

8-1998

[Price Laboratory School] Newsletter, v9n1, August-September 1998

University of Northern Iowa. Malcolm Price Laboratory School

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Recommended Citation

University of Northern Iowa. Malcolm Price Laboratory School, "[Price Laboratory School] Newsletter, v9n1, August-September 1998" (1998). *Malcolm Price Laboratory School Newsletter*. 39.
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Newsletter

Price Laboratory School

August-September 1998

Welcome to Price Laboratory School!

A New School Year Approaches!

As the beginning of the 1998-99 school year approaches, we hope you are enjoying your time off this summer. On Wednesday, July 29 and Thursday, July 30, your child will register at Price Laboratory School for the new school year. At that time, tables will be set up in the Front Lobby of the school with forms and information available for registration.

The August/September newsletter, school menu and parent committee meeting minutes will also be distributed through the information concludes important announcements and phone numbers. Maps of the PLS floor plan help you locate PLS classrooms and new administrative office locations. Feel free to call any of the offices listed on this page when you need assistance or information.

We look forward to the students returning this fall, and working together with PLS parents, the College of Education and our partners in education.



Price Lab's summer hours



The office is generally open from 7:30 a.m. until 4:00 p.m. However, because of vacations the office may not be covered at all times. If you plan to stop in, please call ahead to make sure that someone is in the office, 273-7666.

Parent conferences

We will start the school year with parent conferences on August 25 and 26. Classes will be held in the morning only (8:30-11:12) during the first two days of school. In order to schedule times for parent conferences, we ask that parents sign up for a conference when registering their children on July 29 & 30.

Administrative offices phone numbers

Please make note of the following telephone numbers:

Elementary/Secondary Office	273-7666
Principal	273-2064
Student Coordinator	273-2514
Elementary Attendance Office ...	273-2348
Secondary Attendance Office	273-2185
Lunch Program	273-7666
Activities Office	273-7667
Director's Office	273-6136
PLS Info Line	273-7668

First week's school hours

For children in grades 1-5, the 1998-99 school year will begin on Tuesday, August 25, 1998. On the first two days of school, students will be dismissed at 11:12 a.m. There will be no afternoon classes for elementary and secondary students because of parent conferences.

Normal hours for the elementary school are 8:30 a.m. to 3:00 p.m. Students should arrive between 8:20 and 8:30 a.m. unless they are participating in the breakfast program which is open in the cafeteria from 7:30-8:20 a.m.

Nursery/Kindergarten

For nursery/kindergarten children, August 25 & 26 will be devoted to parent-teacher conferences. We ask that parents of children in the nursery/kindergarten program sign-up for a conference during registration days on July 29 & 30. Parents of students entering the PLS nursery or kindergarten for the first time should bring the completed physical and immunization forms and a copy of the child's birth certificate, if it was not available at the Round-Up or the time of preregistration to the conference. The first regular day of classes for all nursery/kindergarten children will be Thursday, August 27, 1998.

School hours for nursery students will be 8:30 - 11:00 a.m. Monday through Friday.

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Price Laboratory School
University of Northern Iowa

General Announcements . . .

PLS non-discrimination policy and grievance procedures

Price Laboratory School does not discriminate on the basis of sex, race, religion, color, national origin, marital status, or disability with regard to access to services, or treatment in its programs or activities. A person who feels s/he has been discriminated against is encouraged to contact Kim Miller, 504/ADA Coordinator, at 273-2233 and the UNI Office of Affirmative Action at 273-2846.

Grievance Procedures - The Laboratory School, as a part of the University, uses the University's grievance procedures and regulations that apply to students, faculty, and staff. We are somewhat different, however, in that we have policies and procedures that apply specifically to our school-age students. This is a somewhat complicated and often confusing area. Because our appeal and grievance procedures are complex, we offer the following information for clarification:

PLS students are guaranteed the right to due process in all decisions. As a part of this right, they can appeal any decision to a higher level of authority. The order of appeal is as follows: teacher, Principal (Mr. John Krumbholz), Director (Dr. McConnaha), Head of the Department of Teaching (Dr. Kueter), Dean (Dean Switzer), Provost (Interim Vice President and Provost Podolefsky), President of the University (President Koob), Board of Regents.

Additionally, if a student believes that he or she has been discriminated against in any way (race, national origin, color, religion, gender, age or disability), the UNI Office of Affirmative Action may be contacted if the problem has not been resolved at the PLS level.

We urge students and parents to contact a PLS administrator if there are any questions about the appeal or grievance procedures.

Change of address

We need to be notified immediately of any change of address or telephone number. Please call the Elementary/Secondary Office at 273-7666.

New UNI/PLS phone system

Along with the new telephone system at UNI and PLS, we have been able to acquire a line that is totally dedicated to PLS information. Simply dial 273-7668 and you will be given needed information on class and activity cancellations or delays. Have you ever wondered what time that football game is actually scheduled or what time the band concert begins? Dial 273-7668 and you will be given that information automatically!

