

Benchley-Weinberger Elementary

"Achievement through Communication Magnet"

California Distinguished School



FAMILY HANDBOOK

2011-2012

6269 Twin Lake Drive
San Diego, CA 92119

(619) 463-9271

Fax: (619) 697-8617

www.sandi.net/bw

Benchley-Weinberger

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A Message from the Principal

Welcome to Benchley-Weinberger Elementary School. We are very proud of both our professional staff and our hard working students who continuously strive to be high achievers as well as outstanding citizens. Our mission at Benchley-Weinberger is:

Through the cultivation of better interpersonal, global/media, and artistic/alternative communication skills our students will access, understand, analyze and evaluate all the powerful words, images, ideas, sounds, and practices that make up the climate and culture of communication at this school and in the world around them.

"Achievement Through Communication," provides students the opportunity each day to explore and enhance their skills in all these areas through rigorous classroom instruction, choral music, art, and technology. Benchley-Weinberger is in its third stage of receiving I21's Promethean Boards and classroom Netbooks for our 21st century learners. Our goal is to develop critical thinkers and creative, lifelong learners.

Our school culture is permeated by high expectations for all students creating optimum conditions for students' academic and social development. It has been observed that students from Benchley-Weinberger continue to excel when they progress to middle school, high school, and beyond. Our students are offered a high quality educational program which meets the social, emotional, and academic needs of each child through a nurturing partnership between parents and the school.

Benchley-Weinberger views parents, extended family, and community members as partners and welcomes their involvement in various ways. Parents and teachers work side by side in the classrooms every day. There are opportunities for family and community members to volunteer at our many events, join our PTA or Foundation, or to supervise recess or noon duty, to name a few. Parent involvement also means sending your child to school each day, ready to learn and asking them to tell you about their school day every evening.

Family involvement also means encouraging good attendance. Please schedule vacations on non-school days and take vacation when school is on scheduled breaks during Thanksgiving, Winter, Holidays, Spring and Summer. The staff at Benchley-Weinberger urges all parents, family, and community members to become involved in the educational experience of your students.

The 2011-2012 Family Handbook is available on the school's website. Please reference this handbook for any questions that you may have and keep updated on all activities and events through the Benchley-Weinberger school website at www.sandi.net/benchleyweinberger. If you have further questions or concerns, please do not hesitate to call our office. My door is always open, please come and introduce yourself.

At your service,
MC Patton
Principal

BENCHLEY-WEINBERGER **ELEMENTARY SCHOOL**

“Achievement through Communication”

Interpersonal Communication
Global/Media Communication
Artistic/Alternative Communication

VISION: *By providing a challenging curriculum and teaching high-level communication skills in a supportive learning environment we hope to empower every student to be a successful lifelong learner and effective communicator in the 21st century.*

Our standards based interdisciplinary curriculum focuses on higher level communication concepts and skills as the catalyst for instruction. Students demonstrate the ability to:

- Collaborate with others in relevant, real world and historic projects
- Access information successfully
- Create ideas and products using their learning style strengths
- Evaluate the value of data and materials critically
- Participate in artistic, technological, and academic activities and venues
- Develop meaningful broadcasts and print products of their world and their thoughts about it
- Creatively communicate through ideas, sketches, art, models, paper products as well as through their computers, cameras, digital recorders and technological texts
- Become even better learners through self-reflection, innovative efforts, critical analysis, multi-domain resources, and creative investigations and designs

MISSION: *Through the cultivation of better interpersonal, global/media, and artistic/alternative communication skills our students will access, understand, analyze and evaluate all the powerful words, images, ideas, sounds, and practices that make up the climate and culture of communication at this school and in the world around them.*

“Cultivating communication to inspire 21st century imaginations”



Benchley-Weinberger Elementary School

DAILY SCHEDULE

Office Hours: Monday -Friday 7:00 a.m. – 3:30 p.m.

Buses Arrive: 7:25 a.m.

Breakfast Program: 7:20 – 7:45 a.m.

Running Program: 7:25 a.m. – 7:40 a.m. (Grs. 1-5)

Classrooms Open: 7:40 am

RECESS: 9:45-*10:05

LUNCH: Gr. K 11:15-*12:05
Gr. 1-2 11:25-*12:05
Gr. 3-5 11:45-*12:25

(Please note: Students not eating breakfast should arrive after 7:35 a.m.)

