



EDUCATIONAL LEARNING CENTERS

2021-22

General Information

Services provided under
SWWC Service Cooperative

ELC - Willmar
1703 Technology Drive
PO Box 1094
Willmar, MN 56201
P: 320-262-5477
F: 320-262-5479

Site Administrator: Kate Lieser
kate.lieser@swwc.org

Table of Contents

Welcome	2
Policies	3
Purpose	3
Communication.....	3
Emergency Closing Information.....	3
Personal Electronic Devices	4
Personal Backpacks/Bags.....	4
Law Enforcement	4

Welcome

On behalf of the staff at ELC – Willmar, I would like to extend a welcome to you and your student. At ELC – Willmar, we encourage students to show up every day, to do their very best, and to ask for help when they need it. We will work together with your student, you as family members and other integral team members to provide the best social, emotional, and academic plan to assist your child in their educational goals. Students are expected to work hard, set goals, monitor their progress, learn how to access information and help, know how to work independently - as well as working within a group, have good school attendance, be a good citizen, and respect the rights and needs of others. Together staff at ELC – Willmar will help your child become the very best version of themselves each day.

Kate Lieser
ELC – Willmar Site Administrator
kate.lieser@swwc.org

Policies

All agencies, parents, and students will follow the policies outlined in SWWC's Student Handbook. This manual is available for review upon request and can also be found on our website at www.swwc.org/elc.

Purpose

ELC - Willmar's purpose is to provide a highly effective social, emotional, and academic program for students with disabilities. We provide 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, education, county human services, and other professionals to serve our students and families.

Communication

A point sheet will be sent home each day with the student. It is the parent's responsibility to review this point sheet, sign it and have the student return the next day.

Parents will be contacted by their student's case manager to set team meetings on an as needed basis.

Each student will be assigned a case manager. Case managers are the main contact for any questions or concerns for your child. We encourage you to keep in regular contact, as well as answering any emails, calls or messages from your child's case manager. In order to serve your student to the best of our abilities, family participation is vital. Email is by far the most efficient way to communicate with your child's teacher.

Emergency Closing Information

ELC – Willmar will be transitioning to utilizing JMC notification systems instead of Honeywell. More information will be provided prior to school starting in the fall of 2021. This allows us to send messages (both text and voice) to your cell phone, email, pager or other PDA. Please provide ELC – Willmar with current phone numbers so we are able to relay these messages to you in an efficient way.

ELC - Willmar follows Willmar Public Schools' weather related announcements, which can be found on:

- WCCO Television Channel 4 and on WCCO.com (Twin Cities)
- Q102 FM-KWLM 1340 AM-K100 FM (Willmar)

Closing School During the School Day

If school is closed after the school day has begun, your student's home district will be notified. It will be expected that transportation for the student be sent as soon as possible by the home district. If you transport your student, it will be required that you come get them immediately.

Closing School Before the School Day Begins

You will receive notification when the decision to cancel school has been made (generally prior to 6:30am). The student will then stay home for the day.

Student's Home District Cancels School or is Not in Session

If the student's home district cancels school, then the student SHOULD NOT be transported to ELC - Willmar. Please call ELC - Willmar and let us know that your child will NOT be in attendance that day. If the student's home district closes early, the student will be picked up from ELC - Willmar early by their transporting district. These situations will result in excused absences. The student must be present for the entire ELC - Willmar school calendar – unless it is a weather related cancellation.

Personal Electronic Devices

Students attending ELC – Willmar are required to turn their cell phone, iPod, mp3 players or other personal electronic device(s) including tablets, PSPs, and Gameboys upon arrival to school each day. If a student is found to have a device, they will be asked to turn it in. Failure to comply with this directive and expectation will result in further disciplinary action. Parents and/or guardians will be required to attend a meeting held at ELC – Willmar to discuss an individual plan for the student if issues continue to arise. Students will not be allowed into the classroom with a personal device for data privacy compliance.

Personal Backpacks/Bags

Students will be required to transport their point sheets home and back each day. If a student wishes to use a backpack to accomplish this, the bag and/or backpack must be kept in their check in space during the day. Backpacks, purses, etc. may be subject to search in accordance with handbook policy under the “Search and Seizure” section. We encourage parents to limit the amount of personal belongings coming into the building. If issues arise, they will be addressed on an as needed basis.

Food and Beverages are part of the School Store and are available for purchase. The right to the consumption of these items by students during the school day will be at the staff's discretion.

Law Enforcement

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