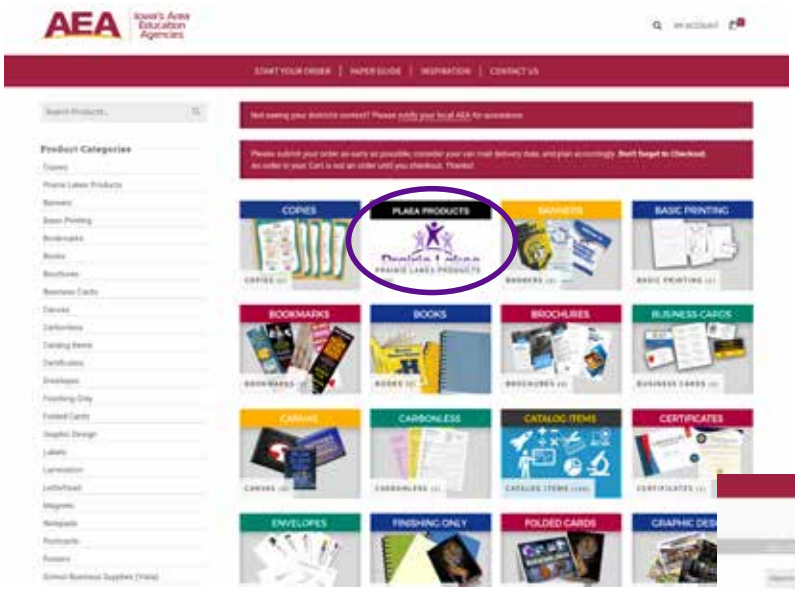
PLANNERS

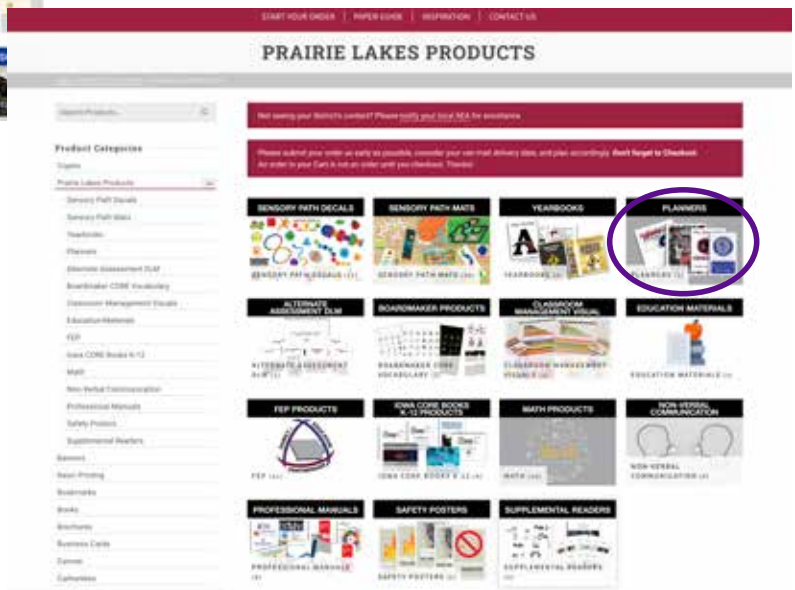
Prairie Lakes
Area Education Agency

Contact and work with our graphic artist Kim Geisler, at kgeisler@plaea.org or 721-335-6015, she will help you put your planner(s) together. Once this is done, example planner pages will be sent to you via email for your approval and a final quote.

To place your planner order, please go to www.aeacreativeservices.org.
Please sign in and select the PLAEA Products icon to view the Planner category.

If you are unable to see the PLAEA Products icon please contact Jenifer Krischel at jkrischel@plaea.org or 712-335-6017 or Cory Sroufe at csroufe@plaea.org and they will assist you.





Create a planner specially designed for your teachers and students. We will partner with you to customize your layout and personalize all your content before we print and assemble your individual planner. Choose from multiple options to design the product that is the best fit for your school.

All planners come with a mylar cover for durability and are spiral bound. Planners that are 3 hole-punched will not have mylar covers.

Student Planners

The different sizes are:

- Small (5.5 inches x 8.5 inches)
- Medium (7 inches x 8.5 inches)
- Large (8.5 inches x 11 inches)

Basic planners will contain Cover, Informational Page and Planner Pages.

Optional pages include:

- 11 Month Calendar Spread
- Year Calendar Page
- State Capital Map
- IA County Seats Map
- Periodic Table
- Multiplication Table
- Metric Conversion Chart & Table
- Elem Writing Tips
- JH/HS Writing Tips
- Parts of Speech
- Letters & Cursive Writing
- Planets & Phases of the Moon Chart
- Money-Coins
- Money-Bills
- Math-Fractions & Decimals
- Math-Fraction Chart
- Punctuation
- Angles
- Scientific Method
- Branches of Government
- Informational Page
- Note Pages
- Hall Passes

We also can add your Student Handbooks, Schedule, School Calendar and any other items you would like to include.

Teacher Planners

Size is:

- Large (8.5 inches x 11 inches)

Optional pages include:

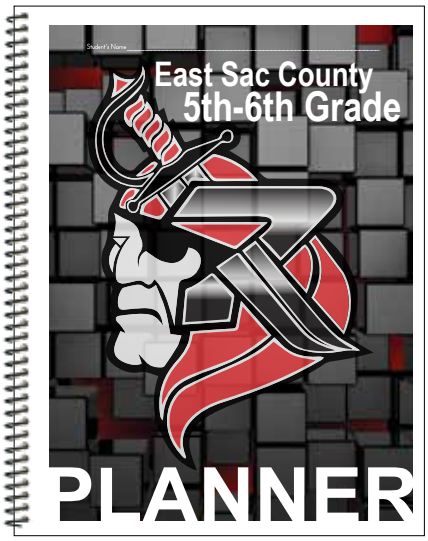
- 11 Month Calendar Spread
- Year Calendar Page
- Informational Page
- Note Pages
- Grading Pages
- Lesson Plans

We also can add your Teacher Handbooks, Schedule, School Calendar and any other items you would like to include.

Student Planners

Cover Pages:

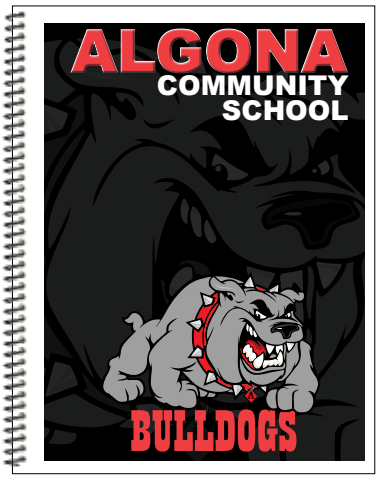
The front cover design has the school logo and colors.
A generic or specific design can be created if needed.

