

2426 MIGRANT EDUCATION PROGRAM

The Essex Regional Educational Services Commission shall ensure provision of the Migrant Education Program sponsored under the auspices of the No Child Left Behind Act. The Migrant Education Program is designed to provide supplemental education services, health services, and support services to eligible migratory children in 12 northern and central counties of New Jersey.

Philosophy

The overall philosophy of the ERESM Migrant Education Program is based on the knowledge that a need exists for the development of special programs and educational plans for servicing migratory children and their families.

Migrant Education Programs need to be designed to reduce cultural and language barriers, racial bias, social stigmas, low academic and social development, high absenteeism, high drop out statistics, low academic and social development, poor nutritional and health habits, and increase graduation statistics, national and state average in academic areas, and parental aspiration for their children.

Definitions

A "currently migratory" child is a child who has moved within the past three years from one school district to another to enable the child, parent, guardian or a member of the immediate family to obtain temporary or seasonal employment in an agricultural or fishing activity.

Identification and Recruitment

The Essex Regional Educational Services Commission shall be responsible for developing and implementing an identification, enrollment and recruitment process for all eligible migratory children residing in geographic boundaries of the project. The ERESM shall document that the activities as approved in the project application are being implemented and evaluated; adhere to the overall timeframe as approved in the project application; hire and train appropriate and adequate staff; maintain an up-to-date list of eligible migratory children; implement the use of the Eastern Stream Advanced Notification System, and document the implementation of an internal quality control process for eligibility.

Needs Assessment

The Essex Regional Educational Services Commission shall conduct an annual needs assessment of eligible migratory preschool, elementary and secondary school age (0-21) currently and formerly migratory children and establish priorities for services (including handicapped migratory children, limited English proficient migratory children, school dropout migratory children and migratory children in private schools).

The needs assessment shall document existing supplemental services that each eligible child is currently receiving in the district through federal, state and local funding. The assessment shall document cognitive needs of each eligible child in the areas of oral language development, reading, language arts, mathematics, social studies, ESL, science, health education, vocational training and library resources. The assessment instrument shall also document non-cognitive needs in the areas of health services, counseling, substance awareness and other needed services. The needs assessment shall also identify those eligible children who tested below the state MLP and local district standards; rank the needs of all eligible children according to migratory status, and establish a priority of needs across the project.

The Essex Regional Educational Services Commission shall annually assess the special educational, health and support needs of eligible migratory children ages 3-21 by:

1. Dissemination of ERESK - Migrant Education Program District Needs Assessment Survey Instrument to all Region local educational agencies with currently and formerly migratory children residing in district.
2. Home visitations made by Home School Liaison/Recruiters to eligible current and former migrant family in Region to provide direction site assistance in the completion of the ERESK Migrant Education Program Parent/Guardian Needs Assessment Instrument.

Instructional Services

The Essex Regional Educational Services Commission shall provide in accordance with the needs assessment, instructional services, at the preschool, elementary and secondary levels, which accommodate the special instructional needs of migratory children. The ERESK shall develop and maintain an up-to-date

list of eligible participants according to migratory status and grade levels; and document that migrant funded instructions are supplemental to local, state and other appropriate federally funded instructional services.

The ERESC shall ensure the Migrant Education Program has identified the content areas of need and has implemented instructional activities as described in the approved application. The ERESC shall ensure instructional services are rendered according to the identified and prioritized needs; appropriate and adequate teaching staff has been hired to provide the instruction service; and parents are involved in the instructional services for their children.

The ERESC shall also document the manner in which other sources of funds have been used to support MEP funded instructions; document how migrant-funded instructions are coordinated with regular classroom instructions; document class schedules for participating children; and utilize MSRTS in planning and providing instructional services.

Health and Support Services

The Essex Regional Educational Services Commission shall provide in accordance with the needs assessment, the support services to eligible migratory children in order that they might participate successfully in instructional activities. The ERESC shall develop and maintain up-to-date list of eligible participants according to migratory status and grade levels; and document those health and support services which are being provided to eligible participants in accordance with current SEA policy and federal policy and regulations.

