

School Planners



For Students & Teachers
Elementary, Middle & High Schools



**Prairie
Lakes**
Area Education Agency

NEW DESIGNS ~ ORDER NOW!!!

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.

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, Planner Pages, Note Pages and Hall Passes.

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
- ELM 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 want to add to the planners.

Teacher Planners

Size is:

- Large (8.5 inches x 11 inches)

Optional pages include:

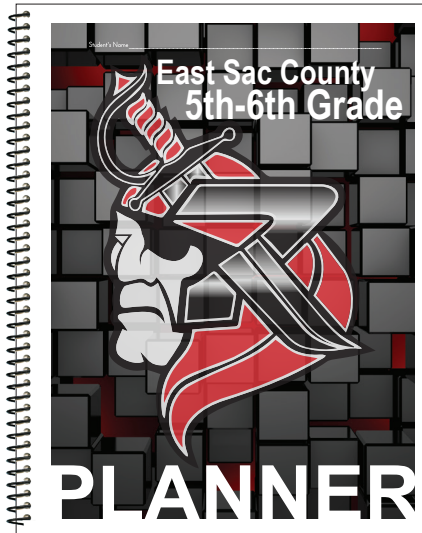
- 11 Month Calendar Spread
- Year Calendar Page
- Informational Page
- Note Pages
- Grading Pages
- Lesson Plans

We also can add your Teacher Handbooks, Schedule, School Calendar and any other items you want to add to the planners.

Student Planners

Cover Pages:

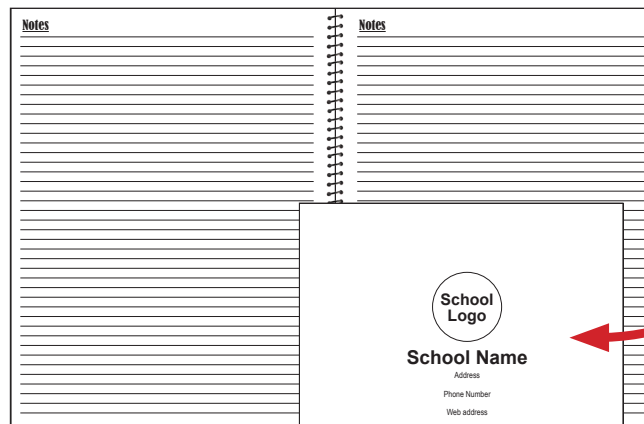
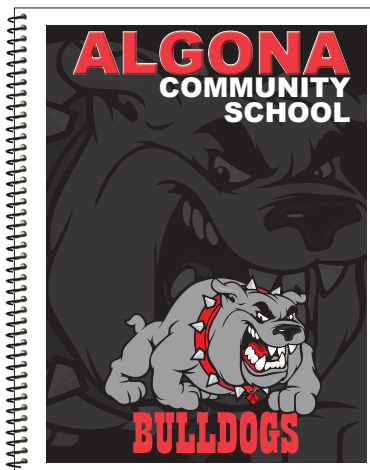
The front cover design has the school logo and colors. A generic or specif design can be created if needed.



The inside front cover, inside back cover, and the back cover can have one of our optional pages in color or in black/white. Other items can be on those cover pages as well.

Basic Planners:

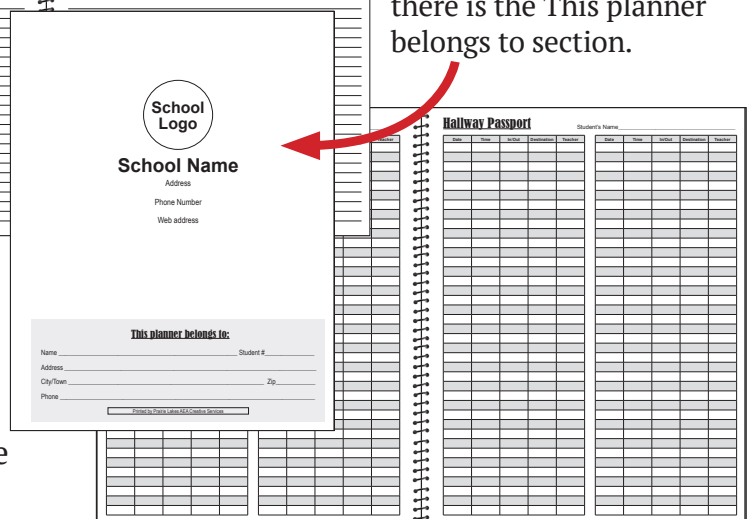
The front cover design has the school logo and colors.