Bell Schedule

MONDAY, TUESDAY, THURSDAY, FRIDAY

Grades: Kinder – 5th 1st Bell-7:40 a.m. 2nd Bell-7:45 a.m. – 2:20 p.m.

WEDNESDAY (minimum day)

Grades: Kinder – 5th 1st Bell-7:40 2nd Bell-7:45 a.m. –11:45 a.m.

On-site day care is provided by the East County YMCA

YMCA HOURS: 6:30a.m. to 7:45 a.m. and 2:20p.m. to 6:30p.m. Wednes-
days: 6:30 a.m to 7:45a.m. and 11:30a.m. to 6:30p.m. For more information please call the
YMCA – (619) 464-1323 or (619) 589-9541.

2011 - 2012 SCHOOL CALENDAR

September 6	First Day of Student Attendance/PTA Welcome Back Event 7:45 am
September 8	Book Fair thru 9/15
September 14	Fall Open House/Curriculum Night & Book Fair 6:30-7:55 pm
September 16	PTA Back-To-School Night
September 21	Volunteer Orientation-8:00 am- Auditorium
October 6	School Pictures
October 11	PTA/Foundation Ice Cream Social 6:30 pm-Auditorium
October 28	Reading Program Kick Off Assembly 7:45 am
October 29	Halloween Happening 3:00-7:00 pm
November 9	School Picture Make Ups
November 11	Veterans' Day Observance — HOLIDAY – No student attendance
November 14-18	Parent/Teacher Conferences-Minimum Days-Dismissal 11:45 am
November 21-25	Thanksgiving Break – No student attendance
December 2	Foundation "Movie Night"- 6:30 pm-Auditorium
December 19-January 2	Winter Vacation - School Closed
January 16	Martin Luther King Day – HOLIDAY – No student attendance
February 3	Multi Cultural Fair
February 15	Jog-a-Thon
February 17	Lincoln's Birthday — HOLIDAY– No student attendance
February 20	President's Day - HOLIDAY-No student attendance
March/April	Spring Reflections Art Show-TBA
March 10	Variety Show-Evening Performance
March 28-30	Parent Conferences – Minimum Day – Dismissal 11:45 am
April 2-6	Spring Vacation (Note change in date from previous years)
April 18	PTA Art Show 6:30-7:30
April 18-May 15	STAR Testing Window-check with teachers for class schedule
May 5	Foundation Auction Event
May 14-18	Staff Appreciation Week
May 17	4 th /5 th Grade Career Day – 7:45 am
May 24	Book Fair thru 6/2
May 28	Memorial Day- HOLIDAY –No Student Attendance
May 30	Open House
June 1	Reading Program & Gold Medal Ceremony Assembly
June 4-8	5 th Grade Activity Week
June 12	5 th Grade Promotion – 11:00 am – Auditorium
June 12	Last day of student attendance-11:45 am Dismissal

Spirit Assemblies: 9/30, 10/28, 12/9, 1/27, 2/24, 3/30, 4/27, 5/25

PTA Meetings: 10/11, 11/8, 1/10, 2/14, 3/13, 4/10, 5/8 – 7:45 am, Staff Lounge

Foundation Meetings: 10/4, 11/1, 1/3, 2/7, 3/6, 4/10, 5/1, 6/5

– 6:00-7:00 pm, Staff Lounge

SCHOOL PROCEDURES

Before School: The playground and classrooms will open at 7:40 a.m. Students can join the morning running program at 7:25. At 7:45 a.m. the bell rings and students should be in their classrooms. Please be on time. Students who arrive after the 7:45 a.m. bell must go to the office to receive a late pass before being admitted to class. Students in grades 4 and 5 may ride bicycles to school. No scooters, skateboards or wheelies (skate shoes)!

Classroom Visitation Policy: We welcome your visit to your child's classroom. **ALL** volunteers and visitors must sign in at the office and obtain a volunteer/visitor pass. Classroom volunteers must have a volunteer application on file and a current TB test. To drive on filed trips, volunteers must have a volunteer application, TB test, background check, driver's form, copy of valid driver's license and a copy of current insurance on file.

