

POLICY TITLE: NON-RESIDENT ENROLLMENT

The Canyon-Owyhee School Service Agency (COSSA) is an open enrollment agency and tuition will be waived for out-of-district students who attend the agency's programs pursuant to the terms of this policy. An out-of-district student is defined as any student who resides outside the legal school district boundaries of the COSSA member school districts (Homedale, Marsing, Notus, Parma and Wilder School Districts).

NON-RESIDENT STUDENT ENROLLMENT POLICY

In accordance with Idaho Code, students may attend school in other than the resident student's school under the following circumstances:

1. State Enrollment Options Program; or
2. When the resident and non-resident districts mutually agree; or
3. When the resident district and an out-of-state school district mutual agree;
4. Except when such transfer would work a hardship on the receiving school district

COSSA will not normally receive non-resident students under the State's Enrollment Options Program. COSSA will not normally receive non-resident students from an out-of-state school district.

COSSA will normally only receive non-resident students upon mutual agreement of resident and non-resident Idaho districts. Since students who attend COSSA Academy and CRTEC Career and Technical Education (CTE) classes normally only enroll when referred by consortium districts, the consortium district must first accept the non-resident student into their district. The consortium district non-resident policy will apply within the consortium district.

APPLICATION

COSSA will take no action to prohibit or prevent application by its students to attend school at another district.

A non-resident student's parent/guardian must apply annually for admission to a COSSA school or program on a form provided by COSSA (Form 3080-1). For COSSA Academy, the application, accompanied by the student's accumulative record, will only be accepted if it is accompanied by an "at-risk" qualification form completed by the student's referring consortium school.

For first-year applications, the COSSA Administrative Review Team (COSSA Executive Director, Special Education Director, and Alternative School Principal)

will review and accept or deny first-time applications based on Hardship Declarations described below. COSSA will notify the applicant within five days and, if the request for enrollment in COSSA is denied, the denial will include a written explanation. The parents/student do not have the right to appeal a denial decision to the COSSA Board of Trustees unless they feel their due process rights have been violated by administration.

Second-year applications (and beyond) will be reviewed to determine if the student applying was admitted to their original school through open-enrollment. If the student was originally admitted through open-enrollment, COSSA administration will verify with the original school that the student is still open-enrolled. If not, the student may still gain admission to COSSA by following these procedures and gaining Board approval, but may not have transportation provided by the original school.

If second-year applications are recommended for denial based on the Hardship Declarations described below, the COSSA Administrative Review Team will contact the consortium school of origin and will work with the administration of the origin school to review and accept or deny the Open Enrollment applications on a case-by-case basis.

Students may be admitted on a probationary basis until full review of their application and accumulative record is conducted.

SPECIAL EDUCATION STUDENTS

Students with disabilities are not treated differently from non-disabled students with respect to consideration for placement in the school of their choice, unless the Agency has made an individual determination that disability-related needs of a particular student with a disability cannot be reasonably met at the school of their choice due to appropriate consideration of teacher and staff, resources, program availability, hardship to the Agency, Declaration of Hardship and/or other factors.

Students whose application indicates a current Individualized Education Plan (IEP) will have their application reviewed by the Special Education Director. If the student is enrolling in COSSA Academy, the provisions of Policy 3081 will be followed.

Consortium districts should not accept students who are on an IEP into Special Education “shared” programs unless they first check with the COSSA Special Education Director and the host school of the shared program to determine if a Hardship, as described below, exists. If consortium districts accept students into programs hosted at another district after the budget for the following year has been approved by the board, the host (receiving) district will pay \$5000 to COSSA to offset costs that were not anticipated in the agency’s current budget.

TRANSPORTATION

For those students attending COSSA schools or programs from out-of-district, the parent/guardian will be responsible for transporting the student to and from the school or program.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

No student will gain eligibility to participate in extracurricular activities in violation of policies governing eligibility as a result of enrollment option transfer to COSSA.

INELIGIBLE STUDENTS

If a student applies and is accepted in this agency from out-of-district, but fails to attend, that student will be ineligible to again apply for an enrollment option in this agency. Students who were unable to attend due to extenuating circumstances may request a review by the COSSA Administrative Review Team.

A student who has been suspended or expelled, or who may be lawfully denied enrollment, is ineligible for enrollment with this agency pursuant to the provisions of this policy.

IDAHO YOUTH REHABILITATION/CHILD PROTECTIVE ACT

Any non-resident student placed by court order under the Idaho Youth Rehabilitation Act or the Child Protection Act and residing in a licensed home, agency, or institution located within the Agency shall be enrolled and shall not be charged tuition.

