

PLANNERS



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 Cory Sroufe at csroufe@plaea.org and he will assist you.

The image shows two screenshots of the AEA website. The top screenshot shows the main navigation menu with 'PLAEA PRODUCTS' highlighted in a purple circle. The bottom screenshot shows the 'PRAIRIE LAKES PRODUCTS' category page, with the 'PLANNERS' sub-category highlighted in a purple circle. The website header includes the AEA logo (Iowa's Area Education Agencies), a search bar, and navigation links for 'START YOUR ORDER', 'PAPER GUIDE', 'INSPIRATION', and 'CONTACT US'. The product categories listed on the left include: Copies, Prairie Lakes Products, Banners, Basic Printing, Bookmarks, Books, Brochures, Business Cards, Canvas, Carbonless, Catalog Items, Certificates, Envelopes, Finishing Only, Folded Cards, Graphic Design, Labels, Lamination, Letterhead, Magnets, Notepads, Postcards, Posters, and School Business Supplies (Vista).

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:

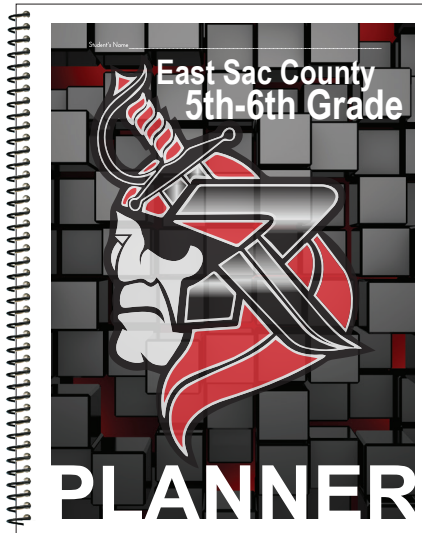
- 11 Month Calendar Spread
- Year Calendar Page
- Informational Page
- Note Pages
- Grading Pages
- Lesson Plans

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

Student Planners

Cover Pages:

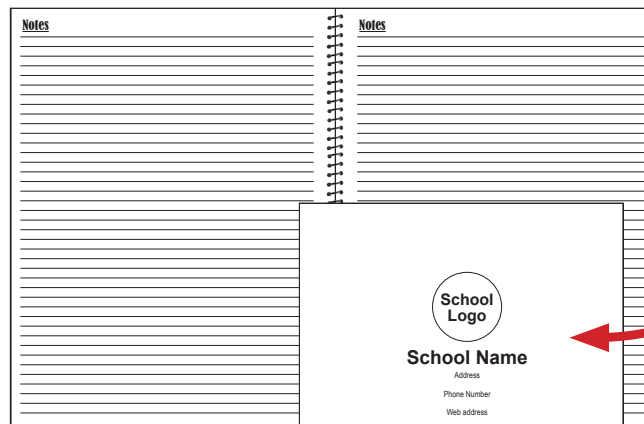
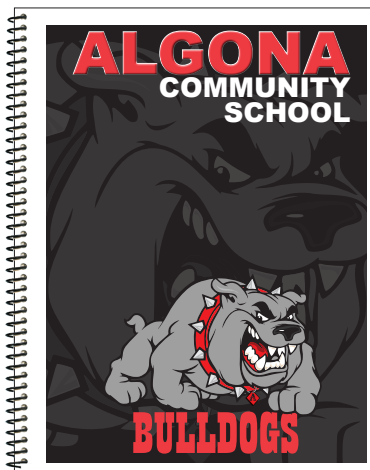
The front cover design has the school logo and colors. A generic or specific design can be created if needed.



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:

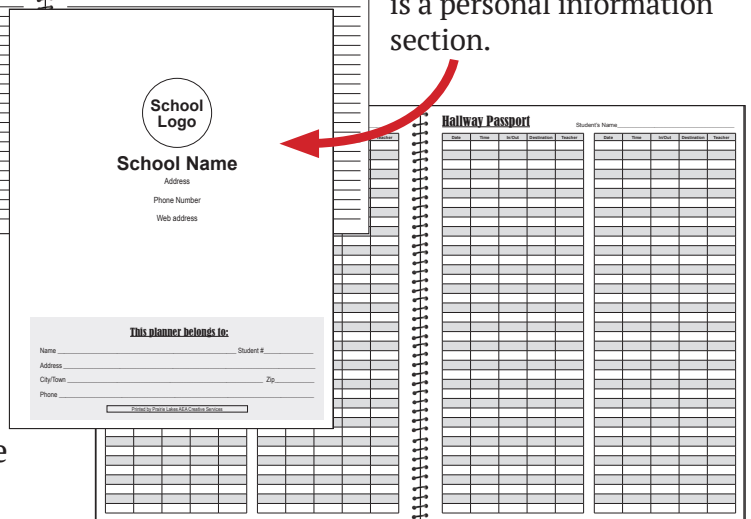
The front cover design has the school logo and colors.



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. Also included is a personal information 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.

Periodic Table

PERIODIC TABLE OF THE ELEMENTS

Legend:
 - Alkali metal
 - Alkaline earth metal
 - Transition metal
 - Metal
 - Metalloid
 - Nonmetal
 - Noble gas

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

Writing Process

- 1 Prewrite** - Choose a topic, set a purpose, brainstorm and organize ideas.
- 2 Draft** - Generate a rough draft that will serve as a starting point. Distribute your ideas into sentences and paragraphs.
- 3 Revise** - Reread and improve your draft. Add, delete, or rearrange words, sentences, paragraphs, and details to improve your draft.
- 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

- Did you summarize your argument?
- 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?

Fin 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 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