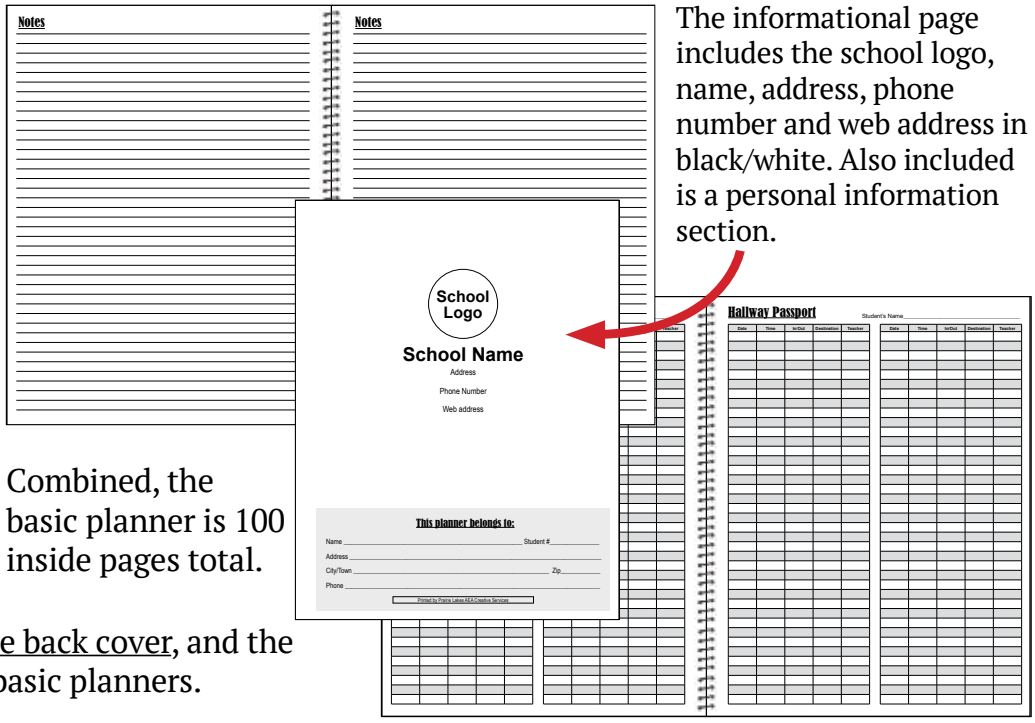


The inside front cover and both back sides can have one of our optional pages in either color or in black/white. Other specialty items of your choice, can be printed on these cover pages as well.

Basic Planners:

The front cover design has the school logo and colors.





The informational page includes the school logo, name, address, phone number and web address in black/white. Also included is a personal information section.

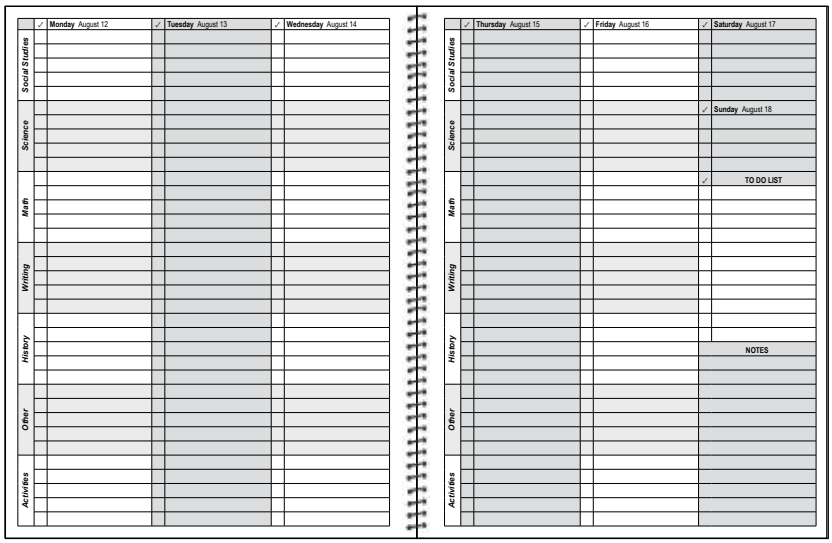
Combined, the basic planner is 100 inside pages total.

The inside front cover, inside back cover, and the back cover are blank in the basic planners.

Planner Page Designs:

Note: The layout of each planner page design will be slightly different for each size of planner.

Box_Sub

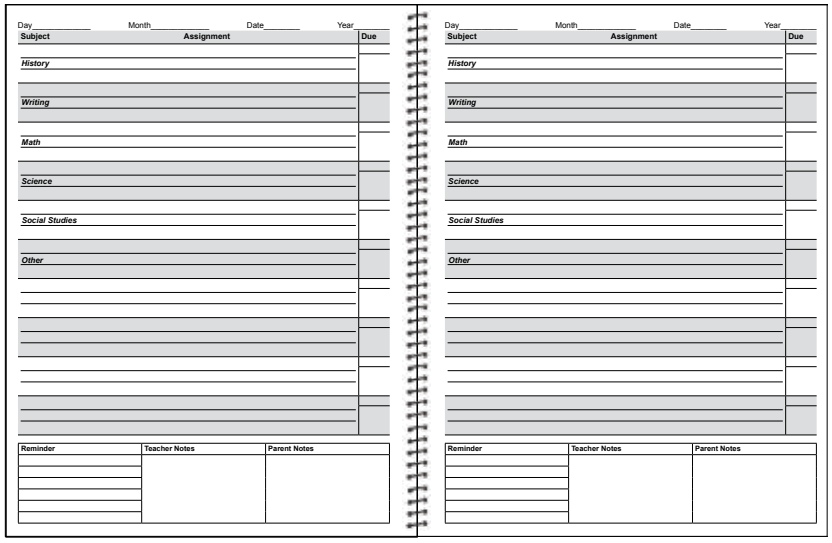


Options

- with dates
- without dates
- with weekends
- without weekends
- with subjects
- without subjects

Available in all 3 sizes.

Day_Sub



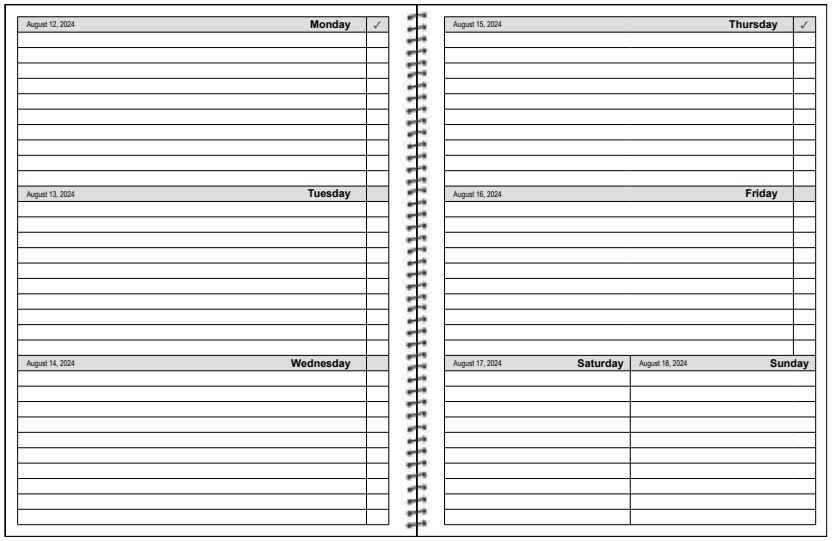
Options

- with subjects
- without subjects

Available in all 3 sizes.

