COSSA Regional Technology and Education Center (CRTEC)

2022-23 TEACHER-STUDENT-PARENT HANDBOOK AND POLICY MANUAL

Board Approved: July 20, 2022

COSSA does not discriminate or deny services on the basis of age, race, religion, color, national origin, gender, and/or disability. Appropriate consideration shall be given to veterans within applicable state and federal laws and regulations.

COSSA Regional Technology and Education Center (CRTEC)

The COSSA Regional Technology & Education Center (CRTEC), which consists of the COSSA Academy (Grades 7-12) and Career and Technical Education (CTE) programs, offers academic and Career and Technical courses which are available to the students of the five school districts that make up the COSSA consortium, as well as COSSA Academy Alternative Jr/Sr High School. The COSSA consortium includes: Homedale, Marsing, Notus, Parma, and Wilder school districts.

COSSA'S MISSION STATEMENT

In accordance with COSSA's Bylaws, the mission of the Canyon-Owyhee School Service Agency is to provide educational services for all eligible children and to develop cooperative efforts that enhance the effectiveness of the individual districts.

CRTEC'S MISSION STATEMENT

At CRTEC, learning occurs: for every student, every day, in every way!

CRTEC'S VISION

Students succeed at whatever they do after they leave CRTEC – work, higher education, the military. Our students become productive, contributing members of society.

CRTEC'S GUIDING PRINCIPLES

1. Student learning and student safety is the focus of every CRTEC staff member.

2. Staff are aware and alert to adverse childhood experiences our students face, and remain trauma-sensitive in every student interaction.

3. Proper placement helps ensure student success. Students will be placed into grade-level classes based on their ability to succeed in that class, as determined by placement testing and record review. Testing and record review occur PRIOR to enrollment in class. COSSA Academy currently uses the Renaissance STAR test to determine grade-level equivalency. No student is placed into a class until the placement process is complete.

4. Escalating "help" is in place for students through the multi-tiered system of academic support (MTSS). Intervention and remediation efforts are part of the MTSS.

5. Teachers participate in a collaborative meeting once per week to talk about student performance and ways to ensure student academic success. Intervention and remediation efforts for struggling students are the main topics during this meeting.

6. Competency-based placement means students will be able to “challenge” face to face classes by taking the End of Course (EOC) exam. If they score 80% or higher, they will not have to take that class and will receive credit for that class.

7. Disciplinary actions take into account restorative justice principals and trauma-sensitive best practices.

CRTEC’S EDUCATIONAL PURPOSE

The educational objective of CRTEC is to prepare students for effective participation in an international economy as world-class workers and citizens.

- Prepare students for further higher and career and technical education.
- Prepare students for lifelong learning.
- Prepare students for initial and continued employment.
- Assist students in making educational and career choices.
- Provide for application and reinforcement of related learning from academic and technical curricula.
- Assist students in developing decision-making, communication, problem solving, leadership, higher order thinking, and citizenship skills.
- Prepare students to make informed consumer decisions and apply practical life skills.
- Prepare students with job, career and post-secondary education skills.
- Provide a defined pathway to post-secondary technical or academic institutions.
- Provide incumbent workers with the opportunity to increase skill levels.

COSSA Academy and CTE classes are an augmentation of each student's home school district programs. Credits earned in CTE classes are recorded at the student’s home high school or at COSSA Academy for students enrolled in the Academy. COSSA Academy is a fully accredited secondary school which grants a high school diploma to its graduates. All rules, policies, procedures and contracts applicable at the home high school also apply at each of the CTE classes <u>including travel to and from all COSSA locations</u>.

The COSSA Regional Technology and Education Center (CRTEC) staff, as with all educators, has high expectations of themselves as educators and their students. It takes everyone; students, staff, and parents, working as a team to ensure that students are successful. ***This handbook covers many of the more obvious expectations of performance, dress, and behavior. All possible situations cannot be noted***. Judgments will need to be made on an individual basis and some adjustments may need to be made in given situations. This handbook is a guide for CRTEC procedures, due process, attendance, discipline and transportation.

2022-2023 COSSA BOARD OF TRUSTEES

Rob Sauer	Homedale Superintendent
Shane Muir	Homedale Board Representative
Norm Stewart	Marsing School Superintendent
OJ Barber	Marsing Board Representative
Micah Doramus	Notus Superintendent
John Baldazo	Notus Board Representative
Stoney Winston	Parma Superintendent
Sara Bartles	Parma Board Representative
Dr. Jeff Dillon	Wilder Superintendent
Brittany Josoff	Wilder Board Representative

2022-2023 COSSA ADMINISTRATION

Patricia Frahm	COSSA Chief Executive Officer
Tammie Anderson	Director, Special Education, CRTEC Assistant Campus Director, 504 Compliance Officer, Title IX Coordinator
Shelby Cloward	CRTEC CTE Coordinator
Rhonda Carpenter	COSSA Business Manager
Veronica Grimaldo	School Counselor, Homeless Liaison, Short-Term Training Coordinator
Janie Willden	Registrar, Attendance Secretary
Sam Paffile	In-School Suspension Coordinator
Mandy Pascale	Special Education Secretary
Jazmin Cervantes	Community School Coordinator
Jeb Bechtel	Maintenance Department Head COSSA Safety Officer
Thomas Moreno	Kitchen Manager; Food Service Coordinator

2022-2023 CRTEC Teaching Staff

TBD	English/Social Studies
Mark Williamson	Law Enforcement
TBD	Math, Business
Terry Rothamer	English, History, Junior High
Scott Webb	EMT
Bert Kirby	Pre-Engineering
Shelby Cloward	Welding
Diane McSherry	Special Education, TLC Program
Shane Christiansen	Social Studies, English
John Montana	Diesel Technology
Rebecca Owen	Math, Computer Science
Robin Peterson	Science
Victor Hall	Residential Carpentry
Kristine Murri	Special Education, ERR Program
Andrea Sorrell	Nurse Assistant
Kaitlin Day	Daycare Supervisor
TBD	Automotive Technology
Ken Shepherd	Culinary Arts

CRTEC SCHEDULE

SCHOOL DAY:

COSSA Academy is primarily on a 4-day week (Monday – Thursday) with some 5 day weeks to meet the 60 hour of seat time State of Idaho requirement. The school day is 8:00 a.m. to 4:00 p.m. Students should expect to be here until 4:00 p.m. There will be an early release on Monday, Thursday, and Friday (when in session) at 2:50 p.m. Students may earn early release on Tuesday and Wednesday if they are passing all of their classes with a minimum of 70% (see pg. 8 Academic Success). If students do not have any academic issues they will earn an early release and may leave school at 2:50. Students and parents should note that buses depart immediately after 2:50 p.m. in order to get students back to their home school to catch their "home-route" bus.

If a student must stay until 4:00 p.m. for Academic Success, that assignment will be made on Monday for Tuesday and Wednesday when the Academic Success buses run.

The Academic Success buses run a limited route to the town and home high school of students. These buses do NOT normally take students to their homes, unless the home happens to be on the established route. Parents should make transportation arrangements to get their student home after the Academic Success bus drops them at their town or home high school. If the student is not able to attend Academic Success time due to transportation issues, disciplinary action may be taken, up to the student being referred to the COSSA Board of Trustees for expulsion.

CRTEC BELL SCHEDULE FOR 2022-2023:

Monday – Thursday with four Fridays to meet 60-hour seat-time requirement

Time	CTE	COSSA Academy
7:40 – 7:55	Breakfast at COSSA Academy	
7:45 – 7:55	Morning Buses Arrive – CTE and Academy (All)	
7:55	5 Minute Warning Bell. Breakfast Service Closes.	
8:00	177 Minutes	Begin Block 1
9:29	Morning CTE: 8:00 – 11:00	End Block 1 (89 minute period)
9:32		Begin Block 2
11:00		End Block 2 (88 minute period)
11:00	Lunch	Lunch 11:00 – 11:25 (25 minutes)
11:00	End of CTE Morning Block	
11:05	CTE Buses Depart	
11:30	192 Minutes	Advisory starts
11:50		End of Advisory (20 minutes)
11:53		Begin Block 3
11:45-11:55	CTE Buses Arrive	
12:00	Afternoon CTE: 12:00 - 2:50	
1:19		End Block 3 (86 minute period)
1:22		Begin Block 4
2:50	End of CTE Afternoon	End Block 4 (86 minute period)
2:52	CTE & Early Release Afternoon Buses Depart	
3:00		Begin Academic Success
4:00		End Academic Success (60 minutes)
4:05		Academic Success Buses Depart

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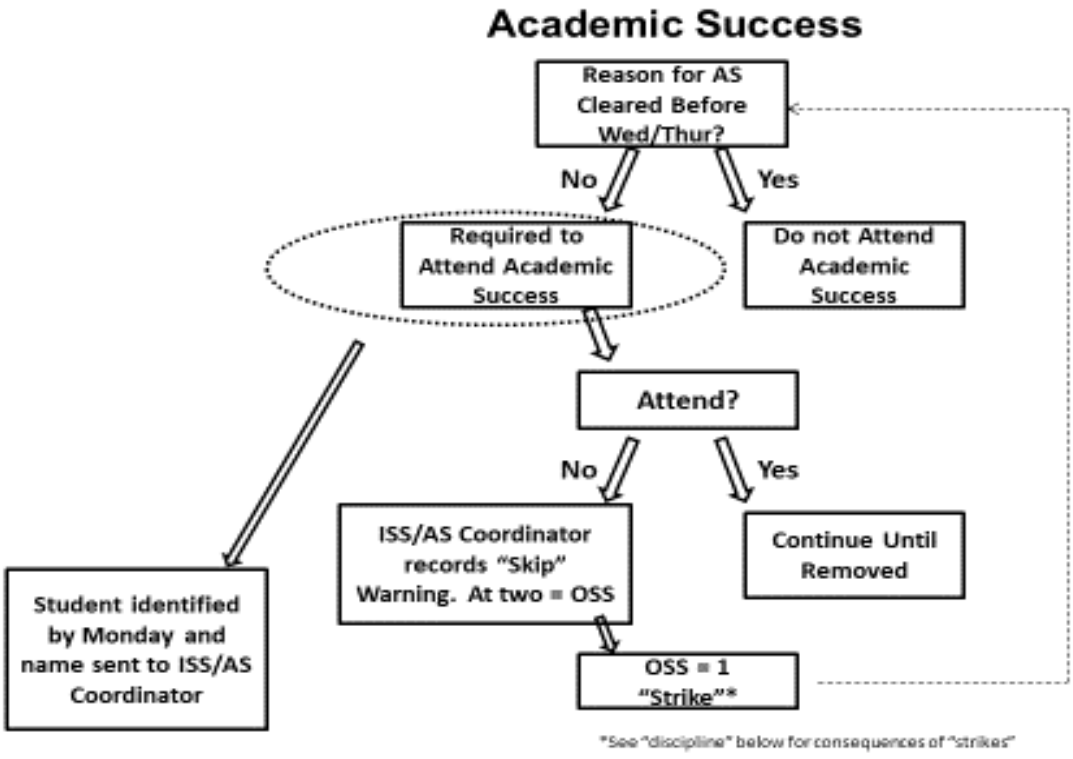
2022-23 TEACHER-STUDENT-PARENT HANDBOOK AND POLICY MANUAL

ACADEMIC SUPPORT SYSTEM:

Placement and Remedial Classes Offered: All placement will be determined by grade level equivalency testing using the Renaissance STAR test. The COSSA Academy Multi-Tiered System of Support (MTSS) will be used to determine remediation and intervention efforts for each student.

Academic Success: Academic Success is an academic support program aimed at providing additional time, attention, and assistance to students. Students may be required to call home on Mondays to inform parents of their academic success assignment. This time is Tuesday and/or Wednesday, from 2:55 to 4:00 p.m. Students who are succeeding academically (typically a 70% or above, no behavior issues and good attendance) earn an early release on Tuesday and Wednesday. Students who inappropriately choose to leave school early and miss Academic Success will be considered truant (the absence is recorded against the class that qualified the student for Academic Success) and will receive ISS for the missed period the following day, and in addition may be placed on a classroom contract by the teacher. Additional absences from Academic Success will escalate in additional suspensions, placement on an Academic Contract, referral to Student Court, loss of credit, Academic Probation and possible expulsion. Students may not use sports, clubs, driver's training, etc., to justify missing Academic Success. The Academic Success buses run a limited route to the town and home high school of students. These buses do NOT normally take students to their homes, unless the home happens to be on the designated route. Parents should make transportation arrangements to get their student home after the Academic Success bus drops them at their town or home high school.



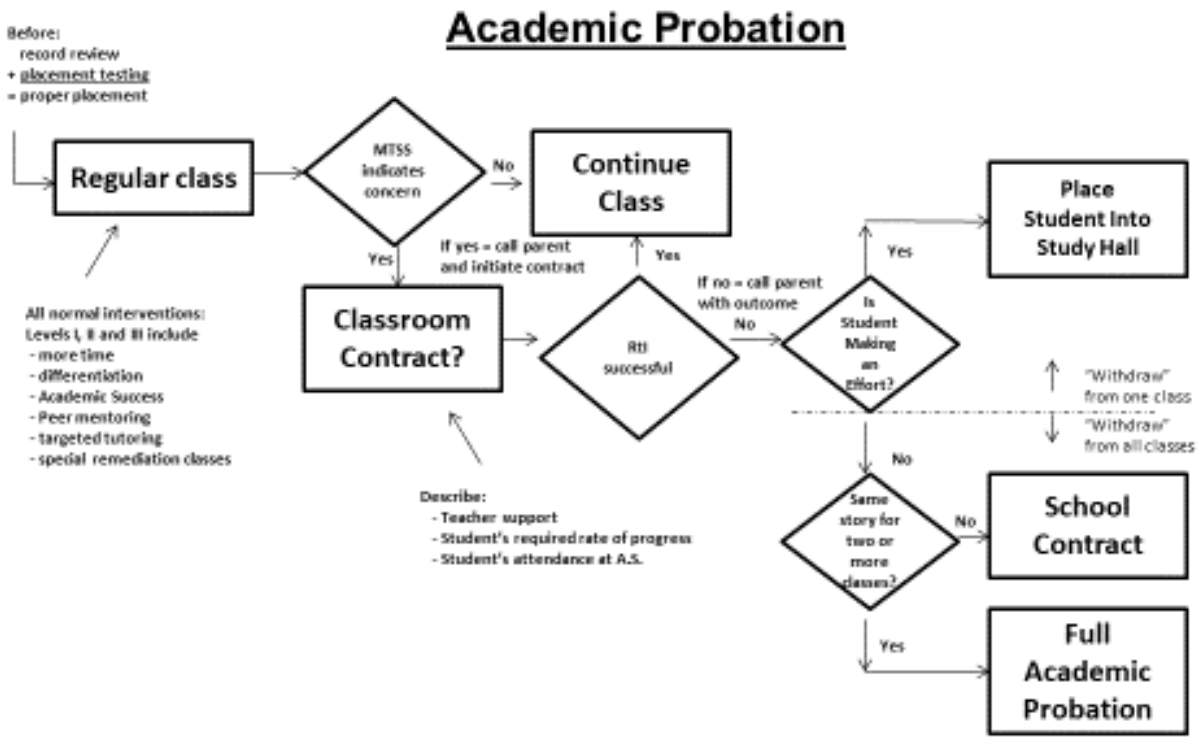
Academic Contract & Academic Probation: If escalating levels of help do not result in improved student performance, a decision may be made to remove the student from the classroom and try a different method of instruction. COSSA has on-line courses available as alternatives to regular classroom instruction. The decision to place a student into an on-line class depends on many factors – not the least of which is the student's ability to work independently.

