Do you know a colleague (teacher, school counselor, school social worker, school nurse, etc) who would like to share a “best practice”? Do you know an educator who has found ways to raise student achievement? A Differentiation Strategy? ELL? Content Area Literacy Strategies? Special Education Management? Guidance Lesson? Proactive Health Services? Problem Solving? Career Development? RTI? The topics are endless!! What effective strategy/methodology have you found to be successful? Share it Saturday, February 6th from 8:00-12:30 at the University of Saint Francis!

The University of Saint Francis Best Practice Showcase is a celebration of, for, and by public, parochial, and private school educators. Please help us celebrate educators’ classroom practices by sharing strategies with fellow educators and university students at our Fourth Annual Best Practice Showcase. Recommend a colleague or share one of your practices!

**How Do I Recommend a Colleague or Self-Nominate? It’s EASY**

1. Contact the colleague you are considering recommending. Is s/he willing to be recognized? Is s/he willing to share ideas on February 6th for **thirty or sixty minutes**? Are YOU ready to share?

2. Complete the template below and mail/email to Nancy Hankee:

   A. I recommend ____________________________________________ to share.

   B. **Briefly describe** the best practice and time required. Please circle one: **30 or 60 minutes**

   C. Yes, I have spoken with ____________. S/he is aware of my recommendation and would be willing to share a best practice February 6th in one of the following thirty or sixty minute formats:

      _____ Workshop Presentation      _____ Make It and Take It     _____*Poster Session

*Educators selecting a poster session will create a poster focusing on a practice used in the classroom. Posters will be displayed on tables during lunch. Attendees will be given the opportunity to talk one-on-one with the presenters. Handouts will be available.

Name of Presenter__________________________
School_____________________________Subject & Grade Level__________________________
School Phone______________________________
Primary Email______________________________Home Phone Number____________________

**YES, teacher teams are also encouraged to present !!!**

Recommended By ________________________________
School_____________________________Subject & Grade Level__________________________
School Phone______________________________Primary Email________________________

Please email your recommendation to Nancy Hankee at nhankee@sf.edu.
Further information will be forwarded to presenters by December 18th. Recommendations must be submitted by 5:00 pm November 20, 2009.
1 in 4 teen drivers crashes in the first year of driving. Will yours?

New Driver Car Control Clinic®

presented by
Parkview Verified Adult & Pediatric Trauma Center and WANE-TV

Driver error was the cause of car crashes for 85% of new 16-year-old drivers and 75% of new 17-year-old drivers.* Errors due to insufficient training causes more teen car crashes than speed, drugs or alcohol.

This fall, Parkview Hospital will partner with WANE-TV to offer the New Driver Car Control Clinic® to teens of driving age and their parents. The clinic consists of two hours of classroom instruction and four hours of behind-the-wheel training.

The New Driver Car Control Clinic is different from standard driver’s education. The clinic:

- Focuses on practical, life-saving skills needed for emergency situations
- Hands-on training includes defensive driving techniques, how to brake on wet pavement, how to effectively steer and brake, and more.
- Requires that teens and their parents attend all sessions together
- New Driver Car Control Clinic supports the parents’ role as driving coach.

$80 REBATE -- Upon successful completion of the program, teen/parent teams will receive an $80 rebate courtesy of the Parkview Trauma Center and the Parkview Community Health Improvement Program. The rebate will reduce the out-of-pocket cost to $99.

Advance registration is required. Registration is limited to the first 40 teens and their parents. To register, go to www.CarControl.com, or call (800) 862-3277.

* Source: AAA (American Automobile Association).

Homestead High School
4310 Homestead Road
Fort Wayne, IN 46804

- Classroom instruction: 6:30 – 8 p.m., Thursday, Sept. 24
- Hands-on training (your choice of dates): Saturday, Sept. 26 or Sunday, Sept. 27

PARKVIEW TRAUMA CENTER
Your high school days are numbered. And while the thought of graduation may be thrilling, there is more to think about than invitations, caps and gowns and parties. You also need to think about your future.

The Northeast Indiana College Fair in the Walb Union at IPFW is a great place to start your planning. Representatives from up to 100 colleges, universities and post-high school opportunities will be available in one convenient location. Admission and parking are free.