Not an option for the basic planners

Lined_Days

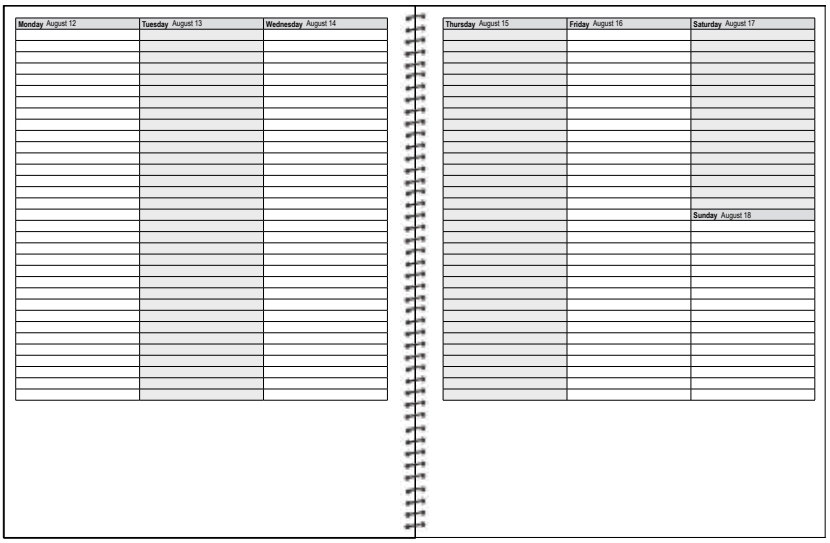


Options

- with dates
- without dates
- with weekends
- without weekends

Available in all 3 sizes.

Week_Per_Spread

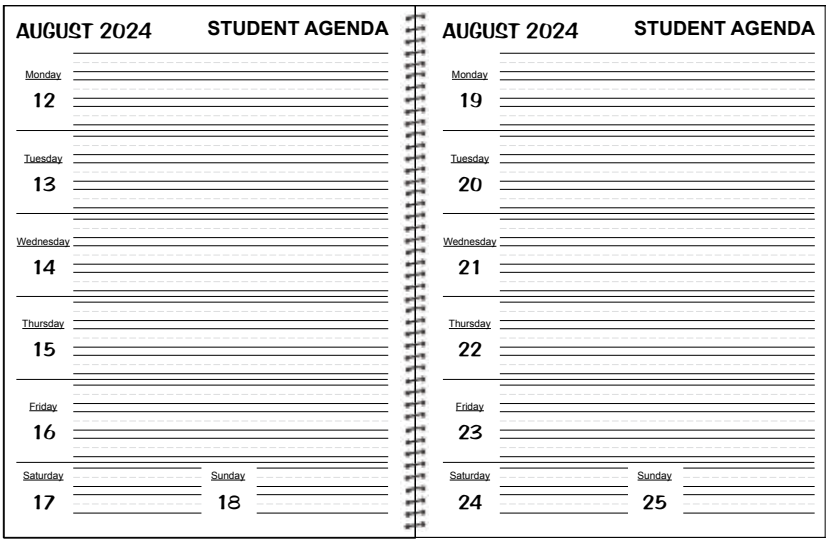


Options

- with dates
- without dates
- with weekends
- without weekends

Available in all 3 sizes.

Week_Per_Page



Not available in the small planner size.

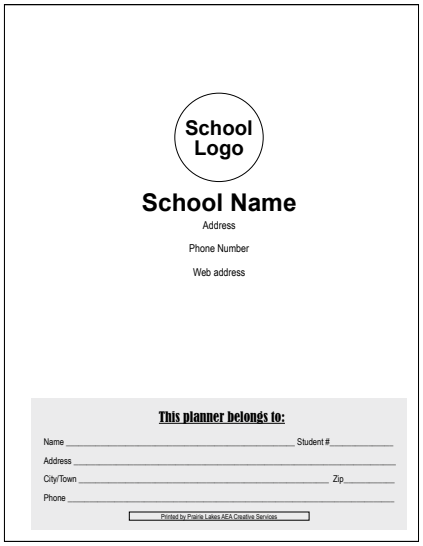
Not an option for the basic planners

Optional Pages:

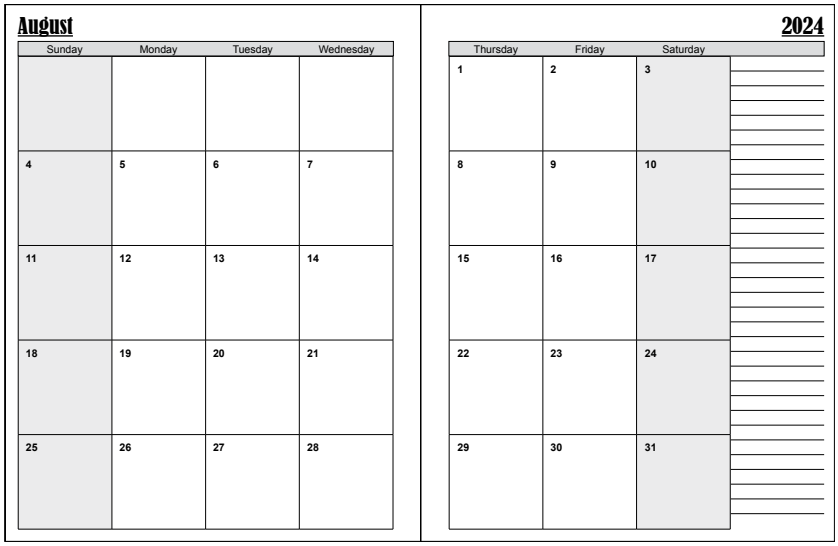
Note: The layout of each optional page will be slightly different for each size of planner.

Optional pages can be in color or black/white unless otherwise noted.