The student may also be placed into a "study hall" period, which in effect gives the student one free period in the day to work on their remaining courses. If the study hall does not improve the student's grade, the student may be placed onto a school academic contract, or removed for the remainder of the quarter through Academic Probation.

If a student is going to be placed in an alternative learning environment, a meeting between the student, the counselor, and the student's parents/guardians will be attempted before the transfer. At the parent meeting, an offer may be made to withdraw the student from one or more classes, change placement into an on-line class, place the student onto an academic contract, remove the student from COSSA Academy until the next quarter, or refer the student to a GED program. The final decision needs to be worked out with all parties. If the parent/guardian does NOT respond to the request for a meeting, the school may take alternate placement action and send a notice to the parent/guardian after the fact.

Placement onto full Academic Probation means the student will be dropped from all COSSA Academy classes until they appear before the Board of Trustees, before the next quarter begins, to request and gain the Board's permission to continue in COSSA Academy. The consequences of being removed from class(es) are fewer classes being taken, which may delay graduation.

Placement onto Academic Probation should include a consideration of the effect of one less class and loss of credit. If a student has completed a substantial amount of work in the class, the "F" may be preferred so that the student can re-take the course with a "credit recovery" methodology – which allows the student to work on only those standards which the student has not yet mastered.



ACCIDENT/INJURY REPORTING

In the event of a student accident or injury, it is the responsibility of the student to follow appropriate procedures. If the accident/injury is in conjunction with an emergency, it is important to first attend to the immediate needs of the individual.

After the emergency or accident/injury has been resolved, the student must report the accident/injury to the teacher/instructor immediately. It is then the duty of the COSSA staff member to report the event to the district site administrator on the "Student Accident Report Form" and to notify the COSSA Safety Coordinator. It is critical to follow home school procedures regarding reporting procedures, timeliness, and forms. The "Student Accident Report Form" must be submitted to the COSSA Safety Officer within 24 hours of the event.

ALTERNATE ISAT METHOD:

See Appendix H.

ACTIVITIES, ANNOUNCEMENTS, POSTERS, AND FLYERS:

All school activities, posters, and flyers must be approved by the student council. Any school wide announcements must be submitted by the end of the school day to be read the following day. An administrator or designee must authorize all announcements and posters.

AFTER SCHOOL/WEEKEND ACTIVITIES:

Weekend or evening off campus activities occasionally occur. Students participating in those activities will be required to have all permission slips properly filled out and signed.

ANIMALS:

No unauthorized animals are allowed at school. COSSA has a policy on service animals, which is applicable in certain special circumstances. (See policy 2580)

ASSEMBLIES:

Assemblies of various types may be conducted during the year. Information for dismissing students to the assembly will be given by the classroom teachers. Students are to attend all assemblies. Any verbal abuse or misconduct by students during the assembly may result in suspension from school.

ATHLETIC ELIGIBILITY:

Students attending COSSA Academy may participate in extra-curricular sports at their home high school if they meet the following eligibility criteria:

1. Have earned 7 credits the previous two quarters (Note: Summer School counts as a "quarter" but only 2 credits are expected to be earned).
2. Have a C or better grade in each class in the current quarter.
3. Have not reached the day of their 20th birthday.
4. Have an IHSAA physical on file at the home school.
5. Complete a new physical during their freshman and junior years.
6. Meet additional requirements by the local home school district.

Students who participate in extra-curricular sports or other activities need to bring a schedule of events and practices to the attendance secretary.

ATTENDANCE:

Idaho Code 33-202 requires parents to enroll students in public schools: "there to conform to the attendance policies and regulations established by the Board of Trustees…" All students will comply with the attendance regulations outlined in this handbook. In addition, all students, unless emancipated or declared "homeless" under the McKinney-Vento Homeless Students Act, will provide a valid contact phone number

for parents/guardians so that individual may be notified when a student is absent from school. **Phone numbers will be updated at the school as they change**.

It is considered a privilege for a student to attend any of the courses offered at CRTEC. All CTE students must be enrolled in a COSSA member high school or COSSA Academy unless specific waiver has been granted by the COSSA Board of Trustees. Students are required to display the utmost responsibility and courtesy at off-campus classes and while in transit between all educational locations.

The privilege of attending CRTEC classes relies on a bond of trust between staff and student. In order to enroll or maintain enrollment at the CRTEC, students must agree to and follow all safety procedures, dress, and behaviors as outlined in the student handbook or as directed by a staff member.

Graduation requirements for COSSA Middle School students are contained in Appendix G, and include minimum attendance.

Attendance Procedures: Developing good habits in attendance and punctuality is a critical part of each student's education. Students enrolled in CRTEC courses are expected to attend all assigned classes each day. Unavoidable circumstances may arise which prevent students from having perfect attendance. Each student may have no more than three (3) absences in each class per quarter without incurring consequences such as having to appeal for credit.

If a student must be absent, a parent or guardian must contact the CRTEC administration by phone or in writing within 24 hours of the student's absence. All absences not verified with a parent or guardian call or written document within 24 hours will be considered truant (see truancy policy).

Students who are absent for 4 consecutive days without parent or guardian contact will be dropped from the school on the 5th day of absence. Notification to parents and any other necessary parties will occur at that time. Students who wish to return after being dropped for non-attendance must schedule a meeting with the administration and their parents. An attendance contract may be put in place at that time.

All prearranged absences must have proper documentation. The following types of "excused" absences do not count toward a student's total absences, provided the required "proof" is submitted:

1. School-Excused Absences. Absent while at a school-sponsored event.
2. Medical Absences. Written documentation must be submitted from the medical office which states the date and time of the appointment, as well as the duration of the required time-off from school.
3. Bereavement absences (Funerals). Written documentation from the funeral director or other documentation with the date and time of the funeral must be submitted. Normally, three days of absence are the maximum allowed for bereavement.
4. Court absences. Written documentation from the clerk of the court verifying the date and time of the court appearance must be submitted. This is only a partial day absence, unless pre-approved by administration.

   If a student is absent, the student will be required to make up all assignments missed in class, during Academic Success time, with the

assigned teacher. Arrangements to make up the assignments will be scheduled when the student returns to school. The student has up to 5 days to turn in missed work with no decrease in grade. No assignments will be accepted more than 5 days from the due date unless the teacher makes specific exception to the policy.

Upon a student's fourth absence in a quarter, he or she will be required to appeal for credit(s) (See Loss of Credit Appeals Process).

All teachers will keep accurate attendance records which will be recorded on the school attendance database. The school attendance database will be the authoritative documentation in the event of a disagreement relative to a student's attendance.

Suspensions count as absences. Students who are out of class for more than 10 minutes will be counted absent. Students who are asleep in class or who appear to be asleep (for example face-down on their desk) will be counted absent.

CRTEC reserves the right to withhold credits from any student who does not follow the attendance reporting and make-up procedures.

A student may have no more than 3 absences per quarter, and there is no differentiation between excused and unexcused absences. Pre-arranged absences as discussed above do not count toward a student's total absences.

Calendar Conflicts: From time to time there may be differences in school calendars for each district. Whether or not a student's home district is in session, each student is required to attend his or her classes at CRTEC. This may require a student to provide transportation to his or her home school to connect with the CRTEC bus. It is up to each student to know if CRTEC is in session or not.

Attendance Reporting Policy for CTE Students: It is the CTE student's responsibility to update the CRTEC attendance profile based on the home high school records. Parents/Guardians should always call the CRTEC attendance line (208-482-6074) **and** the home high school when a student is absent. Only a parent or guardian is authorized to report absences.

Make-Up Work Policy: All make up work is the responsibility of the student. Students are expected to contact the teacher outside of class time to obtain assignments for missed classes. Students have five (5) school days after returning to school from an "excused" absence (prearranged or where the parent contacts the school) to complete make-up assignments and submit them to the teacher to receive full credit. If the student is "truant" or if the parent does not excuse the absence, the teacher does not have to give time to make up the work. If make-up work is not received by the 5th school day after the absence, the teacher will assign a decreased grade based on how many days have elapsed before submission. The rate of "decrease" is up to the teacher. Absences near the end of the quarter may not receive the full 5-school day make-up period due to the requirement to post grades immediately after the quarter ends.

Parent Notification: If the parent/guardian does not call the school regarding that day's absence, the automated system, School Messenger, will contact the parent/guardian. When the student reaches three absences in any class, attendance warning letters will be sent home with the student and/or mailed home to the parent/guardian.

Compliance with Idaho Code 49-303

Students under the age of 18 are required by Idaho Code 49-303 to meet the enrollment and attendance requirements of the school. Letters of Compliance will be issued by the office to any student who has been in regular attendance for a minimum of one quarter. In the event a student fails to meet the enrollment and attendance requirements of the public schools, a written notification to the student and his or her parents will be issued to provide written notification of the school's intent to request that the Idaho Transportation Department (ITD) suspend the student's driving privileges, whether or not the student is licensed. The student or parent/guardian shall have 15 calendar days from the date of receipt of the "*Notice of Intent to Suspend*" to request a hearing before the public school administrator for the purpose of reviewing the pending suspension of driving privileges. The hearing to establish enrollment compliance is to be conducted within 30 days after the school administrator receives the request. Upon receipt of a "*Notice to Suspend for Noncompliance"* with Idaho Code 49-303, the ITD will send via certified mail a "*Notice of Suspension"* to the student. The notice states that the suspension will be in effect until the student complies with enrollment and attendance requirements or until the student reaches age 18.

Tardy Policy

A student is tardy to class if he/she is not in his/her assigned class when the tardy bell rings. A student who is ten (10) or more minutes late to a class is considered absent. Students who are intentionally absent from a class to avoid a tardy may be considered truant especially if they remain on campus or leave campus without permission.

Physical escort by, or a note from, a member of administration, the School Resource Officer, or the school Counselor of a student back to class precludes the need for the student to obtain a tardy slip.

Students who leave the classroom to obtain materials that should have been brought to class may be marked tardy by the teacher.

Three tardies in any one class are considered and will be recorded as an absence and parents will be notified.

Students with excessive tardies will be referred to student court.

Tardy Slip (Admit to Class): Students are expected to be in class and in their seat when the tardy bell rings. Any student who is not in class must report to the administrative office to receive an admit-to-class (Tardy) slip from the attendance clerk. Teachers will not allow a student into their class after the tardy bell has rung without an admit-to-class. Once the student returns to class with an admit slip, the Teacher will mark the student "tardy" in the attendance log.

A student who is ten (10) or more minutes late to a class is considered absent. Only the attendance clerk can log a student as "very tardy" which is counted as an absence. If the student attempts to get a tardy slip from the attendance clerk with more than 10 minutes already into the period, the attendance clerk will log the student "very tardy" and the teacher will mark the student "very tardy" in the attendance log.

Loss of Credit Appeal Process

Attendance Appeals Committee: The attendance appeals process will include CRTEC instructional staff, attendance clerk, and the school administration. If the final

decision is to deny credit the recommendation will be taken to members of the Board of Trustees for final approval.

The attendance appeals team will meet at the end of each quarter. Appeal letters are due the last day of the week before the end of the term. Students will turn in appeal letters to the attendance clerk. The necessity to appeal is applicable to all COSSA Academy students, including junior high and special education, as well as all CRTEC CTE students.

A student who has exceeded three absences in a quarter in one or more classes, will have the opportunity to appeal for granting of credit. Appeals must be in writing and given to the attendance clerk. In those instances, where appeal is required, students will receive a notice of excess absences and the appeal procedure. In order to appeal the loss of credits, **all pre-arranged absences must have proper documentation; otherwise they will count toward the total number of absences.** Parents and students are responsible for keeping track of absences. **If the student appealing his/her loss of credits receives an unexcused absence at any time after the appeals letter has been turned in, the student** must account for the missed day(s) in a new or updated letter or the appeal will be denied.

CRTEC Attendance Policy – Recap of Important Rules

- 4th absence – subject to loss of credit; requires appeal form be completed.
- Absence during or after the appeal process will cause a forfeiture of the appeal.
- Appeals require appropriate documentation of prearranged absences.
- Appeals go to the CRTEC Attendance Appeals team in writing on application.
- Credits denied will be referred to the COSSA board of trustees.
- 3 tardies = 1 absence

BREAKFAST AND LUNCH:

CRTEC has a school lunch program and students may participate in breakfast and lunch daily. Students who choose to participate in the breakfast and/or lunch program at CRTEC may not also eat at their home school district. There are no “free” adult lunches – all adults must pay if they eat our lunch. The Director may elect to pay for some adult lunches for meetings and committee work, but an appropriate account must be charged.

All food will remain in the cafeteria area and be consumed there. No food or drink is allowed in any other section of the building unless the CRTEC Campus Director has granted an exception. For the health and safety of our students with allergies, no outside food or beverage is allowed in CRTEC unless prior approval has been granted by the director

From the start of lunch until the warning bell rings, no student will be allowed to go to a teacher’s classroom or shop unless that teacher comes and physically escorts the student to their classroom. Verbal and written notes will not be accepted. Once in the classroom, the student must stay until the warning bell rings.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or

reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

BULLYING, INTIMIDATION, AND/OR HARASSMENT:

The Board of Trustees believes that students of CRTEC have the right to learn in an atmosphere conducive to the achievement of their potential. COSSA is proud of its tradition of maintaining an educational environment in which individuals are treated with respect and dignity.

No student shall willfully or maliciously engage in harassment or intimidation of another person, and this includes harassment/intimidation that originates off-campus if it adversely affects the school experience of the student being harassed. All students have the right to feel safe from possible injury, damage, destruction or defacement of real or personal property and not feel threatened by word or act.

"Put-downs" and other forms of verbal abuse are not tolerated and will result in disciplinary action.

Students who engage in harassment or bullying will receive OSS and may be referred to the COSSA Board of Trustees for expulsion, if the circumstances warrant. (See also Sexual Harassment)

COSSA Academy participates in the state of Idaho's anti-bullying and threat alert system called "See, Tell, Now". Students will be trained on the use of this system during their orientation to the school. Students and parents are encouraged to use this system to alert administration any time threats, intimidation, harassment, or violence occurs or could occur in or outside of the school.

"See, Tell, Now" Alert Information:

1. Phone: 888-593-2835

2. Text your tip to 888-593-2835

3. Online: seetellnow.org

These contacts make it easy to report tips on bullying, harassment, drugs, vandalism or any safety issue you are concerned about. Parents, students, or anyone can submit a tip anonymously, online or by telephone. More information, including the "See, Tell, Now" Alert Terms of Use and Privacy Policy, is available online at seetellnow.org.

