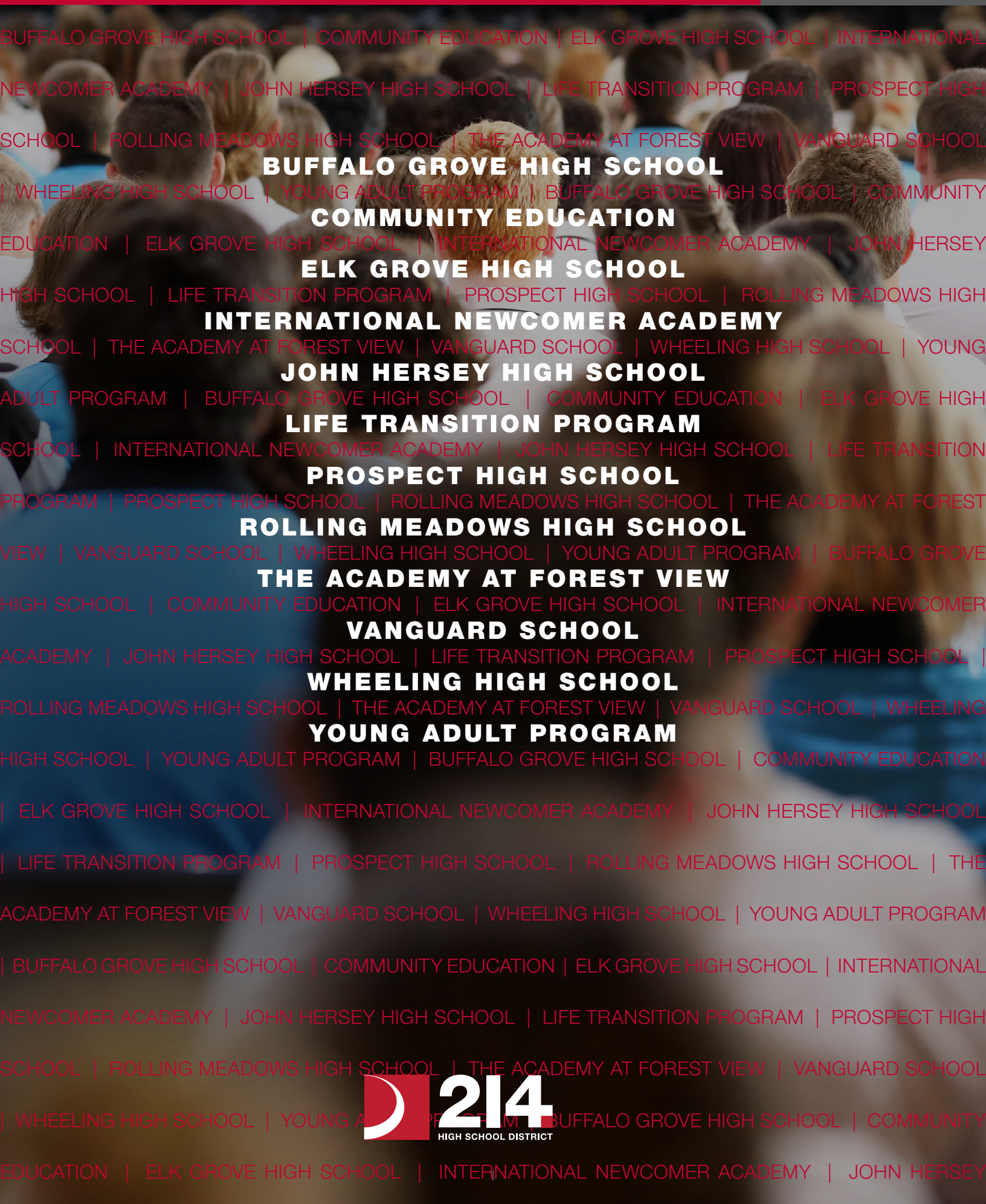

BUFFALO GROVE HIGH SCHOOL
COMMUNITY EDUCATION
ELK GROVE HIGH SCHOOL
INTERNATIONAL NEWCOMER ACADEMY
JOHN HERSEY HIGH SCHOOL
LIFE TRANSITION PROGRAM
PROSPECT HIGH SCHOOL
ROLLING MEADOWS HIGH SCHOOL
THE ACADEMY AT FOREST VIEW
VANGUARD SCHOOL
WHEELING HIGH SCHOOL
YOUNG ADULT PROGRAM

214 HIGH SCHOOL DISTRICT

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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.

REV-102125

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

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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.

Administrative Assistant for Student Services
Completes new enrollments, processes proof of residency, assists (along with main office) with annual online registration.

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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.

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.

Translation Tools for Staff

Google Doc Translation and Audio

Google Meet - Translated Captions Instructions

District 214 Forms: Student Services Forms

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

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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
- Behavioral Safety Plan Template

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

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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

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