Come Find Your Future.

Students: See your Guidance Counselor for more information and to find out if transportation is available from your school.
1. Together we are building the future!
EAST ALLEN COUNTY SCHOOLS

2. EAST ALLEN COUNTY SCHOOLS

3. EAST ALLEN COUNTY SCHOOLS
District 2nd Grade FOCUS ON HEALTH
VILLAGE ELEMENTARY
TUESDAY, NOVEMBER 10, 2009

<table>
<thead>
<tr>
<th>School</th>
<th># of Students</th>
<th>Arrival</th>
<th>Program Begins</th>
<th>Depart</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highland Terrace</td>
<td>80</td>
<td>8:45 am</td>
<td>9:00 am</td>
<td>10:30am</td>
</tr>
<tr>
<td>Woodburn</td>
<td>45</td>
<td>8:45 am</td>
<td>9:00am</td>
<td>10:30am</td>
</tr>
<tr>
<td>Hoagland</td>
<td>40</td>
<td>10:15am</td>
<td>10:30am</td>
<td>12:00pm</td>
</tr>
<tr>
<td>Harlan</td>
<td>59</td>
<td>10:15am</td>
<td>10:30am</td>
<td>12:00pm</td>
</tr>
<tr>
<td>Monroeville</td>
<td>23</td>
<td>10:15am</td>
<td>10:30am</td>
<td>12:00pm</td>
</tr>
<tr>
<td>Village</td>
<td>40</td>
<td>12:15pm</td>
<td>12:30pm</td>
<td>2:00pm</td>
</tr>
<tr>
<td>Southwick</td>
<td>75</td>
<td>12:15pm</td>
<td>12:30pm</td>
<td>2:00pm</td>
</tr>
</tbody>
</table>

District 2nd Grade FOCUS ON HEALTH
VILLAGE ELEMENTARY
WEDNESDAY, NOVEMBER 11, 2009

<table>
<thead>
<tr>
<th>School</th>
<th># of Students</th>
<th>Arrival</th>
<th>Program Begins</th>
<th>Depart</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Haven</td>
<td>74</td>
<td>8:45am</td>
<td>9:00am</td>
<td>10:30am</td>
</tr>
<tr>
<td>Meadowbrook</td>
<td>77</td>
<td>8:45am</td>
<td>9:00am</td>
<td>10:30am</td>
</tr>
<tr>
<td>Cedarville</td>
<td>158</td>
<td>10:15am</td>
<td>10:30am</td>
<td>12:00pm</td>
</tr>
</tbody>
</table>
1. **ACADEMY DAY**

Principals are asked to announce the following in a newsletter: Any students interested in learning about the process and the requirements necessary to apply for nominations to the Air Force Academy, Coast Guard Academy, Merchant Marine Academy, Naval Academy and the United States Army’s Military Academy at West Point, are welcome to attend the Academy Day that will be held at the Indiana Air National Guard, 3005 Ferguson Road, Fort Wayne, from 9:00 to 11:00 a.m. on Saturday, October 3, 2009.

*Enclosure #1* should be posted in the Guidance office of each high school.

Karyle Green, ext. 1001

2. **THE PRUDENTIAL SPIRIT OF COMMUNITY AWARDS**

The Prudential Spirit of Community Awards is the United States' largest youth recognition program based exclusively on volunteer community service and is a nationwide program for young people in grades 5-12 who are volunteering in their communities. See *Enclosure #2* for more information.

Tamyra Kelly, ext. 1050

3. **2009-2010 DICK LUGAR/INDIANA FARM BUREAU INSURANCE COMPANIES YOUTH ESSAY CONTEST**

Dick Lugar announces the annual Farm Bureau Companies Youth essay Contest. This contest is designed to increase the awareness of young Hoosiers to the significance of Indiana agriculture, how it relates to the food supply and to personal health. Applicants are encouraged to consider and then creatively express what effect Indiana agriculture has on their daily lives using “Farmers Looking At A Bright Future” as the topic. Prizes which include a $50 U.S. Savings Bonds and an all-expense paid trip to our nation’s capitol. Details can be found at [http://www.doe.in.gov/super/2009/09-September/091809/documents/luggar_boi_101-276S.pdf](http://www.doe.in.gov/super/2009/09-September/091809/documents/luggar_boi_101-276S.pdf)

See *Enclosure #3* for more details.