All faculty/staff have voice messaging capabilities on their lines and most will be using this option rather than having a staff member take a message. If you must talk to someone, you are most welcome to contact one of the Administrative Offices for assistance.



Office Cell Phone

Parents are reminded that if the PLS phone system is down, they may call the office cell phone at 240-8351.

Bus transportation

Free bus transportation is provided to Laboratory School students under two types of arrangements. Rural Cedar Falls students (K-12 only) may ride the Cedar Falls Community School bus without charge. Cedar Falls students who reside within the city, but are a great distance from school or located in a hazardous pedestrian area, may wish to purchase monthly bus transportation passes. Such passes are sold on a "space available" basis, and require children to walk to and from the most convenient pick-up point near their home. Information about the passes is available from Claire Brooks, Personnel Director for the Cedar Falls Community School District, 277-8800.

Student records

Cumulative student records may be examined by parents on request. Appointments for that purpose may be made by calling the Guidance Office at 273-2220.

School lunch program

We offer both a nutritious breakfast and lunch program available for all PLS students. Breakfast is from 7:30-8:20.

Your advance purchase of lunches or breakfasts will be entered into the computer program. As your student uses meals, they will be charged against the family's balance in the computer system. **Please send payments monthly.** You may purchase any amount you wish.

The cost for breakfast is \$.75
Reduced breakfast is \$.30
The cost for lunch is \$1.50
Reduced lunch is \$.40
The cost for milk is \$.25

Free and reduced-price meal applications which were approved last year will be honored during the first two weeks of the school year, but new applications must be filed if a student is to continue to receive free or reduced meals.

The application for Free or Reduced Meals is available to all families. We handle these applications with the strictest of confidence. Students on this program are treated no differently than paying students. It is a good idea for parents to visit with students regarding this option as only one breakfast and lunch are allowed each day. If a student wishes to have a second lunch or partial lunch, that will be billed to the family. Applications were included with regular materials.

Parents are welcome and encouraged at any time to visit school and eat breakfast and/or lunch with their child(ren). Simply come to the office to purchase a ticket (Breakfast - \$1.00, Lunch \$2.00). Children are thrilled to have their parents accompany them to the cafeteria!

Insurance forms

The school has purchased catastrophic insurance on all students that provides coverage in all school-related activities. This insurance has been arranged through the Iowa High School Athletic Association. It does not replace the need for school or family health insurance; it only supplements such coverage. This insurance goes into effect **after the first \$25,000** in medical expenses (in one year) related to a school accident has been covered by the individual or by another insurance company. Information on medical insurance has been included with this mailing.

Elementary Reminders

Pictures

Elementary pictures are scheduled for September 24. This is also picture make-up day for students in grades 6-12 from 7:30-8:30 a.m.

Safety patrol

The school safety patrol will operate at three points of traffic: 1) 19th and Summit; 2) 19th and Campus; and 3) 20th and Campus. Please instruct your children to cross streets at these points as they come to school. Patrol students will be on duty from 8:15 a.m. to 8:30 a.m. and from 3:00 p.m. to 3:15 p.m.

Absences

When your elementary-age child is going to be absent from school for any reason, please contact Dody Olson, school nurse, at 273-2348 between 8:00 and 9:30 a.m. If the school has not been notified of an elementary student's absence, Mrs. Olson will attempt to contact a parent either at home or at a place of employment to verify the absence. Absence notification for students in grades 6-12 should be called into the secondary attendance office at 273-2185

Class lists

Elementary class lists will be posted in the main school lobby on registration days, July 29 & 30, 1998.

Physicals

Physicals are required for:

- 1) Students entering nursery classes (or an original or copy of a physical done within one calendar year of the first day of nursery).
- 2) Students entering PLS for the first time as kindergarten students (or an original or copy of a physical done within one calendar year of the first day of kindergarten).
- 3) Students transferring into Price Lab School. A copy of a physical done upon their entry into preschool or kindergarten, (whichever is later) will be accepted.

Regulation restricts use of skateboards, rollerblades at UNI

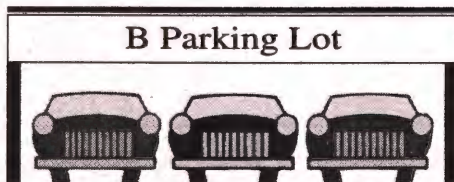
Skateboarding has been prohibited on all properties, owned, leased and operated by the University of Northern Iowa.

Also, rollerblading and rollerskating have been restricted to sidewalks and hard surfaces where bicycles are permitted.

A \$10 fine will be assessed to skateboarders, and repeat violators may be subject to having their skateboard impounded.

Because PLS is a University Facility, the regulations will be enforced by UNI Public Safety.

Parking Information



The parking area on Campus Street in front of the school is designated as a loading zone between 7:30-8:30 a.m. and between 2:30-3:30 p.m. During the regular school day this is a "No Parking" zone. A limited number of visitor parking spaces are located in the "B" lot south of the building.