Combined, the basic planner is 100 inside pages total.

The informational page includes the school logo, name, address, phone number and web address in black/white. At the bottom there is the This planner belongs to section.

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


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				2023		
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 2023							SEPTEMBER 2023						
Su	Mo	Tu	We	Th	Fr	Sa	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											

(Similar calendar grids for October, November, December, January, February, March, April, May, June, and July are included.)

Hallway Passport Pages (only black/white)

Hallway Passport

Student's Name _____

Date	Time	In/Out	Destination	Teacher	Date	Time	In/Out	Destination	Teacher

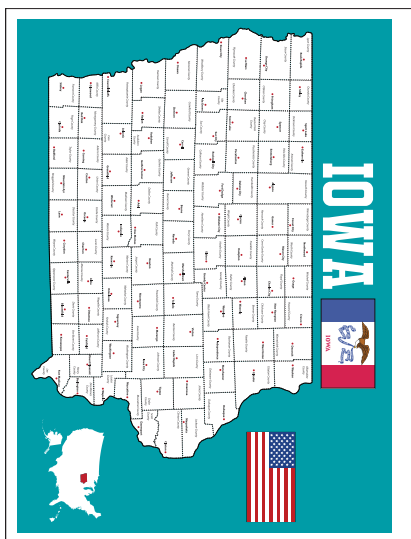
Note Pages (only black/white)

Notes

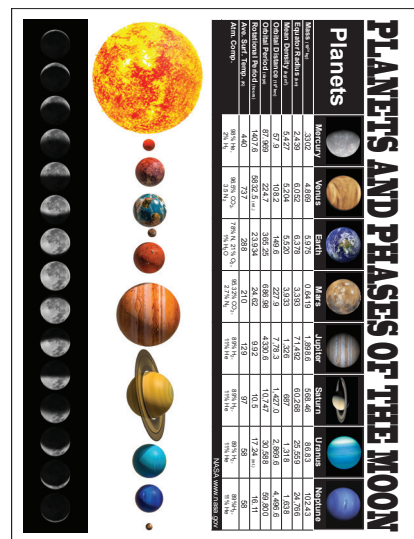
USA Map



Iowa County Seats Map



Planets & Phases of the Moon



Planets	Mercury	Venus	Earth	Mars	Jupiter	Saturn	Uranus	Neptune
Mean Distance from Sun (AU)	0.39	0.72	1.00	1.52	5.20	9.54	19.2	30.1
Orbit Period (Earth Days)	88	225	365	687	4,333	10,759	84,010	164,960
Orbit Eccentricity	0.206	0.0068	0.0167	0.0934	0.0485	0.0549	0.0462	0.0093
Orbit Inclination (to Earth's Orbit)	7.00	3.40	0.00007	1.85	1.30	2.49	0.70	0.70
Equatorial Diameter (Earth)	0.38	0.95	1.00	0.53	11.21	9.45	4.00	3.89
Equatorial Diameter (km)	4,880	12,104	12,756	6,792	142,984	116,464	50,823	49,592
Equatorial Diameter (Miles)	3,033	7,561	7,926	4,230	88,800	72,541	31,536	30,800
Avg. Surface Temp. (C)	-180	-45	15	-60	-110	-140	-220	-220
Avg. Surface Temp. (F)	-292	-49	59	-76	-178	-224	-364	-364
Escape Velocity (km/s)	4.25	10.36	11.2	5.03	60.28	35.5	23.1	23.5
Escape Velocity (Miles/hr)	9.50	23.00	25.00	11.20	135.00	79.00	51.50	52.50
Gravitational Pull (Earth)	0.224	0.28	1.00	0.377	2.53	0.29	0.046	0.046
Gravitational Pull (Miles/hr)	0.162	0.21	0.70	0.27	1.90	0.22	0.034	0.034
Gravitational Pull (m/s)	0.045	0.058	0.18	0.105	0.70	0.079	0.013	0.013
Gravitational Pull (ft/s)	0.139	0.176	0.59	0.287	2.45	0.276	0.041	0.041