To continue to improve the academic achievement of our students, please note that all classes observe the "Literacy Block" between the hours of 7:45 -11:00. If you plan to observe a classroom, please make arrangements with the teacher at least 24 hours in advance. Before entering the room, we would like you to remember that classroom visits are:

- To observe your child at work in the classroom
- To better understand how your child is relating to his/her classroom activities and other pupils
- To learn more about curriculum

We request that you avoid interrupting a lesson. If you feel you have specific questions about your child, please make arrangements with the teacher for a conference to be held after school or by telephone.

Registration: An updated registration/enrollment card is required for **each** student in September. Also a current proof-of-residency dated August/September is required by state law **each** September; i.e.: SDG&E, Water, Cable, or Phone Bill.

Attendance: In order for a student to achieve his or her potential, it is very important that your child arrive on time and attend school each day. If your student is absent, it is necessary for you to call the school office at 463-9271 to report your child's absence and reason for the absence. If your child has an emergency for more than 5 days, please contact the school office at least 1 week before the absence and request a Contract for Independent Study. Your child will receive class work that he or she would miss and receive credit for attending school. **Please schedule vacations on non-school attendance days especially during the testing window in the spring.** Vacations during school days will not be approved.

Parent Phone Calls

Per teacher request, we ask that no phone calls be placed during school hours unless it is an emergency. Phone calls are very disruptive to the classroom learning environment. Please try to use email communication with your student's teacher when possible.

Student Cell Phones

Cell phones should be turned off during school hours and left in the student's backpack. Calls can be made before and after school only. Cell phones will be confiscated if they are used during school hours. Confiscated phones may be picked up by parents **only**.

Telephone Auto Re-Dial

Our school telephones are a switchboard type system which means we have separate outgoing and incoming phone lines. If you receive a phone call from the office or the health office and you use your auto redial button to call back you will get a continual ringing or busy signal because you are dialing an outgoing only line. To call us you must enter the school phone number 463-9271 and go through the office each time.

Release of Children: When you wish to take your child from school during the school day, it is required that you go to the office and sign a permit to leave the school grounds. For your protection, children are released to the parents, guardian, or other authorized person only. Identification is necessary and in the case of a person acting for a parent, they must be listed on the registration card. **A TEACHER WILL NOT RELEASE A STUDENT WITHOUT THE PERMIT.**

Lunch and Breakfast Programs: Lunch and breakfast are available each day. The cost for lunch is \$2.00, breakfast is \$1.00. Milk may be purchased for \$.50. Depending on your income level, your child may be eligible for free or reduced price lunch and breakfast. If interested, please inquire at the school office. Parents will be notified that their child's account is low or needs to be replenished.

Dress Code:

In order to ensure a safe and healthy learning environment for all students it is important that all students follow B-W's dress code. Students are to wear clothing that is appropriate for both studying and playing. The following are appropriate dress:

- **CLOSED-TOED shoes are required at all times (no sandals, high platform shoes, flip-flops, or shoes with wheels).**
- **Tennis shoes are highly recommended for physical education activities.**
- **Long pants, mid-thigh shorts, skirts, dresses and shirts that cover the stomach, back, shoulders and chest.**
- **No spaghetti straps.**
- **Hats may be worn only outside of school buildings, bills forward please (with appropriate logos).**
- **Clothing with appropriate sayings and/or pictures.**
- **No colored hair.**
- **Administrative discretion may be used to determine appropriate school attire.**

We appreciate the efforts of our parents in helping their students make appropriate clothing choices.

LOST AND FOUND: Please **mark** coats, sweaters, lunch boxes, etc. with child's name, and ask him/her to check the lost and found box occasionally to see if any belongings are there. Our lost and found grows extremely large and any unclaimed items will be dropped off at a donation center once a month. Small articles and money are kept in the office.

EMERGENCY DRILL AND INSTRUCTION: Regular drills are held throughout the year to enable students to react to any emergency situation which might occur. Fire drills are held monthly, while earthquake drills are held each semester.

In the event of a disaster, students will be evacuated to the upper field. Parents are asked to pick up their students at the reunion gate on Gloria Lake. Parents will need to show a picture identification card to the staff members in charge in order to pick up their child. All other gates will be locked at the time of the disaster.