UNIT TO CONVERT	UNIT TO CONVERT TO	CONVERSION FACTOR
1 Kilogram (kg)	1000 Grams (g)	1 kg = 1000 g
1000 Grams (g)	1 Kilogram (kg)	1000 g = 1 kg
1000 Kilograms (kg)	1 Metric Tonne (t)	1000 kg = 1 t
1 Metric Tonne (t)	1000 Kilograms (kg)	1 t = 1000 kg
1000 Liters (L)	1000,000 Milliliters (mL)	1000 L = 1,000,000 mL
1000,000 Milliliters (mL)	1000 Liters (L)	1,000,000 mL = 1000 L
1000 Kilometers (km)	1,000,000 Meters (m)	1000 km = 1,000,000 m
1,000,000 Meters (m)	1000 Kilometers (km)	1,000,000 m = 1000 km
1000 Meters (m)	1 Kilometer (km)	1000 m = 1 km
1 Kilometer (km)	1000 Meters (m)	1 km = 1000 m
1000 Meters (m)	1000,000 Centimeters (cm)	1000 m = 1,000,000 cm
1000,000 Centimeters (cm)	1000 Meters (m)	1,000,000 cm = 1000 m
1000 Centimeters (cm)	10 Meters (m)	1000 cm = 10 m
10 Meters (m)	1000 Centimeters (cm)	10 m = 1000 cm
1000 Meters (m)	1000,000 Millimeters (mm)	1000 m = 1,000,000 mm
1000,000 Millimeters (mm)	1000 Meters (m)	1,000,000 mm = 1000 m
1000 Millimeters (mm)	1 Meter (m)	1000 mm = 1 m
1 Meter (m)	1000 Millimeters (mm)	1 m = 1000 mm
1000 Meters (m)	1000,000 Decimeters (dm)	1000 m = 1,000,000 dm
1000,000 Decimeters (dm)	1000 Meters (m)	1,000,000 dm = 1000 m
1000 Decimeters (dm)	100 Meters (m)	1000 dm = 100 m
100 Meters (m)	1000 Decimeters (dm)	100 m = 1000 dm
1000 Meters (m)	1000,000 Hectometers (hm)	1000 m = 1,000,000 hm
1000,000 Hectometers (hm)	1000 Meters (m)	1,000,000 hm = 1000 m
1000 Hectometers (hm)	100 Kilometers (km)	1000 hm = 100 km
100 Kilometers (km)	1000 Hectometers (hm)	100 km = 1000 hm
1000 Meters (m)	1000,000 Decimeters (dm)	1000 m = 1,000,000 dm
1000,000 Decimeters (dm)	1000 Meters (m)	1,000,000 dm = 1000 m
1000 Decimeters (dm)	100 Meters (m)	1000 dm = 100 m
100 Meters (m)	1000 Decimeters (dm)	100 m = 1000 dm
1000 Meters (m)	1000,000 Centimeters (cm)	1000 m = 1,000,000 cm
1000,000 Centimeters (cm)	1000 Meters (m)	1,000,000 cm = 1000 m
1000 Centimeters (cm)	10 Meters (m)	1000 cm = 10 m
10 Meters (m)	1000 Centimeters (cm)	10 m = 1000 cm
1000 Meters (m)	1000,000 Millimeters (mm)	1000 m = 1,000,000 mm
1000,000 Millimeters (mm)	1000 Meters (m)	1,000,000 mm = 1000 m
1000 Millimeters (mm)	1 Meter (m)	1000 mm = 1 m
1 Meter (m)	1000 Millimeters (mm)	1 m = 1000 mm
1000 Meters (m)	1000,000 Decimeters (dm)	1000 m = 1,000,000 dm
1000,000 Decimeters (dm)	1000 Meters (m)	1,000,000 dm = 1000 m
1000 Decimeters (dm)	100 Meters (m)	1000 dm = 100 m
100 Meters (m)	1000 Decimeters (dm)	100 m = 1000 dm
1000 Meters (m)	1000,000 Centimeters (cm)	1000 m = 1,000,000 cm
1000,000 Centimeters (cm)	1000 Meters (m)	1,000,000 cm = 1000 m
1000 Centimeters (cm)	10 Meters (m)	1000 cm = 10 m
10 Meters (m)	1000 Centimeters (cm)	10 m = 1000 cm
1000 Meters (m)	1000,000 Millimeters (mm)	1000 m = 1,000,000 mm
1000,000 Millimeters (mm)	1000 Meters (m)	1,000,000 mm = 1000 m
1000 Millimeters (mm)	1 Meter (m)	1000 mm = 1 m
1 Meter (m)	1000 Millimeters (mm)	1 m = 1000 mm
1000 Meters (m)	1000,000 Decimeters (dm)	1000 m = 1,000,000 dm
1000,000 Decimeters (dm)	1000 Meters (m)	1,000,000 dm = 1000 m
1000 Decimeters (dm)	100 Meters (m)	1000 dm = 100 m
100 Meters (m)	1000 Decimeters (dm)	100 m = 1000 dm
1000 Meters (m)	1000,000 Centimeters (cm)	1000 m = 1,000,000 cm
1000,000 Centimeters (cm)	1000 Meters (m)	1,000,000 cm = 1000 m
1000 Centimeters (cm)	10 Meters (m)	1000 cm = 10 m
10 Meters (m)	1000 Centimeters (cm)	10 m = 1000 cm
1000 Meters (m)	1000,000 Millimeters (mm)	1000 m = 1,000,000 mm
1000,000 Millimeters (mm)	1000 Meters (m)	1,000,000 mm = 1000 m
1000 Millimeters (mm)	1 Meter (m)	1000 mm = 1 m
1 Meter (m)	1000 Millimeters (mm)	1 m = 1000 mm

Money-Coins

MONEY VALUE US COINS

1¢ One-cent Coin
 5¢ Five-cent Coin
 10¢ Ten-cent Coin
 25¢ Twenty-five-cent Coin
 50¢ Fifty-cent Coin
 \$0.01 One-cent Coin
 \$0.05 Five-cent Coin
 \$0.10 Ten-cent Coin
 \$0.25 Twenty-five-cent Coin
 \$0.50 Fifty-cent Coin
 \$1 One Dollar Coin

Money-Bills

MONEY VALUE US BILLS

\$1 One Dollar Bill
 \$5 Five Dollar Bill
 \$10 Ten Dollar Bill
 \$20 Twenty Dollar Bill
 \$50 Fifty Dollar Bill
 \$100 One Hundred Dollar Bill

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		$\frac{1}{6}$	$\frac{1}{6}$	$\frac{1}{6}$.1666 16.66%
Sevenths		$\frac{1}{7}$	$\frac{1}{7}$	$\frac{1}{7}$.1428 14.28%
Eighths		$\frac{1}{8}$	$\frac{1}{8}$	$\frac{1}{8}$.125 12.5%
Ninths		$\frac{1}{9}$	$\frac{1}{9}$	$\frac{1}{9}$.1111 11.11%
Tenths		$\frac{1}{10}$	$\frac{1}{10}$	$\frac{1}{10}$.1 10%
Elevenths		$\frac{1}{11}$	$\frac{1}{11}$	$\frac{1}{11}$.09 9.09%
Twelfths		$\frac{1}{12}$	$\frac{1}{12}$	$\frac{1}{12}$.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

