

BUFFALO GROVE HIGH SCHOOL | COMMUNITY EDUCATION | ELK GROVE HIGH SCHOOL | INTERNATIONAL  
NEWCOMER ACADEMY | JOHN HERSEY HIGH SCHOOL | LIFE TRANSITION PROGRAM | PROSPECT HIGH  
SCHOOL | ROLLING MEADOWS HIGH SCHOOL | THE ACADEMY AT FOREST VIEW | VANGUARD SCHOOL  
**BUFFALO GROVE HIGH SCHOOL**  
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**COMMUNITY EDUCATION**  
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**WHAT'S  
MISSING?**

Click on the “What's Missing?” circle to go to the **Student Services Information Management Updates** form and let us know what you believe is missing from this document.

## **INTRODUCTION AND VISION**

### **Vision for Information Management Platform**

#### **Mission of District 214 Student Services and Special Education**

The mission of District 214 Student Services and Special Education is to help all students learn the skills, acquire the knowledge, and develop the behaviors necessary for them to reach their full potential as citizens who can meet the challenges of a changing society. The Student Services Staff work as collaborative partners with parents, teachers, administrators, and the community to promote positive self development, academic achievement, social responsibility, and life-long learning.

#### **Overview of Student Services and Special Education Roles**

**ROLE-SPECIFIC INFORMATION**

Student Services fulfills its mission through the individual and collective work of many team members serving often complementary yet distinct roles, defined as follows:

**Case Manager**

Provides academic instruction to students with special education services. Additionally, manages the student's IEP ensuring compliance throughout the school environment and communicates with the student's team.

**Special Education Division Head**

Special education administrator in each comprehensive school; responsible for overseeing a school's special education program.

**Associate Principal for Student Services**

Coordinates student support services, and supervises deans, the Special Education Division Head, counselors, school psychologists, social workers, and all other members of the student services team.

**School Counselor**

Provides core curriculum services and interventions which focus on meeting the academic, social/emotional, and college/career needs of all students. Serves as 504 Case Manager.

**School Psychologist**

Provides social emotional support for all students. Additionally, provides support services for students with specific needs and provides referrals for outside services. Serves as 504 Case Manager.

**School Social Worker**

Provides social emotional support for all students. Additionally, provides support services for students with specific needs and referrals for outside services. Serves as 504 Case Manager.

**Speech and Language Therapist**

Identifies and assists students in developing their communication skills.

**Nurse**

Provides health services within legal guidelines. Serves as 504 Case Manager.

**Health Assistant**

Offers first aid, manages health records, and supports the school nurse with various tasks.

**Registrar**

Provides official transcripts, information verification including Drivers Education forms, and updates student records.

**Master Scheduler**

Collaborates with APSS, API and Division Heads to create comprehensive, efficient building schedules that meet course requests and needs of all students.

**504 Assistant**

Implements all clerical procedures necessary to complete the 504 process.

**Dean**

A school administrator responsible for student conduct, discipline, attendance, and maintaining a safe and secure school environment.

**Attendance Assistant**

Ensures accurate attendance records and resolves attendance-related issues.



## GENERAL RESOURCES

### **Community Resources**

This link houses an aggregate collection of student and family health and wellness resources across a wide spectrum, including, but not limited to academic support, anxiety and stress, crisis hotlines, healthcare and dental clinics, LGBTQIA+ and substance abuse.

### **Student/Parent Handbook**

In brief, this summarizes District 214's rules and expectations. This is not a comprehensive statement of school procedures, as school rules are subject to change due to numerous internal or external factors. While not all rules and regulations can be included in a guidebook, students are expected to follow reasonable rules and not violate the rights of others.

A complete list of District Board of Education policies may be found at: [https://boardpolicyonline.com/?b=township\\_hs\\_214](https://boardpolicyonline.com/?b=township_hs_214).

### **Crisis Prevention Institute**

Provided in partnership with NSSEO, evidence-based and trauma-informed training for staff.

### **Board Policy**

All District 214 Board policies, in a searchable format.

### **Legal Workshops**

Video presentations addressing a variety of legal issues, compliance and best practices.

### **Undocumented Resources**

For supporting students who are immigrants and/or undocumented.

### **District Contacts by Building and Program**

### **Transportation Information**

Comprehensive information concerning all aspects of student transportation.

### **Language Line**

Step-by-step instructions for utilizing an interpreter as needed.

## COUNSELOR RESOURCES

### **Academic Programs & Pathways**

Well-organized and user-friendly guidebook for students and families. Utilizes the framework of Illinois College and Career Pathway Endorsements and nationally recognized Career Clusters. Allows students to access pathways aligned with personal interests.

### **Core Curriculum by Grade Level (Freshman to Senior)**

Year-by-year foundational course requirements.