CLASS ASSIGNMENTS: Each and every elementary school in our district must abide by a formula consideration that allocates the teachers assigned to our school. If enrollment is up or down, we could either gain or lose a teacher. Any change in the total number of teachers assigned means a re-organization of present classes. Changes will be made only when absolutely necessary. (See placement policy in the office for more information.)

TRANSPORTATION: Children are to report to their bus stop ten minutes before the published pick-up time. Drivers have been instructed not to wait for late students.

Know the letter of the bus your child rides. If your child's bus is late in the morning please contact the District Transportation Department number (858) 496-8460 and then notify the school as to the reason and time of delay.

Our school Transportation Coordinator, must be kept informed about any changes in your child's bus schedule. If there is any change in a child's riding schedule a note needs to be sent to the school. **If you know that your child will not ride the bus home, make sure to notify the school office by 12:00 pm.**

Student discipline problems are reported in the form of "Reports of Unacceptable Student Behavior," commonly called "Bus Referrals." These are reported by the driver. Guidelines dictate that the first two **may** be considered warnings, depending on the severity of the infraction; the third may result in a one day bus suspension; fourth, a 3 day bus suspension; fifth, 1 week bus suspension; sixth, 2 week bus suspension; seventh, no bus service for the remainder of the year. Let's work closely to ensure that the daily bus rides are a safe, positive part of our children's day.

GENERAL SCHOOL EXPECTATIONS

Students will:

1. Be on time and behave in a way that does not disrupt the teaching and learning environment.
2. Be courteous, cooperative, and respectful towards staff and other students.
3. Respect the rights, safety, and property of others.
4. Be prepared to work, stay on task, and return homework.
5. Refrain from bringing candy, gum, soda, toys, video games to school.

Consequences:

(May include one or more of the following):

Positive

Parent contact

Recognition

Privileges

Rewards

Corrective

Verbal warning

Time out

Parent Contact

Administrative involvement

SAFE SCHOOL PLAN

BENCHLEY-WEINBERGER ELEMENTARY SCHOOL

**CRITERION 9 a: SAFE AND ORDERLY SCHOOL ENVIRONMENT
b: RULES & PROCEDURES ON SCHOOL DISCIPLINE
ADOPTED PURSUANT TO *EC 35291 & 35291.5***

- (a) Safe and orderly school environment. Reference Administrative Procedure No. 6270.
- (1) Teachers shall be responsible for classroom discipline that will ensure a proper learning environment for all students. Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess.
 - (2) “All pupils shall comply with regulations, pursue the required course of study, and submit to the authority of the teachers of the schools.” (Education Code section 48908)
 - (3) Students are to be under the direct supervision of a staff member at all times while in school, or while attending a school-directed activity.

- (b) Safe and orderly school environment.

(1) Student Discipline Code

It takes all of us to teach children how to successfully communicate in a complex, multicultural society. The most important way we teach this is by modeling excellent behavior. It is the responsibility of every adult on this campus to model the four basic rules that we expect our students to follow:

- We will be on time, prepared to work and learn.
- We will show respect for all people at all times.
- We will respect school property and the property of others.
- We will accept responsibility for our actions.

The policy of the Board of Education states that all employees are responsible for the control of students who are legally under the supervision of the school. District-wide policies relating to student behavior say that:

- Students have a right to an environment that promotes learning and success.
- Students have a right to due process.
- Students have a right to equitable treatment.
- Students have a right to a safe and clean school.

The State Education code says that parents shall be held responsible for the misconduct of their children.

(2) Dress Code

What students wear to school is determined by parents, within the limits of good taste and safety. Parents will be contacted and asked to bring a change of clothing if students come to school wearing questionable garments. It is very helpful to label jackets, sweaters, backpacks, lunch boxes, snack bags, and other items with the student's name.

(3) Guidelines for Students

- Clothing with slogans that endorse or advertise tobacco, drugs, alcohol, etc., are not allowed.
- Functional hats, caps and visors may be worn only outside of school buildings.
- Shoes must be worn at all times. Sandals, flip-flops, and shoes that limit freedom of movement should not be worn.
- Do not wear "short-shorts", tight shorts, half-shirts, or see-through items.
- Make-up may not be worn by students.
- Bright coloring of the hair is not allowed.
- There is no need to wear gloves at school.
- Hair brushes and combs should be kept in backpacks, purses, or pockets, and used only in the restroom.
- Administrative discretion may be used in determining appropriate school attire.