Tamyra Kelly, ext. 1050

4. **TITLE I**

The new Title I Coordinator is Dana Goeglein. Her extension number is 6489.

Jeanne Zehr, ext. 1002
5. **TEEN DRIVING CLINIC**

The “New Driver Car Control Clinic” course is offered each year to teach teens how to drive defensively and feel more comfortable behind the wheel. The six hour course is part classroom learning, part behind the wheel training. The training will be held September 24th, 26th-27th at Homestead High School. For more information on how to register, call 1-800-862-3277.

Tamyra Kelly, ext. 1050

6. **EACS LOGO SELECTION**

Through your participation in the selection of the new logo for East Allen County Schools, the field has been narrowed from fifteen to three logos. See *Enclosure #4* for the final three logos. Please submit your vote on the logo you feel would best represent EACS. All of the attached logos are subject to editing. The fonts, graphics, colors, and wording etc… can be changed.

Tamyra Kelly, ext. 1050

7. **NORTHEAST INDIANA COLLEGE FAIR**

IPFW is hosting the Northeast Indiana College Fair on *Tuesday, October 13, 2009*. Students are invited from 8:30 – 11:30 a.m., families from 6:00 – 7:30 p.m., and information regarding financial aid will be available from 7:30 – 8:00 p.m. Representatives from approximately 100 colleges, universities and post-high school organizations will be available. See *Enclosure #5* for more details.

Britt Magneson, ext. 6490

8. **DO’S AND DON’T’S IN PARENT-TEACHER CONFERENCES**

*Enclosure #6* is a listing of ten things you should never do in a parent-teacher conference and ten strategies for success.

Jeanne Zehr, ext. 1002

9. **SECOND GRADE FOCUS ON HEALTH**

The Annual Focus on Health Event will take place November 11-12 at Village Elementary for all EACS second grade students. Please see *Enclosure #7* for the schedule of times so that you may reserve buses. Be sure to note on your bus request, “Corporation Field Trip per Melvin Falkner”. Follow-up information will be sent to schools concerning the division of student groups for the day’s event.

Natalie Drummond, ext. 3203
10. DIRECTOR OF DEVELOPMENT OFFICE - NEW LOCATION

Beginning on September 28, 2009, the development office will be located in Room #214B at Park Hill Learning Center. The phone extension will be #3161.

Rose Fritzinger, ext. 3161

11. BEST PRACTICE SHOWCASE

The Fourth Annual University of Saint Francis Best Practice Showcase is a celebration of parochial and private school educator best practices. Teachers, counselors, nurses, and administrators are welcome to present an effective strategy at this event in Saturday, February 6th. Please see Enclosure #8 for nominations due November 20.

Natalie Drummond, ext. 3203

12. ESL DISTRICT MEETINGS

District meetings for ESL teachers are scheduled for October 22, November 12, and December 10 from 3:45-4:45 at Park Hill in the Staff Development Room. Information concerning district resources and LAS Links testing will be shared at these meetings. Please contact Natalie Drummond if you plan to attend.

Natalie Drummond, ext. 3203

13. CURRICULUM MAPPING – SECONDARY SCIENCE & SOCIAL STUDIES TEACHERS

Prior to the start of the school, EACS conducted two, one-day workshops for secondary (Grades 6-12) science and social studies teachers regarding utilization of the Curriculum Mapper software. During the 2009-10 school year, these teachers will be loading their “paper-pencil” maps into the software system so that the maps can be viewed/shared with others; both in and outside of our district.

Some staff were not EACS employees at that time or were unavailable on the training days. Please let your principal know if you need support from your Curriculum Mapping/Teacher-Leader and a time will established for this professional development session. Up to 3 hours of stipend pay ($20) per hour is available for the Teacher Leaders conducting the sessions and science/social studies teachers who have not yet had the training. Principals may submit their Payroll Adjustment forms to Jan MacLean for an account number.

