



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FL

SINGLE SCHOOL CULTURE © INITIATIVES  
1790 NW SPANISH RIVER BOULEVARD  
BOCA RATON, FL 33431

PHONE: 561-982-0900 / FAX: 561-982-0943  
[WWW.PALMBEACHSCHOOLS.ORG/SSCI/INDEX.ASP](http://WWW.PALMBEACHSCHOOLS.ORG/SSCI/INDEX.ASP)

NANCY REESE  
ASSISTANT DIRECTOR

CHERYL C. ALLIGOOD  
CHIEF ACADEMIC OFFICER

KEITH OSWALD  
ASSISTANT SUPERINTENDENT

January 13, 2014  
Bulletin #P-14739-TL/SSCI

**Contact:**

Michael Kane, Specialist, PX 48233  
[michael.kane@palmbeachschools.org](mailto:michael.kane@palmbeachschools.org)

Action By: May 28, 2014
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**TO:** All Principals

**FROM:** Cheryl C. Alligood, Chief Academic Officer *cca*

**SUBJECT: STUDENT DEVELOPMENT PLAN (SDP)**

Florida Statute [F.S. § 1006.0251] mandates that every school district have a comprehensive developmental guidance plan. The SDP is the comprehensive guidance plan for the District.

The SDP is an integral component of your Multi-Tiered System of Support (MTSS) and is designed to be evidence-based, comprehensive in scope, and responsive to student need. Its purpose is to ensure that all students receive the core, supplemental, and intensive support needed to develop the competencies necessary for academic, college/career, and personal/social success.

Certified school counselors manage the SDP, but all stakeholders contribute to its implementation. By following the Action Plan below, your school will be in compliance with the statute.

**ACTION BY THE PRINCIPAL**

- Meet with your school counselor(s) to discuss 2013-14 SDP calendar, goals, and implementation.
- Encourage and support the implementation of the SDP.

**ACTION BY CERTIFIED SCHOOL COUNSELOR**

- Complete the required SDP activities: review of school counseling program mission statement, SMART goal setting for each of the three domains, annual calendar, implementation of SDP programs and interventions, and pre/post data collection and reporting. Review SDP Time Task document, which is attached to this bulletin.
- Meet with the principal to review SDP activities.
- Schedule a presentation to staff outlining your school's SDP (recommended).
- Collect and report baseline and outcome data relevant to the goals using the SDP Annual Report form PBSO 2474. The report is due **Wednesday, May 28, 2014** to the School Counseling and Graduation Support Team and is submitted to the SDP work queue through the District eFORMS Desktop.

**ACTION BY SCHOOL STAFF MEMBERS**

- Become familiar with the core, supplemental and intensive interventions included in the SDP.
- Work with the school counselor(s) on implementation of the SDP as it relates to your work.
- Provide school counselor(s) with the necessary information to complete the SDP.

**For more information contact:**

Elementary Schools - Judy Thomas, Program Planner, PX 48456

Middle Schools – Amy Mazzocco, Specialist, PX 86348

High Schools – Eunice Greenfield, Specialist, PX 48820

EWG/CCA/KO/NR/AM/MK:kb/jb

Attachment

Approved:   
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E. Wayne Gent, Superintendent

## FY14 Student Development Plan (SDP) Time-Task Calendar

Dates	Mandatory	<u>Date Completed</u>	Recommended	Resources
August - September 2013	<p>School Data</p> <p>Review Mission Statement</p> <p>SMART Goal Setting</p> <p>Annual Calendar</p> <p>Review with school administrator</p>		<p>Input demographic information into Student Development Plan (SDP) Annual Report form <b>PBSD 2474</b> and save for later.</p> <p>Complete Management Agreement, upload in Student Development Plan (SDP) Annual Report form <b>PBSD 2474</b>, and save for later.</p> <p>Complete School Data Snapshot.</p> <p>Complete American School Counselor Association (ASCA) Action Plan templates.</p>	<p>EDW Reports</p> <ul style="list-style-type: none"> <li>- Discipline Dashboard RDGOA0494</li> <li>- FCAT Most Recent RTFSA0033</li> <li>- Gold Report</li> <li>- Other reports as appropriate</li> </ul> <p>Learning Village</p> <p>Resource Books: <i>Florida's School Counseling Framework, Florida Counseling for Future Education Handbook, ASCA National Model 3<sup>RD</sup> Edition, Making Data Work, Evidence-Based School Counseling</i></p>
October 2013 - April 2014	<p>Implementation of SDP Action Plans/strategies to meet SMART goals</p> <p>Include plan for data collection (process, perception, outcome)</p>		<p>Implement core, supplemental, and intensive interventions with fidelity.</p> <p>Collect and maintain student data.</p> <p>Monitor SMART goal strategies.</p>	<p>EDW Reports</p> <p>Google Drive Tools (Calendar, Forms)</p> <p>Learning Village Lesson Plans</p> <p>ASCA Resource Center</p>
May 2014	<p>Collect and analyze student data</p> <p>Complete SDP FORM PBSD 2474</p> <p>Include baseline and outcome data</p> <p>Review with school administrator</p>		<p>Create and Upload chart displaying results of action plan interventions.</p> <p>Provide school administration and staff with report of SDP actions and results.</p> <p>Generate and save EDW reports for next year's baseline data.</p>	<p>EDW Reports</p> <p>ASCA Results Reports</p> <p>Learning Village</p> <p>Florida's School Counseling Framework</p> <p>EDW Reports</p>
May 28, 2014	Submit signed SDP eFORM			