



3850 E 300 N
Rigby, ID 83442
208-745-6693

**MIGRANT
EDUCATION
PROGRAM
MANUAL
JEFFERSON
SCHOOL
DISTRICT #251**

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Jefferson School District #251 Migrant Education Program

Mission: We empower migrant students and their families as we provide accessible education and support services, enhancing their growth and development despite the challenges of a mobile lifestyle.

Vision: We seek to provide a future where every migrant student and their family benefit from accessible resources and has unwavering support for their educational success.

Program Description

The Migrant Education Program (MEP) is a federally funded initiative under Title I, Part C of the Elementary and Secondary Education Act (ESEA). Its purpose is to provide services to ensure that all migrant students achieve challenging academic standards and graduate with a high school diploma or equivalent that prepares them for responsible citizenship, further learning, and productive employment.

The Jefferson School District #251 Migrant Education Program is committed to identifying and addressing the unique educational needs of children of migratory agricultural workers and fishers. These students often face significant challenges, including educational disruption, language barriers, social isolation, and health-related concerns. The MEP helps mitigate these challenges by providing high-quality, supplemental educational, and support services.

Program Goals

- **Academic Support:** Improve the educational attainment of migrant students by offering academic tutoring, extended learning opportunities, and school readiness activities “to meet the same challenging state academic standards that all children are expected to meet” (Every Student Succeeds Act of 2015).
- **Advocacy and Outreach:** Advocate for migrant students and families to ensure access to educational and community resources.

- **Continuity of Education:** Support consistent access to education regardless of frequent or seasonal moves.
- **Parental Engagement:** Empower families to participate in their children's education and development.
- **Support Services:** Provide referrals and connections to health, nutrition, transportation, and other essential services.

Eligibility Overview

To qualify for the Migrant Education Program, a child must:

- Be between the ages of 3 and 21,
- Not have graduated from high school or obtained a GED,
- Have moved across school district boundaries within the last 36 months, and
- Have moved due to economic necessity for qualifying agricultural or fishing work (either personally or with a parent/guardian).

Eligibility is determined through a formal **Certificate of Eligibility (COE)** process, which must be completed by a trained and certified migrant recruiter.

Compliance Guidelines

- **Federal Requirements:** All activities and services must align with Title I, Part C regulations and guidelines provided by the U.S. Department of Education.
- **Documentation:** Maintain accurate and up-to-date records of each migrant student, including COEs, service logs, and assessment results.
- **Training:** All MEP staff and liaisons must complete state-approved training on eligibility determination, identification, data privacy, and program compliance. All staff will receive yearly training on identification and support for Migrant students.
- **Data Reporting:** Ensure timely and accurate reporting in the state's migrant student database (MSIX), including enrollment, academic progress, and services provided.
- **Monitoring and Audits:** The program is subject to local, state, and federal audits. All documentation must be ready for review at any time and reflect compliance with program standards.
- **A Comprehensive Needs Assessment** will be carried out every 3 years to ensure our program meets the needs of our migrant students and families.

Enrollment Process

Overview

The migrant liaison plays a key role in helping migrant families enroll their children in school and access the support they need to succeed. The liaison acts as a bridge between the family and the school, ensuring the enrollment process is smooth, welcoming, and fully compliant with program guidelines.

Every Student Succeeds Act

The **ESSA Act** refers to the **Every Student Succeeds Act**, a U.S. federal education law passed in **2015**. It replaced the **No Child Left Behind Act (NCLB)** and reauthorized the **Elementary and Secondary Education Act (ESEA)** of 1965.

Purpose of ESSA: To ensure **equity in education**, giving every student—regardless of race, income, disability, or ZIP code—a fair, equal, and significant opportunity to achieve.

ESSA supports the Migrant Program.

Responsibilities During Enrollment

School Enrollment Assistance

- Guide the family through the school registration process.
- Help complete the required paperwork and ensure all necessary documents are submitted.
- Support schools in identifying needs, enrollment, and placement of migrant students.
- Immediate enrollment in a new school even without usual required documents. (e.g., immunization records, proof of residency)

Free and Reduced-Price Lunch

- Enroll in the **Free and Reduced-Price Meal program** to ensure the student receives school breakfast and lunch benefits. (No application is needed.)

Transportation Support

- Help the family set up district provided transportation.

- Coordinate with the district transportation office to confirm routes and schedules.

School Supplies

- Provide school supplies or connect the family to available resources.