(4) Physical Education Considerations

Students will be engaged in vigorous physical activity during their physical education classes. Therefore, it is important that students wear clothes and shoes that allow them free movement. We suggest that young ladies wear shorts underneath skirts and dresses.

(5) Recess/Lunch/Cafeteria Rules and Procedures

1st Lunch – Gr. K	11:15 – 12:05
2 nd Lunch – Gr. 1-2	11:25 – 12:05
3 rd Lunch – Gr. 3-5	11:45- 12:25

Recess: (9:45 – 10:05)

- Students will walk to the blacktop.
- Student must choose a game to play or eat their snack quietly in the lunch area.
- Walk to the playground and choose a game or area to play. When the bell rings indicating the end of recess, FREEZE, then when whistle is blown proceed to your classroom line.

Lunch:

- Students will be walked to the cafeteria by the teacher.
- The student who is eating a sack lunch will be seated.
- Milk must be bought before being seated.
- Students buying lunch will remain in a single file line while waiting to go through the cafeteria line.
- Please memorize your lunch number and be ready to put it into the computer and press enter when you get to the end of the line.
- Once seated, no one is to get up without permission from an adult.
- Eat quietly and politely.
- Wait to be dismissed before leaving. Make certain you have all of your trash with you before you take your tray to the trash can.
- Put all leftover food and trash into the trash can. Stack your tray neatly with the other trays.
- Wait quietly in line after lunch recess until your teacher comes to meet you.

Wednesday Lunch:

- Students will walk down to the lunch area with the teacher. Teacher will remain for supervision and take students back to class.
- Students will line up in a single file line while waiting to be lead down to the bus lines.

(6) Rules and procedures on school discipline adopted pursuant to Education code Sections 35291 and 35291.5.

- It is the principal's responsibility to maintain good discipline in the school in accordance with Education code, California Administrative code, and district-wide regulations and procedures promulgated by the superintendent for measurement of citizenship and development of good discipline. A principal may delegate those duties necessary for maintenance of good student conduct.
- Parents are expected to cooperate with school authorities in maintaining and encouraging proper standards of behavior for children.

PARENT PARTICIPATION

Parents, you are the single most important influence in your child's life. Your child's success in school is benefited by and directly related to your participation. *How can you help your child?*

- Check and discuss class work. Ask: What did you learn today at school?
- Enforce a daily homework time. Turn off the TV/radio during homework time and monitor TV/radio at other times of the day.
 - **Ask, on a daily basis, to see any notices that have been handed out at school.**
 - Call your child's teacher if you have questions or concerns about his or her progress at school (619) 463-9271.
 - Visit Benchley-Weinberger and visit/volunteer in your child's classroom.
 - Attend school meetings and events (Open House, School Site Council/Site Governance Team, Parent-Teacher Association, B-W Foundation).

If you can help in the classroom, develop teaching materials, or help in any way, please volunteer!!! Become an active member of the Benchley-Weinberger community.

All visitors on campus must sign in at the office and obtain a Visitor's badge. This rule is strictly enforced for the safety of your children.

Benchley-Weinberger's success has been based on a close relationship between all involved parties. We pride ourselves in our feeling of FAMILY, CHILD CENTERED EDUCATION, WARMTH, CARING, CONCERN and COMMITMENT to the children.

BENCHLEY-WEINBERGER PTA



President: Pam Hubbell (619)787-9792

hubbelp@live.com
BWPTA.org

The Benchley-Weinberger PTA supports the school's "Achievement Through Communication" magnet focus and its three themes: Interpersonal Communication; Media and Global Communication; and Artistic/Alternative Communication, by offering many programs/events that enhance the existing curriculum and create opportunities for families to deepen their connection to their children's school. PTA programs provide . . .