Magazine sales

Students in grades 9-12 will be selling subscriptions to magazines again this fall, probably around the end of September or the beginning of October. Please save any renewals or subscriptions for magazines until then. The money each class earns will go into an account to be used by the class that earns it. Please help by asking friends, relatives and neighbors to renew or subscribe to a magazine through NUHS student.

UNI student employees

We are very fortunate to have several UNI students employed at Price Lab School. They are here through the UNI Work Study and Student Assistant Program. We usually have between 60 and 100 students employed each academic year. They are located throughout the building in the offices, library, Communications Center, cafeteria, athletics department and directly assisting instructors in their classrooms. We try to place them in areas associated with their major. Most students are funded to work an average of 12-15 hours per week. Their assistance is essential to the completion of daily tasks and projects at PLS and are much appreciated by PLS faculty/staff. Therefore, if you encounter an unfamiliar face or an unfamiliar voice on the phone, it most likely will be one of "our" UNI students. They are an important part of our staff!!

Student Media Release

Price Laboratory School serves the University of Northern Iowa College of Education and other university divisions as a laboratory for the preparation of educational personnel. The Laboratory School and its faculty also engage in education research, curriculum development, preparing/distributing materials, and production of audio and video demonstrations and courses.

When you enroll your student in Price Laboratory School you agree to allow Price Laboratory School/the University of Northern Iowa to develop and use, without pay, educational media (audio and video recordings, still or motion pictures), that include your student. In turn, these media may become part of presentations, programs, publications, fiber optic transmissions, CD's, or other professional endeavors.

Secondary Reminders

Classes begin

Northern University Middle and High School will begin classes on Tuesday, August 25 at 8:00 a.m. in the Butzier Auditorium. At that time, students will be given instructions and report to their homerooms where they will be given their individual class schedules. Following the homeroom meeting, an abbreviated morning schedule will be in effect. **School will be dismissed at 11:12 August 25 and 26.** Advisors will meet with parents and advisees during those two afternoons.

School pictures

Pictures will be taken of all students in grades 6-12 on registration days, July 29 & 30. **All students need to be photographed for the yearbook.** Parents will have the option of purchasing the pictures. However, if the student is photographed as YEARBOOK ONLY, pictures may not be purchased from that sitting. Payments must be made at the time the student is photographed and checks need to be made out to Lifetouch Studios.

Elementary pictures and grade 6-12 re-takes will take place on September 24. An elementary re-take day will be set for a later date.

Policy statement for equal educational opportunity

"Malcolm Price Laboratory School does not discriminate on the basis of sex, race, religion, color, national origin, marital status, or disability with regard to access to services, or treatment in its programs or activities." A person who feels s/he has been discriminated against is encouraged to contact Kim Miller, 504/ADA Coordinator, at 273-2333 and the UNI Office of Affirmative Action at 273-2846."

Absences

We ask that parents call the Attendance Office (273-2185) between 7:00 a.m. and 8:30 a.m. when your student is unable to attend classes. This procedure gives the school a check on students who may be absent from school without parental knowledge, and it alerts the nurse to situations where the student has been seriously ill, thus allowing an opportunity to adjust the academic expectations for that student. We do need to be informed daily if the student is absent more than one day. Please Note: We will attempt to contact a parent whether at home or place of employment if a call is not received.

Lockers

Students are to use the locker assigned, according to our Master Schedule, unless approval to move has been given by the principal. Students are held responsible for the locker assigned to them by the Administrative Offices.

Locks are not provided by the school. It is expected that the student will bring a secure lock with them the first day of classes and keep their locker locked at all times. Preferably, they should be high quality combination padlocks, although key locks are acceptable. If keys are lost or forgotten it may be necessary to cut keyed padlocks off student lockers.

Parking permits

A permit is required of any student who parks a motor vehicle in the Laboratory School lots. For questions regarding parking permits and charges, call 273-3179. This policy is a University Policy and will be enforced by University Public Safety Officers. Permits are available at the Public Safety Office in Gilchrist Hall.

Physicals

Physical examinations are required for:

- 1) Students entering grade 7 (or an original or copy of a physical done within one calendar year of the first day of grade 7).
- 2) Students transferring into Price Lab School. A copy of a physical done upon their entry into kindergarten or grade 7 (whichever is later) will be accepted.
- 3) All students participating in athletics. Yearly physicals are required for participants in all athletic programs, including cheerleading.

Student messages

As we receive many messages for students every day, it is very important that you tell your student(s) (grades 6-12) to check the bulletin board outside the office often on a daily basis for student messages. PLS does not have an intercom system, and we simply do not have the staff to deliver messages to students. We will, of course, deliver an emergency message directly to the student.



PLS Newsletter

Published by:

PLS Communication Center

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Production:

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Sue Smith

143 Price Laboratory School
University of Northern Iowa
Cedar Falls, Iowa