HOMELESS CHILDREN

Homeless children, as defined by the Steward B. McKinney Homeless Assistance Act (P.L. 100-77), may attend any school district or school within a district without payment of tuition when it is determined to be in the best interest of such homeless child.

OTHER CONDITIONS

The Board will not admit any student prior to viewing that student's records from the student's previous school districts.

The Agency has the option of accepting a nonresident student who does not meet the criteria set forth herein, if the student agrees to special conditions of admission, as set forth by the Agency.

Any student achieving enrolled status in a COSSA program by using false information on their application must immediately return to their district of residence upon being discovered.

HARDSHIP DECLARATION

The agency may deny out-of-district student enrollment for circumstances that constitute a hardship, or fall within the scope of any Hardship Declaration including, but not limited to: enlarged student-teacher ratios; overcapacity of any program such as special education classes, as well as overcapacity of any grade level, or building; or any other factors pertaining to staffing, student-teacher ratios, caseload and/or to protect the health, safety, and welfare of its existing students and/or its educational processes. If the application is denied, the non-resident school must provide a written explanation of the denial of enrollment.

The following hardship criteria may be utilized in rejecting out-of-district students under ordinary conditions:

1. Expulsion (or in the process of expulsion proceedings) from another school district.
2. A record of drug, alcohol and/or tobacco abuse.
3. Current suspension from another school district.
4. A record of continued discipline problems in another district.
5. A record of truancy and/or attendance problems.
6. A record of vandalism and/or theft in another school district.
7. Record of involvement in current or former juvenile court proceedings as a violator of the law.
8. Debt of money or property to another school district.
9. An enrollment that has already reached the capacity of the building, grade level, class or program needed for the applicant. (See below)

COSSA is concerned about its class size and the effect that enlargement of the student-teacher ratios will have upon the educational program. Therefore, COSSA has determined that admission of students in excess of the following student-teacher ratios would create a hardship within the agency, its teachers, staff, students, and educational programs:

<u>Program</u>	<u>Ratio</u>
Resource Room – Special Education	10:1
Extended Resource Room – Special Education	5:1
Special Day Class - Special Education	5:1
Developmental Pre-School – Special Education	5:1
Speech/Language Pathology – Special Education	10:1
Alternative High School	12:1

Non-resident students wishing to transfer to COSSA may have their applications denied if it is determined by administration that a hardship exists, as defined by the ratios set forth above and other extenuating circumstances. Administration will forward hardship applications to the Board for final decision.

LEGAL REFERENCE:

I.C. § 33-1400 et seq. Transfer of Pupils
I.C. § 33-205 Denial of School Attendance
Idaho Code Sections: 33-119, 33-603, 33-1601, 18-4511
IDAPA 08.02.03.105

POLICY HISTORY:

Adopted: 3/16/1998, Revised and adopted 4/15/2013
Revised: January 19, 2016
Revised: October 17, 2016
Revised: July 16, 2018
Originally issued as Policy 409, revised and reissued as Policy 3080:
September 16, 2019
Reauthorized: February 17, 2021
Revised: October 18, 2021

NON-RESIDENT ENROLLMENT APPLICATION
Canyon-Owyhee School Service Agency (COSSA)
Form 3080-1

For School Year 20_____

Indicate Student Status:	<input type="checkbox"/> Student is not currently attending a COSSA school
	<input type="checkbox"/> Student has attended a COSSA school and would like to attend a COSSA school next year

Date application was received by COSSA: _____ Verification: _____
<input type="checkbox"/> A copy of the COSSA Non-Resident Enrollment Policy has be given to the applicant.
<input type="checkbox"/> A copy of the applicant student's unofficial transcript, ISAT Scores, current grades, IEP file, and discipline record must be attached to this application.

Name of proposed receiving school in COSSA consortium: _____

Applicant student's name: _____

Birth date: _____

School student is presently attending: _____

District: _____

Present Grade: _____

School Address: _____

Telephone: _____ Fax: _____

Has the student ever been suspended or expelled from school? Yes _____ No _____

1. If YES, describe the circumstances (including dates and duration): _____

Reason(s) for requesting attendance in this school: _____

2. Check all special and/or unique instructional programs in which the applicant student is currently enrolled in and/or requires:

Professional-Technical

Gifted/Talented

Remediation

Special Education

English as a Second Language

Alternative Education

504 Plan

Other: _____

Other: _____

Parent/Guardian's Name _____

Parent/Guardian's Address: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Message Phone: _____

3. Transportation arrangements that will be made by the parent/guardian/home district.