BUS CONDUCT:

Bus services are provided as a privilege to students. Students are expected to conduct themselves in an orderly manner when waiting for or riding the bus. It is important not to distract the bus driver. Misbehavior on the bus can deprive a student of the privilege to ride the bus. Loss of bus riding privileges is at the discretion of the home district and the CRTEC administrator. Bus violations may result in further discipline if CRTEC rules have been violated. The following rules, as well as home district rules, are to be adhered to:

Bus Use Rules

- Orderly behavior is expected at the bus stop. Students may ride only the bus and use the bus stop assigned to him or her. When it is necessary to get off the bus at another stop or ride another bus, the driver will need a note signed by the student's parent or guardian and initialed by a school administrator.
- Students must be on time at the bus stop (five minutes before the bus is scheduled to arrive). The driver will not wait for a tardy passenger.
- **If** a student must cross the street, he or she should wait for the driver's signal and cross in front of the bus.
- No live animals, birds, reptiles, fish or insects are permitted on the bus.
- Each student shall remain seated, facing forward while the bus is in motion. The driver can assign seats.
- Students will keep hands and feet to themselves at all times.
- Talk quietly. Silence is required at railroad crossings.
- Eating, drinking of beverages, and littering are prohibited on the bus.
- Swearing and the use of inappropriate language are not allowed.
- Keep head and arms inside the bus.
- Playing or tampering with bus equipment is not allowed.
- The emergency exits are to be used only in an emergency.
- Hitting and fighting on the bus are not allowed. This includes students who either encourage a fight or continue to incite a fight through teasing or harassing of another student.
- Possessing, distributing, or using illegal drugs, tobacco and alcohol on the bus is prohibited.
- Sit in assigned seat if directed by the bus driver.

Bus drivers may make additional rules as necessary to maintain the safety of the bus.

Loss of Bus Privileges: Student who lose bus privileges are still required to attend school.

Zero Tolerance Bus Violations: Students in violation of any of the following bus rules will permanently lose bus-riding privileges and be referred to the appropriate school administrator to determine if an expulsion hearing is necessary. Zero tolerance violations are MAJOR VIOLATIONS and include:

- Weapons: Possession, use or attempt to use anything as a weapon (see student handbook definitions).
- Bomb Threat: Placing or detonating a bomb or any explosive device, calls or written threats of bombs or explosive devices.
- Arson: The malicious burning of or attempting to burn the bus or any bus equipment.

Missed Bus Policy: If a student misses the bus from his or her home high school to CRTEC he or she is to report and sign-in at his or her home high school attendance office. The following day the student is to report the missed bus absence to the CRTEC attendance office. The student will be counted absent from CRTEC.

CHEATING:

Cheating is defined as plagiarism, giving answers, allowing another student to copy work, intentionally or unintentionally, or doing another student's work for them, this applies to in-person and online courses.

The first incidence of cheating in any form or manner, including plagiarism, will cause the offending student to lose credit for the assignment. Further instances of cheating in the same class may cause the student to lose credit for the course. The parent will be contacted in each case. Cheating incidences may result in student losing credit and/or being referred to student court.

CLOSED CAMPUS:

After students arrive on campus, they are required to remain on campus for the duration of the school day unless required to attend an off-campus class. Students driving to off-campus classes must have a signed permission slip on record in the office (Appendix F). Any student leaving campus without permission will be considered truant and will receive OSS.

Entrance/Exit of COSSA Building: All students will enter the COSSA Building via the main front entrance, unless they ride a bus in which case they will enter via the main rear entrance. No student may enter the building through any of the "emergency exit only" doors at the ends of the building. Students who arrive at school before the office is open in the morning must enter in the main rear entrance.

At the end of the school day students may exit through any door, but during the day when the office must maintain control of access, students must exit only via the main front entrance/exit. Violation of entrance/exit rules may result in suspension.

Boundaries: Once students are in the COSSA Building, they must remain in the building unless directed by a teacher or administrator. The parking lots are out-of-bounds unless the student has checked-out via the admin office. Occasionally, students may need to retrieve projects or materials from their vehicles – which is allowed as long as the student has a pass and checks-out with the administration office.

CTE students are not allowed in the Academy end of the building, and Academy students are not allowed in the CTE end of the building unless they are assigned to classes or specific functions (such as testing) in those areas.

Academy students are to remain in the cafeteria or on the east patio area (just outside the cafeteria) during lunch. Students may not be in the hallways, parking lots, or classrooms during lunch (unless directly supervised by staff). Some allowance is made for sports activities that may occur in designated areas.

Students are normally allowed bathroom breaks as a class. Emergencies may require the use of an individual bathroom/hall pass. Students with medical issues (and a doctor's note that describes those issues) may need more frequent bathroom visits. In no circumstance should a student be in the hallways unless they are accompanied by their teacher or they have a bathroom/hall pass or "admit to class" (see tardy policy).

COMMUNICATION BETWEEN STAFF AND STUDENT:

All communication between staff and students will be professional and the communication must concern school business only.

COMMUNITY SCHOOL:

COSSA Academy has partnered with United Way of Treasure Valley to form a Community School. A Community School is a "school system within a school" whose mission is to empower families and homeless students, so students succeed inside and outside the classroom. A Community School partners with community organizations to bring resources to our students and their families, within our building and campus.

As a Community School, we offer the following services to all students and their families, especially those who are homeless and/or in other exigent circumstances:

Backpack meal program (non-perishable food),
Clothes closet,
Food pantry,
Southwest District Health medical screening,
Nurse-family partnerships for pregnant or parenting teens,
On-site mental health services (third party providers),
Dental screening at registration, and
Vision screening at registration.

Donations of food, clothing, or services to the COSSA Academy Community School will be processed through the COSSA Foundation, our 501(c)(3) non-profit organization, so that the donor may receive a tax letter.

As the number of students who experience poverty, food insecurity, and

homelessness increases, the COSSA Academy Community School will look for ways to expand services to these students and their families. Families or homeless students who experience “need” in any form, should contact the COSSA Academy Community School Coordinator, Jazmin Cervantes, or any staff member.

COMPLAINT PROCEDURES:

When there are issues/problems between a parent or student and an employee, every effort should be made to solve the problem at the lowest level. Parents and/or students should first bring the matter to the teacher for resolution. If the matter is not resolved, a conference with the Principal/Administrator may be requested. If the issue is still not resolved, parents may request a meeting with the COSSA Director of Special Education or Chief Executive Officer as appropriate.

COSSA maintains a complaint/comment form on the COSSA website (www.cossaschools.org) for any student, parent, patron, or staff member to use to contact COSSA administration. The form is located under the “contact us” tab.

COMPUTER USE POLICY:

Computer/Network/Internet Agreement (see Appendix A). All students will sign an appropriate use agreement before they will be allowed on COSSA’s computers. CRTEC students are never allowed to use staff computers.

Violation of the Computer/Network/Internet Agreement: Any action by a user that is determined by an administrator or staff member to constitute an inappropriate use of the network or electronic information or communication systems, including those that originate off-campus, as per CRTEC policy or Idaho Code 18-2201 and 18-2202 or to improperly restrict or inhibit other users from using these resources will result in disciplinary action and/or loss of access to, or use of these resources and/or legal action. The user will be required to reimburse CRTEC any losses, costs, or damages, including attorney's fees, caused by inappropriate use.

Students and parents are reminded that loss of access to computers and/or the Internet is paramount to losing the ability to succeed at COSSA Academy. Most students who permanently lose computer/Internet access will be recommended for expulsion.

COUNSELING AND GUIDANCE:

The school counselor works with students in planning for the present and future. She will evaluate educational and vocational information and relate this information to the student's ability and interests. Student-counselor conferences will be as confidential as the law permits. Private counseling is available at the school through Lifeway’s Counseling services.

COURSE SYLLABUS:

All teachers will create a syllabus for each of their courses and will ensure that students and parent/guardians are given a copy of the syllabus. The syllabus will include at a minimum:

1. Grading criteria
2. Course scope & sequence
3. Included events that parents should be aware of, such as: movies, field trips, controversial topics of discussion.
4. Acknowledgement by student and parent/guardian

Alerting parents to unique and/or controversial course events with the syllabus, and obtaining an acknowledgement signature, alleviates the need to send a movie/media permission form (Appendix J) for each event in the course.

In accordance with Idaho Code 33-6001 and 33-6002, and COSSA Board Policy 111, "Parental Rights", parents who object to any learning material or activity on the basis that it harms the child or impairs the parents' firmly held beliefs, values or principles may withdraw their child from the activity, class or program in which the material is used. The procedures of COSSA Board Policy 111 apply.

Idaho Code 33-1636 allows parents or other interested individuals to request "alternative curriculum" in an "innovation classroom". Parents or patrons interested in this option should contact school administration.

DANCE POLICY:

COSSA Academy dances are for the enjoyment and social enrichment of the students of COSSA Academy. In addition, the funds used to decorate, procure refreshment, and pay for dances are generated by students at COSSA Academy. Therefore, in order to ensure that COSSA Academy students get the most benefit and enjoyment while attending these dances, the following rules apply:

1. No individual who has dropped out of high school, including COSSA Academy, may attend. This includes boy and girlfriends of current COSSA Academy students. Spouses of COSSA Academy students are exempt from this rule.

2. Students attending from another high school must be the invited guest of a COSSA Academy student. COSSA Academy graduates, one-year out of school, may be allowed as a guest with a signed form. No high school students from outside COSSA Academy may attend unless they have submitted a signed form (Appendix K) from their home high school, stating that they are a student in good standing. These forms must be submitted at least one day before the start of the dance to allow verification. Spouses of COSSA Academy students are exempt from this rule.

3. All of the normal COSSA Academy policies and rules apply to dances within the building, including: behavior, language, prohibition of drugs, alcohol, and tobacco, etc. The 1-foot separation rule for couples is waived during the dance.

4. Dress code for formal dances ONLY: dresses must still be no more than 3 inches above the knee. Strapless dresses and spaghetti strap dresses are

allowed for formal dances. For all other dances, the regular school dress code applies.

5. Once attendees leave the building where the dance is being held, they are not permitted to return. If students who have left need to call for a ride, they may come back in to use the telephone, but they may not reenter the dance.

DAY CARE:

COSSA Academy operates a Day Care for the children of students and staff. A separate Day Care manual covers the operation of the Day Care.

Mothers of children in Day Care must leave COSSA Academy class early before lunch in order for them to travel there, feed and diaper their babies, eat their own lunch, and travel back. If the mothers depart late, they will arrive back at CRTEC late for class after lunch. Both the early departure and late arrival are excused unless they are excessive. Teachers will make appropriate and reasonable allowances for these excused absences.

DISCIPLINE:

See Appendix C, pg. 54 for rules and consequences.

Learning can only take place in an atmosphere of mutual respect. Any behavior that is distracting to the teacher or other students is disrespectful and will not be tolerated.

COSSA Academy Believes in:

The goal of disciplinary practices is to maintain and restore:

1. Academic success for all students
2. Safe and supportive learning environment for all students
3. A culture of belonging and community for students and staff

Definition of Terms: ISS, Isolated ISS, OSS:

ISS (In-School Suspension) - used as a "time out", for minor disciplinary infractions. Students normally return to class once they have completed the reflection procedure and called a parent or guardian. If a student earns 3 ISS referrals in one day, they will receive OSS.

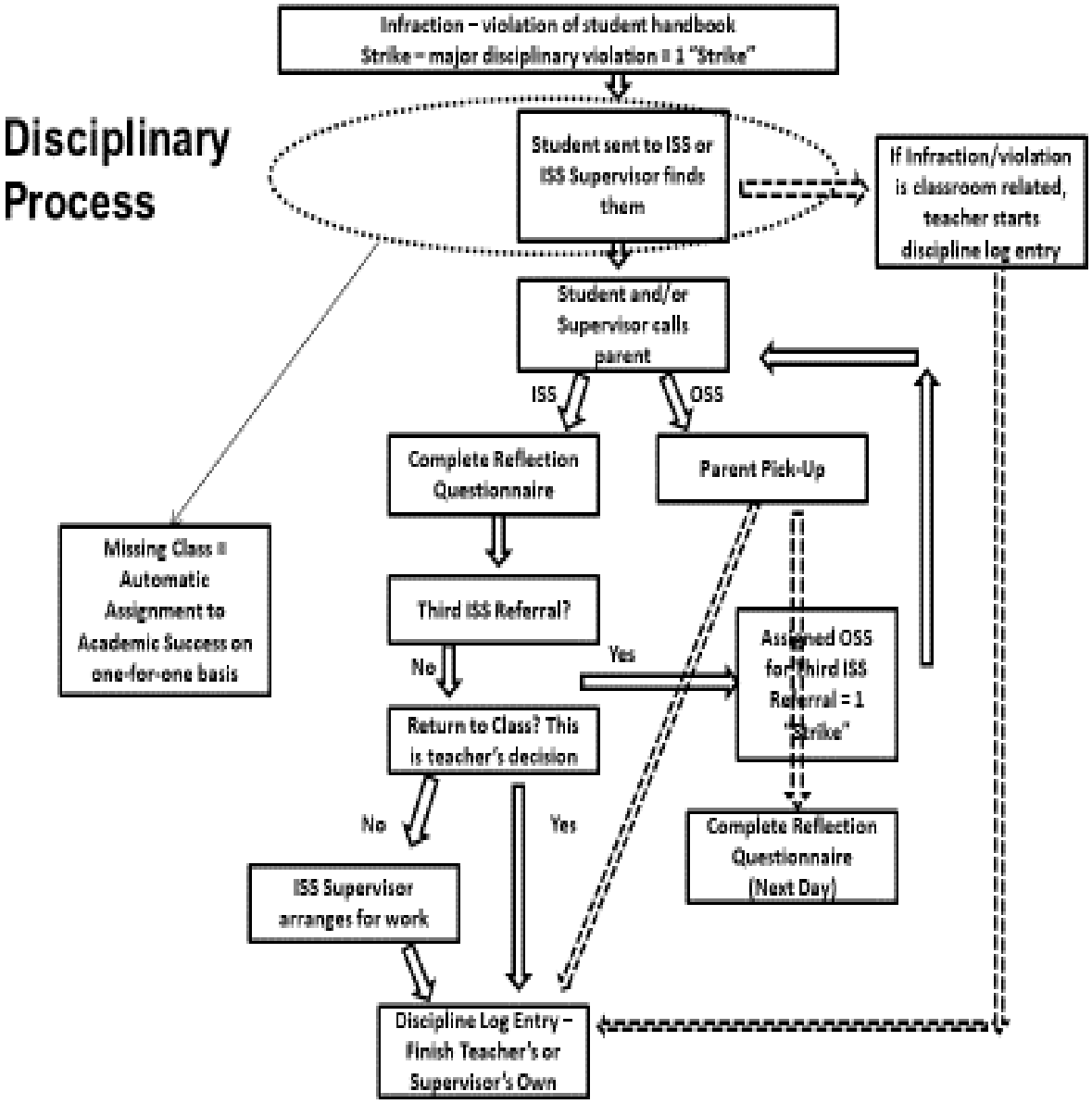
Isolated ISS – the student will be in ISS for the remainder of the day. Isolated ISS is used for more severe disciplinary infractions, and when a student is being sent on OSS but no one can come to check out the student. Students will be required to call a parent or guardian.

OSS (Out-of-School Suspension) – the student will be out of school for a day, and maybe more days, depending on the severity of the infraction.

FIVE "Unacceptables" (Automatic Isolated ISS and potentially OSS):

1. Use of the "F" word. "F" word directed toward staff or student is OSS.
2. Intimidation, bullying, put-downs.
3. Use of identity-based slurs.
4. Sexual harassment.
5. Glorification of gangs, the use of illegal drugs, use of alcohol, or use of tobacco or vape products.