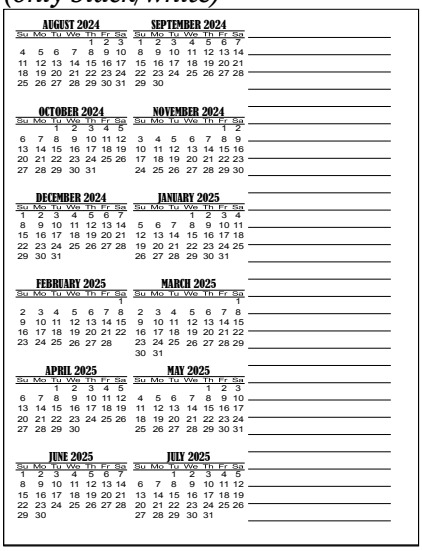
Informational Page



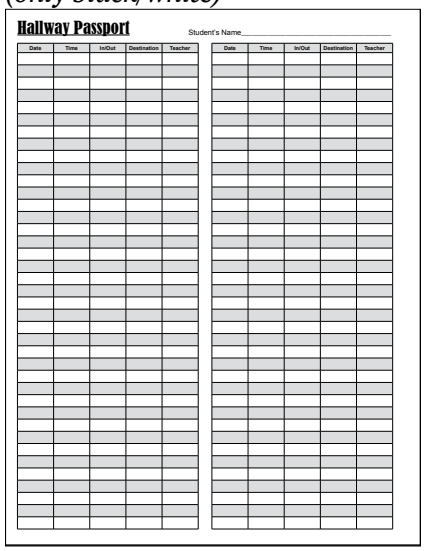
Calendar Spread *(only black/white)*



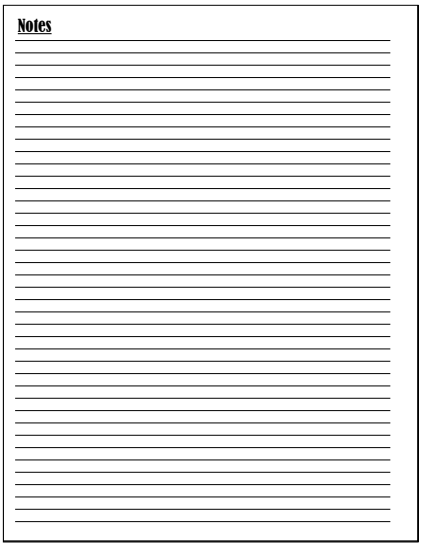
Year Calendar Page *(only black/white)*



Hallway Passport Pages *(only black/white)*

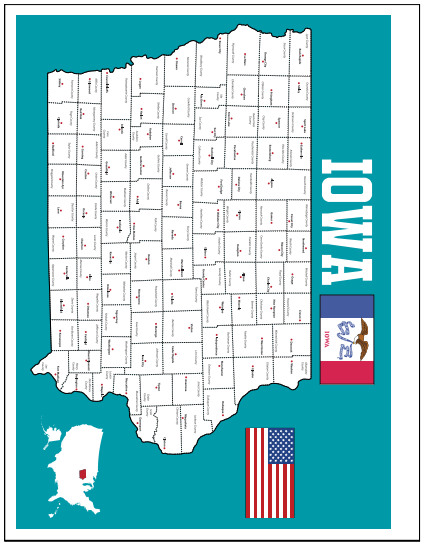


Note Pages *(only black/white)*

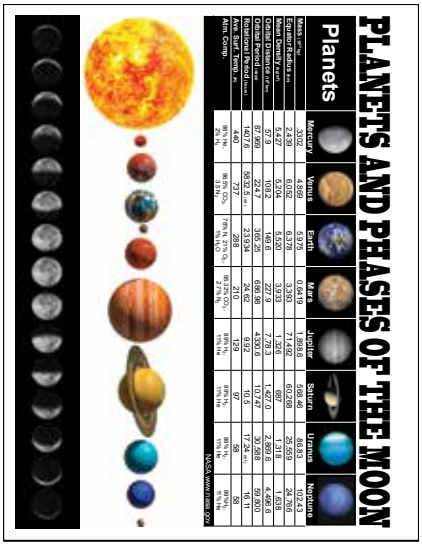


USA Map

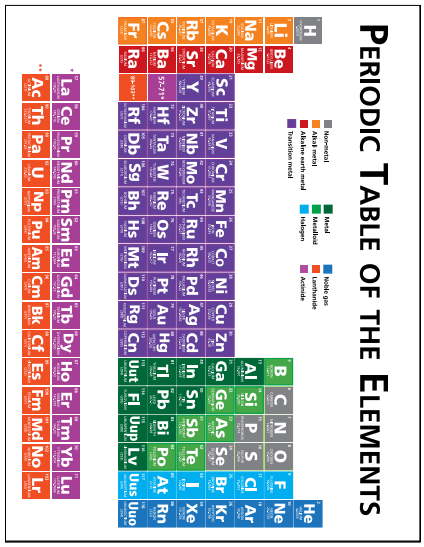
Iowa County Seats Map



Planets & Phases of the Moon



Periodic Table



Multiplication Table

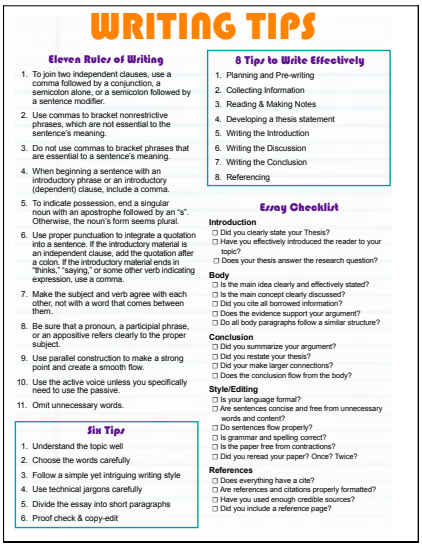
MULTIPLICATION TABLE

	1	2	3	4	5	6	7	8	9	10	11	12
1	1	2	3	4	5	6	7	8	9	10	11	12
2	2	4	6	8	10	12	14	16	18	20	22	24
3	3	6	9	12	15	18	21	24	27	30	33	36
4	4	8	12	16	20	24	28	32	36	40	44	48
5	5	10	15	20	25	30	35	40	45	50	55	60
6	6	12	18	24	30	36	42	48	54	60	66	72
7	7	14	21	28	35	42	49	56	63	70	77	84
8	8	16	24	32	40	48	56	64	72	80	88	96
9	9	18	27	36	45	54	63	72	81	90	99	108
10	10	20	30	40	50	60	70	80	90	100	110	120
11	11	22	33	44	55	66	77	88	99	110	121	132
12	12	24	36	48	60	72	84	96	108	120	132	144

Letter & Cursive Writing
(only black/white)

Elm Writing Tips

JH/HS Writing Tips



WRITING TIPS

Eleven Rules of Writing

1. To join two independent clauses, use a comma followed by a conjunction, a semicolon alone, or a semicolon followed by a sentence modifier.
2. Use commas to bracket nonrestrictive phrases, which are not essential to the sentence's meaning.
3. Do not use commas to bracket phrases that are essential to a sentence's meaning.
4. When beginning a sentence with an introductory phrase or an introductory (dependent) clause, include a comma.
5. To indicate possession, end a singular noun with an apostrophe followed by an "s". Otherwise, the noun's form seems plural.
6. Use proper punctuation to integrate a quotation into a sentence. If the introductory material is an independent clause, add the quotation after a colon. If the introductory material ends in "thinks," "saying," or some other verb indicating expression, use a comma.
7. Make the subject and verb agree with each other, not with a word that comes between them.
8. Be sure that a pronoun, a participial phrase, or an appositive refers clearly to the proper subject.
9. Use parallel construction to make a strong point and create a smooth flow.
10. Use the active voice unless you specifically need to use the passive.
11. Omit unnecessary words.

Six Tips

1. Understand the topic well
2. Choose the words carefully
3. Follow a simple yet intriguing writing style
4. Use technical jargons carefully
5. Divide the essay into short paragraphs
6. Proof check & copy-edit

8 Tips to Write Effectively

1. Planning and Pre-writing
2. Collecting Information
3. Reading & Making Notes
4. Developing a thesis statement
5. Writing the Introduction
6. Writing the Discussion
7. Writing the Conclusion
8. Referencing

Essay Checklist

Introduction
- ☐ Did you clearly state your Thesis?
- ☐ Have you effectively introduced the reader to your topic?
- ☐ Does your thesis answer the research question?

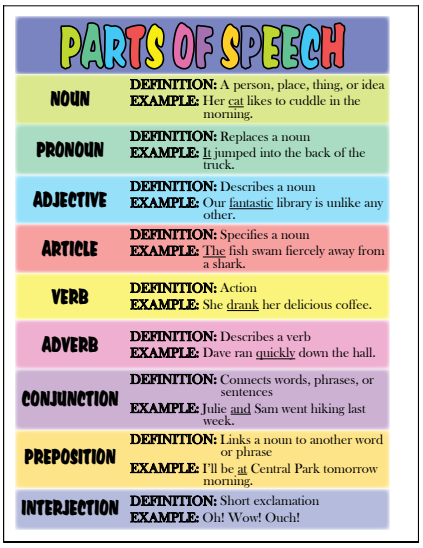
Body
- ☐ Is the main idea clearly and effectively stated?
- ☐ Is the main concept clearly discussed?
- ☐ Did you cite all borrowed information?
- ☐ Does the evidence support your argument?
- ☐ Do all body paragraphs follow a similar structure?

Conclusion
- ☐ Did you summarize your argument?
- ☐ Did you restate your thesis?
- ☐ Did your make larger connections?
- ☐ Does the conclusion flow from the body?

