



# EDUCATIONAL LEARNING CENTERS

**2022-23**

## **General Information**

Services provided under  
SWWC Service Cooperative

ELC - Belview  
102 S 2<sup>nd</sup> Street, PO Box 188  
Belview, MN 56214  
507-938-4111

## Table of Contents

Welcome .....	2
Policies.....	3
Purpose .....	3
Philosophy .....	3
Emergency Closure Information .....	3
Communication.....	4
Breakfast and Lunch .....	4
Food and Beverages .....	4
Personal Backpacks/Bags.....	5
Law Enforcement.....	5

### Welcome

On behalf of all our staff, we welcome you to ELC - Belview! We 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.

The SUN Program is 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.

The BRIDGES Program is 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, speech language pathologists, occupational therapists, and social and emotional staff.

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 2022-23 a GREAT school year!

## **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 Setting IV 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.

### **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 communicated via JMC as described 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.

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

### **Communication**

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).

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.

### **Breakfast and Lunch**

ELC – Belview receives breakfast and lunch through Redwood Area Schools (RAS). RAS handles billing for student breakfast and lunch, unless the student qualifies for free or reduced meals. For questions about billing, please contact RAS billing office manager, Tom Anderson, at 507-644-8068. 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.

### **Food and Beverages**

Students may bring an individual, packed lunch. Individual student snacks may be permitted with case manager approval. Students are encouraged to bring empty water bottles to school to be filled with water to drink during the school day. Water fountains that fill water bottles are available in the hallway. Food and beverages are a part of the school store and are available for purchase by students. The right to the consumption of these items by students during the school day will be at the staff's discretion.

### **Personal Backpacks/Bags**

If a student wishes to use a backpack to transport personal items, the bag/backpack must be kept in their check in space/locker during the day. Backpacks, purses, bags, etc. may be subject to search in accordance with handbook policy under the “Search and Seizure” section. We encourage parents to limit the number of personal belongings coming into the building. If issues arise, they will be addressed on an as needed basis.

### **Law Enforcement**

In the case of an emergency, 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 and students are safe. If any special circumstances need to be made, this discussion must be held at an IEP meeting with all team members present.