BEHAVIORAL SUPPORT SYSTEM: COSSA believes that students will learn from their misbehavior if they "reflect" on that misbehavior and alternative choices that they might have made. Therefore, removal from class will typically result in assignment to complete a reflection questionnaire that must be reviewed before release from ISS. In order to aid "reflection", the answers to the reflection paper will be written in complete sentences. Students assigned to ISS, Isolated ISS or OSS may also be required to complete a designated SafeSchools course, related to their offense, and complete it before re-admittance to the classroom.



The following is the escalating support plan for "behavioral issues".

Level I – Actions taken in the classroom by the classroom teacher. These may include a warning, hallway time-out, conference with the student, or isolation cubicle.

Level II – Discipline issues that cannot be handled within the classroom will result in removal from the classroom and assignment to ISS. Re-admittance to the classroom during the class period is at the discretion ISS supervisor and the classroom teacher.

Level III – Discipline issues that require the student to be removed from class for a day, but which do not require removal from the school will result in removal from the classroom and assignment to Isolated ISS.

Level IV – Discipline issues that cannot be handled within the school or which are so serious that the student needs to be temporarily removed from the school will result in removal from the school and assignment to OSS for a specified time. Complete reflection questionnaire for readmission.

All ISS, Isolated ISS, and OSS referrals are permanently documented and are reported (in aggregate) to the State Department of Education.

The following table contains some examples of behaviors and suggested consequences. However, the level of disciplinary action will vary based on level of severity and circumstance subject to administrative discretion.

Behaviors that may result in assignment to ISS:	Behaviors that may result in assignment to Isolated ISS:	Behaviors that may result in assignment to OSS:
- Refusal to work - Insubordination - Minor disrespect - Disruption in class - Loitering in the hallway - Public displays of affection - Profanity	- Use of the "f" word when not directed at a student or staff member - Violation of one of the 5 unacceptables - Major disrespect - Disruption in class	- Fighting - Gang activity - Intimidation/threats - Bullying - Use of the "f" word/aggressive behavior or language directed at a student or staff member - Major disrespect - Willful property damage - Severe/blatant violations of computer/internet agreement

Major crimes and/or actions that put students at significant risk may result in immediate suspension and the student may be processed for expulsion.

Examples of Major Disciplinary Violations:

The following are examples *(not all inclusive)* of major disciplinary violations.

- Truancy.
- Defiance toward staff in the form of insubordination toward or non-compliance with an instructor's or staff member's directions.
- Unauthorized entry, theft, and/or vandalizing of school property or property of school employees, students, and/or visitors.
- Verbal or physical abuse (hazing, fighting) of other students, school employees or visitors. Disrespect toward a staff member.
- Possession, use, sale, distribution and/or intent to distribute any illegal or controlled mood-altering chemical, medication, look-alike drug, or other illegal

chemical on school property, at school-sponsored events or on school buses. Individuals' under-the-influence of such chemicals on school property, at school-sponsored events, or on school buses, shall be in violation of this policy.

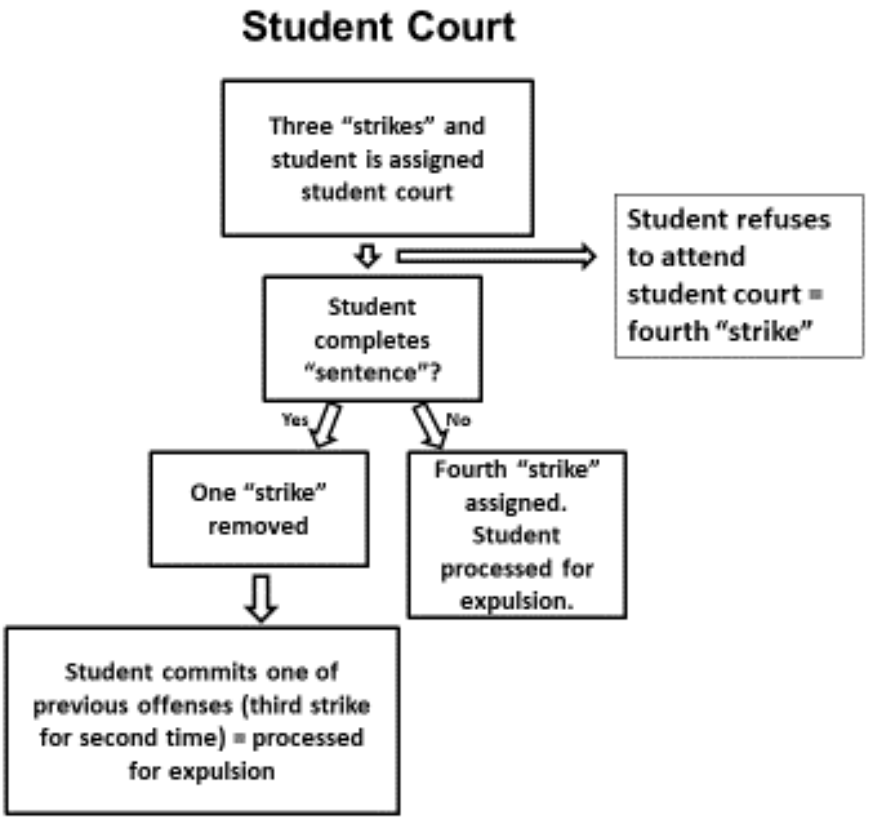
- Distribution of any over the counter medication.
- Use and/or possession of tobacco on school grounds.
- Possession of firearms or other objects that might be considered weapons.
- Possession or ignition of fireworks or other explosives.
- Making bomb threats or activating the school fire alarm without appropriate cause.
- Refusal of students to identify themselves to school personnel upon request.
- Violation of school parking and safe driving regulations.
- Inappropriate or unauthorized use of school computers or equipment
- Racial slurs, sexual orientation, and any slurs against a protected class.

Student Court: The COSSA Academy Student Court is a body of students, supervised by adults, who attempt to intervene in major disciplinary cases to prevent the offender from being expelled from school. The general structure of how the Student Court operates is detailed in a separate Student Court handbook.

The Student Court does not determine "guilt" – that has already been decided by administration. The Student Court will write a contract with the offender for an appropriate consequence for the offense. If the contract is not fulfilled that fact becomes the fourth strike and the student will be considered for expulsion.

Student Court Coordinators will be assigned by Administration to schedule and supervise the Court.

Student Court gives the students in COSSA Academy the opportunity to learn about restorative justice and to hold their peers accountable for their poor choices. Restorative justice has three components: accountability, competency development, and victim compensation. Student Court is designed to ensure all three components are satisfied. A student may be processed to student court more than once if a new violation occurs different from the previous violation.



Three Strikes Rule: Under the behavioral support policy described above, students receive escalating levels of support for behavior infractions. Increasingly violent or disruptive behavior, however, will not be tolerated and the student will not receive unlimited opportunities to "correct" behavior that puts other at risk or disrupts the learning environment. The disciplinary supervisor is responsible for tracking strikes.

A student who receives three "strikes" will be assigned to student court and completion of the sentence will result in removal of one strike.

A "strike" is a major disciplinary violation, an OSS assignment, or five referrals to ISS.

Investigations into Disciplinary Rule Violations

All allegations of disciplinary rule violations by students will be investigated by administrative or disciplinary staff. Often, these staff members will view video from the camera and recording system installed throughout the school building. During the course of these investigative viewings, the number of personnel who view students will be kept to a minimum to comply with student confidentiality and FERPA rules. Teachers and aids will not normally be allowed to view video of student actions in classrooms not under their control. Under no circumstances will other students be allowed to view videotaped

evidence unless it directly affects that student, and only if confidentiality of other students can be assured. Parents of students who request to view video evidence must make a public records request per COSSA Board policy.

SUSPENSION/EXPULSION PROCEDURES

By law, the Board of Trustees of any Idaho school district is empowered to "deny attendance to any of its schools, by suspension or expulsion, to any pupil who is habitually truant, or who is incorrigible, or whose conduct, in the judgment of the Board, is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other pupils." (Idaho Code Sec. 33-205) THIS *POLICY WILL BE IMPLEMENTED TO AFFECT THIS PURPOSE.*

The CRTEC administrator, when appropriate, will collaborate with each student's home school administrator regarding student disciplinary actions which may include suspension or expulsion in accordance with School District Policy.

SPECIAL EDUCATION & 504 STUDENTS SUSPENSION AND/OR EXPULSION PROCEDURES: All disciplinary action, which may result in a special education student being removed from their educational programs, requires immediate involvement of special education supervisory staff, and compliance with procedural due process requirements in accordance with IDEA.

NOTE: Students that aggressively harm themselves, other students, staff, vehicles, equipment, or are considered a safety hazard are subject to removal.

WARNING: SOME MATTERS OF DISCIPLINE MAY CARRY OVER TO THE FOLLOWING YEAR

SEARCH AND SEIZURE:

The Wilder Police Department or School Resource Officer will conduct random searches of the building and of student automobiles with their drug dogs. The dogs shall be certified as drug detection dogs, and a COSSA Administrator or a designated staff member shall be present during the search.

No pupil's outer clothing, pockets, or his or her personal effects (e.g., handbags, backpacks, etc.) shall be searched by authorized school personnel unless there is reasonable suspicion to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law. An attempt to contact parents/guardian will always be made before a student search. If parents cannot be contacted, a note will be made in the discipline log.

Unless exigent circumstances exist, such as the possibility of destruction of evidence or harm to the student or others, the student must be offered the opportunity to refuse the search under the Fourth Amendment's protections against self-incrimination. If the student refuses, an attempt to contact the student's parent/guardian will be made and the parent can override the student's wishes. If both student and parent/guardian refuse the search (or the parent cannot be contacted), and no exigent circumstances exist, the student and their personal effects may not be searched. Students under reasonable suspicion of violating school rules or the law, and who fail to cooperate with school

officials with regard to search, may be subject to other disciplinary action, including removal from school and recommendation for expulsion.

Search of a pupil's person or personal effects shall be conducted only with the express authority of the administration and will only be conducted by administration or designee, the School Resource Officer acting as an agent of the school official, or an officer of the law. Students who fail to cooperate with school authorities when requested may be subject to other disciplinary action.

Desks and lockers are school property and school authorities may make reasonable regulations regarding their use. Lockers are subject to inspection and search by school officials if it is determined there is reasonable suspicion.

Parents of students in the Special Education Therapeutic Learning Community (TLC) program must give written permission for their students to have their person and personal effects searched at any time the TLC staff feels there is reasonable suspicion to believe the search will reveal evidence that the pupil has violated or is violating either a TLC or school rule, or the law.

If a student in the TLC program has a specific behavior disorder that might cause the student to steal, hide, or hoard items; or fixate on and/or bring dangerous items to school, and these behaviors are documented in the student's IEP, a special search rule may be imposed, but it should also be documented in the student's IEP. This search may be carried out by any school staff assigned to the TLC program, but it must be authorized by the TLC instructor.

BULLYING, INTIMIDATION, AND/OR HARASSMENT:

The Board of Trustees believes that students of CRTEC have the right to learn in an atmosphere conducive to the achievement of their potential. COSSA is proud of its tradition of maintaining an educational environment in which individuals are treated with respect and dignity.

No student shall willfully or maliciously engage in harassment or intimidation of another person, and this includes harassment/intimidation and cyberbullying that originates off-campus if it adversely affects the school experience of the student being harassed. All students have the right to feel safe from possible injury, damage, destruction or defacement of real or personal property and not feel threatened by word or act.

"Put-downs" and other forms of verbal abuse including identity-based slurs are not tolerated and will result in disciplinary action.

Students who engage in harassment or bullying will receive OSS and may be referred to the COSSA Board of Trustees for expulsion, if the circumstances warrant. (See also Sexual Harassment)

COSSA Academy participates in the state of Idaho's anti-bullying and threat alert system called "See, Tell, Now". Students will be trained on the use of this system during their orientation to the school. Students and parents are encouraged to use this system to alert administration any time threats, intimidation, harassment, or violence occurs or could occur in or outside of the school.

"See, Tell, Now" Alert Information:

1. Phone: 888-593-2835

2. Text your tip to 888-593-2835

3. Online: seetellnow.org

These contacts make it easy to report tips on bullying, harassment, drugs, vandalism or any safety issue you are concerned about. Parents, students, or anyone can submit a tip anonymously, online or by telephone. More information, including the "See, Tell, Now" Alert Terms of Use and Privacy Policy, is available online at seetellnow.org.

CHEATING:

Cheating is defined as plagiarism, giving answers, allowing another student to copy work, intentionally or unintentionally, or doing another student's work for them, this applies to in-person and online courses.

The first incidence of cheating in any form or manner, including plagiarism, may cause the offending student to lose credit for the assignment. Further instances of cheating in the same class may cause the student to lose credit for the course. The parent will be contacted in each case. Cheating incidences may result in student losing credit and/or being referred to student court.

ELECTRONIC DEVICES:

The number one complaint by COSSA industry partners about our students who work for them is that students do not understand the implications of inappropriate phone use in the workplace. In order to help students, understand the importance of "reasonable" phone use, CRTEC has adopted a very strict phone use policy: "phones may be used before school, after school, and during lunch, but not at any other time in the school day, unless the phone is being used as a 'tool' under the supervision of a teacher/staff member."

Phone use is limited to before school, after school, or during lunch. **All other portable electronic devices, including but not limited to MP3 players, student laptops, tablets, hand-held gaming devices, smart watches, etc., may not be used during class without teacher permission for use as a "tool", not as a "toy".** On the first offense the electronic device will be confiscated and held in ISS until the end of the day. The disciplinary supervisor will come to the classroom and take the device if necessary. If inappropriate use happens a subsequent time, the device will not be returned until a parent picks it up. If the student continuously disobeys this rule, the student may be required to check their device in each day with the disciplinary supervisor for a period of time determined by the disciplinary supervisor. "Continuously disobeying" is considered when a student is caught misusing their device three times in a quarter.

Students MAY NOT listen to music or watch videos/movies on the school's computers (see Appendix A) unless assigned by teacher. Student laptops are only allowed with prior administrative approval. Students are not allowed to log into the school's network on a personal device.

If students are asked to turn over their device by any adult staff member, and the student refuses, the student is "defiant" as defined by this handbook policy and will receive OSS.

IEP/504 accommodations: Safety comes first in CTE courses. If a student places themselves in an unsafe circumstance, instruction will stop and student's case worker will be contacted to resolve the safety issue.

LEAVING CLASS POLICY: Students may leave class only with the permission of the assigned teacher or if directed to do so by an administrator. When students return to class from seeing an administrator, they are required to obtain an admit-to-class slip. Administrative escort is the same as an "admit to class".

PROFANITY & VULGARITY:

Profanity and other types of vulgar language, drawings, pictures, writings, or expressions are prohibited. Students using profanity at school or at school related activities will be removed from class and may be suspended.

PROHIBITION OF GANGS AND HATE GROUPS:

The determination of what constitutes gang paraphernalia, gang symbols, etc., will come from collaboration with the Wilder Police Department's and Idaho State Police anti-gang task force.

Gangs, hate groups, and similar organizations or groups which advocate hatred or discrimination on the basis of race, color, religion, gender, sexual orientation, national origin, or disability are inconsistent with the fundamental values and educational environment of COSSA. The activities of such groups and their members are prohibited on school district property and at all school functions. Such prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the intimidation of others, the advocacy of discrimination, and any other behavior, such as the wearing of gang colors or insignia and the use of language, codes, whistles, and/or gestures that provoke violence or seek to advocate the purpose and objective of such groups. Disciplinary action may include suspension or expulsion.