Style/Editing
- ☐ Is your language formal?
- ☐ Are sentences concise and free from unnecessary words and content?
- ☐ Do sentences flow properly?
- ☐ Is grammar and spelling correct?
- ☐ Is the paper free from contractions?
- ☐ Did you reread your paper? Once? Twice?

References
- ☐ Does everything have a cite?
- ☐ Are references and citations properly formatted?
- ☐ Have you used enough credible sources?
- ☐ Did you include a reference page?

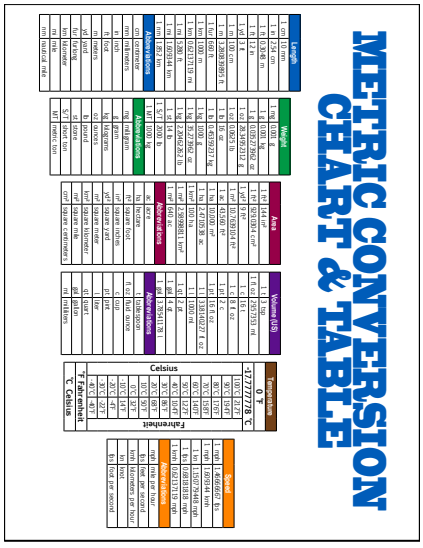
Parts of Speech



PARTS OF SPEECH

NOUN	DEFINITION: A person, place, thing, or idea EXAMPLE: Her cat likes to cuddle in the morning.
PRONOUN	DEFINITION: Replaces a noun EXAMPLE: It jumped into the back of the truck.
ADJECTIVE	DEFINITION: Describes a noun EXAMPLE: Our fantastic library is unlike any other.
ARTICLE	DEFINITION: Specifies a noun EXAMPLE: The fish swam fiercely away from a shark.
VERB	DEFINITION: Action EXAMPLE: She drank her delicious coffee.
ADVERB	DEFINITION: Describes a verb EXAMPLE: Dave ran quickly down the hall.
CONJUNCTION	DEFINITION: Connects words, phrases, or sentences EXAMPLE: Julie and Sam went hiking last week.
PREPOSITION	DEFINITION: Links a noun to another word or phrase EXAMPLE: I'll be at Central Park tomorrow morning.
INTERJECTION	DEFINITION: Short exclamation EXAMPLE: Oh! Wow! Ouch!

Metric Conversion Chart & Table



METRIC CONVERSION CHART & TABLE

Length	
1 cm	0.394 in
1 in	2.54 cm
1 ft	0.3048 m
1 m	3.2808 ft
1 yd	0.9144 m
1 m	1.0936 yd
1 mi	1.6093 km
1 km	0.6214 mi

Weight	
1 mg	0.001 g
1 g	0.001 kg
1 oz	28.3495231 g
1 g	0.0352739619 oz
1 lb	0.4536 kg
1 kg	2.2046226218 lb
1 st	6.35029318 kg
1 kg	0.157473044 st
1 t	907.18474 kg
1 kg	0.00110231131 t

Area	
1 in²	6.452 cm²
1 cm²	0.155000311 in²
1 ft²	0.092903041 m²
1 m²	10.7639104 ft²
1 yd²	0.836127361 m²
1 m²	1.19599005 yd²
1 ac	43,560 ft²
1 ac	0.4047 ha
1 ha	2.471053815 ac
1 ha	10,000 m²
1 km²	100 ha
1 km²	0.386102159 mi²
1 mi²	2.589988110336 km²
1 mi²	640 ac
1 mi²	258.998811035 ha

Volume (US)	
1 in³	16.387064 cm³
1 cm³	0.061023744094882 in³
1 ft³	28.316846592 L
1 L	0.035314666721488 ft³
1 yd³	0.764554857984 m³
1 m³	1.307950619314852 yd³
1 fl oz	29.5735295625 mL
1 mL	0.033814022701843 fl oz
1 c	236.588236484375 mL
1 mL	0.004226752856031 c
1 pt	0.473176473 L
1 L	2.113376419 pt
1 qt	0.946352946 L
1 L	1.056688209 qt
1 gal	3.785411784 L
1 L	0.264172052 gal

Abbreviations	
cm	centimeter
in	inches
m	meters
ft	feet
mi	miles
oz	ounces
lb	pounds
g	grams
kg	kilograms
yd²	square yard
mi²	square miles
km²	square kilometers
m²	square meter
ft²	square feet
in²	square inches
cm²	square centimeters
ac	acre
ha	hectare

Abbreviations	
mL	milliliter
L	liter
pt	pint
qt	quart
gal	gallon
c	cup
fl oz	fluid ounce
in³	cubic inches
cm³	cubic centimeters
m³	cubic meter
ft³	cubic feet
yd³	cubic yard

Abbreviations	
mm	millimeter
cm	centimeter
m	meter
km	kilometer
in	inch
ft	foot
yd	yard
mi	mile
mi (out of - nautical mile)	

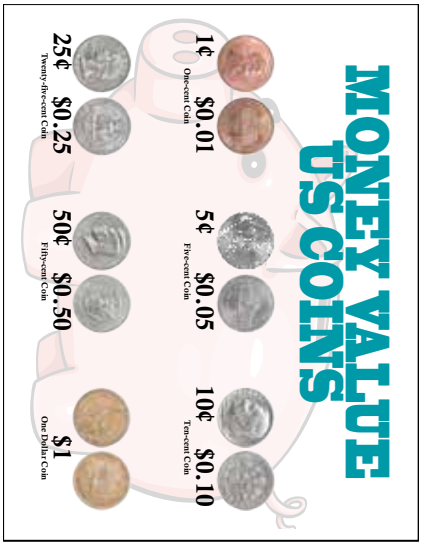
Celsius	
°F Fahrenheit	°C Celsius
32°F	0°C
50°F	10°C
68°F	20°C
86°F	30°C
104°F	40°C
122°F	50°C
140°F	60°C
158°F	70°C
176°F	80°C
194°F	90°C
212°F	100°C

Temperature	
0 °F	-17.7777778 °C
32 °F	0 °C
212 °F	100 °C

Speed	
1 mph	1.609344 km/h
1 km/h	0.621371192237334 mph
1 m/s	3.6 km/h
1 km/h	0.277777777777778 m/s
1 mph	0.447 m/s
1 m/s	2.236936292054402 mph

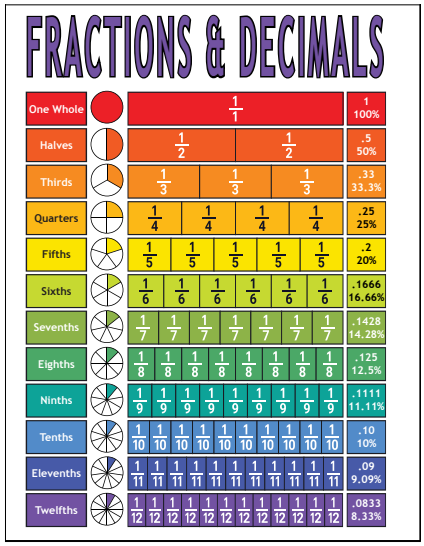
Abbreviations	
mph	mile per hour
km/h	kilometers per hour
m/s	meter per second

