



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

NANCY REESE
ASST DIRECTOR

KEITH OSWALD
ASSISTANT SUPERINTENDENT

Division of Safety, Culture &
Learning Environment
3300 Forest Hill Blvd. C-236
West Palm Beach, FL 33406

Ph: 561-434-8847 Fax: 561-434-8838
www.palmbeachschools.org

September 23, 2011
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Contact Person:
Sandy Cunningham, PX 86323
Christie Ragsdale, PX 47666

ACTION BY: October 14, 2011 January 30, 2012 May 25, 2012

TO: All Principals
FROM: Judith Klinek, Chief Academic Officer *JK*
SUBJECT: STUDENT DEVELOPMENT PLAN

Florida statute mandates that every school district have a comprehensive developmental guidance plan. [Florida statute § 1006.025] Our District's plan is called the Student Development Plan (SDP). Its purpose is to ensure that all students in all schools receive the same support in meeting the academic, personal/social and career competencies necessary for success. The Student Development Plan ensures that the school counselor plays an integral role in promoting student achievement.

Counselor(s) will manage the SDP, but all stakeholders contribute to its implementation. Following the action plan below will ensure that the requirements of the SDP are met.

ACTION BY THE PRINCIPAL

- Review the Student Development Plan.
- Meet with your counselor(s) to determine 2011-12 SDP goals.
- Encourage and support the implementation of the SDP and the responsibility of all faculty/staff members in helping students meet the competencies.

ACTION BY SCHOOL COUNSELORS

- Meet with the principal to establish one goal in each of three domains: academic, personal/social and career development.
- Document these goals on the Student Development Plan Accountability forms (Part III of SDP). Submit the Accountability forms with the principal's signature to the School Counseling and Graduation Support Team through email, FAX (PX45815) or PONY (FHESC Suite C223) by October, 2011.
- Submit the Student Development Plan Annual Implementation Calendar with the SDP. The calendar may be submitted by semester; first semester is due October 14th and second semester is due January 30, 2012.
- Share SDP with stakeholders as appropriate.

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- Collect end-of-year data relevant to the goals. Share results and the completed Data Measurement with the principal for his/her signature.
- Submit the completed SDP Accountability to School Counseling and Graduation Support Team by May 25, 2012.

ACTION BY SCHOOL STAFF MEMBERS

- Become familiar with the Student Development Plan.
- Work with the counselor(s) on implementation of the SDP.
- Provide counselor(s) with the necessary information to complete the SDP Annual Implementation Calendar.

WFM:JK:KO:NR:EG:SC:cy

Approved: 
William F. Malone, Superintendent