SEXUAL HARASSMENT:

It is the policy of COSSA to maintain a learning environment that is free from sexual harassment. Each student has the right to work in an atmosphere that promotes equal opportunities, free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. It shall be a violation of this policy for <u>any employee or student</u> to harass through conduct or communication of a sexual nature. Sexual harassment is a form of misconduct that undermines a student's relationship with educators and with other students. No student, male or female, should be subject to unasked and unwelcome sexual overtures or conduct; either verbal, written (including via test messaging or e-mail), or physical. This behavior refers to sexual overtures or conduct that are not only unwelcome but that are personally offensive, that affect morale and that, therefore, interfere with a student's ability to study or participate in school activities or programs.

Students who believe they are being harassed should report the situation to any of the following persons immediately: a) a guidance counselor; b) a teacher; c) the CRTEC

Administrator, d) Principal of their home high school, or e) Title IX Coordinator. See Policy #5245 **TITLE IX POLICY AND PROCEDURES** for further information.

SUBSTANCES:

Alcohol/Controlled Substances/Paraphernalia/Intoxicating Substances: Students are forbidden to possess, use, distribute, sell, or be under the influence of alcoholic beverages, controlled substances, or intoxicating substances; or be in possession of paraphernalia on or near school property during school hours or at a school sponsored activity. Alcoholic beverages include, but are not limited to, beer, wine, wine coolers, and liquor. Controlled substances and intoxicating substances include, but are not limited to, any drug obtainable with or without a prescription that can be used in a manner dangerous to health. Examples include, but are not limited to, marijuana, amphetamines (stimulants), barbiturates (depressants), cocaine, codeine, inhalants, heroin, and hallucinogens.

Students who are believed to be under the influence of alcoholic beverages, controlled substances, and/or any other intoxicating substances may be given a urinalysis assessment (UA) by the School Resource Officer, Wilder/Parma Police Department, or a CRTEC Administrator. If the student is under age 18, an attempt will be made to contact the student's parent/guardian for permission. If the student and/or parent guardian refuses the UA, the student will be processed based on the analysis of a Drug Recognition Expert (police officer) or a school administrator's reasonable suspicion.

Students found using, possessing, distributing, selling, or under the influence of controlled substances, intoxicating substances, or in the possession of paraphernalia on or near district property during school hours or at a school sponsored activity will be suspended from school and may be referred to the COSSA Board for possible expulsion.

The staff of CRTEC recognizes that substance abuse, the harmful use of drugs and/or alcohol, and the problems associated with it are becoming increasingly commonplace in our society. A student's involvement can lead to the illness of chemical dependency and alcoholism. COSSA supports prevention, early intervention, and appropriate referral and will be involved in disciplinary action when needed.

Tobacco Products: All tobacco products, including smokeless tobacco, are prohibited on campus. Electronic cigarettes or other vapor (slang: "vape") devices are considered tobacco products.

Students found to be in possession of and/or using tobacco products on school grounds or at off-site school functions will face disciplinary action and possible legal consequences. The tobacco products will be confiscated, students will be suspended for at least one day, and the student may face referral to law enforcement.

VANDALISM:

Students defacing or damaging school property, teacher's property, or another student's property will face disciplinary action and possible reimbursement costs and possible legal action. Students losing or damaging assigned textbooks/computers will be billed the replacement cost of a new textbook.

VIOLENCE:

There is **zero tolerance for weapons, violence, threats of violence, physically aggressive acts, and physical intimidation.** Students are urged to seek a staff member to help mediate differences rather than allow disagreements to escalate toward violence. **If a fight should occur, all participants will be suspended for five days (which may cause the students to lose their credits for the quarter), and they may be referred to the COSSA Board of Trustees for possible expulsion.**

If a fight occurs, all participants and individuals recording the fight will be suspended for five days (which may cause the students to lose their credits for the quarter), and they may be referred to the COSSA Board of Trustees for possible expulsion. A participant is someone who participates in a fight, records a fight with an electronic device or has prior knowledge of a fight and does not alert administration in order to prevent the fight.

Fights or any other irresponsible behavior that occurs off school grounds, during school hours, and/ or while in transit to or from the CRTEC will be subject to disciplinary action. Discipline may include suspension, loss of driving privilege, and/or mandatory bus transport.

Individuals who promote a fight between students, who are “knowingly present” at a fight, who video-record a fight on their phone or other device, or who share video, or still images of a fight between students are considered accessories to the fight and will be punished as if they were a participant in the fight.

Physical Violence: Throwing objects, pushing individuals into walls or furniture, pushing furniture into individuals, throwing snowballs, horseplay, physical pranks etc., are all examples of physically aggressive acts that may be subject to disciplinary action under this section.

Verbal Violence: Any language that can be interpreted or deemed to be hostile or discriminatory such as slurs, threats, intimidation, etc. is considered verbal violence and may be subject to disciplinary action under this section.

WEAPONS - POSSESSION OR USE OF:

CRTEC is committed to providing a safe and orderly environment in which all students can learn and all teachers can teach. To help ensure this safe environment, CRTEC will not tolerate the possession or use of any weapon (Type 1 or Type 2) or any “look-alike” weapon on any school grounds, in any school facility, in student or school vehicles, or while attending school events, regardless of whether or not the possessor actually uses or intends to use the article to inflict bodily harm or to intimidate other persons. Behavior or actions that threaten to jeopardize the safe and orderly environment for teaching and/or learning will be dealt with swiftly and in accordance with Board policy and State and Federal statutes.

Possession and/or use of any type of weapon on campus, at a school activity, or in a

school or student vehicle is prohibited at all times.

Weapons found in personal vehicles on school grounds are the responsibility of the driver of the vehicle.

It is everyone's obligation to report anyone with a weapon at school. Students are encouraged to be mature in this serious responsibility to classmates and staff. CRTEC is a community dedicated to working TOGETHER to make this a safe place to learn and to work. Students, staff, parents and administrators must make safety a number one priority.

If a student has knowledge of anyone with a weapon, report it to any teacher, counselor or principal IMMEDIATELY. Students should move away from the endangered area without delay.

Weapons shall be defined as items in the following categories:

Type 1- "Deadly weapon" means a firearm as defined in section 924 of Title 18, Chapter 44 of the United States Code.

Type 2 - Articles other than "deadly weapons", used or threatened to be used to inflict bodily harm and/or to intimidate other persons regardless of whether or not the possessor actually used or intended to use the article to inflict bodily harm or intimidate other persons shall be considered "dangerous weapons".

Type 3 - Articles designed for other purposes but which are, or threatened to be, used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, pocketknives, files, compasses, scissors, pepper spray, mace, etc.

Penalty:

Federal Code, Title 4, Part A, Subpart 3, Section 4141H directs referral to the criminal justice system for any student who brings or possesses a firearm at school. Any student who possesses, uses, transfers, carries, or sells a Type 1 or Type 2 weapon while on the school campus, on any school or student vehicle, or while attending any school activity shall be suspended immediately from school and referred to the Board. Said student may be expelled from school for not less than one (1) year except that, after reconsideration, the Board may modify the expulsion requirements on a case by case basis. Any student who possesses, uses, and/or threatens to use a Type 3 weapon shall be subject to administrative disciplinary action, which may include suspension or expulsion of up to one (1) year.

Note: The prohibition against firearms and deadly weapons does not apply to the CRTEC Law Enforcement program of study's use of SIMULATED firearms as they learn and practice procedures for vehicle stop, arrest, search and seizure, and self-defense. No actual operational weapon will be used during the training of students in the Law Enforcement program of study.

DRESS AND APPEARANCE:

Students are expected to wear clothing that is appropriate for school. Students attending CRTEC are required to adhere to this dress code. Articles of clothing which advertise or promote drugs, alcohol, tobacco, violent acts, illegal use of weapons, lewd or sexual themes or are demeaning, degrading or offend general moral principles are unacceptable. An appropriate degree of modesty is expected at school. Any apparel that disrupts the learning environment/process or is determined to be a safety issue is prohibited (including blankets, or boas, and ponchos).

Students that have been determined to be associating themselves in any way with any gang will not be allowed to wear red, black, or blue. In addition, any gang or hate group attire or grooming including but not limited to hats, bandanas, colors, chains, or similar items and/or hair/eyebrow notching or tattoos are not acceptable. These are just a few examples, and they are constantly changing. We stay in close contact with our local police gang unit who keeps us informed of recent trends, and we will adopt those as needed.

Body markings, including hickies, tattoos, excessive piercings or jewelry that are considered disruptive to the educational environments are not allowed and must be covered during school.

Non-compliance with the dress code will result in disciplinary action. First, students will be asked to turn offending clothing in-side out, or will be offered “cover-up” clothing from the school closet. If the student refuses to cover-up the offending clothing, he/she must have their parent bring them appropriate clothing. If the student or parent refuses, the student will receive OSS. Suspensions for dress code violations will be recorded as unexcused absences.

Back-packs are allowed in the school building, but students must comply with classroom rules and teacher direction for storage of all backpacks.

Career-technical students will immediately change into “industry appropriate” clothing upon entry to their classroom/shop. CTE student backpacks go with them to their CTE classroom/shop. CTE students must comply with classroom/shop rules and teacher direction for storage of all backpacks.

Acceptable to wear

1. Bottoms and dresses can be no more than 3 inches above the knee. No skin showing more than 3 inches above the knee.
2. Leggings may only be worn as undergarments under skirts, shorts, or pants.
3. Tops must cover the top of the shoulder and must not reveal the stomach area.
4. Students in Career and Technical classes must meet shop/clinical requirements (scrubs, coveralls, close-toed shoes, etc.).

Not acceptable to wear*

1. Bottoms and dresses more than 3 inches above the knee. No skin more than 3 inches above the knee.
2. No tops that show the top of the shoulder and/or underarm.
3. Any top that reveals the breasts, stomach/belly button, or is not “stand-alone” dress code acceptable.
4. Military camouflage gear (Battle Dress Uniforms, fatigues, etc.)
5. Pajamas, sleepwear, pajama pants, lounge wear, or yoga pants.
6. Oversized/baggy pants showing underwear, tattoos, etc.
7. Excessively tight clothing.
8. Hats, scarves/boas, beanies, caps, or any article worn upon the head.
9. Sun glasses (unless the student has a doctor’s excuse)
10. Slippers
11. Transparent or see-through clothing that shows underwear or bras.
12. Leggings that are not worn as an undergarment under an appropriate top layer.

Sports uniforms if they are worn during the school day must meet the above criteria, i.e., no sweat pants, skirts must not be more than 3 inches above the knee, etc.

** There is no exception to these rules for pregnancy or medical condition/allergy unless a doctor provides a written prescription stating the necessity for the exception.

DRIVING PRIVILEGES & PARKING PERMITS:

See Appendices F-1 and F-2.

A parking permit is required if a vehicle is parked in the CTREC parking lot.

Students who ride with another student must normally have their parent’s written permission. Students who provide a ride to another student must normally have their parent’s written permission. See Appendix F-2. **Students may not transport other students without written permission from both parents, unless there is an emergency, in which case verbal permission from both parents will suffice.**

Bus transportation will be provided to and from the home high school and to off-campus sites. Because bus transportation is provided, the privilege of driving to school and parking on school grounds may be revoked. Multiple violations (or a single serious violation) of this policy will result in loss of a parking permit.

Career and Technical Students who are driving from their home school must follow the driving rules of their home high school and CRTEC. Students drive and park their vehicles at their own risk. Students may only drive their personal or immediate family member’s personal vehicle. Under no circumstances may a student drive a friend’s vehicle.

If a student misses the bus and is not allowed to drive according to the CRTEC policy, the student must report to the home high school’s office. The absence will count as an in building absence (IB). **Students are only allowed two (2) IB’s (In-building) per semester due to a missed bus. Under no circumstances may the student drive who does not have driving privileges from their home school or a parking permit at CRTEC.**

CRTEC is not responsible for any damage or theft to a vehicle. **If in the opinion of a staff member**, **a student demonstrates any type of driving irresponsibility <u>while on the site or to and from the site,</u> he or she will lose parking privileges and the home school will be contacted to request the student ride the bus.**

Since driving to an off campus class is a privilege, any vehicle entering or leaving an off-campus location or parked in an off-campus parking lot is **<u>subject to search</u>**. This is especially true if a theft has been reported or if there is reasonable suspicion of illegal materials in the vehicle.

The following are examples of, but not limited to, incidents that are strictly forbidden and may result in revocation of the driving privilege.

1. Blocking traffic or not yielding to school buses.
2. Leaving school grounds with riders in the back of a pickup truck or with riders not using seat belts.
3. Driving a friend's vehicle.
4. Dumping litter out of vehicle.
5. Spinning tires.
6. Excessive speed in parking lot and on the street.
   <u>NOTE</u>*: **Speed limit in and around the parking lot is 5 mph. Speed limit in the street in front of the school is 15 mph.***
7. Lack of valid driver's license.
8. Lack of proof of insurance or registration.
9. Substantiated complaints from any local businesses or citizens.
10. Radio playing loudly in parking lot or shop.
11. Parking in non-student assigned areas or parking off-campus.
12. Returning to school early and creating a disturbance in the hallways or parking lot.
13. Threats or intimidation to another student or person.
14. Meeting off-campus to fight or witness a fight.
15. Leaving CRTEC during class hours without permission (truant).

Drivers/owners are responsible for any incident in and around their vehicle. Any infractions may result in one or more of the following:

1. Loss of parking and/or driving privilege.
2. Mandatory bus transportation.
3. Traffic citation issued.
4. Removal from classes.
5. Parking lot clean-up
6. In-school suspension (ISS). Multiple ISSs result in OSS.

RETURN OF DRIVING PRIVILEGE: If a student loses parking and/or driving privileges and has to ride the bus, a contract will be developed with terms, conditions, and a time frame that must be followed, in order for the privilege of driving to be reinstated. Students breaking their contract in any way will be considered insubordinate and will be further disciplined. In the case of Career and Technical students, all driving infractions will be reported to the student's home high school director and resource officer for further discipline and/or to have a citation issued.

ELECTRONIC DEVICES (see also “Telephones”):

The number one complaint by COSSA industry partners about our students who work for them is that students do not understand the implications of inappropriate phone use in the workplace. In order to help students, understand the importance of “reasonable” phone use, CRTEC has adopted a very strict phone use policy: “phones may be used before school, after school, and during lunch, but not at any other time in the school day, unless the phone is being used as a ‘tool’ under the supervision of a teacher/staff member.”

Phone use is limited to before school, after school, or during lunch. **All other portable electronic devices, including but not limited to cameras, pagers, Walkmans, MP3 players, student laptops, notebooks, and hand-held devices, etc., may not be used during class without teacher permission for use as a “tool”, not as a “toy”.** On the first offense the electronic device will be confiscated and held in ISS until the end of the day. The ISS Supervisor will come to the classroom and take the phone if necessary. If inappropriate use happens a subsequent time, the device will not be returned until a parent picks it up. If the student continuously disobeys this rule, the student may be required to check their cell phone in each day with the ISS Supervisor for a period of time determined by the ISS Supervisor. “Continuously disobeying” is considered when a student is caught misusing their phone three times in a quarter.