Jan MacLean, ext. 3124
14. **REAL MEN READ!**

The United Way and urban League have partnered for Real Men Read! This is an opportunity for readers to visit an assigned classroom once a month from October through March to read to students. Principals are asked to share this opportunity with school partners, community and business leaders. In addition, EACS employees who could find an hour a month to support this initiative are asked to consider being a volunteer.

Orientations begin next week and readers begin October 8. Additional information may be found at https://ec.volunteernow.com/recruiter/index.php?class=OppSearchResults&recruiterID=1193&skillReq=4063

Karyle Green, ext. 1001

15. **ALLEN COUNTY – FORT WAYNE HISTORICAL SOCIETY**

The Allen County – Ft. Wayne Historical Society offers field trip opportunities to the History Center or Chief Richardville House. A permanent exhibit, **Made in Allen County**, features products that were developed and created in our community. Through the Society’s Heritage Education Fund, admission charges for all visiting K-12 public schools are offered **free of charge** through Spring, 2010. The **Traveling Artifact Trunk** and **Traveling Image Case** in-class offerings are also available at no cost.

Fourth grade students may also participate in the **Fall in Love with Fort Wayne** program which includes a visit to the History Center and Allen County Courthouse and a **complete** transportation reimbursement.

For information visit the “Educators Area” of the website at: www.fwhistorycenter.com or call Todd Pelfrey (426-2882, ext. 311) or Jamia Alexander (426-2882, ext. 309).

Jan MacLean, ext. 3124

16. **2010 JURIED EXHIBITION OF STUDENT ART**

Under separate cover EACS art teachers will be sent registration information for the 2010 Juried Exhibition of Student Art. The program is designed to affirm the highest standards of visual arts in schools; to encourage the pursuit of visual arts as a career; to help integrate the disciplines of the performing and visual arts in schools; to increase community support for the arts in schools; and to heighten student awareness of the International Violin Competition of Indianapolis. **Registration ends October 30th.** Participating teachers will receive a curriculum packet to include an audio recording, visual images, and other instructional resources.

Jan MacLean, ext. 3124
17. SCHOLARSHIP OPPORTUNITIES FOR EACS HIGH SCHOOL STUDENTS

The Indiana American Legion is promoting three youth programs which award college scholarships to students:

- **Americanism & Government Test** – A study guide is available. Students can earn up to $1,000 in scholarships by winning this contest based on knowledge of current events, Indiana and US government, and the United States flag.

- **High School Oratorical Contest “A Constitutional Speech Contest”** – This year the speech contest is focused on the Constitution of the United States. Students can earn at least $1,800 and up to $4,200 and move on to the National HS Oratorical Championship where as much as $19,500 in scholarships can be won.

- **The American Legion Hoosier Boys State** – This is a week long learning experience in the theory, organization and practical application of the process of our democratic form of government. The event is scheduled for June 12-19, 2010 at Trine University in Angola, IN.

Detailed information pertaining to these three events is being sent to each EACS high school counselor. If additional information is needed please contact your local American Legion Post or Susan Long at 317-630-1264.

Jan MacLean, ext. 3124

18. CLARIFICATION RE: REMEDIATION PLANS, K-12

Principals, please be prepared to discuss, at the next Principals' Meeting, your school’s plans for providing academic support/remediation for students (beyond a summer school or Jump Start program) who have either failed or are in danger of failing statewide assessments. There will be no need to submit anything in writing. Record keeping documents will be provided to you at the meeting. Secondary students who have failed an End-of-Course assessment must receive remediation before retesting.

Jan MacLean, ext. 3124

19. ALGEBRA I – END-OF-COURSE ASSESSMENTS

Algebra I students will test twice this year as we will not receive their first scores before the second testing session. Please call if you have questions.

Jan MacLean, ext. 3124
20. NEW LEAVE FORMS

Enclosure #9 includes three (3) Leave Forms that have recently been revised which are to be utilized by all employees. The PERSONAL ABSENCE REPORT [EACS Ad-49 09/09] is for the recording of Illnesses, Bereavement, Worker Comp. and Other (e.g. Jury Duty). The LEAVE REQUEST FORM [Ad-48 09/09] is required for Personal Business, Vacation; Professional Development; and Unpaid Days. Professional Development Leave requests must be submitted at least ten (10) days in advance of any leave day to receive approval. The PROFESSIONAL LEAVE SUPPORTING DOCUMENTATION [Ad-1E 09/09] must be completed and attached to all Leave Requests for Professional Development.

