

New: 01/07/09	ARIZONA DEPARTMENT OF EDUCATION POLICY & PROCEDURE	NO. EX-42
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SUBJECT: MIGRANT EDUCATION PROGRAM STATE ADMINISTERED PROJECTS		FILING INSTRUCTIONS (Policies & Procedures Manual) Section: External As item: EX-42

I. PURPOSE

To provide Migrant Education Program students with supplemental educational opportunities that would otherwise not be available.

II. BACKGROUND INFORMATION

The Arizona Department of Education (ADE) Migrant Education Program (MEP) funds special State Administered Projects. These projects offer MEP students supplemental educational opportunities outside for the LEA level that otherwise may not be available to them.

III. PROCEDURE

Timeliness:

- Each year, the Arizona Department of Education (ADE) offers various supplemental educational opportunities for Migrant Education Program (MEP) students. The time from for the delivery of each program is based on the individual program.
- Coordinators and Liaisons will be briefed on the summer programs that will be made available prior to the end of the calendar year (December 31st). All applications are due to ADE no later than the first Friday in April. P.A.S.S. and Conexiones are State Administered Programs. These programs are contracted services and operate on separate timelines. Information for these programs is distributed directly from the individual program directors.

Program Descriptions:

- *Portable Assisted Study Sequence* (P.A.S.S.) is a nationally recognized program offering mobile secondary students, with partial academic course credit, an alternative means of earning full course credits or building educational skills. In the P.A.S.S. program, a student works semi-independently with the assistance of a mentor/ instructor who meets or is in contact with the student on a regular basis. The curriculum consists of learner-centered materials developed specifically for P.A.S.S. which includes current teaching strategies to assist the student. Students can undertake courses at their own pace. In cooperation with school counselors and administrators, a migrant student can begin a course in one location and complete it in another. In Arizona, P.A.S.S. is administered by the Vocational Education program at Yuma Union High School District #70.
- The *Conexiones* project was created to supplement reading and technology learning by Migrant students. This will then encourage lifelong learning and increase both educational and occupational opportunities among traditionally under served migrant and minority students

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through the use of technology. Conexiones models innovative approaches to using network communications and educational computer applications by leveraging technology to actively engage educators, students, and the community to educate the under served migratory student population. Conexiones, in conjunction with the Arizona Department of Education (ADE) Migrant Education Program (MEP) and Arizona State University (ASU), made its debut in 1992. Conexiones is administered through an Intergovernmental Agreement (IGA) with ASU.

- *Leadership Camp* supports high school completion and post secondary education enrollment of Migrant students. The program immerses Migrant Education Program students in the university setting for four days and three nights. Students live the college experience by staying on campus and experiencing college life as well as attending various workshops on the university campus. The goal of this summer program is to take students, who are at greatest risk of dropping out, and give them a positive experience in postsecondary education. Team building, sportsmanship, raising self-esteem and academic achievement are among the workshops presented. Since its inauguration in 1991, the University of Arizona Leadership Camp has served approximately 1,100 MEP students.
- *Space Camp* supplements science and math learning by the participating Migrant students. The program provides Middle School students an opportunity to explore math and science in a practical application. Students attending Space Camp spend one week in Huntsville, AL at a NASA Space Facility to attend Space Academy. Space Academy is an intense program of astronaut, mission training and academics. Participants choose from three fields of specialized study: aviation, space and robotics. Team building skills, space simulators and space shuttle mission training are just a few of the activities that bring math and science to life at Space Camp.
- *Close Up* supports the learning and understanding of U.S. history, Civics, political and cultural traditions in the United States by Migrant students using a three-step approach that teaches communication, collaboration, and leadership skills while focusing on reading, writing, and history. Close Up provides two separate programs to the Arizona Migrant Education Program, designed specifically for Middle School and High School Students. Students spend five to eight days in Washington D.C. to experience United States history first hand.

Eligibility:

- *Portable Assisted Study Sequence (P.A.S.S.)*- Migrant students either currently enrolled in grades 9 -12 or out of school youth under the age of 22 who are deficient in credits and unable to graduate on schedule. This program is ideal for students needing four credits or less to meet graduation requirements. Students must have the ability to read and write English at a seventh grade level.
- *Conexiones*- Migrant students who are currently enrolled in LEAs who participate in the Conexiones program. Students must have a valid COE and able to travel within the state. Students are in good academic standing.

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- *University of Arizona Leadership Camp* - Migrant students in grades 9 -11 with a valid COE and who are able to travel within the state. Students are in good academic standing and on track for on time graduation.
- *Space Camp* - Migrant students in grades 7-8 with a valid COE and are able to travel in-state and out-of-state. Students are in good academic standing.
- *Close Up* - Migrant students in grades 7-8 and 9-11 with a valid COE and are able to travel in-state or out-of-state. Students are in good academic standing.