Migrant and McKinney-Vento Screening

- Conduct a brief screening to determine if the student qualifies for the **Migrant Education Program** and/or **McKinney-Vento Program** (for students experiencing housing instability).

PowerSchool Orientation

- Teach the family how to enroll in **PowerSchool** to check grades, attendance, assignments, and contact staff.

School Communication Tools

- Educate the family on how to use:
 - The **absence hotline** to report student absences
 - **SchoolMessenger** or other district messaging platforms to receive important updates and school alerts

Newcomer Intake Interview

- Conduct an intake interview with families who are new to the district or country.
- Gather background information and discuss any academic or support needs the student may have.
- Share information with staff that need to know. (Teachers, Principals, EL Specialists, SPED)

Coordination with School Staff

- Contact the **school registrar** to schedule the student's start date and finalize enrollment.
- Coordinate with the **ESL specialist** and/or counselors to register the student for appropriate classes based on their language proficiency, academic history, and credit needs.

Recruitment

Overview

The migrant liaison is responsible for recruiting families who may qualify and ensuring that all necessary steps are followed to determine eligibility. Recruitment is the process of identifying and enrolling eligible children into the Migrant Education Program (MEP).

Responsibilities in Recruitment

Community Outreach

- Connect with local farms, dairies, food processing plants, orchards, and other agricultural employers to identify families who may have recently moved for qualifying work.
- Build relationships with local organizations, events, clinics, and churches that serve migrant families.

Employment Survey Review

- Monitor the **Occupational/Employment Survey** responses completed during school registration.
- Follow up with families who indicate they have worked in agriculture or fishing in the past three years.

Conduct Interviews

- Conduct a **qualifying interview** to gather information about their move, work, and timeline.

Complete the Certificate of Eligibility (COE)

- If the family meets the requirements, complete the **Certificate of Eligibility (COE)** form accurately.
- Submit the COE for review and approval through the appropriate channels.

Maintain Accurate Records

- Keep updated records of recruitment efforts, family contacts, and completed COEs.

- Ensure documentation is updated and stored securely and is available for compliance reviews or audits.
- Upload all documentation in the following locations for record keeping: PowerSchool, MSIS, and/or Federal Programs Microsoft Teams.

Services Provided

The Jefferson School District #251 Migrant Education Program is committed to meeting the unique needs of migratory children and youth to help them succeed academically and reach their full potential. The following services are provided as part of our comprehensive support framework:

Academic Support

- Supplemental instructional services in reading, writing, math, and other core subjects.
- After-school tutoring and homework help.
- Summer school opportunities focused on credit recovery and academic enrichment.
- Access to English Language Development (ELD) services for English Learners.
- EL Specialist for students who need help with English Language acquisition.

School Readiness Services

- Assistance for preschool-aged children in preparing for kindergarten.
- Coordination with local early childhood programs to support developmental milestones.
- Educational support.

Health and Nutrition Support

- Referrals to health, dental, and vision care providers.
- Assistance in obtaining nutritious food and meals for students in need.

Transportation Assistance

- Help arrange transportation to and from school-related programs, including summer school and after-school tutoring.

Advocacy and Family Engagement

- Support from migrant liaisons to help families navigate school systems.
- Translation and interpretation support during meetings and school events.
- Home visits to ensure regular communication between school and family.
- Parent Advisory Council (PAC) meetings to involve families in program planning and feedback.

Support for Out-of-School Youth (OSY)

- Outreach and educational services tailored for youth who are not currently enrolled in school.
- Career and vocational guidance.
- Referrals to GED and adult education programs.
- Access to or assistance with technology usage.

Emergency and Basic Needs Assistance

- Coordination with local organizations to provide clothing, school supplies, and other essential items.
- Referrals to community resources for housing, food, and employment support.

Multilingual Outreach

- Staff and Materials: Program materials, flyers, and brochures are available in the families' native languages. Staff will communicate with families using an interpreter, electronic device, or other methods.
- Parent Communication: Personal calls or messages in the families' primary language will be used to communicate home.

Supplemental Instruction

- Personalized academic support in reading, writing, math, science, and other core subjects.
- Pull-out or push-in support during the school day to complement classroom instruction.
- Instructional services that align with Idaho State Standards and individual student needs.

Tutoring Services

- After-school tutoring available at participating schools.
- Small group and one-on-one tutoring for students needing intensive support.

Credit Recovery and Graduation Support

- Assistance in credit recovery for secondary students who have fallen behind due to mobility.
- Monitoring of academic progress to ensure students are on track for graduation.
- Support course selection, coordination with counselors, and graduation specialists for academic planning.

