

Lamesa
Independent School District
2016-2017
Migrant Handbook



Lamesa Independent School District
Every Student Every Day

TABLE OF CONTENTS

Introduction	1
Mission Statement	1
Program Purpose	2
Identification And Recruitment	2
Priority for Services	3
Services Provided.....	3
Parent Advisory Counsel.....	4
Program Coordination	4
Staff Development	5
Files and New Generation System	5
Supplement not Supplant.....	6
Annual Needs Assessment.....	6
Appendix	
Medical Dental Needs	7

Introduction

Every year, a unique group of children move from place to place and enroll in one or more school districts. They may stay in a particular community for several months or for as little as a day or two. There are thousands of these children in our nation. Like other children, they deserve the opportunity to learn in school, yet the total amount of time they spend in the classroom is far less than the national average.

Who are these children? They are the sons and daughters of migratory agricultural workers or migratory fishers, and their mobility is not by choice but by necessity because their parents must continually seek temporary or seasonal employment in agriculture, fishing, or related industries.

Since migrant families must move to find work, their children often miss out on a continuous learning process, which is so necessary for their educational and social growth. The special academic needs created by this lack of continuity may be further complicated by health and social problems, which sometimes result from frequent mobility. All of these factors can have a direct bearing on the children's achievement in school.

Because the particular needs of migrant children are not always met by the regular school system, the Migrant Education Program (MEP) is authorized and federally funded under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Augustus F. Hawkins- Robert T. Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297), and the No Child Left Behind Act (NCLB) of 2001.

Under the Title I, Part C State Migrant Education Program (MEP), the U.S. Department of Education awards grants to the Texas Education Agency for the purpose of establishing and improving programs and projects that are designed to meet the special educational needs of children of migratory agricultural workers or migratory fishers.

The Texas Education Agency sends notification to the Lamesa Independent School District of the migrant allocation for each school year based on the number of identified migrant students as well as the number of priority for service (PFS) migrant students found. Migrant personnel in coordination with parents and other district personnel plan the LISD Migrant Education Program. The NCLB Consolidated Application is submitted to the Texas Education Agency for approval.

The program provides instructional and supportive services for migrant children in an effort to help minimize their educational difficulties. All services available through migrant education are designed to supplement existing school programs.

Mission Statement

Because migrant students encounter unique barriers to their education, we have planned this program with the students' needs as our first priority. We believe that all students can learn regardless of economic status, ethnic heritage, or language proficiency. We expect every migrant student in our program to achieve success in his/her education.

Program Purposes

- To reduce education disruptions and other problems that result from repeated moves;
- To ensure appropriate education services;
- To ensure opportunity to meet state content standards and student performance standards.

Texas has the second largest migrant population in the United States. In order to serve these children with quality programs that will keep them in school, improve their academic achievement, and increase their graduation rates, they must first be identified and recruited.

Identification and Recruitment

Many of these children would not fully benefit from school (and in some cases would not attend school at all) if the Migrant Education Program did not identify and recruit them. Therefore, the identification and recruitment of all migrant students is an essential part of the LISD Migrant Education Program. Migrant and clerical personnel at each campus are trained to seek, refer, and identify migrant students.

Campus Procedures

School personnel involved with the registration of new students contact the Migrant Services Office daily with a list of students who have enrolled. A migrant recruiter will visit the parents of students who list their employment as agriculture related.

ENROLLMENT OF IN-DISTRICT MIGRANT STUDENTS— Personnel from the Migrant Services Office will check the rosters of each campus to identify eligible students.

WITHDRAWAL OF MIGRANT STUDENTS— The Migrant Services Office is to be notified within 24 hours of any migrant student that withdraws from Lamesa ISD.

Eligibility

All children identified as migrant and whose eligibility has been properly recorded on a Certificate of Eligibility (COE) may receive MEP services.

“Children” means preschool children from age 3 and up, and those persons up through age 21 who are entitled to a free and appropriate public education through grade 12. Eligibility lasts for three years from the date of their “Qualifying Arrival Date” on their COE.

A **“migratory child”** is a child who is, or whose parent/spouse/guardian is, a migratory agricultural worker (including a migratory dairy worker or a migratory fisher); and who, in the preceding 36 months, in order to obtain (or accompany) such a parent/spouse/guardian temporary or seasonal employment in agricultural or fishing work has moved from one school district to another.

Priority for Services (PFS)

NCLB P.L. 107-110 § 1304 (d) requires that “In providing services with funds received under this part, each recipient of such funds shall give priority to migratory children who are

Grades 3-12	Students who failed one or more sections of the STARR, or are LEP Exempt, ARD Exempt, Absent or were not enrolled in a Texas school during the TAKS testing period for their grade level, including Ungraded (UG) or Out of School (OS) students; and have their school interrupted during the previous or current regular school year.
Grades K-2	Students who are designated LEP in the Student Designation section of the New Generation System (NGS) Supplemental program Component, or have been retained, or are overage for their current grade level and have their school interrupted during the previous or current regular school year.