Money-Coins

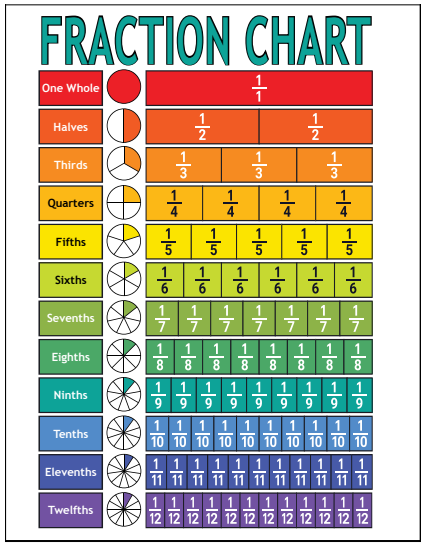


Money-Bills

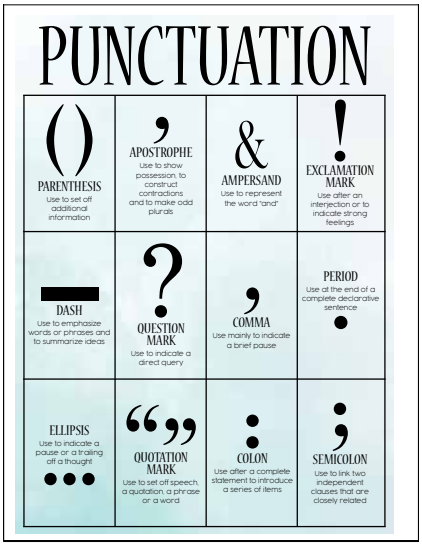
Math-Fractions & Decimals



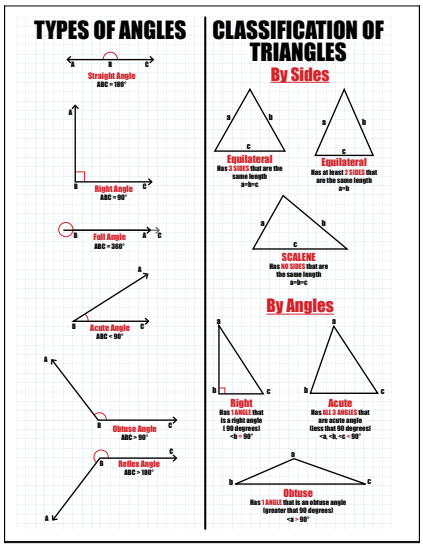
Math-Fraction Chart



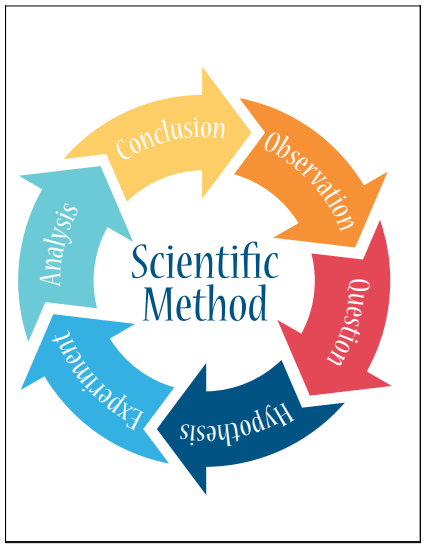
Punctuation



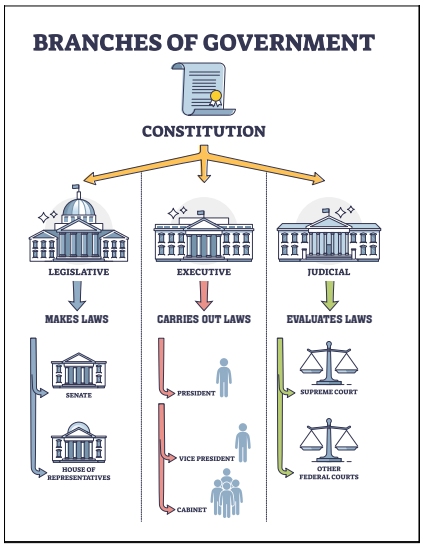
Angles



Scientific Method



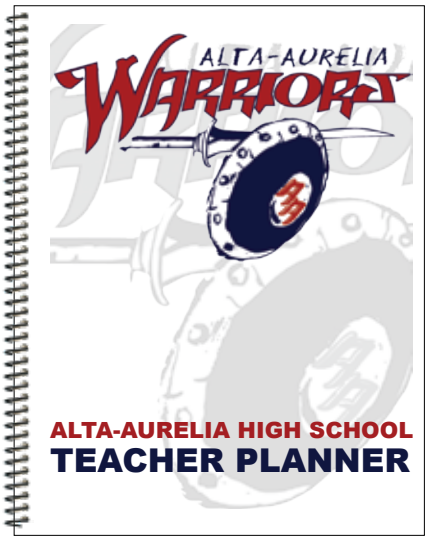
Branches of Government



Teacher Planners

Cover Pages:

The front cover design has the school logo and colors.
A generic or specific design can be created if needed.



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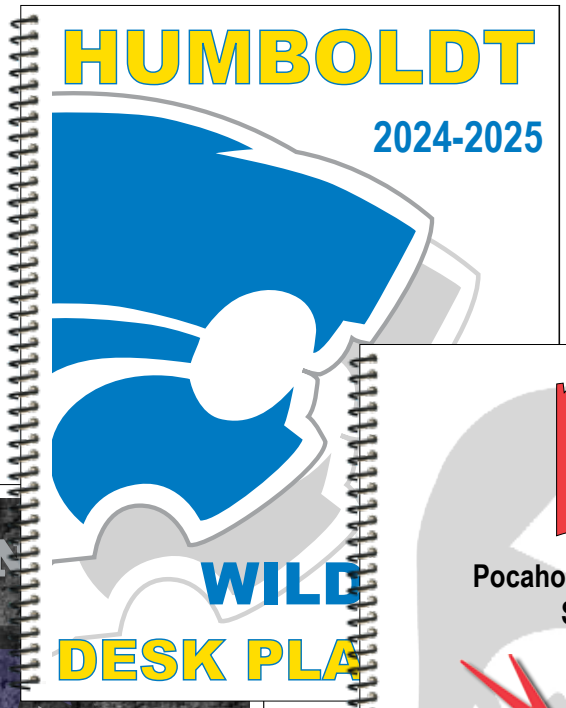
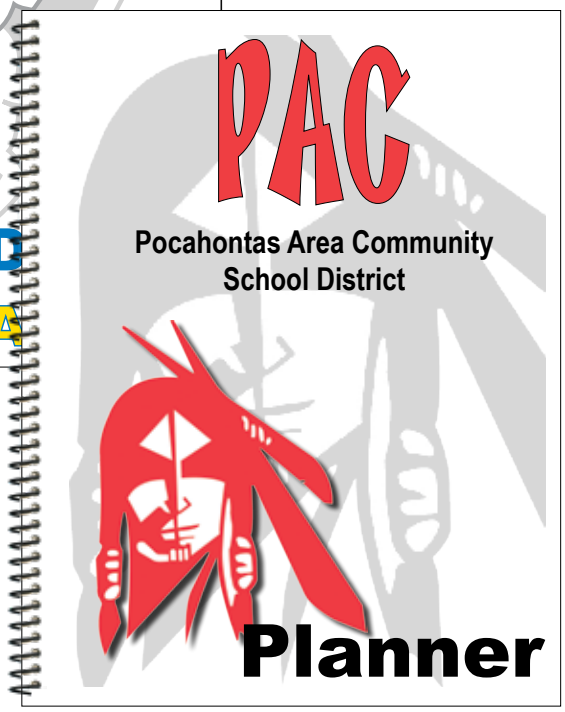
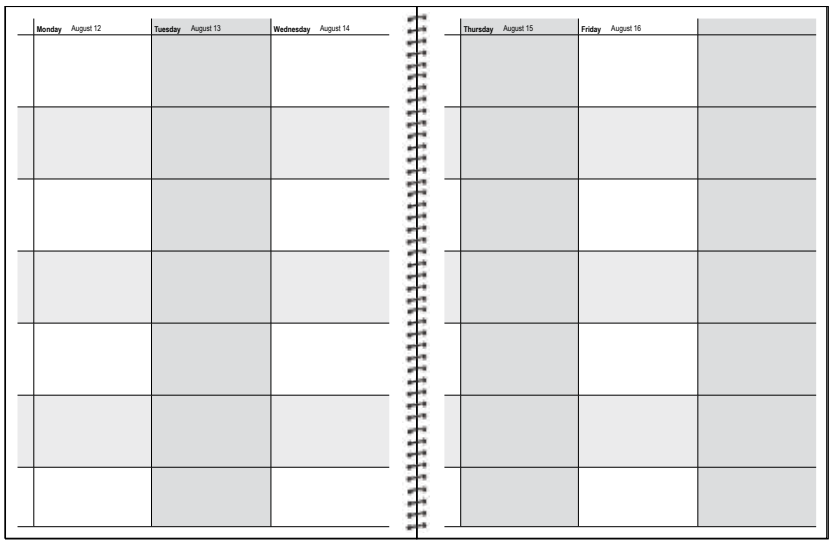