Preschool and Early Literacy Support

- Collaboration with early childhood education providers to ensure school readiness.
- Literacy development support for young children, including access to books and parent resources.

Support for English Learners (ELs)

- Coordination with English Language Development (ELD) services to support language acquisition.
- Integration of English language instruction into tutoring and academic support sessions.

Instructional Materials and Resources

- Provision of school supplies, backpacks, and other learning materials to support academic success.
- Access to technology at school may include: devices and internet support where needed.

District Liaison Responsibilities and Duties – Migrant Education Program

For purposes of this policy, the Superintendent shall designate a District employee to serve as the **Migrant Education Program (MEP) Liaison**, ensuring that:

- **Identification & Recruitment** – All eligible migrant students are identified and recruited through outreach and coordination with schools, community organizations, and other agencies.
- **Enrollment & Academic Support** – Migrant students are enrolled in school and provided with full and equal access to academic programs, including supplemental services to address educational disruptions.
- **Data Tracking & Reporting** – The District tracks academic performance, attendance, and enrollment data for migrant students and ensures compliance with federal and state reporting requirements.
- **Access to Educational Services** – Migrant students and families receive access to all educational programs for which they are eligible, including early childhood education, special education, gifted and talented programs, and English language support services.
- **Community Engagement & Support** – The liaison collaborates with local organizations, mentorship programs, social service agencies, and community groups to connect migrant students and families with resources such as tutoring, job training, language support, and housing assistance.
- **Parental Engagement & Support** – Parents and guardians of migrant students are informed of available educational opportunities and are provided meaningful opportunities to participate in their children’s education.
- **College & Career Readiness Support** – High school migrant students are informed of college and career opportunities, including access to advanced coursework, scholarships, and financial aid. The liaison will coordinate opportunities for students to meet with their **Counselor** and **College and Career Advisors** to assist in preparing them for College and Career readiness. The liaison assists students in obtaining documentation and verification for the Free Application for Federal Student Aid (FAFSA) when needed.
- **Public Awareness & Outreach** – The rights and services available to migrant students are publicized in locations frequented by migrant families, such as schools, agricultural work sites, community centers, and health clinics, using accessible language and formats.
- **Dispute Resolution & Advocacy** – School selection, enrollment, or eligibility disputes involving migrant students are mediated fairly and in accordance with program guidelines.
- **Transportation Assistance** – Migrant students and families are fully informed of available transportation services, including assistance for students to remain in their school of origin when applicable.

- **Professional Development for Staff** – School personnel receive annual training and ongoing support to recognize and address the unique educational and social-emotional needs of migrant students.
- **Support for Out-of-School Youth (OSY)** – Eligible migrant youth who are not enrolled in school are identified and provided with resources for alternative education, workforce development programs, and community support services.

PAC Meetings (Parent Advisory Council)

Parent Advisory Council (PAC) meetings are an essential component of the Migrant Education Program in Jefferson School District #251. These meetings are designed to empower parents by providing them with valuable information, fostering strong home-school connections, and encouraging active involvement in their children's education.

Purpose and Structure

PAC meetings serve as a platform for English Learner and migratory families to:

- Receive presentations from school staff, local agencies, health clinics, and community organizations.
- Learn about educational resources, services, and opportunities available in the district and community.
- Ask questions, share concerns, and provide input on topics that matter to them.
- Connect with other families and build a support network within the school and broader community.

Planning and Organization

PAC meetings are:

- **Organized by the Migrant Family Liaison**, who ensures the meetings are accessible, welcoming, and culturally responsive.
- **Conducted in common language**, with interpretation available as needed to ensure all participants can fully engage.
- **Collaborative** in nature, with the Migrant Education team working closely with the district's English Learner (EL) specialists, parents, organizations and students to extend invitations to families and others who may benefit from the content.

Feedback and Parent Voice

At each PAC meeting:

- Parents complete a survey to express their interests and suggest topics for future meetings.
- Feedback is used to shape the agenda and ensure the meetings reflect the needs and priorities of the community.

Topics Commonly Covered

- Academic programs and student support services
- Health and wellness resources
- Legal rights and educational policies affecting migrant and EL students
- Community events and local assistance programs
- Technology use and digital tools for student learning

PAC meetings are a vital opportunity to strengthen trust, increase parent engagement, and ensure migrant families feel valued, heard, and supported in the Jefferson School District.