



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FL

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**Bulletin #P 24-118 DSCOS**

**Contact(s):**

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**Action By:**  
**May 15, 2024**

**TO:** Principals  
**FROM:** Edward C. Tierney / Deputy Superintendent/Chief of Schools  
**SUBJECT:** **FY24 COMPREHENSIVE SCHOOL COUNSELING PLAN (CSCP)**

[Florida Statute § 1006.025](#) mandates that every school district implements a guidance (school counseling) model program. The District's School Counseling Team along with District staff and school-based counselors performed a thorough review and revision of the Comprehensive School Counseling Plan (formerly known as the Student Development Plan). The Comprehensive School Counseling Plan (CSCP) is aligned with the [ASCA National Model, 4th Edition](#), the 2023 Florida School Counseling Standards as outlined in [Florida Rule 6A-5.079](#), the [Florida School Counseling Framework](#), and the [School District of Palm Beach County's Mission, Core Beliefs, and Strategic Plan 2022-2027](#). The CSCP provides an evidence-based and data-driven comprehensive school counseling program that benefits students through improved attendance, achievement, behavior, resiliency/life skills development, and college-career readiness.

The CSCP is an integral component of each school's Multi-Tiered System of Supports (MTSS) and is designed to be evidence-based, comprehensive in scope, and responsive to student needs. Its purpose is to ensure that students receive the core, targeted, and intensive support needed to develop the mindsets and behaviors necessary for academic success, college-career readiness, and skills needed to be successful and resilient in school and in life.

Certified school counselors manage the CSCP; however, all stakeholders contribute to its implementation. By following the action plan listed below, your school will be in compliance with [Florida Statute § 1006.025](#).

**ACTION BY THE PRINCIPAL**

- Meet with your school counselor(s) to discuss FY24 CSCP goals, calendar, and implementation.
- Encourage and support the implementation of the CSCP.

#### **ACTION BY CERTIFIED SCHOOL COUNSELOR**

- Participate in relevant professional development.
- Complete the required CSCP activities: review of school counseling program mission statement, set goals in three domains, create an annual calendar, implement CSCP programs and interventions, and collect pre-post data and complete reports (see CSCP Time Task Schedule).
- Meet with the principal throughout the school year to review CSCP activities.
- Schedule a presentation to staff outlining your school's CSCP.
- Collect and report baseline and outcome data relevant to the goals using form [PBSD 2474 Comprehensive School Counseling Plan \(CSCP\) - Annual Report](#) by Wednesday, May 15, 2024.

#### **ACTION BY SCHOOL STAFF MEMBERS**

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

#### **IMPORTANT DATES FOR ITEM SUBMISSION**

- By Monday, October 30, 2023: Development of SMART Goals for three domains: academic, career, and life skills development. ([PBSD 2474](#))
- By Wednesday, May 15, 2024: Completion and submission of [PBSD 2474](#) for the FY24 school year.

#### **CSCP Important Documents (one per school)**

[SDPBC Comprehensive School Counseling Plan \(CSCP\)](#)

[School Counseling Calendar](#) (Make your own copy of this file.)


[SMART Goal Template](#) (Make your own copy of this file.)

[Annual Administrative Conference](#)

[CSCP Time Task Schedule](#)

Schools with exemplary school counseling programs are encouraged to apply for the recognized ASCA Model (RAMP) designation. For more information about RAMP and/or CSCP, contact Cheri Girtman.

Approved: \_\_\_\_\_

  
Michael J. Burke, Superintendent