Students MAY NOT listen to music or watch videos/movies on the school’s computers (see Appendix A) unless assigned by teacher. Student laptops, notebooks, and hand-held devices are allowed but may only be used with teacher approval. Students are not allowed to log into the school’s network on a personal device.

If students are asked to turn over their phone by any adult staff member, and the student refuses, the student is “defiant” as defined by this handbook policy and he/she will receive OSS.

IEP/504 accommodations: Safety comes first in CTE courses. If a student places themselves in an unsafe circumstance, instruction will stop and student’s case worker will be contacted to resolve the safety issue.

EMERGENCY RESPONSE GUIDE (see also “Fire Drills”):

CRTEC takes the safety of our students seriously. The school has an Emergency Response Guide, patterned after the guides of the supporting COSSA districts. This guide is designed to give general information on how to respond to specific emergencies: fire, earthquake, or an intruder. An individual Campus Crisis Plan will be used during the initial stages of any crisis until emergency service providers (i.e. police, firemen) respond. Any questions or concerns about the Emergency Response Guide or the Campus Crisis Plan should be directed to the school. All students must follow the Emergency Response Guide by following all staff directives.

FEES AND REQUIREMENTS:

No fees or supplies are required for COSSA Academy students. No fees may be charged for activities associated with classes necessary for graduation. All fees or required supplies must be approved by the COSSA Board of Trustees.

Some supplies are required for CRTEC CTE programs of study. In addition, some Career and Technical Student Organizations (CTSOs) require membership dues.

Fees and required supplies vary with each CTE program in the CRTEC. The CRTEC CTE Course Description Manual contains details.

COSSA will honor fees owed to home schools and may withhold diplomas until such fees are paid in full.

FIRE, LOCK-DOWNS, EVACUATIONS DRILLS:

Emergency drills are held regularly in accordance with state requirements. They are for everyone's safety and students are expected to treat their seriousness accordingly. For a verified fire alarm, students should exit the building by the most expeditious manner, get on the outside of the fire lane, and then move to locate their teacher/supervisor who will take attendance.

In the event of the fire alarm sounding during a passing period or lunch, students will report to the nearest interior door/classroom and report to the adult in charge. Once outside following evacuation the student should report to their teacher/supervisor from the last class period that they attended. That teacher will take attendance and report the students' presence or absence to the building administrator.

If during a fire evacuation a concomitant emergency occurs where students must be moved for their safety, students will go to pre-approved reunification sites. These sites are detailed in the school's emergency action plan.

If during a lock-down emergency the fire alarm sounds, students and staff are to remain in lock-down and wait for one of the three authorized "authorities" to release them: administration, police, and firefighter personnel. If there is an actual fire during lock-down the responding firefighter personnel will direct evacuation.

GRADUATION CEREMONY PARTICIPATION POLICY:

COSSA Academy students who have completed the required courses and met the necessary course-credit requirements by the specified deadlines are eligible to participate in the graduation ceremony. Students must be in good standing for payment of fees (including fees owed to the home school), all school rules, regulations, policies and administrative expectations at the time of graduation. All graduates will be required to meet the state of Idaho qualifications for taking the ACT and/or SAT, along with passing the Civics Test between the seventh and twelfth grade.

Graduating Seniors Last Week:

Seven Calendar Days before Graduation. Students must have all online coursework, class assignments, tests, and quizzes completed by 4:00 (pre-arranged administrator-approved exceptions may be granted to extend the turn in time to 12:00 a.m.) so that the assigned teacher(s) may grade any work necessary. Students who have not successfully completed their online classes by this deadline, will not be allowed to participate in the graduation ceremony (students with extenuating circumstances may appeal to the administration). However, these classes may be completed by the end of the school year to meet graduation requirements.

Two Calendar Days before Graduation. Everything is to be done so that the seniors' status can be determined and final grades entered by close-of-business.

- Some seniors who absolutely cannot complete their work by this deadline will be counseled early they will not graduate. Their parents will be contacted. A letter will go home saying the same thing.
- Face-to-face classes. Classes that have been successfully completed will count towards graduation requirements, and no more work can be assigned for these classes. Seniors may continue to work until the last day of school on classes that are not being passed, they may be recommended for summer school, and/or they may be recommended to return in the fall. Students in these situations will not be allowed to participate in the graduation ceremony because the initial deadline was not met. If the graduation requirements are met before the end of first quarter of the following year, the student may choose to receive the original diploma from the previous year or he/she may choose to participate in the graduation ceremony for that current year and receive that school year's diploma in May.

One Calendar Day before Graduation. This is the normal day for the senior trip and/or dinner. Only those students determined to be eligible to graduate two days before graduation may attend the trip and/or dinner. Those who did not meet the graduation requirements by the deadlines will not go on the trip and/or dinner.

This is senior checkout day for those who have met all of the graduation requirements. Those who did not meet all of the graduation requirements are expected to attend all of their regular classes and continue to work toward summer graduation. Student work will continue to be accepted to fulfil summer graduation requirements.

Last day of School/Graduation Day. Usually, this includes the only graduation practice held immediately prior to the graduation ceremony at the graduation location. All staff members are encouraged to participate in graduation ceremonies.

GRADUATION REQUIREMENTS:

Credit Requirements (46 total) in accordance with IDAPA 08.02.03:

English	8
Speech	1
*Algebra I	2
*Geometry	2
*Other Math	2
US History	2
Economics	1
US Government	2
Science	2
Science Lab	4
Humanities	2
Health	1
Electives	17 (includes senior project)

HOLIDAY DECORATIONS:

Holiday decorations by students and/or teachers are allowed as long as they are:

- Safe,
- Not too large,
- Not overly religious such as to exclude participation by students of a different faith
- Don't break any of the schools' rules prohibiting: glorification of drugs, alcohol, or tobacco; sexual harassment; intimidation, etc.

ILLNESS or INJURY:

For accident or injury, see Accident/Injury Reporting section above. If a student becomes ill at school, that student should go to the office. If this occurs during class time, a pass from the teacher is required, except in an emergency. Students will not be permitted to leave school without permission from the parent or person specified on the medical consent form. Parents are requested to keep daytime phone and emergency contact information current. Being in the office for longer than 10 minutes will count as a class absence, unless excused.

Emergency use of medication requires the administrative office to attempt to call home before administering medicine. If parent permission cannot be obtained, an attempt will be made to get advice from an on-call nurse. (See Appendix E)

Students enrolled in the Culinary Arts program will not be allowed to work in the cafeteria or kitchen when they are ill. If there is any chance the student is contagious but not showing symptoms, the Culinary Arts instructor and school Food Service Supervisor will err on the side of caution.

IMMUNIZATION POLICY:

Idaho State Law (39-4807) requires students K-12 to have a minimum of the following immunizations:

- 4 DPT - Diphtheria, Pertussis (whooping cough), Tetanus
- 3 OPV - Polio
- MMR - Measles, Mumps, Rubella
- Seniors – meningitis series

All students who are enrolling, transferring, or returning after withdrawing must show verifiable documentation of immunization at enrollment or re-enrollment. The month, day, and year of each vaccination is required to be on file at school. Exemption from this law is allowed for medical, personal, or religious reasons in which case an Idaho Exemption Form must be on file at the school. Exempt students will be excluded from school for at least two weeks or as recommended by medical personnel should a case of the exempted disease occur at school.

Idaho Code 39-4802 lists the exemptions that parents/guardians may claim regarding immunizations, including:

(1) Any minor child whose parent or guardian has submitted to school officials a certificate signed by a physician licensed by the state board of medicine stating that the physical condition of the child is such that all or any of the required immunizations would endanger the life or health of the child shall be exempt from the provisions of this chapter.

(2) Any minor child whose parent or guardian has submitted a signed statement to school officials stating their objections on religious or other grounds shall be exempt from the provisions of this chapter.

INSURANCE:

See Appendix B.

CRTEC does not provide medical insurance to automatically pay for medical expenses if students are injured at school. CRTEC is not responsible for lost, stolen, or damaged equipment or clothing.

JOB SHADOW AND TECH PREP COLLEGE TOUR ATTENDANCE POLICY:

Good attendance is important for successful careers in trades and industry. We honor our industry advisors by allowing only those students with five (5) or fewer absences to job shadow or attend tech prep tours to our partner colleges.

LOST AND FOUND:

Students are responsible for all personal items brought to school. CRTEC does not accept liability for any personal item lost on school property due to theft, fire, and/or water damage, or for any other reason. Found items should be turned in to the office and students who have lost items may check at the main office or in lost and found. If an item

has been stolen, the ISS Supervisor, administrator, and/or school resource officer should be notified immediately. Items left in the lost and found for a long period of time may be donated to charitable organizations or thrown out.

MEDICATION POLICY

Students who must take medication at school must have a completed medication form on file (Appendix E). The form requires physician and parent authorization. Medication to be taken at school must be brought to CRTEC in the original prescription bottle or "pill pack", and stored at the front office (unless specific arrangements are required for immediate access, i.e., epidermal injection pens, Insulin pumps, asthma inhalers, etc.). Students may not transport medications on the school bus.

Students who violate the medication policy may be suspended and may be referred to the COSSA Board of Trustees for possible expulsion.

Students MAY NOT share any medication, including over-the-counter pain medication, with another student.

MOVIE AND MEDIA REQUEST

Teachers will allow students' parents the opportunity to "opt out" their students' participation in viewing movies and other media that some might find offensive due to language, nudity, etc. This may be accomplished by a parent signature on a syllabus that details the movies and media to be viewed, or by a specific opt out letter sent home at least two weeks before the viewing in class.

If a student's parents chose to "opt out" their student from participation in a movie or other media, the teacher will provide an alternative assignment that meets the same learning objectives of the movie or other media.

Appendix J provides a sample "opt out" letter that teachers should send home when planning a movie or media event if those events are not covered in the course syllabus.

NEW STUDENT ORIENTATION AND HANDBOOK EXAM:

All students will participate in a student orientation that will ensure that all students know the rules, understand the reason for the rules, and agree not to break the rules. It is typically taught on the first day of a new school year. Students will also take a test on the handbook and school policies and will sign a handbook acknowledgement form (Appendix L).

An orientation for parents/guardians of students will also be given when students return to school. This will ensure that parents know the rules their students will be held to. This orientation will be held on an organized back-to-school event. Parents will sign the same handbook acknowledgement form as their students.

In order to ensure that parents/guardians can be contacted in an emergency; parents will be required to provide 3 methods of contact and preferred contact method. Parents will acknowledge that a student "left" is a student abandoned and that police and Health & Welfare (H&W) will be called.

New students and parents/guardians must also know the rules, so an orientation lesson on the handbook and school policies will be given to all new students (parents

are invited). Students must pass the handbook test before starting school, and students and parents must sign a handbook acknowledgement form. In addition, all new students and their parents/guardians must meet with the school counselor before starting class.

ON-LINE CLASSES:

Due Dates. Students assigned to on-line classes are normally expected to complete the course in the quarter in which it is assigned. There are some exceptions, such as when a student is assigned the on-line class late in the quarter or when the assignment is made with the understanding that the student will do the on-line work after school on their own time. Because of these guidelines, students are not normally assigned to more than two on-line classes at a time.

Students will not normally be enrolled in on-line classes in the 4th quarter that cannot be completed by the end of the 4th quarter. This is especially true of seniors, who should only be assigned to on-line classes in 4th quarter after extensive counseling and with their parent/guardian's permission.

Off-line assignments. Off-line assignments for on-line classes (normally printed and turned in as a paper document) are to be turned in directly to the responsible teacher. Students are not to interrupt classes to turn in assignments.

Responsible teachers. Responsible teachers are in control of all aspects of their classes. Responsibilities may include:

- Requiring a printout every week from every student that shows student progress (this is a graded part of the class);
- Answering student questions concerning the course – on a not-to-interfere basis with their current classes;
- Managing on-line classes, including "unlocking" units, tests, etc.

Cheating: Cheating is defined as plagiarism, giving answers, allowing another student to copy work, intentionally or unintentionally, or doing another student's work for them, this applies to in-person and online courses.

The first incidence of cheating in any form or manner, including plagiarism, will cause the offending student to lose credit for the assignment. Further instances of cheating in the same class may cause the student to lose credit for the course. The parent will be contacted in each case. Cheating incidences may result in student losing credit and/or being referred to student court.

Expectations for on-line students. Students enrolled in on-line classes who fail their class or who do not meet the end-of-course due date will receive an "F" for the class.

PARTICIPATION IN CAREER AND TECHNICAL EDUCATION (CTE) CLASSES

Academy students must meet minimum behavioral standards in order to enroll in a Career and Technical class. Students may enter a CTE program only at semester. The standard for participation in CTE is no Student Court referrals. Once a student is referred to Student Court, they will be placed on a student contract with strict boundaries on student behavior. Whether or not such a student remains in CTE classes depends on their compliance with their contract and their placement in the CTE program of study.

Students must meet the CTE grade and credit requirements in order to advance to the next level in the program of study.

PARTICIPATION IN CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSO)

The participation requirements for students to compete in student organization regional, state, and national competitions include being “members in good standing” in the local Chapter. The definition of “member in good standing” is:

- Registered member
- Active participation in a majority of Chapter activities BEFORE the competitive event

“POWERSCHOOL” AND “MILEPOSTS” – STUDENT MANAGEMENT SYSTEMS (SMS)

COSSA is required to collect and manage student information and data on a daily basis. Two SMS software programs are used for this purpose: PowerSchool and Mileposts.

PowerSchool is used to record grades, attendance, disciplinary logs, student schedules, etc. Mileposts is used to track intervention and remediation efforts for students.

Students and parents may access student grades and attendance via our PowerSchool Student/Parent Portal. Attendance and grades will be viewed in “real” time, meaning that what parents/students see is what the teachers and administrators see. To gain access to PowerSchool, parents and/or students should contact CRTEC to be given an access ID and password.

PREGNANCY and CHILD BIRTH:

COSSA Academy students who are pregnant and/or who give birth during the school year are entitled to special accommodations by Federal Law. Reasonable accommodations will be made for frequent doctor visits during and after the pregnancy, including the ability to make up work. After birth, one month of absences are automatically “excused” for the mother and/or father – whichever attends COSSA Academy. Reasonable effort will be made to provide class work that can be

accomplished while on this post-delivery absence. After this time, excused absences will require a doctor's note and normal "make-up" rules apply for school work.

PROFANITY & VULGARITY

Profanity and other types of vulgar language, drawings, pictures, writings, or expressions are not condoned. Students using profanity at school or at school related activities will be removed from class and may be suspended.

PROGRESS REPORTS

Students will be provided with a mid-quarter progress report at parent-teacher conferences for each grading period. Students are responsible for making parents aware of the progress reports. Parents are also encouraged to call and/or email the teachers or counselor or utilize PowerSchool to check on their son's or daughter's progress, as they deem necessary.

PROHIBITION OF GANGS AND HATE GROUPS:

The determination of what constitutes gang paraphernalia, gang symbols, etc., will come from collaboration with the Wilder Police Department's and Idaho State Police anti-gang task force.

Gangs, hate groups, and similar organizations or groups which advocate hatred or discrimination on the basis of race, color, religion, gender, sexual orientation, national origin, or disability are inconsistent with the fundamental values and educational environment of COSSA. The activities of such groups and their members are prohibited on school district property and at all school functions. Such prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the intimidation of others, the advocacy of discrimination, and any other behavior, such as the wearing of gang colors or insignia and the use of language, codes, whistles, and/or gestures that provoke violence or seek to advocate the purpose and objective of such groups. Disciplinary action may include suspension or expulsion.

