

FACE PLAN 2019/2020

School Name: Cypress Run Education Center

Contact Person: Janet Jackson

Phone Number: 754-321-6500

Engagement Goal: The environment or culture in which engaging programs take place must consider and plan for: families to feel welcomed, valued, and respected by program staff; two-way communication and relationship building with families are adapted to meet changing family and community circumstances; opportunities are provided for family support and development through the family partnership process and through intentional parent/family peer groups within the program and community.						
Strategy (Specific action, including cultural proficiency connections as appropriate)	Date	What needs to be done for the activity? When does it need to be done?	Who is responsible?	What is our objective?	How will we measure our progress?	Identify artifacts to be uploaded
Review Customer Service expectations with staff.	Within the first 30 days	Print and complete Customer Service sheet during staff meeting.	Janet Jackson	Provide exceptional customer service to families and community stakeholders	Survey	Upload Customer Service activity.
Connect families with school, district and local community resources.	Upload documents by the fifth week of each quarter	Convene a FACE Resource Team comprised of one representative from administration, instructional, paraprofessional, cafeteria, custodial, after school program, social worker, and school counseling. Meet once each quarter to identify needs of community and discuss available school/ community resources and services for families that will minimize barriers - food, shelter, illnesses, hardship assistance, job referral agencies, etc. Update FACE SPACE with relevant information based on identified needs.	Fanya Jabouin	Provide ongoing updated relevant resources to families and the community	Sign-in Sheet & Minutes	Photos of updated FACE space; Upload completed Programs and Services sheet; Upload

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						FACE Resource team members.
Recognize the cultural uniqueness of families served in the school/community.	Between the 5th and 6th week of school	Print and complete Cultural Awareness sheet.	Fanya Jabouin	Bridge the Cultural Gap between Families & Staff	Cultural Awareness sheet.	Upload completed Cultural Awareness sheet.
Continue the "Catch Them Being Great" program recognizing individuals supporting a positive environment/culture in your school.	Monthly	<p>During a staff meeting, highlight a faculty and/or staff who have been "Caught Being Great". Have the individual(s) complete the form and share with peers the specific steps or actions taken to achieve the accolade/recognition.</p> <p>Example...</p> <p>Mr. Smith really knows how to make families feel welcome.</p> <p>Steps/actions Mr. Smith exhibits to help families feel welcome.</p> <ul style="list-style-type: none"> • Warm genuine smile • Greets parents by name • Gives his fullest attention • Has open body language • Consistent communication about student's progress 	Janet Jackson	Provide incentives to maintain a positive school environment	Catch Them Being Great form	Upload the completed Catch them Being Great form and a list of staff who were "Caught Being Great".

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Share Social and Emotional Learning Competencies with families.	1st Semester	Distribute SEL competencies to families (https://casel.org/wp-content/uploads/2017/01/Competencies.pdf) and/or facilitate a workshop for families on modeling behaviors that promote SEL skills at home. Information can be found at https://www.browardprevention.org/instructional-strategies/social-emotional-learning/	Dean Belter	Provide tiered support for Social Emotional Learning	SAC Sign –in sheet, Parent Conference form	Upload copy of sign-in sheets.
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