Districts are required to target MEP services to “Priority for Service” students. These students must be identified through NGS by running a Priority for Service Report. Information regarding services provided to these students will be monitored through the Texas Education Agency’s monitoring system called the Performance-Based Monitoring Analysis System (PBMAS).

Services Provided

Instructional Programs

- Birth to 3 year olds and their parents receive instruction from a home educator through the ***Bright Beginnings*** program (funded by Title I, Part A Student Support Services grant);
- 3-5 year olds and their parents receive instruction from a home educator through the ***Bright Beginnings*** program
- Elementary School (North/South) and Middle School (LMS) Students
 - Help with school supplies
 - Tutorials
 - Summer Project SMART (Summer Migrants Access Resources through Technology)
- High School (LHS) Students
 - Help with school supplies
 - Tutorials
 - Summer Project SMART (Summer Migrants Access Resources through Technology)
 - Opportunity to take extra credit
 - Opportunity to take correspondence classes
 - Help with academic testing fees
 - College visitations

Support and Community Services

The role of the Lamesa ISD Migrant Education Program is to coordinate community and support services to help migrant families. Migrant personnel in conjunction with district personnel are continuously identifying local, state, and federal resources. Lamesa ISD offers referrals to local agencies for support in medical assistance, counseling and drug prevention/intervention, emergency assistance for housing and food, financial aid, transportation, child care, legal assistance, rehabilitation commission, and parent education. The Migrant Education Program also offers financial assistance for doctors' fees and prescriptions for migrant students based on identified need. The Migrant Services Office coordinates with in-district and out-of-district personnel to provide needed services to families.

Parent Advisory Council (PAC) and Family Involvement

Title I, Part C Migrant Education Program rules require that programs be designed and conducted in consultation with the Parent Advisory Council (PAC).

The Lamesa Title I/Migrant PAC is composed of parents of migrant students, migrant students themselves, volunteers, Migrant Services Office staff, or other interested people; to serve as an officer, however, one must be the parent/guardian of a migrant child. The Lamesa Title I/Migrant PAC meets a minimum of two times of year but sometimes as often as monthly. The Lamesa Title I/Migrant PAC (along with input from other parents) gives valuable information to help design, implement, and evaluate migrant services for their children.

The Migrant Services Office provides training for the Lamesa Title I/Migrant PAC. Lamesa Title I/Migrant PAC members are encouraged to attend regional training sessions, State PAC meetings, migrant conferences, and parenting conferences. The Migrant Services Office may provide funding for parent training.

Program Coordination

The Migrant Education Program functions more effectively through the coordination of people within the school, the school district, and the surrounding community.

Coordination of Instructional Programs

1. Coordinated lesson planning by the classroom teacher and supplemental personnel.
2. Continuous coordination with principals and other district personnel to provide training and daily informal contact to ensure an understanding of the migrant program services and goals.
3. Concerted effort among Migrant Service Office personnel, administrators, teachers, counselors, secretaries, and instructional aides to ensure that migrant students do not experience discrimination due to late entry and/or early withdrawal, and that each student is afforded the opportunity to participate in any program for which he/she is eligible.
4. Continuous monitoring, by Migrant Service Office personnel, teachers, counselors, administrators and others who work with migratory students, of their academic progress.

Interagency Coordination

The Migrant Education Program personnel work with staff from other programs to ensure that migratory children receive all of the services to which they are entitled.

Staff Development

Migrant personnel and instructional aides who work with migrant students attend training sessions at Region 17 Educational Service Center. Regional training includes areas such as: identification and recruitment, eligibility criteria, the New Generation System (NGS), the Migrant Student Information Exchange (MSIX), secondary credit accrual, the Standard Application System, parenting education, coordination of services, early childhood home education, Project SMART, and other areas important to the development of an effective Migrant Education Program.

The Migrant Services Office provides local staff development on such topics as identification and recruitment, classroom modifications, coordination of services, the Migrant Education Program, and federal/state/local laws, policies, guidelines, and requirements.

Files and New Generation System (NGS)

To accurately document the number of migrant children, the district must maintain NGS files. Each family file must contain a completed Certificate of Eligibility (COE) form for each migrant family that must be dated and signed.

Family eligibility files shall be maintained for currently and formerly migratory children.

Reports Submitted for Migrant Students

1. Residency Verification/Mass Enrollment
2. Assessments
3. Terminations
4. Secondary Credit
 - a. Graduation Plan
 - b. Grades
5. Checklist
6. Health
7. NGS/Mass Withdrawal
 - a. During School Year
 - b. End of Year
8. Summer School/Project SMART
9. Performance Report
10. NCLB Consolidated Application System Migrant Education Program
11. Absences
12. Supplements
13. Others

“Supplement, not Supplant” Issue

“Supplement, not supplant” is the phrase used to describe the requirement that Migrant Education Program funds be used only to supplement (or increase) what is being provided by local and foundations funds. In no case may Migrant Education Program funds be used to supplant (i.e., replace) funds from non-Federal sources.