Periodic Table

PERIODIC TABLE OF THE ELEMENTS

Legend:

- Alkali metal
- Alkaline earth metal
- Transition metal
- Metal
- Metalloid
- Nonmetal
- Noble gas
- Halogen
- Lanthanide/actinide

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)

Handwriting practice sheet showing lowercase and uppercase letters in both printed and cursive styles.

Printed letters: a-z, A-Z

Cursive letters: a-z, A-Z

Elm Writing Tips

Writing Process

- 1 Prewrite** - Choose a topic, Set a purpose, Brainstorm and organize ideas.
- 2 Draft** - Generate rough draft that will serve as a starting point, Distribute your ideas into sentences and paragraphs.
- 3 Revise** - Reread and improve your draft, Add or delete words or sentences, word choice, organization and description as needed.
- 4 Edit** - Make any corrections needed in spelling and grammar, Repeat each sentence to make sure they all make sense.
- 5 Publish** - Write the copy of your corrected writing, Be ready to share your writing with your readers.

JH/HS Writing Tips

WRITING TIPS

Eleven Rules of Writing

- To join two independent clauses, use a comma followed by a conjunction, a semicolon alone, or a semicolon followed by a sentence modifier.
- Use commas to bracket nonrestrictive phrases, which are not essential to the sentence's meaning.
- Do not use commas to bracket phrases that are essential to a sentence's meaning.
- When beginning a sentence with an introductory phrase or an introductory (dependent) clause, include a comma.
- To indicate possession, end a singular noun with an apostrophe followed by an "s". Otherwise, the noun's form seems plural.
- 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," "says," or some other verb indicating expression, use a comma.
- Make the subject and verb agree with each other, not with a word that comes between them.
- Be sure that a pronoun, a participial phrase, or an appositive refers clearly to the proper subject.
- Use parallel construction to make a strong point and create a smooth flow.
- Use the active voice unless you specifically need to use the passive.
- Omit unnecessary words.

8 Tips to Write Effectively

- Planning and Pre-writing
- Cutting Information
- Reading & Making Notes
- Developing a thesis statement
- Writing the Introduction
- Writing the Discussion
- Writing the Conclusion
- 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

- Do sentences flow properly?
- Did you restate your thesis?
- Did you 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?

Site Tips

- Understand the topic well.
- Choose the words carefully.
- Follow a simple yet interesting writing style.
- Use technical jargons carefully.
- Divide the essay into short paragraphs.
- Proof check & copy-edit

