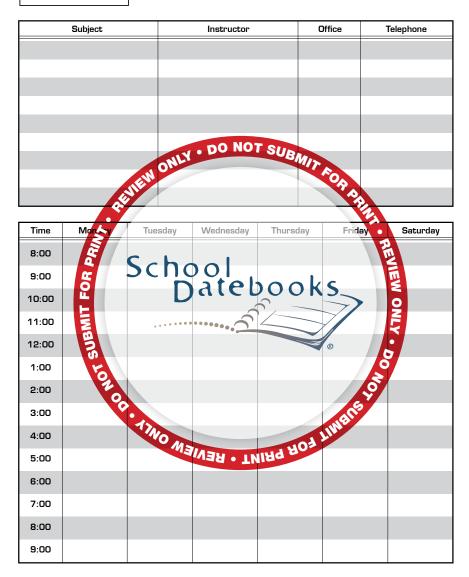


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## CLASS SCHEDULE first semester



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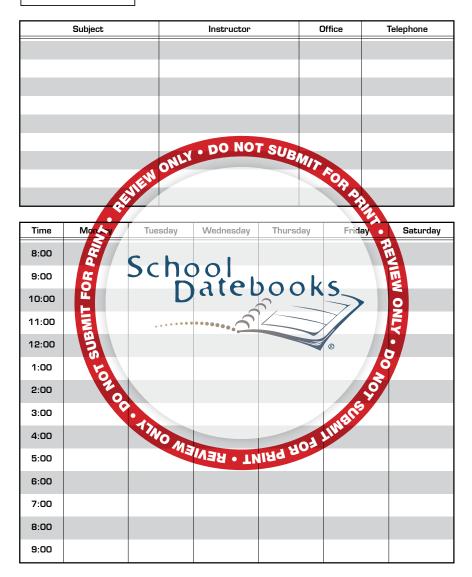




## CLASS SCHEDULE second semester



SECOND SEMESTER





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



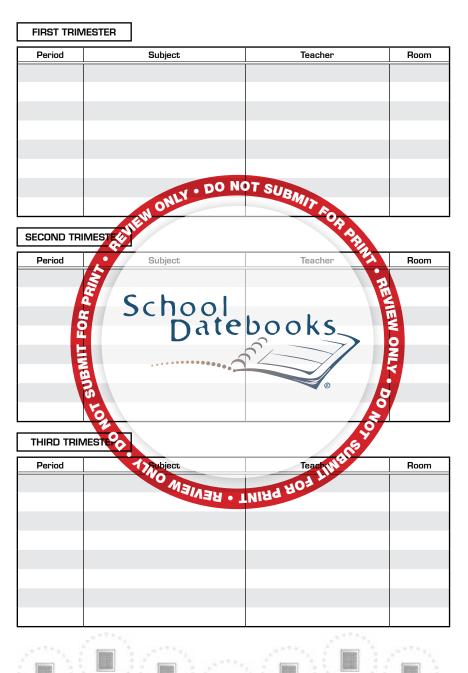
FIRST SEMESTER

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## **CLASS SCHEDULE** trimesters



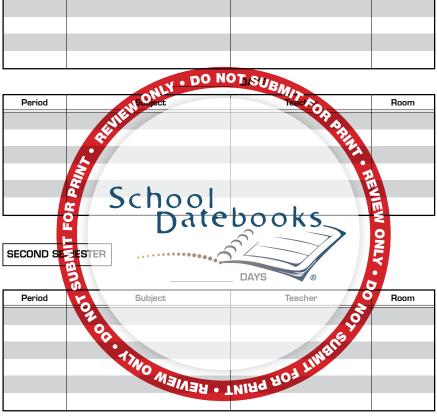


## TIME-BLOCK SCHEDULE first & second semester



#### FIRST SEMESTER

	_ DAYS			
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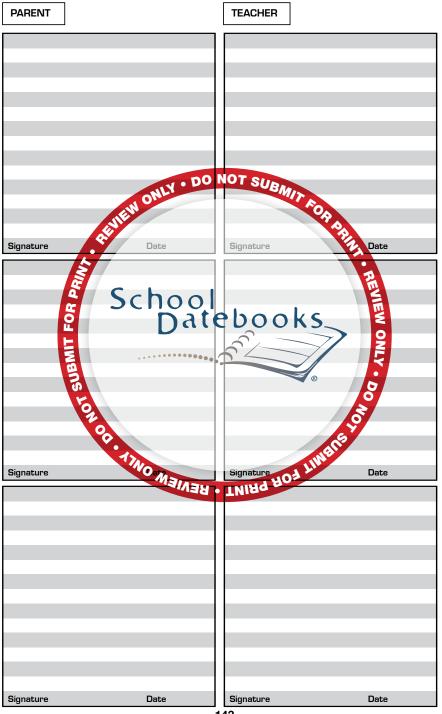


DAYS

Period	Subject	Teacher	Room

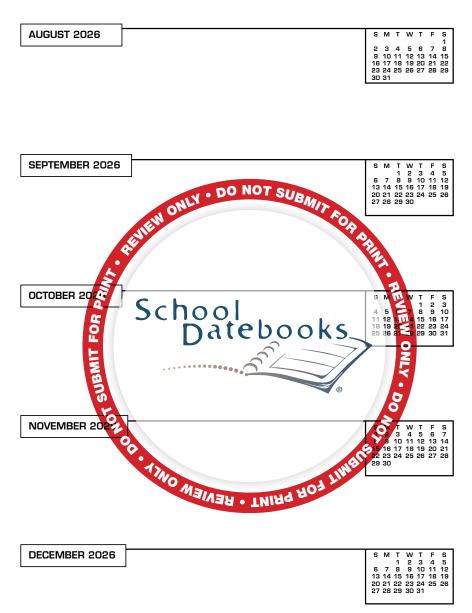
## COMMUNICATION between parent & teacher