Applications:

- *Portable Assisted Study Sequence (P.A.S.S.)* - Applications for PASS are to be completed by a high school academic counselor or a Migrant Clerk/ Liaison after determining eligibility. All applications are sent to the Yuma Union School District Vocational Education/ PASS Office. The P.A.S.S. office will enroll the student in the appropriate courses and send course materials to counselor/ clerk/ liaison.
- *Conexiones*- Applications are sent to participating districts no later than two months prior to the start of the program. Migrant Clerks/ Liaisons distribute applications to those migrant students who are eligible. Applications must be completed by MEP students and parents and submitted no later than one month prior to the start of the program.
- *Leadership Camp*- Applications are released via the Arizona Department of Education (ADE) Migrant Education Program (MEP) website. The application has three sections to be completed: student section, clerk/ liaison section, and an administrative section. The student section contains three short essay questions to be completed by the student on their experiences with the Migrant Education Program. The clerk/ liaison is responsible for collecting and compiling the necessary documents: COE and report card. The administrative section of the application requires each student to have at least one letter of recommendation from someone outside of the MEP.
- *Space Camp*- Applications are released via the Arizona Department of Education (ADE) Migrant Education Program (MEP) website. The application has three sections to be completed: student section, clerk/ liaison section, and an administrative section. The student section contains three short essay questions to be completed by the student on their experiences with the Migrant Education Program. The clerk/ liaison are responsible for collecting and compiling the necessary documents: COE and report card. The administrative section of the application requires each student to have at least one letter of recommendation from someone outside of the MEP.

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- *Close Up*- Applications are released via the Arizona Department of Education (ADE) Migrant Education Program (MEP) website. The application has three sections to be completed: student section, clerk/ liaison section, and an administrative section. The student section contains three short essay questions to be completed by the student on their experiences with the Migrant Education Program. The clerk/ liaison are responsible for collecting and compiling the necessary documents: COE and report card. The administrative section of the application requires each student to have at least one letter of recommendation from someone outside of the MEP.

Program Selection:

- *P.A.S.S.* - Students are selected to participate in the P.A.S.S. program based on eligibility requirements. Any student thought to be eligible may apply through their academic counselor or MEP clerk/liaison. The PASS Office will have the final say in determining a student's eligibility.
- *Conexiones*- Conexiones accepts all eligible students with completed applications submitted on or before the deadline.
- *Leadership Camp*- Completed applications submitted to the Arizona Department of Education, prior to the deadline that meet eligibility requirements, are eligible for selection. Essays scored using a rubric by individuals outside of the MEP. Students are ranked highest to lowest based on essay scores. The top 50 females and 50 boys are selected to participate. Arizona Department of Education MEP staff notifies the LEAs who have been selected and the LEAs notify the students.
- *Space Camp* - Completed applications submitted to the Arizona Department of Education prior to the deadline that meet eligibility requirements are eligible for selection. Essays scored using a rubric by individuals outside of the MEP. Students are ranked highest to lowest based on essay scores. The 8 students are selected to participate. Arizona Department of Education MEP staff notifies the LEAs who have been selected and the LEAs notify the students.
- *Close Up* - Completed applications submitted to the Arizona Department of Education prior to the deadline that meet eligibility requirements are eligible for selection. Essays scored using a rubric by individuals outside of the MEP. Students are ranked highest to lowest based on essay scores. The 8 middle school students and the top 12 high school students are selected. Arizona Department of Education MEP staff notifies the LEAs who have been selected and the LEAs notify the students.

Parental Involvement:

- *P.A.S.S.* - Parents are encouraged to be a part of their students' success in the P.A.S.S. program. Parents are asked to participate by encouraging and supporting their student, providing a quiet place to study, keeping in contact with the counselors/ liaisons, and asking about enrolling their student in tutoring.
- *Conexiones*- Parents are invited, and encouraged, to attend a parent workshop sponsored by the

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Conexiones staff. During this workshop, parents are walking through the program their children will experience. Parents of children who attend this program are encouraged to speak at their Migrant Parent Advisory Committee (MPAC) and share with other parents the impact this program has had on their child's education.

- *Leadership Camp* - Parents are required to attend an informational meeting about the program prior to student's departure. Parents are encouraged to reinforce skills learned at the Leadership Camp. The ADE MEP also requests feedback from parents after the students return on how Leadership Camps has impacted their lives both academically and socially. Parents of children who attend this program are encouraged to speak at their Migrant Parent Advisory Committee (MPAC) and share with other parents the impact this program has had on their child's education.
- *Space Camp* - Parents are required to attend an informational meeting about the program prior to students' departure. Parents are encouraged to reinforce skills learned at Space Camp. The ADE MEP also requests feedback from parents after the students return on how Space Camp has impacted their lives both academically and socially. Parents of children who attend this program are encouraged to speak at their Migrant Parent Advisory Committee (MPAC) and share with other parents the impact this program has had on their child's education.
- *Close Up* - Parents are required to attend an informational meeting about the program prior to students' departure. Parents are encouraged to reinforce skills learned at Close Up. The ADE MEP also requests feedback from parents after the students return on how Close Up has impacted their lives both academically and socially. Parents of children who attend this program are encouraged to speak at their Migrant Parent Advisory Committee (MPAC) and share with other parents the impact this program has had on their child's education.