Parts of Speech

PARTS OF SPEECH

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

Metric Conversion Chart & Table

METRIC CONVERSION CHART & TABLE

UNIT	CONVERSION	UNIT	CONVERSION
1 Kilogram (kg)	= 1000 Grams (g)	1 Meter (m)	= 1000 Millimeters (mm)
1 Gram (g)	= 1000 Milligrams (mg)	1 Kilometer (km)	= 1000 Meters (m)
1000 Grams (g)	= 1 Kilogram (kg)	1000 Meters (m)	= 1 Kilometer (km)
1000 Milligrams (mg)	= 1 Gram (g)	1000 Millimeters (mm)	= 1 Meter (m)
1000 Kilograms (kg)	= 1 Metric Tonne (t)	1000 Kilometers (km)	= 1000 Miles (mi)
1000 Liters (L)	= 1 Cubic Meter (m³)	1000 Meters (m)	= 3281 Feet (ft)
1000 Milliliters (mL)	= 1 Liter (L)	1000 Millimeters (mm)	= 39.37 Inches (in)
1000 Milligrams (mg)	= 1 Gram (g)	1000 Centimeters (cm)	= 10 Meters (m)
1000 Micrograms (µg)	= 1 Milligram (mg)	1000 Decimeters (dm)	= 10 Meters (m)
1000 Nanograms (ng)	= 1 Microgram (µg)	1000 Hectometers (hm)	= 100 Meters (m)
1000 Picograms (pg)	= 1 Nanogram (ng)	1000 Decimeters (dm)	= 10 Meters (m)
1000 Femtograms (fg)	= 1 Picogram (pg)	1000 Hectometers (hm)	= 100 Meters (m)
1000 Attograms (ag)	= 1 Femtogram (fg)	1000 Hectometers (hm)	= 100 Meters (m)
1000 Zeptograms (zg)	= 1 Attogram (ag)	1000 Hectometers (hm)	= 100 Meters (m)
1000 Yoctograms (yg)	= 1 Zeptogram (zg)	1000 Hectometers (hm)	= 100 Meters (m)

Temperature

0 °C	= 32 °F
100 °C	= 212 °F

Area

1 Square Meter (m²)	= 10,000 Square Centimeters (cm²)
1 Square Kilometer (km²)	= 1,000,000 Square Meters (m²)

Volume

1 Cubic Meter (m³)	= 1000 Liters (L)
1000 Liters (L)	= 1 Cubic Meter (m³)

Mass

1 Kilogram (kg)	= 2.2046 Pounds (lb)
1 Gram (g)	= 0.0022046 Pounds (lb)
1000 Grams (g)	= 2.2046 Pounds (lb)
1000 Kilograms (kg)	= 2204.6 Pounds (lb)

Money-Coins

MONEY VALUE US COINS

1¢ \$0.01
5¢ \$0.05
10¢ \$0.10
25¢ \$0.25
50¢ \$0.50
1\$ \$1.00

Money-Bills

MONEY VALUE US BILLS

1\$ \$1.00
5\$ \$5.00
10\$ \$10.00
20\$ \$20.00
50\$ \$50.00
100\$ \$100.00

Math-Fractions & Decimals

FRACTIONS & DECIMALS

One Whole		$\frac{1}{1}$	1	100%		
Halves		$\frac{1}{2}$	$\frac{1}{2}$.5 50%		
Thirds		$\frac{1}{3}$	$\frac{1}{3}$	$\frac{1}{3}$.33 33.3%	
Quarters		$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$.25 25%	
Fifths		$\frac{1}{5}$	$\frac{1}{5}$	$\frac{1}{5}$.2 20%	
Sixths		$\frac{1}{6}$	$\frac{1}{6}$	$\frac{1}{6}$	$\frac{1}{6}$.1666 16.66%
Sevenths		$\frac{1}{7}$	$\frac{1}{7}$	$\frac{1}{7}$	$\frac{1}{7}$.1428 14.28%
Eighths		$\frac{1}{8}$	$\frac{1}{8}$	$\frac{1}{8}$	$\frac{1}{8}$.125 12.5%
Ninths		$\frac{1}{9}$	$\frac{1}{9}$	$\frac{1}{9}$	$\frac{1}{9}$.1111 11.11%
Tenths		$\frac{1}{10}$	$\frac{1}{10}$	$\frac{1}{10}$	$\frac{1}{10}$.1 10%
Elevenths		$\frac{1}{11}$	$\frac{1}{11}$	$\frac{1}{11}$	$\frac{1}{11}$.09 9.09%
Twelfths		$\frac{1}{12}$	$\frac{1}{12}$	$\frac{1}{12}$	$\frac{1}{12}$.0833 8.33%