## **ADVANCE PLANNING**





## **CALENDAR YEARS**





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## IMPORTANT DATES United States

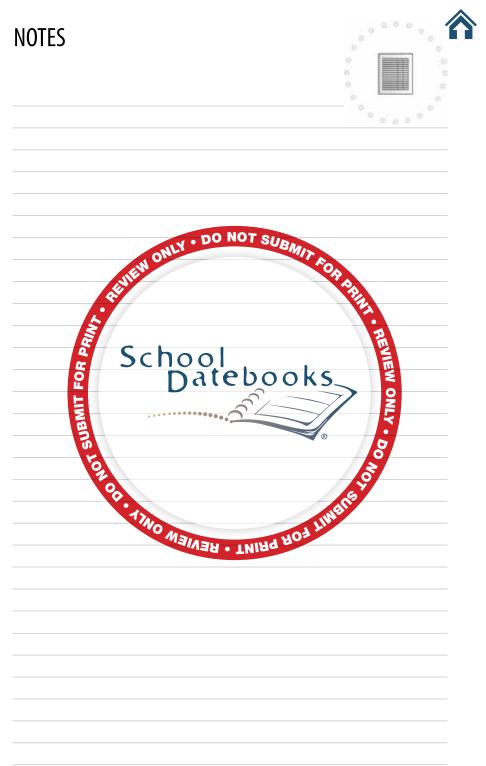


	2025	2026	2027
New Year's Day*	Wed., Jan. 1	Thurs., Jan. 1	Fri., Jan. 1
Martin Luther King Jr. Day*	Mon., Jan. 20	Mon., Jan. 19	Mon., Jan. 18
Groundhog Day	Sun., Feb. 2	Mon., Feb. 2	Tues., Feb. 2
Lunar New Year	Wed., Jan. 29	Tues., Feb. 17	Sat., Feb. 6
Lincoln's Birthday	Wed., Feb. 12	Thurs., Feb. 12	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
Daylight saving time begins	Sun., Mar. 9	Sun., Mar. 8	Sun., Mar. 14
St. Datuich's Day	Mon., Mar. 17	Tues., Mar. 17	Wed., Mar. 17
First day of spring	ThesDOrNO7	SUp Mar. 20	Sat., Mar. 20
April Fools' Day	Lues., Apr. 1		Thurs., Apr. 1
St. Fairles Day First day of spring April Fools' Day Palm Sunday Passover begins at sundors THEN Good Friday Easter	Sun., Apr. 13	Sun., Mar. 20	Sun., Mar. 21
Passover begins at sundow	Sat., Apr. 12	Wed., Apr. 1	Wed., Apr. 21
Good Friday	Fri., Apr. 18	Fri., Apr. 3	Fri., Mar. 26
Easter	Sun., Apr. 20	Sun., Apr. 5	<b>5 m.</b> , Mar. 28
Earth Day	Tues., Apr. 22	Wed., Apr. 22	Thurs., Apr. 22
Cinco de Mayo ≶	Mon., May 5	Tues., May 5	Wey, May 5
Mother's Day	Sun., May 11	Sun., May 10	Sun. May 9
Memorial Day	Mn Day 26	Mon., May 25	Mon May 31
Flag Day	Pat., junt 10	Ourolu K15	Mon Sune 14
Father's Day	San., June 15	Sun., June 21	Sun., June 20
Juneteenth*	Thurs., June 19	Fri., June 19	Sat., <b>Jae</b> 19
First day of su <mark>n</mark> ser	Fri:, June 20	Sun., June 21	Mon., une 21
Independence DO	Fri., July 4	Jun Imn 4	Sun., July 4
Labor Day*	Mon., Sept. 1	Mon., Sept. 9	Mo Sept. 6
Patriot Day	Thurs., Sept. 11	Fri., Sept. 11	Sa Sept. 11
Rosh Hashanah beg 🔾 at sundown	Mon., Sept. 22	Fri., Sept. 11	<b>F</b> , Oct. 1
First day of autumn	Mon., Sept. 22	Tues., Sept. 22	Churs., Sept. 23
Yom Kippur begins at such won	Wed., Oct. 1	Sun., Sept. 20	Sun., Oct. 10
Columbus Day*	Mon., Oct. 13	Mon., Oct. 12	Mon., Oct. 11
Columbus Day* Indigenous Peoples Day Halloween	<b>Mo</b> n., Oct. 13	Mon., Oct. M	Mon., Oct. 11
Halloween	MELAEL > LN	Sat. 0= 31	Sun., Oct. 31
Standard time begins	NT & REVIS	Hein., Nov. 1	Sun., Nov. 7
Election Day	Tues., Nov. 4	Tues., Nov. 3	Tues., Nov. 2
Veterans Day*	Tues., Nov. 11	Wed., Nov. 11	Thurs., Nov. 11
Thanksgiving*	Thurs., Nov. 27	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 State	S	1	I

## PHONE NUMBERS important contacts



NAME	TELEPHONE NO.	E-MAIL ADDRESS
Fire		
Police		
Rescue/Ambulance		
Doctor		
Hospital		
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## HALL PASS

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