

Idaho Migrant Education Program & Idaho Connects Online (ICON) Collaboration Procedures

The children of migratory farm workers face many difficulties due to frequent moves. For many secondary students, this results in lost credits and lost opportunities to learn. The Migrant Education Program was established by Congress in 1966 to help these students succeed in school and beyond. The Idaho MEP collaboration with ICON will give districts additional tools to help remove barriers to learning and facilitate credit accrual for Idaho migrant youths in grades 6-12.

This document is intended to help districts by providing step-by-step procedures for facilitating a student's enrollment in ICON. Our goal is that migrant students who need these services be assisted in enrolling without difficulties or costs.

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Reasons to refer students to ICON

- Credit Recovery during the regular school year or summer term
- Getting Ahead during the regular school year or summer term
- Students with a long planned absence (e.g. travel to Mexico, health problems)

General procedures for enrolling a student

In advance:

1. As soon as the liaison knows, he/she should notify ICON that a student needs services and the date that the student should start. ICON can enroll students within 24 hours of notice but cannot provide a laptop or hot spot without 10-day notice.
2. The liaison works with district administration to determine if the student will be withdrawing from the district and ICON will take ownership of the students OR if the district will keep the student enrolled and pay ICON for the courses. Courses can be paid for using migrant funds.
3. Liaison uploads the name of student, birth-date and contact information along with academic data if needed (see considerations for specific data needed depending on circumstances) to the secure server and notifies Vickie that information is ready retrieval.
4. Vickie then gathers the information and prepares the online courses for the student.

Just before the student begins:

5. Vickie works with the Liaison to determine a time when the student, liaison and Vickie can have a phone conference (about 15 minutes) to walk through course navigation. If this cannot be done Vickie send the information to the student via their contact information.

6. The liaison talks with the parents so that they know about the course and expectations (see considerations for extended absences). It is critical that parents support their children's success by promoting time expectations and a quiet space for the child to work on ICON courses.
7. Vickie provides parent portal access to the liaison (and counselor if requested) so that they can monitor student progress while they are taking the course.

During the course:

8. The liaison checks on student progress and communicates with the student and parents if it seems that the student is having difficulty logging into the system, learning the content, or turning in assignments.
9. The liaison serves as a conduit for communication between the parents/student and the teacher if Spanish is needed.

After the course:

10. Vickie provides the student a copy of the student's grade sheet (if returning before finishing the course) or transcript (if the course is complete).
11. The liaison reaches out to Vickie at ICON and requests an official copy of the student's grade sheet (if returning before finishing the course) or transcript (if the course is complete).
12. The liaison turns this document into the school counselor or registrar so that the student's progress can be entered into the school's information system.

Considerations for various circumstances

Rather than repeat all of the steps above, the following sections for different circumstances highlight only the differences, additional steps, or special considerations when helping students in a particular situation. The steps listed above should still be followed.

Student enrolling in summer school

1. The liaison works with the school counselor to determine which students need a summer school option and what courses they need to take.
2. The liaison discusses with the student summer options for credit recovery including a virtual option and ICON.
3. If the student is attending the district summer program at the same time that he/she is attending ICON, the district will need to pay ICON for the course. Migrant funds may be used. If not, ICON will collect daily attendance.
4. The liaison will need to reach out to ICON for the transcript and provide it to the school counselor/registrar in a timely manner. Some completed courses could affect student's fall schedule, so time is of the essence.

Students enrolling for an extended absence-

Student withdrawing for an extended period may include those leaving the country, typically to Mexico when seasonal work is not available in Idaho during the winter months. In addition, students may have an extended absence due to a medical condition.

1. Students advise the liaison that they are leaving school for an extended time and the dates that they expect to be gone. Liaison discusses a virtual option as one of the options that a student might take advantage of while they are gone.
2. Liaison notifies ICON as soon as they are aware that the student is leaving and would like to enroll in ICON. This is critical.
3. The liaison then works with the school counselor or teachers to gather withdraw grades and/or to determine what the student should focus on while they are out of the district.
4. Student works with ICON while out of their local school. The liaison keeps track of student progress using the parent portal. If possible, the liaison will communicate with the student during the absence, especially if it appears that the student is struggling. For students out of country, this may be not be possible.
5. Student returns to their district and notifies the liaison that he/she is back.
6. The liaison reaches out to ICON to gather data from their time out of the local school.
7. Vickie provides grades on a report card so that the student can re-enroll with the current grades. If the student completed a course(s), Vickie provides a transcript to the liaison.
8. Vickie stops collecting attendance once the liaison has reported the student is back at the local school OR Vickie issues an invoice to the local school for the cost of the course.

Students enrolling while continuing to attend a local school

Some students will choose to attend ICON while continuing to attend a local school. In this case the cost of the course would need to be paid to ICON.

Credit Recovery

1. If it is determined that the student has lost a credit, the student may enroll in ICON to take the course during the regular school day or during his/her time outside of school.
2. In either case, the liaison should communicate and work with the student and the parents as above.
3. The district may use migrant funds if no other funds are available.
4. When the student finishes the course, the liaison should reach out to Vickie at ICON to request a transcript and provide it to the counselor/registrar.

Getting Ahead

1. If a student wishes to get ahead by taking a class or classes, ICON can provide the course during the regular year or during summer school. For example, a student wishes to take a 3-hour technical course and elects to take US History or Government during the summer or evenings to free up time in his/her schedule in the coming year.
2. As long as the student is working with ICON outside the regular school day and is taking at least 12 credits during the regular school day per year, he or she can use Overload Courses for up to \$225 per course through ICON. This is part of Idaho's Advanced Opportunities. If the student is eligible to use Overload Courses, he or she may NOT use migrant funds. Communicate with the college and career readiness counselor if your high school has someone in that role to see if the child qualifies for Advanced Opportunities funding.
3. In either case, the liaison should communicate and work with the student and the parents as above.
4. When the student finishes the course, the liaison should reach out to Vickie at ICON to request a transcript and provide it to the counselor/registrar.