



FACE PLAN 2025/2026

School: Sea Castle Elementary

Contact: Travis Jenkins/Gina Kerkerian

Phone/Email: 754-323-7250/ travis.jenkins@browardschools.com / gina.kerkerian@browardschools.com

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)	BCPS 2027 Strategic Plan Alignment	Completion Date	What needs to be done for the activity?	Who is responsible?	What is objective?	How will we measure our progress?	Identify artifacts to be uploaded.
Review Customer Service expectations with staff.	Guardrail: Equity	Within the first 30 days	Review the draft customer service standards survey with staff. Print and complete Customer Service sheet during staff meeting.	Dr. Latonya Cooper and/or Gina Kerkerian	Provide exceptional customer service to families and community stakeholders.	Customer Service Sheet	Upload Customer Service activity.
Coordinate opportunities for organizations to provide relevant support to families and communities, and/or fill capacity gaps at the District.	Guardrail: Equity	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; 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.	Travis Jenkins	Provide ongoing updated relevant resources to families and the community.	FACE space; Completed Programs and Services sheet; FACE Resource team members Sheet	Photos of updated FACE space; Upload completed Programs and Services sheet; Upload FACE Resource team members.
Recognize the cultural uniqueness of families served in the school/community.	Guardrail: Equity	Between the 5th and 6th week of school	Print and complete Cultural Awareness sheet.	Dr. Latonya Cooper, Gina Kerkerian, and/or Travis Jenkins	Streamline and focus communications and engagement activities to those which are culturally relevant across varying audiences.	Cultural Awareness Sheet	Upload completed Cultural Awareness sheet.

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<p>Continue the “Catch Them Being Great” program recognizing individuals supporting a positive environment/culture in your school.</p>	<p>Guardrail: Equity</p>	<p>Monthly</p>	<p>During staff meetings 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. Recognize staff once a month and highlight on school bulletin board in office, as well as weekly staff newsletter (Spotlight). Ex... Mr. Smith really knows how to make families feel welcome. 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 	<p>Dr. Cooper, Gina Kerkerian, and/or Travis Jenkins</p>	<p>Provide incentives to maintain a positive school environment.</p>	<p>Catch them being great form</p>	<p>Upload the completed Catch them Being Great form and a list of staff who were "Caught Being Great".</p>
<p>Support resiliency in families.</p>	<p>Guardrail: Equity</p>	<p>1st Semester</p>	<p>Share resiliency resources with families.</p>	<p>Latosha West-Graves and/or Gudelca Valdez</p>	<p>Provide education and support on resiliency to families. Include in Quarterly Newsletter</p>	<p>Parentlink Q1 Newsletter Q2</p>	<p>Upload copy of Newsletter and Parent Link</p>