Math-Fraction Chart

FRACTION CHART

One Whole		$\frac{1}{1}$
Halves		$\frac{1}{2}$ $\frac{1}{2}$
Thirds		$\frac{1}{3}$ $\frac{1}{3}$ $\frac{1}{3}$
Quarters		$\frac{1}{4}$ $\frac{1}{4}$ $\frac{1}{4}$ $\frac{1}{4}$
Fifths		$\frac{1}{5}$ $\frac{1}{5}$ $\frac{1}{5}$ $\frac{1}{5}$ $\frac{1}{5}$
Sixths		$\frac{1}{6}$ $\frac{1}{6}$ $\frac{1}{6}$ $\frac{1}{6}$ $\frac{1}{6}$ $\frac{1}{6}$
Sevenths		$\frac{1}{7}$ $\frac{1}{7}$ $\frac{1}{7}$ $\frac{1}{7}$ $\frac{1}{7}$ $\frac{1}{7}$ $\frac{1}{7}$
Eighths		$\frac{1}{8}$ $\frac{1}{8}$ $\frac{1}{8}$ $\frac{1}{8}$ $\frac{1}{8}$ $\frac{1}{8}$ $\frac{1}{8}$ $\frac{1}{8}$
Ninths		$\frac{1}{9}$ $\frac{1}{9}$ $\frac{1}{9}$ $\frac{1}{9}$ $\frac{1}{9}$ $\frac{1}{9}$ $\frac{1}{9}$ $\frac{1}{9}$ $\frac{1}{9}$
Tenths		$\frac{1}{10}$ $\frac{1}{10}$ $\frac{1}{10}$ $\frac{1}{10}$ $\frac{1}{10}$ $\frac{1}{10}$ $\frac{1}{10}$ $\frac{1}{10}$ $\frac{1}{10}$ $\frac{1}{10}$
Elevenths		$\frac{1}{11}$ $\frac{1}{11}$ $\frac{1}{11}$ $\frac{1}{11}$ $\frac{1}{11}$ $\frac{1}{11}$ $\frac{1}{11}$ $\frac{1}{11}$ $\frac{1}{11}$ $\frac{1}{11}$ $\frac{1}{11}$
Twelfths		$\frac{1}{12}$ $\frac{1}{12}$ $\frac{1}{12}$ $\frac{1}{12}$ $\frac{1}{12}$ $\frac{1}{12}$ $\frac{1}{12}$ $\frac{1}{12}$ $\frac{1}{12}$ $\frac{1}{12}$ $\frac{1}{12}$ $\frac{1}{12}$

Punctuation

PUNCTUATION

() PARENTHESIS Use to set off additional information	' APOSTROPHE Use to show possession to construct contractions and to make odd plurals	& AMPERSAND Use to represent the word "and"	! EXCLAMATION MARK Use after an interjection or to indicate strong feelings
— DASH Use to emphasize words or phrases and to summarize ideas	? QUESTION MARK Use to indicate a direct query	, COMMA Use mainly to indicate a brief pause	. PERIOD Use at the end of a complete declarative sentence
... ELLIPSIS Use to indicate a pause or a trailing off of thought	“ ” QUOTATION MARK Use to set off speech, a quotation, a phrase or a word	: COLON Use after a complete statement to introduce a series of items	; SEMICOLON Use to link two independent clauses that are closely related

Angles

TYPES OF ANGLES

CLASSIFICATION OF TRIANGLES

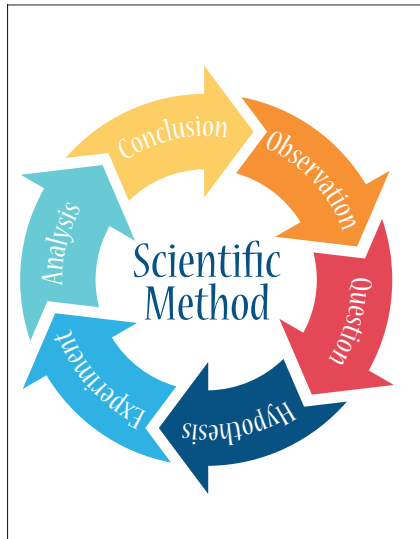
By Sides

- Equilateral:** All 3 sides that are the same length are the same length.
- Isosceles:** All at least 2 sides that are the same length.
- Scalene:** No two sides that are the same length.