The ERESC shall utilize MSRTS in planning and delivering health and support services, involve parents in the delivery of services and develop and implement a plan for home/school coordination. Also, the ERESC shall develop a current list of agencies that provide services to eligible migratory children.

Migrant Student Record Transfer System

The Essex Regional Educational Services Commission shall transfer students' records and other information about migratory children on an intrastate and an interstate basis, including full participation in the National Migrant Student Record Transfer System.

The ERESC shall document that a Migrant Student Enrollment and Verification Form has been completed for each identified eligible migratory child who is enrolled in the local project; develop and maintain an up-to-date list of eligible migratory children residing within the geographic boundaries of the project; develop and implement a process for disseminating information and records to instructional and health persons who provide service to eligible migratory children; develop and implement a procedure for verifying that information on student records is compared with data displayed on MSRTS reports; document that appropriate and adequate staff has been hired to implement MSRTS activities; and document that updating of MSRTS data occur on a timely basis.

Also, the ERESC shall ensure that a separate and secure filing system has been developed and maintained for the following: (1) active records; (2) pending records; and (3) inactive records.

School Personnel and Parent Involvement

The Essex Regional Educational Services Commission shall involve school personnel and parents in the planning, operation and evaluation of the migrant education program and projects, including the establishment of parent advisory councils. The ERESC shall train parents on how to carry out their responsibilities as members of the local parent advisory council, and document how parents are involved in the delivery of migrant funded services to their children.

The Essex Regional Educational Services Commission shall coordinate services with the Statewide Migrant Education Program and Region I local projects. The ERESC shall also coordinate services with school programs and agencies that provide services for migratory children and their families.

Training and Staff Development

The Essex Regional Educational Services Commission shall provide training and development to migrant education program funded staff, parents and other appropriate persons, in skills necessary to provide educational and support services to migratory children. The ERESC shall ensure project staff have participated in local, state, regional and national training activities; and ERESC personnel have been trained in the use of the MSRTS.

Dissemination and Communication

The Essex Regional Educational Services Commission shall disseminate and communicate information, to special audiences and to the general public, relative to the education and support for migratory children.

The ERESC shall document that the state plan and the local project plan has been disseminated among projects staff; and document that information regarding the local project and its activities has been disseminated among local school districts and other agencies that provide services to migratory farm workers and migratory fishers and their families.

Administration and Fiscal Management

The Essex Regional Educational Services Commission shall develop and implement a management system for administration and supervision of activities, personnel, and resources and for fiscal control. The program shall be administered in a manner comparable to other programs and activities within the ERESC. A system of internal monitoring of the Migrant Education Project's activities by administrative staff shall be implemented and evaluated.

The ERESC shall provide fiscal control and fiscal accounting procedures during the disbursement of and accounting for migrant education program funds; and document that separate accounting has been established and maintained for project funds by fiscal year and funding source.

The ERESC shall also ensure all payments of migrant education program funds are made and supported by adequate evidence of the delivery of services or goods; the payroll register agree with designation of personnel and approved in the local Board of Education minutes and are consistent with the approved application; that all obligation reported were incurred during the approved project period; that all equipment is purchased and identified in accordance with the State laws and federal regulations; that a master inventory and subsidiary inventories are maintained; that all budget revisions and modifications shall be made in accordance with Section XV of Attachment A of the N.J. Department of Education Contract; that performance reports and fiscal reports shall be forwarded to the

SEA in a manner consistent with the conditions of the approved application and terms of the approved N.J. Department of Education Contract; and all MEP funded staff are designated in the ERESC's Board minutes.

Evaluation Design

The Essex Regional Educational Services Commission shall develop and implement a system for annually evaluating and monitoring the Migrant Education Program.

Adopted: **12/15/2005**