



EDUCATIONAL LEARNING CENTERS

2021-22 **General Information**

Services provided under
SWWC Service Cooperative

ELC – Windom
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Windom, MN 56101
507-831-6935

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Welcome

On behalf of all of our staff, we take pleasure in welcoming you to ELC – Windom. We encourage you to take advantage of the academic and therapeutic opportunities that are available.

Students are expected to work hard, do quality work, set goals, keep track of progress, learn how to access information, know how to work independently, and as a group member, have good school attendance, be a good citizen, respect the rights and needs of others, and develop good study skills. Make this a successful school year!

Jason Kratochvil, Site Administrator

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Policies

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

Purpose

ELC – Windom'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

The mission of ELC – Windom is to provide an education in a safe, nurturing environment that fosters the highest level of independence to prepare our students for their future endeavors.

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' parents or guardians by telephone, cell phone, or e-mail 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 Television Channel 4-WCCO.COM (Twin Cities)
- KELO 10 Television Channel – KELOLAND.COM (Sioux Falls)
- KEYC 12 Television Channel – KEYC.COM (Mankato)
- 94.3 FM-KDOM (Windom), 1190 AM-KKOJ (Jackson)
- 95.1 FM-KWOA (Worthington), 105.7 FM-KRAQ (Jackson)
- 106.1 FM-KJOE (Slayton)

Windom school officials carefully examine weather reports, road conditions and temperatures before making the decision to close schools. Because ELC – Windom is located in the Windom Public School District, we will follow the same procedures as the district. Listen to radio and TV announcements, in order to know if school is late or canceled for the day. If schools are one hour late, ELC – Windom will start classes at 9:30am. If school is two hours late, ELC – Windom will start classes at 10:30am.

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 – Windom. We would appreciate a telephone call from the home school district so we are not expecting the student at school. If the student's home district closes school during the school day, the staff at ELC – Windom should be notified and transportation should be sent for this student immediately. In the situation where classes are held at ELC – Windom 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 – Windom to their homes, the students will stay in the school with the staff. The staff has a list of residents of the City of Windom 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 Lisa in the ELC – Windom office at 507-831-6935 if you have any questions.

Communication

Each student is assigned a case manager. Case managers are the main contact for any questions or concerns. We do encourage you to keep in contact. The main telephone number for ELC – Windom is 507-831-6935. If you prefer to communicate via email, please let a case manager know and he/she will provide the email address.

Lunches

Students may bring a lunch from home or may choose to participate in the lunch program that is coordinated with Windom Public Schools. The program's administrative assistant will provide current information regarding the price of lunches. Checks must be made out to Windom Public Schools ISD #177 and have the lunch form completed.

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 – Windom staff. 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.