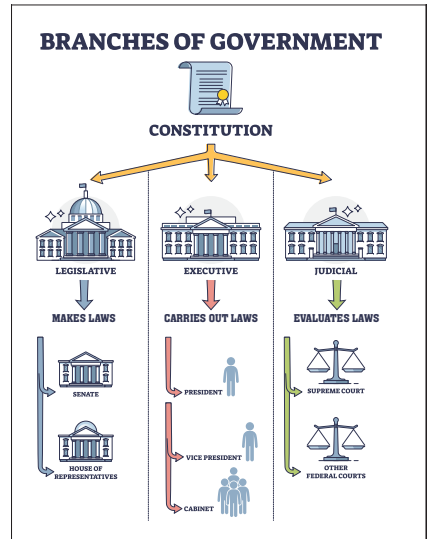
By Angles

- Right:** Has 1 angle that is a right angle (90 degrees).
- Acute:** Has all 3 angles that are acute angles (less than 90 degrees).
- Obtuse:** Has 1 angle that is an obtuse angle (greater than 90 degrees).

Scientific Method



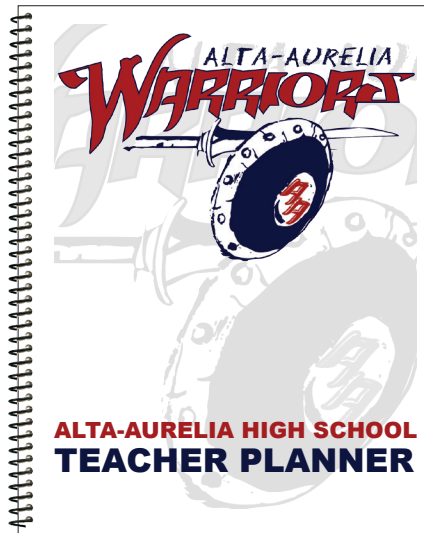
Branches of Government



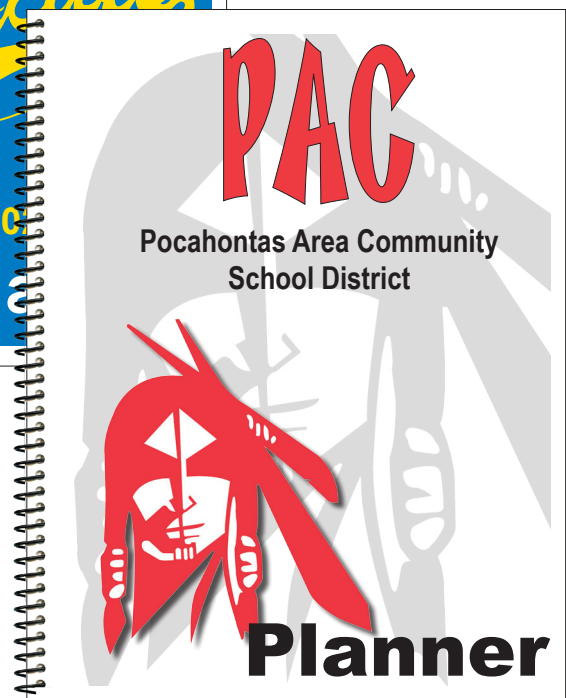
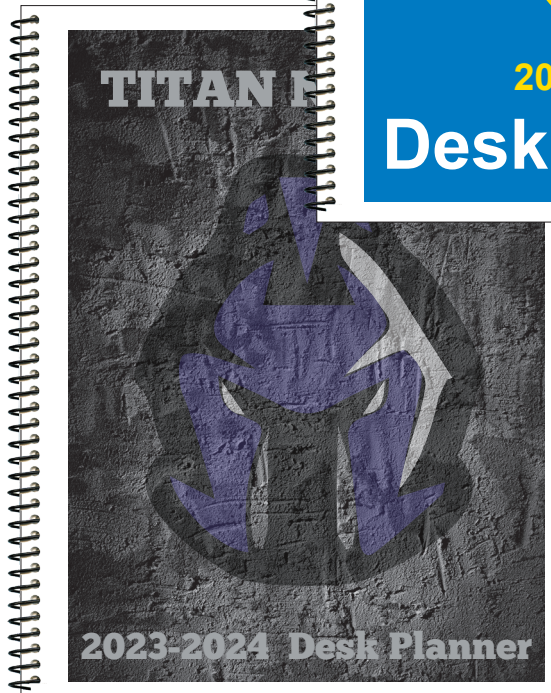
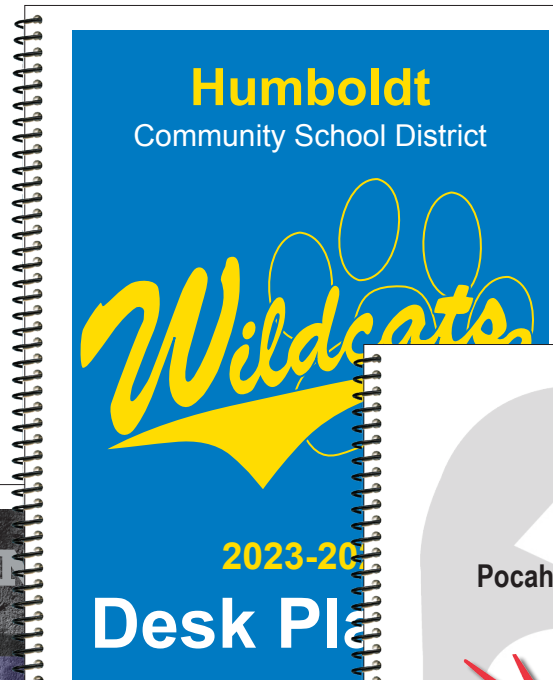
Teacher Planners