PUBLIC DISPLAYS OF AFFECTION

Excessive physical contact and public displays of affection are not acceptable on school grounds, school buses, at school activities, or work sites. Holding hands is acceptable, nothing else is acceptable. Students must maintain a 1-foot separation. Students that abuse this policy will receive disciplinary action. No kissing or other overt demonstrations of affection are allowed on campus.

PUBLIC RECORDS REQUEST

The public may request public records as defined by Idaho Code §§ 74-101 through 74-126 and pursuant to COSSA Board Policy 116: Public Records Request. The public may request Form 116-1 from the front office to begin their request. Some "limited directory information", such as student names/photos in the school yearbook and graduation program, may be released without a formal release being signed by a parent or guardian. If a parent/guardian does not desire their student's name and/or photo to be released under any circumstances, they should complete Appendix B indicating this restriction.

REGISTRATION:

Intra-Consortium Transfer: Any student who drops his/her home high school and enrolls in another member high school, while enrolled in a CRTEC program, will keep attendance, tardy and discipline records that pertain to their CRTEC class. In other words, all of the students' records while attending CRTEC programs will transfer with the student.

Enrollment Procedures for New Students: Before scheduling an appointment for enrollment with administration, each new student must have turned into the office the following documentation:

- Registration Packet completed and signed, which includes: Permission to publish name and/or photo, Internet Use Agreement, Understanding of the Student Handbook, Lunch Form, and Permission to Drive and/or Transport;
- "At Risk Form" signed by Counselor or Principal from referring school district;
- Official Transcripts;
- Birth Certificate;
- Immunization;
- Current ISAT Scores; and
- Copy of Current IEP (if applicable).
-

New students or previous dropped student will be allowed enrollment until ALL documentation has been received.

An appointment/interview and rules orientation with the Principal and school counselor will be scheduled. It is mandatory that students attend this meeting (parents are also strongly encouraged to attend).

Late Registration. Students who are referred to COSSA Academy at times other than the start of a new quarter may not be allowed to start class until the next quarter begins. This prevents a student from starting a class significantly behind and being unable to "catch-up". This decision depends on which classes the student needs and whether on-line classes are an option. The following general guidelines apply:

1. Students who register within the first week of a new quarter will be placed into regular face-to-face academic classes as a first choice.

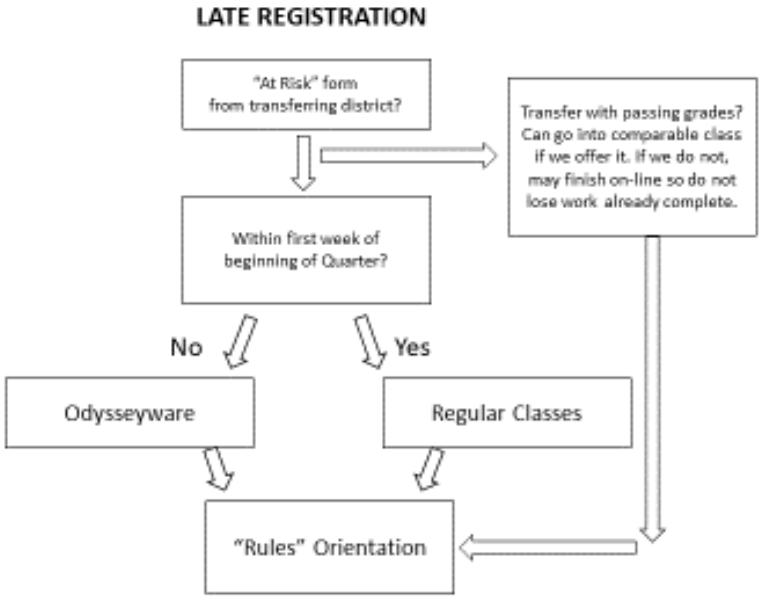
2. Students who arrive after the first week of a new quarter will not be placed into regular face-to-face classes; they will be evaluated for the possibility of on-line classes.

3. Students who arrive after the first week of a new quarter and who are not considered candidates for on-line classes will have their registration put on hold and will be asked to return at the start of the next new quarter.

4. Seniors, who are planning to graduate in May, who fail first semester “A” classes and who need 8 or less credits to graduate, must enroll by the start of the third quarter or they will have their registration put on hold and will be asked to return at the start of the next new quarter.

5. Seniors, who are planning to graduate in May, who are in the process of failing second semester “B” classes and who need 4 or less credits to graduate, must enroll by the start of the fourth quarter or they will have their registration put on hold and will be asked to return at the start of the next new quarter.

6. Middle school students referred to COSSA may have their applications denied if it is determined by administration that a hardship exists, as defined in Board Policy 3080 Non-Resident Enrollment. A hardship will normally be declared if the ratio of 12 junior high students to 1 teacher is exceeded, although there could be other circumstances that trigger a hardship declaration.



SPECIAL EDUCATION:

One of COSSA's major roles is to provide special education services to qualifying students of the member districts. Special education programs have been established at various school sites to best meet the needs of students. If the IEP Team determines that CRTEC may be an appropriate placement option for a special education student, the following procedures have been established:

- An IEP meeting will be scheduled. The administrator of CRTEC will be invited as well as the required IEP Team members.
- The IEP team will review the student's eligibility and IEP to determine if CRTEC would be an appropriate placement option.

Regarding special education students who are placed in programs "hosted" by CRTEC, students must meet eligibility requirements for these programs through their IEP and their placement in these programs is determined by the IEP team.

The parent/guardian of all students on an IEP must inform COSSA Academy administration BEFORE the student starts instruction at the Academy so that a determination may be made as to whether COSSA can provide appropriate accommodations for the student ((as an example, COSSA Academy does not have any resource room capability). This notification is normally given during the IEP team meeting determining placement of the student into COSSA Academy. If a student begins instruction at COSSA Academy and administration is not aware of the need for accommodation, the student's IEP may inadvertently be violated. Students who start in COSSA Academy without an appropriate IEP placement meeting, or who transfer from another district without notifying COSSA administration of their IEP, may need to be temporarily removed from class until an IEP placement meeting can be held.

SUMMER SCHOOL:

Our summer school program operates as a credit recovery only. Students must be referred to COSSA from their home schools in order to attend. Summer school operates from 8:30 a.m. to 3:00 p.m., Monday through Friday, for four full weeks in June. The morning session is 8:30 – 11:30 a.m. Lunch is from 11:30 to 12:00. The afternoon session is 12:00 – 3:00 p.m. Students must attend all 6 hours of instruction per day.

The credit recovery "first semester" ("A" classes) is the first two weeks of summer school, with credit recovery "second semester" ("B" classes) the last two weeks of summer school. This means each "semester" is two weeks long.

Summer school rules and expectations will be discussed and student/parent copies made available upon registration and/or on the first day with students.

STUDENT COUNCIL:

The COSSA Student Council is made up of a President, Vice President, Secretary, Treasurer, Sergeant at Arms, and 5 class representatives.

Appropriate items to bring before the Student Council

1. Proposals for school-wide activities: dances, assemblies, celebrations, etc.
2. Fundraising ideas at, for, or through COSSA Academy.
3. Complaints/Suggestions from students (through class representatives).
4. Requests to hang posters and/or make announcement regarding upcoming events.
5. Other items of discussion that effect COSSA Academy student body.

See “Student Council Constitution” for further information

STUDENT WORK PROJECTS

Any work to be completed by a student on/for non-school owned projects must be pre-approved and requires a written work order. The requirements of the live-work manual apply.

TELEPHONES:

Office telephones may be used by students before school, after school, or during breaks only with permission of the office staff. Students will not be called out of class to answer the telephone. Phone messages will be taken.

Students may only use their personal phones before school, after school, or during lunch. If a student is directed to “call home” by the ISS supervisor or an administrator, the student may use the school’s phone or their own phone (as long as they use speakerphone) – their choice.

TOBACCO PRODUCTS:

All tobacco products, including smokeless tobacco, are prohibited on campus. Electronic cigarettes or other vapor (slang: “vape”) devices are considered tobacco products.

Students found to be in possession of and/or using tobacco products on school grounds or at off-site school functions will face disciplinary action and possible legal consequences. The tobacco products will be confiscated, students will be suspended for at least one day, and the student may face referral to law enforcement.

TRUAMA SENSITIVE PRACTICES

COSSA Academy staff strives to be as trauma-sensitive as possible when dealing with at-risk students. Experts agree that students who had experienced adverse childhood experiences such as abuse and neglect my experience “triggers” in their school day from words, actions, or attitudes of the people around them, that make it hard for the student to participate fully in the learning experience, and may result in inappropriate response to these triggers. Although consequences for inappropriate actions still need to be assigned to students, teachers will attempt to use a three-step process when dealing with traumatized students who act out in an attempt to lessen the likelihood of a total meltdown. That process is:

1. Cool off (giving the student space and time to become calm),

2. Conversation (between students and teacher and/or counselor),
3. Consequences (appropriate consequence for the original action that is agreed to and understood by the student).

TRUANCY POLICY:

All truancies may be considered major disciplinary violations. Truancy is an unexcused absence when the school still has legal responsibility for the student – the student is not where he/she is supposed to be and a parent/guardian has NOT made contact about the absence. Truancy includes leaving the classroom and/or school grounds without permission.

Truancy will be issued if a student is not in the student's assigned class or not under the supervision of the assigned teacher while on the CRTEC campus. For example, students may not be in the parking lot, in another class, or in the hallway during class time without written approval from the classroom teacher (hall pass).

Truancies can only be entered by administration/attendance personnel, not by teachers, so notification of a student's absence to administration must be timely.

TRESPASS:

Students transferred to COSSA Academy from one of the consortium schools may not return to the consortium school campus without specific permission of the consortium school. To do so may cause the student to violate trespass laws.

VISITORS AND DELIVERIES:

Students who are not members of the student body will not be allowed in the school building except for official business. "Friends", former students, relatives, etc., will not be allowed into COSSA Academy unless there is an assembly or function to which they have been invited. All visitors allowed into COSSA Academy will prominently display the "visitors badge" assigned at the front office.

Parents or other adults visiting the school are to check in at the main office. Idaho State Code Section 33-512 authorizes officers and school officials " ... to prohibit entrance to each schoolhouse or school grounds, to prohibit loitering in schoolhouses or on school grounds, and to provide for removal from each schoolhouse or school grounds ... [any person(s)] ...who loiters in school houses or on school grounds ... " the violator may be arrested and charged with a misdemeanor.

Flowers/plants, food, or other gift deliveries to students will be delivered to the office and given to the student at the end of the school day.

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APPENDIX A

CRTEC
Computer/Network/Internet Agreement

Students are never allowed to use staff computers.

Computers/ Network

The use of COSSA Academy's computer, network, and/or internet services is a privilege and not a right. Students agree to abide by the COSSA Academy's Computer/Network/ Internet Agreement. They understand that should they commit any violation of the policy, including violations that originate off-campus, their access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. COSSA Academy students agree to the following specific conditions for the use of the school's computer and information network service.

- Copying software is illegal and is prohibited.
- No food or beverages may be brought into the computer work area.
- Playing computer games is not allowed
- Any alteration of software is prohibited.
- Any tampering with hardware or peripherals is vandalism and will be dealt with accordingly.
- No CD's and / or flash drives are allowed without prior teacher approval.
- Security procedures will be followed as outlined by the teacher.
- Sharing student accounts or passwords with other students is prohibited.
- Privacy of other users will be respected. Electronic snooping is not allowed.
- Students may not access their email without teacher permission.

Internet

- Illegal activity is prohibited.
- Students will not use COSSA computers to listen to music or view music videos, or movies.
- Student laptops, notebooks and hand-held devices are allowed but may only be used with teacher approval. If the student logs into the school's network, the Internet Use Agreement applies as if the computer was owned by the school – and students MAY NOT listen to music or watch videos/movies.
- Sending, receiving, or accessing harassing or objectionable material is prohibited.
- Violating copyright provisions and laws is prohibited.
- Using programs to infiltrate computing systems and /or damage the software components is prohibited.
- Internet resources will be used efficiently to minimize interface with others. Playing games or other recreational Internet use is not allowed
- Downloading, uploading, or installing software into any district system except by permission of authorized support personnel is prohibited.
- Transmitting materials, information of software in violation of any local, state, federal law is prohibited.
- Submitting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, or encouraging the use of controlled substance is prohibited.

- Community standards of decency will be respected. This means that if any member of the COSSA Academy staff considers use of the computer inappropriate, students will respect the decision and obey the consequences.
- Internet use may not be for private or commercial purpose. Users shall not attempt to sell or offer for sale any goods or commercial purpose. Users shall not attempt to sell or offer for sale any goods or service that could be construed as a commercial enterprise.

Student Safety

- Student Internet users may not reveal personal information to anyone on the Internet. Personal information such as home address, telephone number, or any other information, may not be revealed without first obtaining permission for each occurrence from that teacher or professional staff member in charge of the work station they are using.
- Student users will not agree to meet with someone they have met using any information network services [not limited to the Internet].
- Student users will promptly disclose to their teacher or other professional school employee any message or material they receive or observe that is inappropriate or makes them feel uncomfortable.

Software and Peripheral Devices

Only COSSA Academy approved software will be installed by designated personnel on networks or individual machines. Appropriate licenses must be held for all software.

Access to CRTEC Wi-Fi

Every COSSA owned student computer within CRTEC has access to the school's Wi-Fi. Personally owned devices, including phones and tablets, will not be given access to the school's Wi-Fi. The reason is that there is no easy way to monitor students' personal devices for compliance with COSSA IT policy without invading the privacy of those students.

Failure to abide by the conditions set forth in this agreement may result in one of the following consequences:

- Temporary suspension of computer use privileges.
- Permanent suspension of all computer use privileges.
- Referral to appropriate disciplinary and/or legal authorities.

_____

Student Signature Date

_____

Parent/Guardian Signature Date

APPENDIX B

PERMISSION TO PUBLISH NAME AND/OR PHOTOGRAPH
Please initial one line and sign below

_____ I give permission for my name and/or photograph to be used by Canyon-Owyhee School Service Agency (COSSA) in publications, both paper and electronic, including but not limited to newspapers, flyers, the COSSA website, and the COSSA teacher websites.

_____ I DO NOT give permission for my name and/or photograph to be used by COSSA.

MEDICAL INSURANCE

Even with the greatest precaution and closest supervision, accidents can and do happen at school. Parents need to be aware of this and be prepared for possible medical expenses.

Neither Canyon-Owyhee School Service Agency nor the consortium school district provides medical insurance to automatically pay for the medical expenses when students are injured at school. This is the responsibility of parents or legal guardians. This district only carries legal liability insurance.

The school district does make student medical insurance available to their families for individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year and are available at your district office.

Please be prepared to pay for your child's possible medical expenses.

_____
Name of Medical Insurance Carrier

I have read and understand the above notices. (Signatures required)

_____
Parent/Guardian Signature Date

_____
Student Signature Date

PARENTAL RIGHTS AND FERPA

In accordance with Idaho Code 33-6001 and 33-6002, and COSSA Board Policy 111, "Parental Rights", parents who object to any learning material or activity on the basis that it harms the child or impairs the parents' firmly held beliefs, values, or principles may withdraw their child from the activity, class or program in which the material is used. The procedures of COSSA Policy 111 apply.

