



EDUCATIONAL LEARNING CENTERS

2021-22

General Information

Services provided under
SWWC Service Cooperative

ELC – Pipestone
1314 North Hiawatha
Pipestone, MN 56164
507-825-5858

Dean of Students: Steve Rops
steve.rops@swwc.org

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Welcome

I would like to take this opportunity to welcome you to ELC - Pipestone. My name is Steve Rops and I am the Dean of Students. Our team is excited to work together to provide your child with a high quality education. We are proud of what we can offer your child and we are here to support you in this journey as well.

We have high expectations for your student and encourage the development of behavioral, and academic skills. We will work together then to set appropriate goals, monitor and communicate their progress as they acquire new skills in order to build positive relationships with peers and staff. As a staff we will provide a safe environment that encourages the development of appropriate social skills, academic success and improved behavior. We need your help in developing those skills by providing consistent attendance of your student. We believe our school is a positive place to be and want our students here every day! I look forward to working together to make this a successful year!

Steve Rops
ELC – Pipestone Dean of Students
steve.rops@swwc.org

Policies

All agencies, parents and students will follow the policies outlined in SWWC's Student Handbook. This manual is available for review in the ELC – Pipestone office and on our website at www.swwc.org/elc.

Purpose

ELC – Pipestone's purpose is to provide a highly effective social and emotional learning and academic program for students with disabilities and to provide support for their families.

Philosophy

ELC – Pipestone provides a program with a focus on stabilizing the student, supporting the family and facilitating the student's return to their home school. We work in partnership with students, parents, educators, county human services and other professionals to service our students and families.

Emergency Closing 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's 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

ELC – Pipestone follows Pipestone Area Schools' weather related announcements, which can be found on:

- Keloland TV Closeline
- KLOH AM-1050 (Pipestone)

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.

Closing School Before the School Day Begins

The decision to delay or close school will be made by 6:30 a.m. 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 the ELC – Pipestone. 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 should be notified and transportation should be sent for this student immediately. In this situation where classes are held at ELC – Pipestone 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 – Pipestone to their homes, the students will stay in the school with the staff.

Communication is the key when inclement weather occurs. If you have questions please contact our office at 507-825-5858.

Communication

A point sheet or goal card will be sent home with each student daily. Parents are responsible to review this point sheet or goal card, sign it and have the student return it the next day.

Team Progress Meetings will be held on a quarterly or as needed basis depending on the student's needs.

Each student will have a case manager. Case managers are the main contact for any questions or concerns that may arise concerning your child's educational programming. We do encourage you to keep in contact with your child's case manager. The telephone number for ELC – Pipestone is 507-825-5858. If you prefer to communicate via email, please let a case manager know and he/she will provide the correct email address.

Breakfast

A small breakfast is provided by ELC – Pipestone at no cost. It consists of bread (which may be toasted) and peanut butter. Breakfast ends at a staff assigned and posted time. Once past this time, students are no longer able to eat breakfast and any remaining breakfast food must be put away until lunch period. Breakfast will not be served on late start days.

Lunches

ELC – Pipestone receives lunches through Pipestone Area Schools. PAS handles billing for student lunches, unless the student qualifies for free or reduced meals. For questions about billing, please contact Jean Bailey (Food Service Director) or Kristi Myers (Food Account Manager) directly at 507-562-6018. Students will be expected to conduct themselves appropriately during their lunch time, and they are also required to clean up their own dishes and eating areas. Monthly menus will be posted and 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 students to use for lunches brought from home. Students are required to sign up for lunch and indicate their milk choice on days they are eating the school provided meal. Classrooms will have a rotation of a second helping when extra is available.

Food and Beverages

Other than a packed lunch, students are not allowed to bring food and beverages into the school building. Students are encouraged to bring empty water bottles to school to be filled with water to drink during the school day.

Law Enforcement

In the case of an emergency situation, local authorities will be contacted immediately by ELC – Pipestone. 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.