Kirby Stahly, ext, 1005
Employee Name (Print) ___________________________     Employee Number ___________________

Work Location ___________________________ Position __________________________________

Type of Leave:  □ Personal Business - 4  □ Vacation -5  □ * Professional - 6  □ Unpaid Day -7

Date(s) of Leave __________________________________ ___________________________________

Purpose (professional leave only) _______________________________________________________

Location __________________________________________ Location ___________________________

Substitute Required?  □ Yes  □ No Date(s): __________________________ □ a.m. □ p.m.

Signature _________________________________ Date Request Filed __________________________

* For professional leave requests, attach a copy of the conference description, registration information
and complete the box below. Final arrangements should not be made until this leave has been approved.

Are you requesting reimbursement for expenses?  □ Yes  □ No Total ________

Registration $ __________       Airfare $ __________       Mileage $ ____________

Airfare $ __________       Mileage $ ____________

Lodging $ __________       Meals $ __________       Misc. $ __________

Budget Account to be charged: ____________________________________________________________

Substitute Budget Account: ______________________________________________________________

Approved

□ Yes  □ No

(Principal or Supervisor) (Date)

** Additional Approvals Required for Professional Leaves **

□ Yes  □ No

(Director, Exec. Director, or Asst. Supt.) (Date)

□ Yes  □ No

(Superintendent) (Date)

Distribution: Employee; Supervisor; Payroll Entry

EACS Ad-48 09/09(R) Professional Leave - Board of Trustees Approval: __________________________
PERSONAL ABSENCE REPORT 20____ - 20____

Name ___________________________  Building _________________________________

Absences should be recorded and signed by the employee.

<table>
<thead>
<tr>
<th>DATE(S) ABSENT</th>
<th>NO. DAYS ABSENT</th>
<th>REASON FOR ABSENCE (code)</th>
<th>EMPLOYEE SIGNATURE</th>
<th>SUPERVISOR SIGNATURE</th>
<th>DATA ENTRY (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ABSENCE CODES AND DEFINITIONS

<table>
<thead>
<tr>
<th>Code</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Personal Illness</td>
</tr>
<tr>
<td>2)</td>
<td>Illness in Family</td>
</tr>
<tr>
<td>3)</td>
<td>Bereavement</td>
</tr>
<tr>
<td>4)</td>
<td>Other</td>
</tr>
<tr>
<td>5)</td>
<td>Work Injury / Illness</td>
</tr>
<tr>
<td>6)</td>
<td>As defined in employee agreement</td>
</tr>
<tr>
<td>7)</td>
<td>As defined in employee agreement</td>
</tr>
<tr>
<td>8)</td>
<td>Work Injury / Illness</td>
</tr>
<tr>
<td>9)</td>
<td>Other</td>
</tr>
</tbody>
</table>

EACS Ad-49  09/09(R)
EACS
PROFESSIONAL LEAVE SUPPORTING DOCUMENTATION
This form is to accompany the Leave Request Form to attend a Meeting/Conference
Attach Additional page(s) if necessary

Name ____________________________________  Position ____________________________________

School ____________________________________  Date ______________________________________

Conference Name, Date, Location ______________________________________________________

Curricular standards addressed at conference/workshop:
(What curricular standards will be supported by my attendance at this conference/workshop? How will student learning be benefited?)

Principal Support:
(How does the staff member’s participation support your school improvement plan?)

Implementation plan:
(How will the information learned at this conference/workshop be implemented in my classroom, shared with colleagues, and benefit the district program as a whole?)
1. ISTEP RESULTS

Congratulations to all administrators and teachers of schools who have worked so diligently in helping our students be successful in ISTEP. A special congratulations goes to Dr. Brad Bakle and all of the teachers at Cedarville Elementary who have scored in the top 10 in the State of Indiana.
New teachers are understandably nervous about their first parent-teacher conferences. So much to say, so little time! Even veteran teachers still may have qualms about upcoming parent-teacher conferences. To help you prepare, New York Teacher interviewed experienced classroom teachers, including master teachers who offer courses in the union's Effective Teaching Program. Here are their thoughts on **10 common mistakes, along with ways to have a successful session:**

1. **DON'T** summon parents into the classroom and direct them to sit in front of your desk. Parents may be anxious or fearful about meeting with you, a key authority figure in their child's life. If you distance yourself, put them in a subservient position, or appear to condescend, you're undercutting the chances of a successful meeting.