Planner Page Designs:

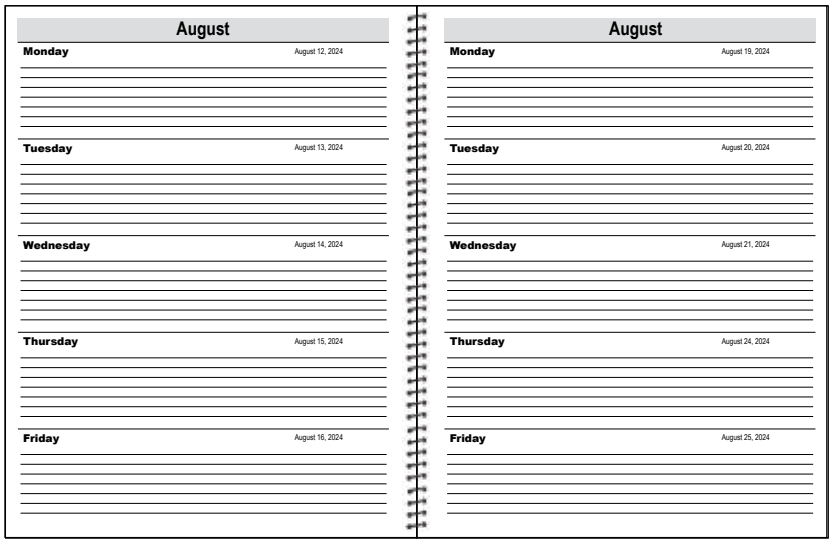
Box_Sub



Options

- with dates
- without dates
- with weekends
- without weekends
- with subjects
- without subjects

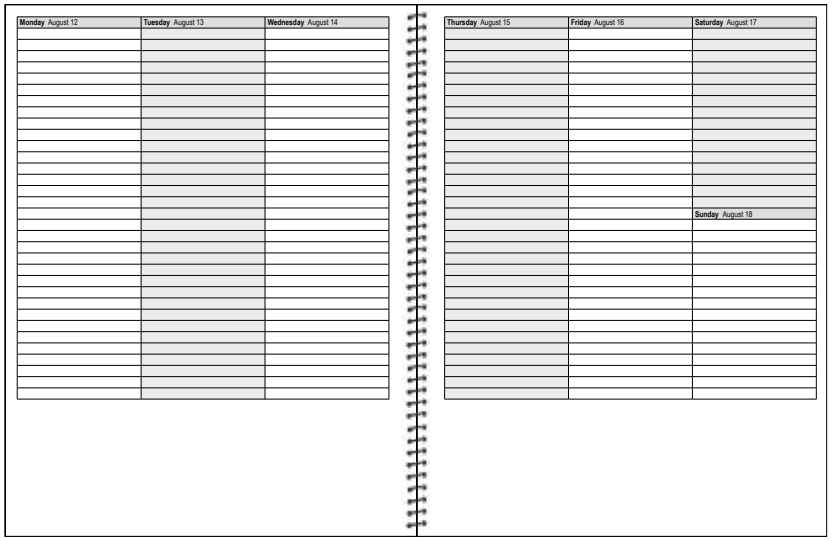
Week_Per_Page



Options

- with dates
- without dates

Week_Per_Spread

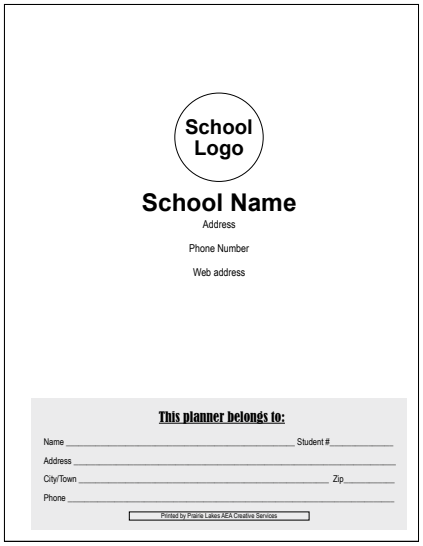


Options

- with dates
- without dates

Optional Pages:

Informational Page



School Logo

School Name

Address

Phone Number

Web address

This planner belongs to:

Name _____ Student #_____

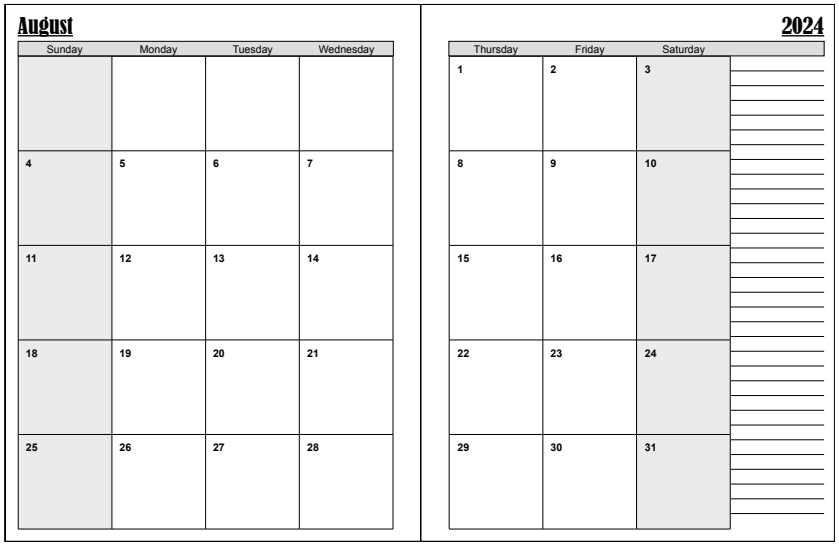
Address _____

City/Town _____ Zip_____

Phone _____

Printed by Prairie Lakes AEA Creative Services

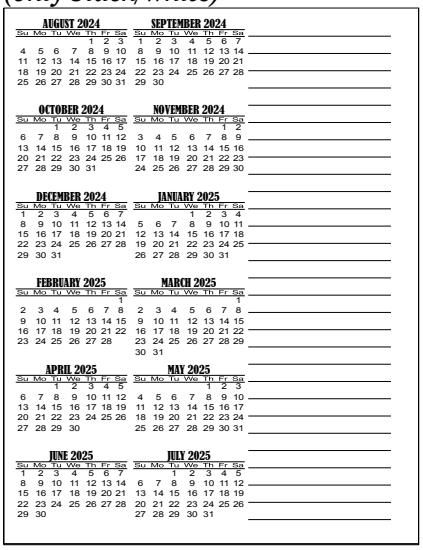
Calendar Spread *(only black/white)*



August **2024**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Year Calendar Page *(only black/white)*