- **Opportunities for Helping Families Support Student Learning:** The PTA hosts educational workshops, including math skills workshops for parents and seminars on various parenting topics.
- **Opportunities for Building Reading Skills and Enjoyment:** PTA programs include: *Reading is Fundamental*, the *Books and Beyond* reading challenge, *Everyone A Reader* tutors for struggling readers, and two *Scholastic Book Fairs*. PTA also provides *stipends* for library staff and teachers to use in purchasing classroom enrichment materials.
- **Opportunities for Artistic Expression:** The PTA funds *art instruction* by district-approved consultants. It sponsors an annual arts program geared to allow students to express themselves through art. Another chance for students to showcase their creativity are the student *musicals* and the *Variety Show* in March.
- **Opportunities for Community Outreach:** The PTA *Community Service Committee* participates in a *Holiday Teddy Bear Drive* and *Community Clean Up Days*. *These programs help showcase volunteerism as a positive and rewarding part of life.* The PTA also rewards individual student's acts of goodness at its *Green Card Store*.
- **Opportunities for Intercultural Communication:** The PTA funds *multi-cultural assemblies* throughout the year and hosts a *Multi-Cultural Fair* to celebrate our ethnically diverse student body.

Opportunities for Connecting with Families and Building School Spirit: The PTA rings in the new school year with *Back-to-School Night* for families in September. Be sure to wear your *BW t-shirt* to this event. It also hosts a fun-filled *Halloween Happening* in late October. Our *Hospitality Committee* welcomes parents and teachers back to school and celebrates their work throughout the school year. The PTA helps families connect throughout the year through a monthly newsletter called *Paw Prints*, a school-wide *directory*, monthly PTA meetings, an annual PTA *membership* drive to welcome new families, and a host of volunteer opportunities. Check the bulletin board outside the front office for the latest news or sign up for E-Blast and we will remind you via email of upcoming events and volunteer opportunities.

The PTA funds its work with a few key fundraisers. These include the gift wrap sale in September, book fairs, cereal box tops, E-script, cartridge recycling, and membership dues. **By becoming a member of PTA**, you help support our programs as well as state and national efforts by the PTA to advocate for your children's education. Just by becoming a member in the B-W PTA, you become actively involved in your child's education and growth.

PTA meetings are held the second Tuesday of every month. Please check in with the Benchley PTA website often for program updates and meetings. The website is: **www.BWPTA.org**. You do not need to be a PTA member to attend meetings, although you must be a member to vote. There are lots of opportunities to join committees or volunteer at events.

The school year starts off with a bang at Benchley-Weinberger. Our hospitality committee welcomes new parents on the **first day of school at 7:45 a.m.** with refreshments. **Our Back-to-School Night Family Social takes place on September 16th.** We welcome you to the school and invite you to join our PTA in helping to make the B-W educational experience a truly exceptional one for students and families alike!

Benchley-Weinberger Foundation

Let us introduce ourselves...

What is the Benchley-Weinberger Foundation? The Benchley-Weinberger Foundation is a registered non-profit foundation, operated by B-W parents. The objective of the Foundation is to fund present and future programs or projects designed to benefit the children enrolled at Benchley-Weinberger. We are the only fund-raising program at Benchley-Weinberger that gives 100% of all donations back to the school.

What are some of our activities? The Foundation sponsors several family-oriented fund-raising activities throughout the year including the Benchley-Weinberger Auction, the Jog-a-thon, the Donor Wall Program and Movie Night.

What has the Foundation accomplished over the years? The Foundation has been an active support system for many of the critical elements that make our school a superior learning environment. We have remodeled the teacher's lounge, installed grass in the kindergarten area, built the shade structure located on the lower playground, installed a drinking fountain on the upper playground, added computers with software and printers, provide teachers with additional funds so they can get supplies they need in the classroom, built the PE storage shed and bought PE equipment, planted trees near the classrooms, helped fund the reading program, purchased student lunch tables, installed air conditioning for classrooms and the new library, sponsored the Robotics Program, and supplied the emergency backpacks located in all of the classrooms and offices.

How do I become involved with the Foundation? The Foundation is entirely made up of parents of B-W children. They volunteer their time to support programs and activities that benefit all of our children. Every year current Foundation board members solicit new members to participate on the Foundation. If you are interested in becoming involved or have questions about the Foundation, please contact the school office or our current Foundation president Drew Smith at 465-1221.

We would like to take this opportunity to wish each and every one of you the best in this upcoming school year! Thank you for your past and continued support of your children's educational well-being.