   **DO** always greet parents warmly at the door. Plan and create an inviting environment. Accompany parents to a place where you can sit together and converse comfortably. Some teachers opt to group chairs in a semi-circle near a table or other surface where they can share student work. (And make sure the chairs are big enough!)

2. **DON'T** begin by focusing on the student's problem. An Albany-area teacher recalled a parent-teacher conference when she was on the receiving end as the mother of a second-grader. "The teacher's first words to me were: 'Well, she's very messy.' She went on in detail about my daughter's messy desk, her writing - even her hair - until I wanted to cry. There was nothing about my daughter's wonderful sense of humor or her creativity. I wondered if she even liked my daughter." The students in your class are all somebody's beloved child, and parents come in hopes that you can see their child's best.

   **DO** start the meeting by showing that you care and know something positive about their child. Summarize the student's strengths before raising problems. Of course, if you have a heavy student load, it can be hard to get to know each child well by early fall conferences. Three hints:

   Keep an index card on each child and jot down observations that you can later share ("Alex was telling us in class the other day about his winning home run." "Tamira has a wonderful way of making friends with children who are new or feeling shy.")

   If you have access to a camera, take photos of your students to use on a seating chart or to jog your memory before parent-teacher conferences.

   As a getting-to-know-you assignment, ask students to write about their interests, both academically and outside of school.

3. **DON'T** dress too casually for the occasion. Some people think casual attire will make the parent feel more comfortable, but experts say that can backfire. You are a professional, and professional attire communicates that message. **DO** dress in a way that reflects the meeting's importance and your respect for the parent(s) and their child.

4. **DON'T** wing it.
DO rehearse what you want to say. Practice warm-up introductions, prepare an outline, prepare a checklist of areas to cover. Plan how you will keep track of time.

5. DON'T rely on verbal descriptions of the student's work and progress. Avoid subjective statements such as "His conduct is bad." Instead, cite specifics such as: "She talks out of turn," or "He won't sit in his seat."

DO use materials from the student's work folder. It is much easier to demonstrate progress or show parents concretely what a student needs to do to improve.

6. DON'T point a finger at parents or place blame. DO use positive, nonverbal behavior. Listen reflectively. Maintain good eye contact. Lean in when you speak or make suggestions. In your suggestions, acknowledge the stresses of parenting: "I know it can be difficult to find the time to read with your child every night. Try asking your child to read aloud while you're preparing dinner."

7. DON'T dominate a meeting so that parents can't ask questions or make suggestions. There's so much you want to tell them, but think hard about how much information parents need. Parents are most interested in specifics related to their child, and will almost always have concerns or questions of their own. Allow for occasional silences, which give the parent an opportunity to ask a question or voice a concern.

DO engage parents in planning best ways to help their child. Seek their suggestions first.

8. DON'T send them home empty-handed. DO give parents something to take home with them. They can review material more completely and refer back to it during the year. This can also save time at the conference. If you offer a handout on curriculum, for example, you won't need to go over it verbally in exhaustive detail.

9. DON'T use educational jargon or acronyms. This can have a chilling effect on parent communications. Some common buzzwords that you know but parents might not: whole language, math manipulatives, SATs, ACTs, IEPs, paradigm, inclusion, cooperative learning.

DO use clear and descriptive terms. Adjust conference to the parents' needs and levels of understanding. If you must use a buzzword, get in the habit of using parenthetical definitions: "This year we will use math manipulatives, which are objects, like this set of marbles, that let kids touch and experience what is meant by mathematical symbols."

10. DON'T end the meeting on a negative note by recounting student's problem. DO end positively, with a proactive message of hope. Set goals. Review how parents can help. Mention plans for follow-through. Let parents know their support is needed and appreciated. If appropriate, send a follow-up letter.