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The front cover design has the school logo and colors.
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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



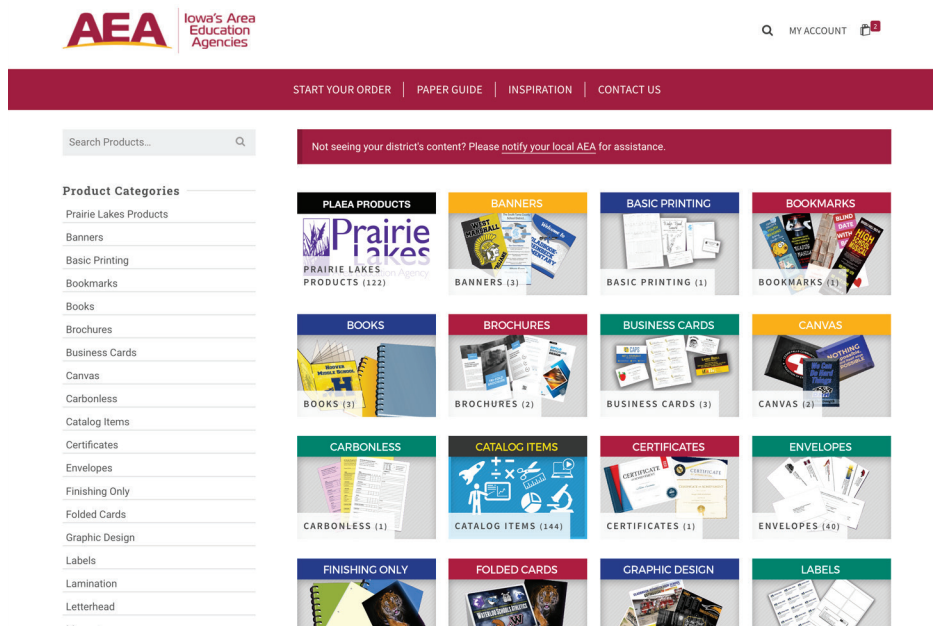
Our **Creative Services Team** is ready to help you, your classroom, and your school SHINE!

We create a wide variety of educational, promotional, office/business, and just about anything that helps schools run smoothly! Our team focuses on working with educators to design and produce items for educators that meet and exceed needs and expectations.

The possibilities are endless!

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