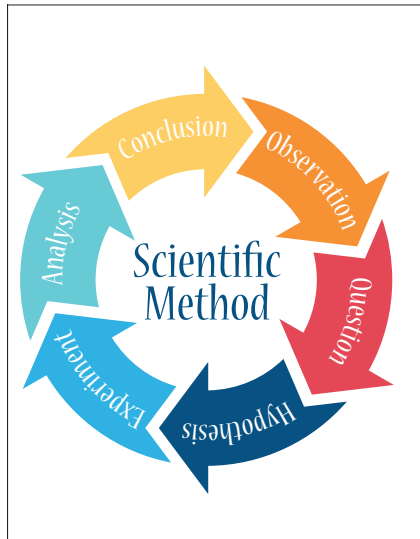
By Sides

- Equilateral:** All 3 sides that are the same length are equal.
- Isosceles:** Two of the 3 sides that are the same length are equal.
- Scalene:** None of the 3 sides that are the same length are equal.

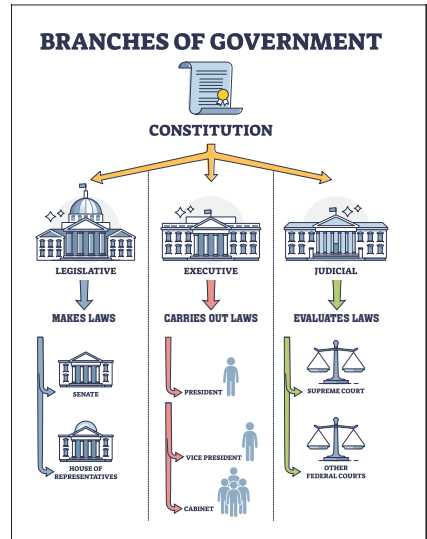
By Angles

- Right:** Has 1 angle that is a right angle (90 degrees).
- Acute:** Has 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



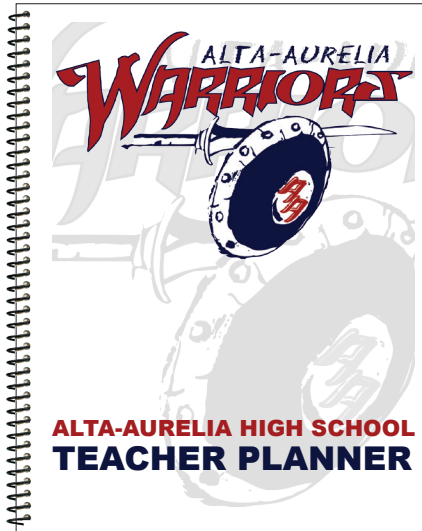
Branches of Government



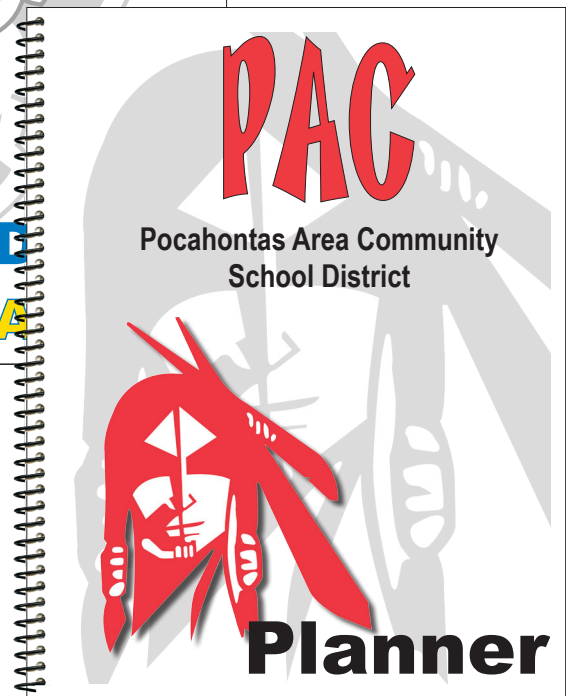
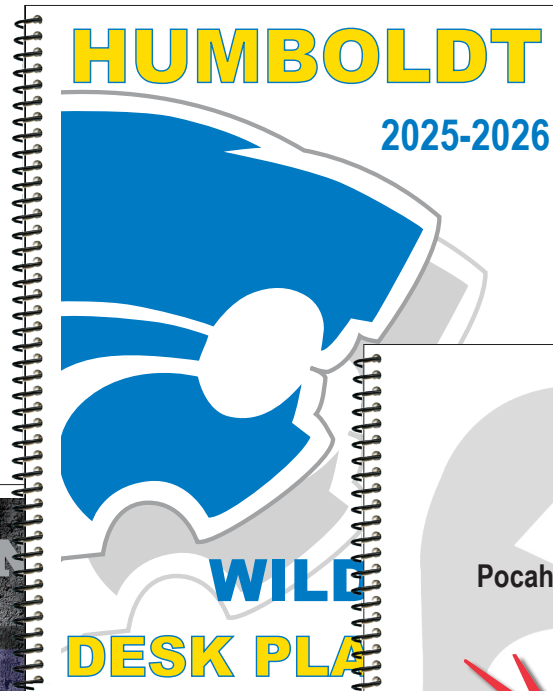
Teacher Planners

