

**POLICY TITLE: COSSA ACADEMY 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 and reside within the legal school district boundaries of the COSSA member school districts (Homedale, Marsing, Notus, Parma and Wilder School Districts). See policy 3080 for out of district enrollment.

ALTERNATIVE SCHOOL CRITERIA

An at-risk youth is any secondary student, grade seven through twelve (7-12), who meets any three (3) of the following criteria in Section A, or any one (1) criteria in Section B.

Section A:

- Has repeated at least one (1) grade.
- Has absenteeism that is greater than ten (10%) percent during the preceding semester.
- Has an overall grade point average that is less than 1.5 (4.0 scale) prior to enrolling in an alternative secondary program.
- Has failed one (1) or more academic subjects in the past year.
- Is below proficient, based on local criteria or standardized test, or both.
- Is two (2) or more credits per year behind the rate required to graduate or for grade promotion.
- Has attended three (3) or more schools within the previous two (2) years, not including dual enrollment

Section B:

- Has a documented or pattern of substance abuse.
- Is pregnant or a parent.
- Is an emancipated youth.
- Is a previous dropout.
- Has serious personal, emotional, or medical issue(s).
- Has a court or agency referral.
- Demonstrates behavior that is detrimental to their academic progress.

COSSA ENROLLMENT POLICY

The student must be enrolled in one of the consortium district's home school for a time-period of 14 days before placement into COSSA Academy High School or Junior High. COSSA Academy will not admit any student prior to viewing that student's records from the student's previous school district.

The Agency has the option of accepting a non-resident 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 (see Board Policy 3080).

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.

For COSSA Academy, the registration 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 and the supporting documents are received by the registrar, see Appendix Form 3085-1 in this document.

Students may be admitted on a probationary basis until full review of their application and accumulative record is conducted if deemed in the best interest of the child by the review team. The COSSA Administrative review team will be comprised of COSSA Executive Director, COSSA Counselor, and Alternative School Principal. In the event that the student is on an IEP, the Special Education Director will be included in the COSSA Administrative review team.

### 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 Form 3080-2 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 end of a school year (after the budget for the following year has been set), 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.

### 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, case load 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
Alternative Junior High School	12:1

**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:    October 18, 2021**

COSSA Academy  
 109 Penny Lane  
 Wilder, ID 83676  
 Phone (208) 482-6074  
 Fax (208) 482-7904



**CRTEC Registration Packet**  
**For New Students (returning, not here last quarter; or new to**  
**COSSA)**

**Out of District Students ONLY** (not enrolled in one of our five consortium schools – Homedale, Marsing, Notus, Parma, Wilder):

\_\_\_\_\_ Out of District application must be filled out and approved by the school board prior to attendance at COSSA Academy.

**If on an IEP/504**, a meeting must take place with Director of Special Education.

\_\_\_\_\_ Copy of Current IEP/504

\_\_\_\_\_ Approval of the Director of Special Education

**1. Referring School District** (must be completed prior to enrollment):

\_\_\_\_\_ At Risk Form signed by Counselor or Principal from referring school district

\_\_\_\_\_ EDUID number

\_\_\_\_\_ Transcripts (Official transcripts may be received later)

\_\_\_\_\_ Current Immunization Records

\_\_\_\_\_ Birth Certificate

**2. Prior to enrollment at COSSA Academy**, new students must have signed and turned in the following documentation:

\_\_\_\_\_ Foster Parent/DHW Legal Guardian determination

\_\_\_\_\_ Registration form

\_\_\_\_\_ Permission to publish name/photo

\_\_\_\_\_ Home Language & Mobility Survey

\_\_\_\_\_ Internet Use Agreement

\_\_\_\_\_ Informed Consent

\_\_\_\_\_ Permission to Drive/Ride & Parking Permits

\_\_\_\_\_ Handbook test

**3. Must be completed before class schedule:**

\_\_\_\_\_ ELAP Screening

\_\_\_\_\_ STAR Cheerleader

\_\_\_\_\_ STAR testing (Math)

\_\_\_\_\_ STAR testing (Reading)

\_\_\_\_\_ Typing Test

\_\_\_\_\_ Computer network login

\_\_\_\_\_ PowerSchool login

**4. New students will be scheduled by the COSSA Academy Registrar for an interview with the principal. It is mandatory that the parent/guardian and student attend this meeting.**

\_\_\_\_\_ Meet with Principal

**5. \_\_\_\_\_ Receive schedule from Counselor**

**Registration Packet must be completed and turned in to the COSSA Academy Administration before student is allowed to attend class.**

**DO NOT WRITE IN THIS BOX**

**Office Use Only:** Student: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_

SPECIAL EDUCATION ENTRANCE PROCEDURES  
COSSA ACADEMY  
Form 3085-2

Special Education students (those students served through an IEP) may be eligible for enrollment at the COSSA Academy (Alternative Education Programs). However, not all special education students are appropriate candidates for the alternative school program and the special education services that are available through the alternative education setting. Some special education students have been successful at the COSSA Academy, however, many special education students may need the level of support services that are available in their current school placement.

The following procedures must be followed regarding special education students and their referral for enrollment at COSSA Academy.

- An IEP Team meeting must be held, prior to enrolling at COSSA Academy, to consider a change of placement from the current educational placement to COSSA Academy.
- The following team members will be invited to the meeting:
  1. Parent(s)
  2. Student
  3. Special Education Teacher (current placement)
  4. Administrator (Sending school Principal and/or Designee)
  5. COSSA Academy Administrator and/or Designee
  6. COSSA Special Education Director
- A review of the student's educational needs will be conducted to include:
  1. Special Education Eligibility
  2. Intellectual abilities
  3. Academic abilities
  4. Special Education needs
  5. Accommodations/Adaptations to the general education curriculum required
  6. Special Education services currently being provided
  7. Attendance
  8. Social/Emotional/Behavioral concerns
  9. At-risk eligibility
- COSSA Academy Administrator/Designee will review:
  1. School policies
  2. Student expectations
- The IEP Team will determine if placement at COSSA Academy is appropriate or if the student should remain in the current educational placement.

*Please note: These procedures apply only to special education students who are not placed, through the IEP process, in the Secondary TLC Program (ED) and High School Extended Resource Room (ERR) which are "housed" at the COSSA Academy.*

For more information, please contact the COSSA Special Education Director at (208) 482-6074.