### **Dual Credit & Early College Credit**

A complete guide for all aspects

### **Edgenuity**

Detailed guide to enrolling students for credit recovery or initial credit.

### **EL Testing**

### **Summer School and Out-of-Building Scheduling**

Key Summer Experience dates and guidelines to ensure accurate reporting and monitoring for out-of-building scheduling.

### **PE Waiver Protocol and Early Graduation Forms**

**EMERGENCY PROCEDURES****District 214 Emergency Procedures and Student Services Response Protocol****POST-SECONDARY PLANNING**

- [Harper Promise & FAQ](#)  
Details and eligibility criteria for Harper's scholarship program open to all District 214 students.
- [FAFSA Resources](#)  
Form, [account creation](#) and [non-participation waiver](#).
- [Career Discovery and Post-Secondary Planning](#)  
District and building contacts and resources for all elements of career discovery.

**SOCIAL-EMOTIONAL SUPPORTS**

- [Safety Threat Assessment Protocol Plan](#)  
Steps for identifying and assessing safety risks
- [Columbia Brief](#) (page 32)
- [CSTAG Folder / Forms & Resources](#)
- [CARE Solace](#), [McKinney Vento](#) & [Evergreen Referral](#)
- [DCFS](#) and [SASS](#) Protocols for high-risk students
- [MV – Cost Sharing Agreement for FY26](#)
- [Omni Information](#)

**DEAN RESOURCES**

- [Discipline Guidelines](#)
- [Reentry Meeting Protocols](#)
- [Behavior Contracts and Suspension Letters](#)
- [Expulsion Packet \(Restricted\)](#)

**CASE MANAGER RESOURCES**

- [ACT Accommodations Consent Form](#)
- [D214 Policy-Procedures for Related Service Documentation](#)
- [IEP 101](#) and [Special Education Manual](#)
- [IEP Alignment for Medicaid Reporting](#)
- [Legal Timelines](#)
- [Procedural Information/Forms](#)
- [PUNS](#), [ABLE](#) and [DRS](#)

**SPECIAL EDUCATION DIVISION HEAD (RESTRICTED)**

- [Special Education Manual](#): Best practices and guidance for IEP's
- [Legal Timelines](#) and Scheduling
- [District Contacts](#)

**MASTER SCHEDULER RESOURCES**

- [Master Schedule Guidelines by Building](#)  
– [EGHS Master Schedule Timeline](#)
- [70/30 Ratio Guidance](#)
- [District Contacts](#)

**HEALTH AND ADMINISTRATIVE SUPPORT**

- [Health Requirements for Students](#)
- [Residency Information and Enrollment Forms](#)
- [New Student Process and ISBE Transfer Forms](#)

**SPECIAL EDUCATION RESOURCES**

- [D214 Special Education Manual](#)
- Tier One Supports (Academic and Behavioral)
- [PBIS Guidelines](#) and BIP Revisions
- [Random Moment Time Study Training \(VIDEO\)](#)
- Solution-Finding and Compliance Practices
- [IEP Resources](#)

**REGISTRATION AND DOCUMENTATION**

- [Registration Responsibilities](#)
- [District Registration webpage](#)
- Enrollment Checklists for Each School
  - [PHS](#)
- [Proof of Residency Email Guidelines](#)
- [Free/Reduced Lunch Application Procedures](#)
- [Health Requirements](#)

**CRISIS PROCEDURES AND SOCIAL-EMOTIONAL SUPPORT**

- [Crisis Procedures](#) and School-Specific Templates
- District-Wide Student Services Procedures
- SAS

**COMMUNITY RESOURCES AND TOOLKITS**

- Student Services Toolkit: Back-to-School resources and mental health supports
- [Mental Health and Wellness Community Resources by School](#)
- [LGBTQ+](#) and Grief Support Resources
- School District Contacts for [Police Non-Emergency Numbers](#)

**PREGNANCY PROTOCOL FOR STUDENT SERVICES PERSONNEL**

- Checklist and resources for pregnant students
- [Contact information for Teen Parent Program Coordinator](#)
- Guidelines for supporting pregnant students and partners

**REQUESTS MADE BY OUTSIDE PRACTITIONERS**

- Protocols for teacher feedback and assessments from external providers
- Release of Information guidelines

**HOMEBOUND AND HOSPITALIZATION PROTOCOL**

- [Coordinator Checklist for Homebound students](#)
- [Medical Certificate Form](#)
- Homebound guidelines and parent information
- Tutor assignments and procedures for hospital/homebound services
- [Hospital/Homebound & Tutor List](#)

**STUDENT SERVICE TEAMS AND HOME VISITS**

- Guidance on Student Service Teams and conducting home visits
- Google Voice setup for maintaining boundaries in communication

**TRAUMA AND GRIEF RESOURCES**

- Trauma-Informed School Strategies
- Classroom guidance and resources for grief support