Annual Needs Assessment and Evaluation

Each year the district will examine statewide areas of focus and evaluate the participation and performance of migratory students. This assessment will form the basis for designing and improving the Lamesa ISD Migrant Education Program. The annual needs assessment criteria are directly related to the following academic excellence indicators:

- TAKS scores in the core areas
- Annual Dropout Rate and Completion Rate
- Attendance Rate
- College Admissions Test
- Migrant Secondary Credit Accrual based on district requirements
- Migrant Students Over-age for Grade
- Graduation Plan
- Graduation Rate

Lamesa Independent School District

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NURSE RESPONSIBILITIES

Title I, Part A (TIA)

Title I, Part C (TIC or Migrant)

The role of the Nurse is to provide appropriate medical care at school as needed and to assist in making decisions in case a higher level of medical care is required. For the TIA & TIC program, the nurse should also inform parents (or students over age 18) that Lamesa ISD provides \$100.00 in TIA or TIC funds for emergency medical services (but not both).

Medical services include (but are not limited to):

- Referrals to and/or office visits for doctors, dentists, optometrists, or other specialists (these appointments can be made by the school nurse)
- Prescription or other specialized medicine (such as lice shampoo, etc.)
- Ambulance fees
- Eyeglasses or other appropriate aides (crutches, hearing aids, etc.)

Once an application is completed, the family takes it to the medical provider, who invoices LISD for services provided up to the \$100.00 limit.

Parents, teachers, aides, or anyone may make recommendations for these services with an interest in the welfare of the student.

Nurses are to follow the instructions below for medical benefits for TIA or TIC qualifying students.

INSTRUCTIONS FOR DENTAL/MEDICAL APPLICATIONS

(As of August 20, 1999)

A one-page form now covers everything we need. Here are the instructions for these forms:

1. Fill out the top half as always. Be sure to check whether the student is Migrant or Title I. Also, be sure to check whether the student is on free or reduced lunches.
2. Call Carmen Sauseda at Central Office to confirm the amount remaining AT THIS TIME. There may be bills out from the last time, so this is the best estimate we can make. Fill that amount in on the line near the bottom that starts with FAMILY DOCTOR.
3. Send form to Assistant Superintendent for approval.
4. Give form to parent to take to doctor.
5. Explain the \$100 limit to the parents. Use an interpreter if necessary. Have them sign and date both after that section and on the section just before the triple line.
6. Be sure that you sign and date at the bottom (above the appropriate name).
7. Keep a copy in your files, send a copy with the student/parent/guardian, and send a copy to Carmen at Central Office. They should use their copy to show to the doctor.

If you have questions, contact me at your convenience. *Thanks!*

Lamesa Independent School District

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APPLICATION FOR DENTAL OR MEDICAL NEEDS

_____ Migrant _____ Title I (check one)

Student's Name _____ Age _____ Grade/School _____
Last First

Parent/Guardian's Name _____ Relationship _____
Last First

Address _____ Student is on _____ free _____ reduced lunches (check one).

Reason for visit _____

Other Remarks _____ Name of Doctor _____

Visited by _____ Referred by (if different) _____

Student/Parent/Guardian signature _____ Date _____

Dear Parents:

We are pleased to inform you that your child is eligible for financial assistance under the Title 1 or Migrant Education Program. In accordance with our policy, we can pay \$100.00 during the year to pay doctor and hospital costs. Please be informed that you are responsible for doctor and hospital costs above the \$100.00 that Lamesa I.S.D. provides.

Thank you for your attention to this matter.

Sincerely,

Melissa Oliva
Executive Director Special & Federal Programs

Estimados padres:

Estamos alegres a informarles que su niño(a) esta elegible a recibir ayuda financiera bajo el programa de Titulo 1 o la educación migratorio. De acuerdo a nuestra poliza, podemos ayudarles con \$100.00 este año para cubrir el costo de la visita a un médico o hospital. Por favor de estar acuerdo que usted es responsable por los costos de el médico o al hospital más de los \$100.00 que el distrito escolar Lamesa proveer. Gracias por su atención.

Sinceramente,

*Melissa Oliva
Director Ejecutivo de programas federales*

I have read this letter and understand that Lamesa I.S.D. can help with \$100.00 during this school year to cover the cost of medical bills incurred by my child. I further understand that I am responsible to the doctor and/or hospital for any charges above the \$100.00.

He leído esta carta y comprendo que el distrito escolar Lamesa nos puede ayuar con \$100.00 este año para cubrir parte de los costos de el médico o el hospital. Tambien comprendo que yo soy responsable por los costos más de los \$100.00.

Signature

Date

Firma

Fecha

FAMILY DOCTOR: The above named student, to the best of our knowledge, has \$__100__ for medical expenses in either the Title I or Migrant school account. The student, parents, and/or guardians understand that any expenses over a total of \$100.00 for the year will be their responsibility and not that of Lamesa I.S.D. These funds are good for this date of visit only. If you have any questions, contact the school nurse listed below. Thank you for your time and consideration in this manner.

Steve Ruiz, RN
872-8385, ext. 229

Jessica Aguirre, LVN
872-5401, ext. 229

Approved: _____

Form Revised 8/16