AUGUST 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

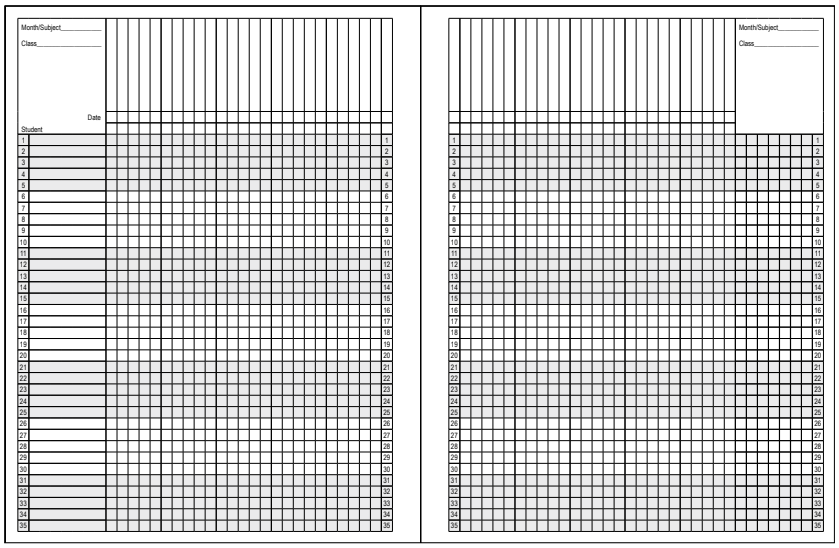
JUNE 2025

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Grading Pages *(only black/white)*



Month/Subject_____

Class_____

Date

Student

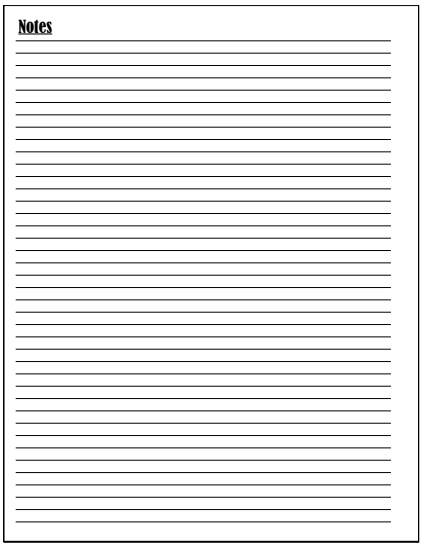
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35

Month/Subject_____

Class_____

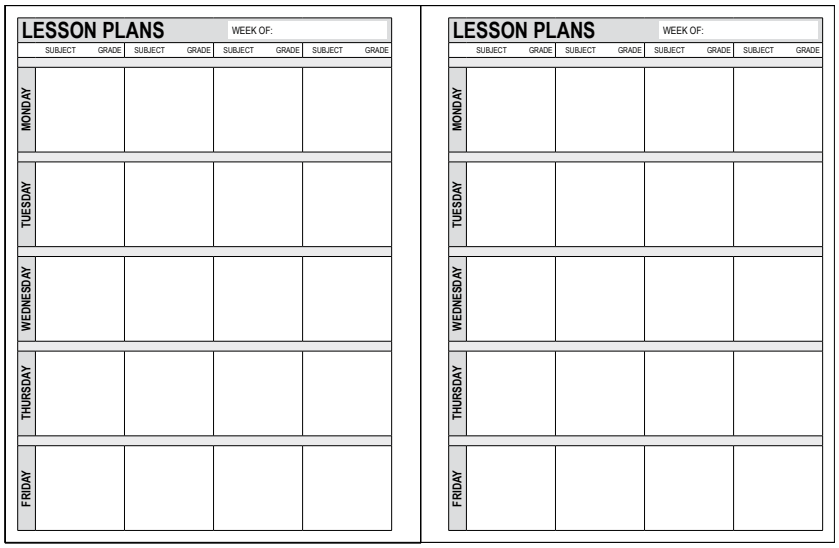
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35

Note Pages *(only black/white)*



Notes

Lesson Plan *(only black/white)*



LESSON PLANS WEEK OF:

	SUBJECT / GRADE	SUBJECT / GRADE	SUBJECT / GRADE	SUBJECT / GRADE
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

LESSON PLANS WEEK OF:

	SUBJECT / GRADE	SUBJECT / GRADE	SUBJECT / GRADE	SUBJECT / GRADE
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

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Area Education Agency

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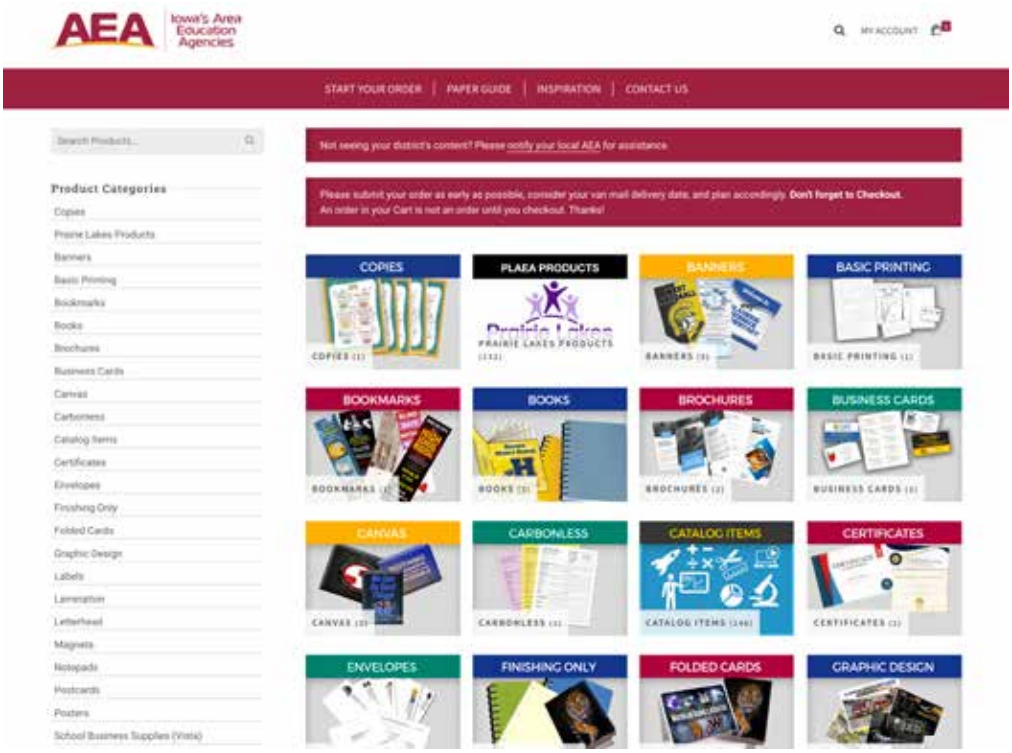

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