



# EDUCATIONAL LEARNING CENTERS

**2021-22**

## **General Information**

Services provided under  
SWWC Service Cooperative

ELC - Belview  
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507-938-4111

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## Welcome

On behalf of all of our staff, I take the pleasure in welcoming you to ELC - Belview! I encourage you to take advantage of the social and emotional learning and academic opportunities that are available to you. Our education staff works with each student's resident school district to ensure that our academic program will be accepted for credit. Our curriculum is adapted to meet the individual needs of each student. The following descriptions outline the goal for the two setting IV programs available at ELC - Belview.

- SUN Program: Designed to meet the needs of special education students with severe disabilities with a diagnosis of Autism Spectrum Disorder, DCD: Severe to Profound, DCD: Mild to Moderate, and Severely Multiply Impaired (other diagnosis also accepted). Many of the students have minimal to no verbal skills. Behaviors and communication skills are focuses of this program.
- BRIDGES Program: Designed to meet the needs special education students who are having behavior issues in their resident school district. In addition to academics, programming includes social-emotional learning classroom instruction with licensed professionals based on the individual student's educational needs.

ELC - Belview works directly with SWWC Behavioral Health Services. A Board Certified Behavior Analyst is on staff to assist teachers, paraprofessionals, and students in dealing with problem behavior. Speech - Language, Occupational Therapy, and Social and Emotional supports are also provided as needed.

Students are expected to work hard, do quality work, set goals, keep up with their progress, learn how to access information, know how to work independently and in a group, maintain consistent attendance, and to show RESPECT, RESPONSIBILITY and SAFETY. We are eager to work with you as you strive to attain school success. Let's make 2021-22 a GREAT school year!

Tony Miller, SWWC ELC – Belview Site Administrator, [tony.miller@swwc.org](mailto:tony.miller@swwc.org)

## **Policies**

All agencies, parents, and students will follow the policies outlined in the SWWC's student policies manual. Parents are provided a copy of the SWWC ELC Student Handbook at when enrolling at ELC - Belview. Parents and guardians are also asked to sign a form stating receipt of the school policies and procedures. This manual is available for review in the ELC - Belview office as well as on the SWWC website at [www.swwc.org/elc](http://www.swwc.org/elc).

## **Purpose**

ELC - Belview's purpose is to provide a highly effective social, emotional, and academic programs for students with disabilities. ELC - Belview will support and enhance the work of member school districts to provide support for their families through individualized setting IV special education programming.

## **Philosophy**

ELC - Belview provides a program with a focus on stabilizing the student behavioral functioning, supporting the family, and facilitating the student's return to their home school district programs. ELC - Belview teaches students school wide behavioral expectations. Students are taught what it means to exhibit RESPECT, RESPONSIBILITY, and SAFETY while in a school setting.

## **Emergency Closure Information**

### **JMC Message Center**

JMC Message Center is an essential tool for notification and communication. Within the minutes of an emergency, school officials can use JMC Message Center to deliver a single, clear message to the student' parents or guardians by telephone, cell phone, or email in any combination. JMC Message Center will also be used to notify you of a school closing due to inclement weather.

Information regarding the JMC Message Center and how families can manage their JMC Messenger preferences and set up their JMC Messenger account is included in your student's information packet. Please read this information carefully and take the time to set up your account.

### **Media Outlets for Weather-Related Announcements**

- WCCO Radio 830 AM-WCCO Television Channel 4-WCCO.COM (Twin Cities)
- KARE Television Channel 11-KARE11.COM (Twin Cities)
- KLGR 1490 AM-97.7 FM (Redwood Falls)
- Q102 FM-KWLM 1340 AM-K100 FM (Willmar)
- KOLV 100.1 FM (Olivia)
- KARL 105.1 FM-KKCK 99.7 FM-KARZ 107.5 FM-KMHS 1400 AM (Marshall)

### **Closing School During the School Day**

When school is closed after the school day has begun, each home school district will be notified by the school office. The home school district is responsible to contact the student's transportation provider. We expect transportation for the student to be sent as soon as possible. The announcement will also be aired on the media outlets listed above.

### **Closing School Before the School Day Begins**

The decision to delay or close school will be made by 6:30am and will be aired on the media outlets listed above. Home school districts and/or transportation providers will **NOT** be contacted on an individual basis.

### **Student's Home District Cancels School**

If the student's home district cancels school, then the student should **not** be transported to ELC - Belview. We would appreciate a telephone call from the home school district so we are not expecting the student at school. Also, if the student's home district closes school during the school day, the staff at ELC - Belview should be notified and transportation should be sent for this student immediately. In the situation where classes are held at ELC - Belview and cancelled in the student's home district, the student will be given an *excused* absence.

### **Snowed In**

In the event the weather is such that students cannot be transported from ELC - Belview to their homes, the students will stay in the school with the staff. The staff has a list of residents of the City of Belview who are willing to help us with meals, blankets, etc. if this situation occurs.

Communication is the key when inclement weather occurs. You may contact Sierra Riley, Administrative Assistant, at the school office (507-938-4111) if you have any questions.

## **Communication**

A **STARRS Point Sheet** will be sent home with each student daily. Parents are able to review this point sheet, make notes back to the staff, sign it, and have the student return it the next day. The STARRS Sheet will represent communication to parents and guardians about how well the student performed in school on expected replacement skills.

Team Progress Meetings will be held on as needed basis depending on the student's needs. The IEP Progress Report and Report Cards will be sent home quarterly. Parents may request a team meeting at any time via phone or email by communicating with your child's case manager directly.

Each student's Individualized Education Plan is overseen by an assigned a case manager. Case managers are the main contacts for any questions or concerns from home. We do encourage you to keep in contact regularly. The main telephone number for ELC – Belview is 507-938-4111. If you prefer to communicate via email, please let a case manager know and he/she will provide the email address. When looking for a staff member's phone or email information, use the following URL to gain access to the ELC - Belview staff directory: [www.swwc.org/staff](http://www.swwc.org/staff).

## **Lunches**

ELC - Belview hires a Food Service Manager to plan, prepare, and cook meals for the students and staff on-site. There is no charge to students for lunch at ELC - Belview. Students will be expected to conduct themselves appropriately during their lunch time, put trays by the kitchen for washing, and to clean the areas where they sat. Monthly menus will be posted and sent home for parent review. We encourage students to review the lunch menu and bring a lunch from home if a meal does not appeal to them. A refrigerator is available for cold storage of packed lunches.

## **Food and Beverages**

Other than a packed lunch, students are not allowed to bring food or beverages into ELC - Belview. Students are encouraged to bring reusable water bottles to be filled with water to drink during the school day. Water fountains that fill water bottles are available in the hallway.

## **Law Enforcement**

In the case of an emergency situation, local authorities will be contacted immediately by ELC – Belview. Parents will be notified after authorities have determined that the situation is under control and all personnel are safe. If any special circumstances need to be made, this discussion must be held at an IEP meeting with all team members present.