

## FACE PLAN 2020/2021

**School Name: PINES LAKES ELEMENTARY SCHOOL**

**Contact Person: Carlene Wolfe-Yoloye**

**Phone Number: 754-323-7100**

<b>Engagement Goal:</b> 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 survey. Identify key area(s) to address. Create a plan.	Within the first 30 days	Share Customer Service survey results with faculty and staff. Discuss the findings, identify key areas(s) to address and devise a plan for improvement.	Administration	Provide exceptional customer service to families and community stakeholders	In house customer service survey for faculty	Upload Customer Service survey with a summary of findings. Online PD: (training titles)
Conduct a Quarterly Resource fair to 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 district / 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.	Guidance Counselor	Provide ongoing updated relevant resources to families and the community	Feedback from all stakeholders	Upload photos of FACE resource space; Use pictures to document any virtual activity. Upload names of programs and/or types of referrals; Provide name

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						and position of FACE Resource Team.
Recognize the cultural uniqueness of families served in the school/community.	Between the 5th and 6th week of school	Complete Cultural Awareness sheet. Identify ways to give value to and celebrate the traditions of the community and integrate them into the school culture. (ex. serving dishes from a particular culture during school events; acknowledging traditions and holidays; signage in different languages, etc.) These are in addition to the 4 Cultural District Madates and should be ongoing.	Guidance Counselor	Bridge the Cultural Gap between families & staff	Customer Service Survey for families and staff	Upload completed Cultural Awareness sheet.  Upload images, artifacts and messaging depicting the intentional integration of diverse cultures.

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"Catch Them Being Great". Continue implementing programs and practices recognizing individuals within the school supporting a positive environment/culture in your school.	Monthly	Highlight faculty and/or staff who have been "Caught Being Great". Recognition should express specific <b>steps</b> or <b>actions</b> taken to achieve the accolade/recognition.	Guidance Counselor	Provide incentives to maintain a positive school environment	Weekly PAW Recognition	Upload an example (image) of how and why recognition is given.
Describe how the school will implement activities that will build the capacity for meaningful parent/family engagement.	Quarterly	Determine the needs of parents and work with staff to build capacity to address specific needs of parents/community. Include a description of how the school implements activities that build relationships with the parents/community.	Academic Coaches & Administration	Provide full opportunities for participation in parent/family engagement activities for all parents/families.	Attendance at parent night events.	Upload a copy of each agenda, sign-in sheet, photos, Twitter.