Cover Pages:

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

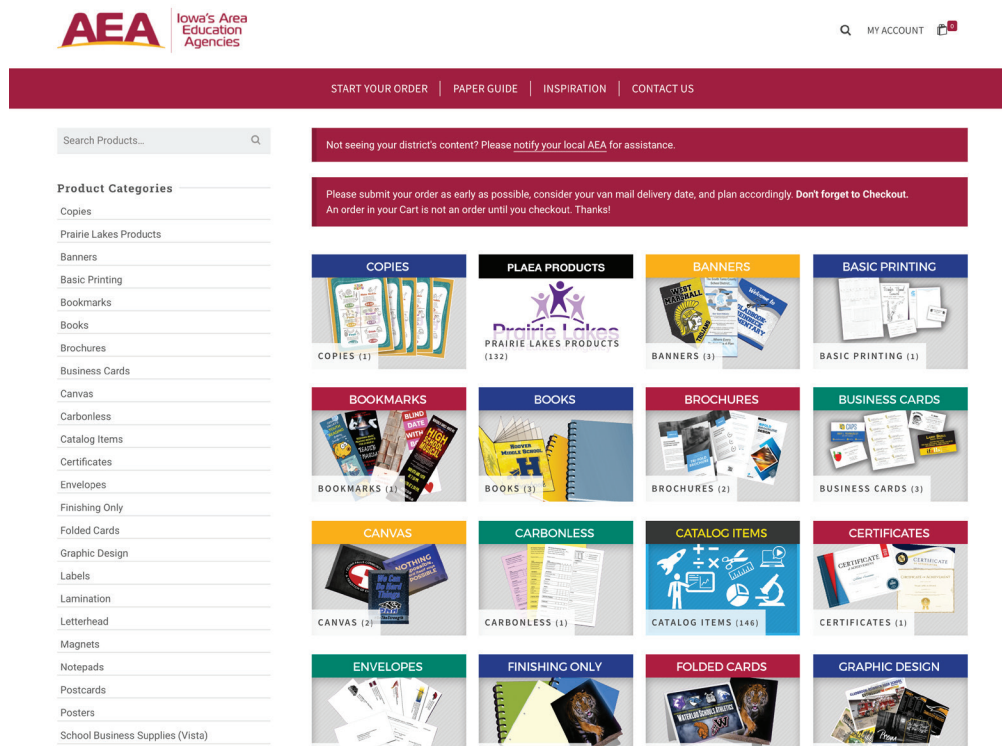
Our team focuses on working with educators to design and produce items that meet and exceed needs and expectations for your schools.

The possibilities are endless!

Easy, Quick Online Ordering with Creative Services Online!

As a busy, on-the-go educator, you need an easy way to order materials for your school. You're in luck because you can place orders for printing, lamination, and graphic design through our Creative Services Online system! To place your order please go to www.aeacreativeservices.org.

If you are unable to see the PLAEA Products icon please contact Cory Sroufe at csroufe@plaea.org and he will assist you.



Contact Information

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