The privacy of students and the use of confidential student information is protected by federal and state laws, including the Family Educational Rights and Privacy Act (FERPA) and the Idaho Student Data Accessibility, Transparency, and Accountability Act of 2014 (Idaho Data Accountability Act). COSSA Board Policy 412 applies. COSSA shares student "directory information" with proper authorities. If parents (including non-custodial parents) object, they should make their objection know to school authorities.

I have read and understand the above notices. (Signature required)

_____
Parent/Guardian Signature Date

APPENDIX C

Rules & Consequences

Categories by broad reason for rule/source of rule
Consequences are "suggestions" and depend on the severity of the offense

Federal & State Mandates	**Student Safety**	**Academic Success**	**Industry Standards** (Work Ethic)
Major Crimes: "BARRAM's Child" Burglary Arson Rape Robbery Assault Mayhem Crimes against Children ***All major crimes will be reported to the police in addition to immediate suspension action by the school*** Guns/Weapons – Expulsion (duration at Board discretion) Drugs/Alcohol – OSS + investigation for expulsion Tobacco – police citation + OSS Intimidating/harassment Bullying – OSS + investigation for expulsion Minor Crimes (such as): Property Damage – OSS Sharing Drugs – OSS Truancy (excessive) – OSS ***All minor crimes will be reported to the police as well as investigated for possible expulsion action by the school***	Fighting – OSS Gang activity as defined by outside authority – 1st – educate 2nd – OSS Intimidation/threats/ bullying/put-downs – OSS Sexual harassment – 1st Title IX rules apply 2nd – OSS Sharing meds – OSS Entrance/Exit/ Parking – ISS PDA – holding hands okay - everything else, not okay - minimum distance 1 foot 1st educate 2nd – ISS	Refusal to work - ISS Insubordination/minor disrespect – ISS Major disrespect – Isolated ISS or OSS Disruption in class – ISS or Isolated ISS Absence & Tardy (see Attendance policy) Hallway (loitering, skylarking, no admit to class) – ISS Technology - personal 1st take device, held in ISS for day. 2nd take device and Keep in ISS for parent Technology - computers/ Internet Use Agreement – loss of access (necessarily requires concomitant investigation for expulsion)	Willful Property Damage – treated as a crime + OSS Insubordination/minor disrespect –ISS Major disrespect – Isolated ISS or OSS Absence & Tardy (see attendance policy) Dress Code Violation: 1st – cover/change 2nd – parent bring a change of clothes 3rd – OSS Language: "F" word (at someone) – OSS "F" word (other) – Isolated ISS Other profanity – ISS PDA – holding hands okay - everything else not okay - distance 1 foot 1st educate 2nd – ISS Technology - personal 1st take device, held in ISS for day. 2nd take device and Keep in ISS for parent Technology - computers/ Internet Use Agreement – loss of access (necessarily requires concomitant investigation for expulsion)

APPENDIX D
COSSA Academy
Behavioral RtI Reflection Assignment

Name: _____ Date: _____

Complete this reflection activity and then have it reviewed by the appropriate person before re-admittance to class/COSSA Academy:

ISS – ISS Supervisor (same day)
OSS – ISS Supervisor (next day)

Complete each question succinctly, using complete sentences and correct grammar. Answer the question – do not elaborate beyond what the question is about.

1. What choice did you make that was inappropriate or unacceptable at school?

2. What motivated you to make this choice?

3. What part of the student handbook or which school policy did your choice violate?

4. What was wrong with your choice? In other words, why is this behavior considered a violation of the student handbook or a school policy?

5. What would have been a more appropriate choice for you to make instead of the choice you did make?

6. What is your plan to avoid making this inappropriate choice again?

7. How will this plan (#6 above) help you to be successful at COSSA Academy?

8. What skills, if any, do you need to develop to make your plan (#6 above) successful?

9. If you need help fulfilling your plan, where can you get it?

10. What have you learned from this assignment?

APPENDIX E

CANYON-OWYHEE SCHOOL SERVICE AGENCY (COSSA)
109 Penny Lane, Wilder ID 83676
(208) 482-6074, FAX: (208) 482-7904

AUTHORIZATION TO ADMINISTER MEDICATION

This form must be completed prior to the administration of any medication at school.

ORDERS FROM HEALTH CARE PROVIDER AUTHORIZED TO PRESCRIBE PRESCRIPTION MEDICATION (Note: Over-the-Counter Pain Medication Does NOT Require Health Care Signature)

The following medication is required to be given during the school day, 8:30 a.m. to 3:30 p.m.

Student's Name: _____

Medication: _____

Strength: _____

Dosage: _____

Time(s) to be given: _____

Specific directions/ side effects: _____

Signature of Authorized Prescriber: _____ **Date:** _____

Print Name: _____ **Telephone:** _____

PARENTAL PERMISSION/RELEASE OF INFORMATION
(Note: Parental/Guardian Permission is Required for Prescription or Over-the-Counter Medication)

I request that the above prescribed medication be given to my child by school staff during my child's attendance at school. I understand that any change in this prescription will necessitate a new medication authorization form to be completed, signed and filed with the school prior to administration.

In accordance with the Family Education Rights and Privacy Act of 1974, I hereby give permission for Canyon-Owyhee School Service Agency (COSSA) to release, obtain from or exchange with the authorized prescriber any psychological and/or medical records for the above named student thus permitting school personnel to communicate with my child's health care provider.

Signature of Parent/Legal Guardian: _____ **Date** _____

Print Name: _____ **Telephone:** _____

- All prescription medications to be administered at school must be hand-delivered to school staff by parent/legal guardian. No medications are to be sent to school with students and/or through school transportation.
- All medications to be administered at school must be in the original prescription/over-the-counter container. Please ask your pharmacist to prepare prescriptions for home/weekend use and school day use.

APPENDIX F-1

CRTEC Permission to Drive/Parking Permit

I, _____, parent or guardian of _____ (student) hereby have chosen to provide transportation for this child from the Home District High School to and from COSSA to attend Career Technical Classes.

☐ **My student may drive him/herself to and from COSSA. (Students *may not* transport other students; no other student may ride with them to or from COSSA from their home district)**

☐ **I give permission for my student to ride to/from CRTEC with the following student (please complete the Permission to Ride form for each student driver)**

I understand that by signing this waiver, I take sole responsibility for the transportation of the student TO and FROM the Home District High School to COSSA during the 2022/2023 school year.

I hereby agree to release, defend, indemnity and hold harmless the COSSA District, its officers, directors, employee agents, servants and representatives, or Home District from any and all liability, loss, damages, claim, demand, cost, or expense arising out of any action or conduct occurring while my student is traveling to and from their Home District High School to COSSA.

**I understand that the initial parking permit is free. If this permit is lost or stolen, a replacement will be provided at a cost to me of $5.00. _____ (initial your understanding)
(Please complete the rest of this form.)

**Students must provide a copy of their valid driver's license, proof of insurance, and vehicle registration.

Driver's License Number _____ Expiration Date: _____

Make and Model of Vehicle_____

License Plate Number _____

Parent Signature_____ **Date**_____

Student Signature_____ **Date**_____

School Official Signature _____ **Date** _____

Note: For Career and Technical students, the home school driving rules apply first. If the home school does not sign this form, no permit will be issued. Driving privileges may be revoked at any time if requirements are not met and/or for erratic or inattentive driving.

Legal Reference: I.C. § 33-1501 Transportation Authorized

Office Use Only

_____ **Copy of Driver's License Received**

_____ **Copy of Proof of Insurance Received**

_____ **Copy of Vehicle Registration Received**

Issued a parking permit on _____ **Permit Number**_____

APPENDIX F-2

CRTEC Permission to Ride

Student Name _____

☐ **I give permission for my student to ride to/from CRTEC with the following student (please complete a separate form for each student driver):**

Student Driver Name _____

Parent Signature_____ **Date**_____

Student Signature_____ **Date**_____

Permission to Transport
(to be signed by the parent of the driving student)

☐ **I give permission for my student driver to transport the above named student to/from CRTEC.**

Parent Signature_____ **Date**_____

Student Signature_____ **Date**_____

The student driver MUST have permission to drive on file and a parking permit in order to drive and/or ride to COSSA.

Appendix G

COSSA Academy

Middle School
Pathways to Promotion

Main Path to Promotion	Alternative Path to Promotion
Students must meet both of the following criteria each year to be promoted from 8th to 9th grade:	Students must meet all of the following criteria each year during the second semester to be promoted to the next grade:
1. Earn a minimum of 13 credits per year out of a possible 16.	1. Earn a minimum of 7 credits during 2nd semester out of a possible 8.
2. Core requirement: 2 credit each – English, 8th grade Math, Science, Social Studies, 1 credit Career Exploration plus 4 Elective credits	2. Core requirement: 1 credit each – English, 8th grade Math, Science, Social Studies, and Career Explorations plus 2 Elective credits
	3. Earn Grade Level score in STAR ELA and Math tests (both).
Note: Summer school is available for credit recovery. Some subjects may not be offered. (13 of 16 credits still apply).	Note: Summer school is available for credit recovery. Some subjects may not be offered. (7 of 8 credits still apply).

If a student fails to meet the promotion guidelines under the Main Path, students may qualify for promotion under the Alternative Path.

If the above guidelines are met for either the Main Path or the Alternate Path, the student will be promoted to the next grade level.

Appendix H

COSSA ACADEMY

Alternate Measure to the Idaho Standards Achievement Tests (ISAT/SBAC)

Approval of the Local Board for Alternative Measure: The COSSA Academy Principal will inform the local Board of the use of an alternative mechanism to demonstrate proficiency of the Idaho High School Achievement Standards. This report will normally be given at the end of the school year.

Prerequisites: Before a student may be considered for the Alternate Measure, the student must be:

1. Enrolled in the Fall semester of their senior year.
2. Enrolled in a Limited English Proficient (LEP) program for three years or less, or
3. Enrolled in a special education program and have an Individual Education Plan (IEP).

Procedure:

The following charts outline the alternate mechanisms to the ISAT that provides certain students an opportunity to demonstrate proficiency of the achievement standards required by the Idaho State Board of Education. Both options of the alternative measure are:

1. Aligned at a minimum to tenth (10th) grade content standards,
2. Aligned to the state content standards for the subject matter in question,
3. Valid and reliable, and
4. Ninety percent (90%) of the criteria of the measure (or combination of measures) is based on academic proficiency and performance.

Option #1 - Students must earn a minimum of 200 points out of a possible 240 points in the two areas (cumulative grade point average and ISAT assessment) listed below in order to fulfill the requirements of the Alternate Mechanism to the ISAT/SBAC.	
Cumulative Grade Point Average: **(90 points maximum)** **3.0 – 4.0 = 90 points** **2.5 – 2.9 = 80 points** **2.0 – 2.4 = 70 points** **1.5 – 1.9 = 60 points** **<1.5 = ineligible for option #1**	**ISAT/SBAC Proficiency Assessments:** **(150 points maximum)** **ISAT Reading……. Basic = 25 points** **Proficient = 50 points** **ISAT Language……. Basic = 25 points** **Proficient = 50 points** **ISAT Math……. Basic = 25 points** **Proficient = 50 points**

Option #2 – Students failing to meet option #1, as outlined above, must demonstrate equivalent proficiency levels in those areas deficient (Reading, Math and/or Language usage) using a valid and reliable assessment instrument (e.g., approved IDLA or similar on-line course). The overall course grade must be 70% or higher, and the comprehensive final exam grade must be 70% or higher.

ISAT/SBAC Proficiency Levels

	Advanced	Proficient	Basic	Below Basic
Reading	**>234**	**220 – 234**	**211 – 219**	**<211**
Language Usage	**>241**	**226 – 241**	**218 – 225**	**<218**
Mathematics	**>250**	**238 – 250**	**230 – 237**	**<230**

Appendix I
Emergency Procedures

For security purposes this document is not shared unless requested

Appendix J
SAMPLE MOVIE/MEDIA PARENT PERMISSION FORM

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

_____ (date)

Dear Parent/Guardian:

As part of the Biology curriculum, we have studied viruses and epidemiology. In the course of study, the students have read Hot Zone, a non-fiction account of an Ebola outbreak in the United States. At the end of the course, I plan to show the movie "Outbreak" to the students. "Outbreak" is the story of a similar virus outbreak in Africa that spreads to America and provides a realistic representation of the challenges facing society in the event of a pandemic involving a lethal virus. The movie deals with the medical, ethical and moral decisions which are an inevitable part of such a situation.

The movie portrays military and government doctors struggling to save lives and reflects the intense emotional tone that would naturally surround such circumstances. Because it is realistic, it includes the language that one might hear in such a situation. A few words caused the movie to be rated "R" at the time it was released in 1995. The rating has not been updated.

It is our policy not to include movies in our curriculum that are branded with the "R" rating without consent of the parents or guardians. If you object to your student participating in this activity, please let us know by returning this form no later than _____ or by calling me at _____. Of course, if you have any questions or would like to preview the movie, just let me know. Thank you.

Sincerely,

_____

☐ I do NOT grant permission for _____to watch "Outbreak" in Biology class.

☐ I DO grant permission for _____to watch "Outbreak" in Biology class.

_____
Parent or Guardian Signature

Appendix K

COSSA ACADEMY
Dance Guest Pass

In order for a non-COSSA Academy student to be admitted to a dance sponsored by COSSA Academy this form must be completed and turned in to the Office.

- ✓ The guest must be in "good standing" at their home school or place of employment.
- ✓ The guest must present photo identification (school ID or driver's license) at the time of entry.
- ✓ The guest must adhere to COSSA Academy rules and regulations while at the dance.

Note: By signing this form, you will give your school/employer permission to release personal information

COSSA Academy Student Information

_____	_____	_____
COSSA Student Name	Grade	Home Phone

Guest Information

_____	_____	_____
Guest Name	Age/Grade	Home Phone

_____	_____
Guest Signature	Guest School/Employment

Guest's High School Administrator/Employer

I acknowledge that the above-named guest has an acceptable behavior record and is eligible to attend dances at COSSA Academy.

_____	_____
Administrator's Signature	Printed Name

_____	_____
Administrator's School	Phone Number

COSSA Academy reserves the right to exclude or remove anyone prior to or during the dance at the discretion of the school administrator/authorities. If this occurs, no refunds will be issued.

For COSSA Academy Administrator Use Only:

Approved □ Denied □ Date _____

COSSA Administrator's Signature _____

Appendix L
Handbook Receipt Acknowledgement

Student Name: _____ Date: _____

I acknowledge receipt of the 2022 – 2023 CRTEC Student Handbook and Policy Manual. I understand that it is the student's responsibility to know and follow the rules set forth in this manual.

I have read and understand all policies set forth in the CRTEC Handbook. I agree to abide by these policies as stated in the Student Handbook.

I understand that in the event that I fail to read the handbook, I will still be held responsible for its contents.

Parent Signature: _____

Student Signature: _____

POWERSCHOOL Parent Login Instructions:

PowerSchool website is https://cossa.powerschool.com

Click on "Create Account" tab, then "Create Account"

This will open up a new screen that allows you to create your own Login ID and Password.

Below that, it will ask for the parent name, Access ID, Password, and relationship.

After you complete all the required information, click enter.

Students Access ID:

Students Password: