

COSSA ACADEMY

2026-2027 TEACHER-STUDENT-PARENT HANDBOOK

Board Approved: May 2026



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

COSSA No discrimina ni niega los servicios por motivos de edad, etnicidad, religión, color, origen nacional, género, orientación sexual y/o discapacidad. Se dará la consideración adecuada a los veteranos de acuerdo con las leyes y regulaciones Estatales y Federales aplicables.

COSSA ACADEMY

COSSA Academy (grades 7–12) and COSSA CTE, COSSA Regional Technology Education Center (CRTEC) provide academic and career-focused courses to students from the five districts in the COSSA consortium—Homedale, Marsing, Notus, Parma, and Wilder.

In accordance with COSSA's bylaws, the mission of the Canyon-Owyhee School Service Agency is to provide educational services for all eligible students and to foster collaboration that strengthens the effectiveness of each member district.

COSSA ACADEMY MISSION STATEMENT

At COSSA Academy, learning occurs for every person, every day, in every way!

COSSA ACADEMY VISION

Students leave COSSA prepared to succeed in their chosen paths—whether in the workforce, higher education, or the military—and go on to become productive, contributing members of society.

COSSA ACADEMY GUIDING PRINCIPLES

1. Student learning and student safety is the focus of every COSSA Academy staff member.
2. Staff are aware of adverse childhood experiences by being trauma-informed and build positive relationships with students to become a trusted adult.
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. A record review occurs PRIOR to enrollment in classes. COSSA Academy currently uses the Renaissance STAR test to determine grade-level equivalency.
4. A multi-tiered system of academic support (MTSS) provides escalating levels of help for students, including targeted intervention and remediation.
5. Teachers meet weekly to collaborate on student performance and identify strategies to support academic success, with a primary focus on intervention and remediation for struggling students.
6. Competency-based placement means students will be able to test out of face-to-face classes by taking the End of Quarter (EOQ) 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 principles and trauma-sensitive best practices.
8. COSSA Academy recognizes the importance of attendance for student success. The attendance team will meet weekly to review attendance data.

COSSA ACADEMY EDUCATIONAL PURPOSE

The educational objective of COSSA Academy is to prepare students to participate effectively in a global economy as productive citizens.

COSSA Academy aims to:

- Provide clearly defined pathways to postsecondary technical and academic opportunities
- Prepare students for lifelong learning
- Equip students for initial and continued employment
- Support students in making informed educational and career choices
- Develop skills in decision-making, communication, problem-solving, leadership, higher-order thinking, and citizenship
- Foster the ability to make informed consumer decisions and apply practical life skills

COSSA Academy is a fully accredited secondary school that awards a high school diploma to its graduates.

COSSA Academy staff hold high expectations for both themselves as educators and for their students. Student success depends on a strong partnership among students, staff, and parents.

This handbook outlines key expectations for performance, dress, and behavior; however, it cannot address every possible situation. Individual circumstances may require sound judgment on a case-by-case basis. The handbook serves as a guide to COSSA Academy procedures, due process, attendance, discipline, and transportation.

COSSA ACADEMY & CRTEC SCHEDULE

SCHOOL DAY:

COSSA Academy operates primarily on a four-day school week (Monday–Thursday), with occasional adjustments made to meet the State of Idaho’s 60-hour seat time requirement. The school day runs from 8:00 a.m. to 4:00 p.m., and students should plan to remain on campus until 4:00 p.m.

Early release is scheduled at 2:50 p.m. on Mondays, Wednesdays, and Thursdays. Students may also earn early release on Tuesdays if they are passing all classes with a minimum of 70% (see p. 8, Academic Success). Students who meet these expectations may leave at 2:50 p.m. Students and parents should note that buses depart immediately after 2:50 p.m. to transport students back to their home schools to connect with their regular bus routes.

Students assigned to Academic Success will be required to remain until 4:00 p.m. on Tuesdays. These assignments are made on Mondays, and Academic Success buses operate only as needed.

Academic Success buses follow limited routes to each student’s town or home high school and do not typically provide door-to-door service. Parents should plan to arrange transportation from the drop-off location to home, unless the student’s residence is along the established route.

COSSA ACADEMY & CRTEC BELL SCHEDULE FOR 2026-2027:

Monday – Thursday

Time	CRTEC	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		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)

COSSA Student - Parent Handbook Acknowledgment

I acknowledge receipt of the 2026-2027 COSSA ACADEMY 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 COSSA ACADEMY Handbook. I agree to abide by these policies as stated within.

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

SIGN THIS ACKNOWLEDGEMENT BY ACCESSING THE FOLLOWING LINK:

<https://forms.gle/3uLge2ph2puDVAXC9>

Students and parents must sign this acknowledgement form within two (2) weeks from the date of the beginning of each school year.

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2026-2027 TEACHER-STUDENT-PARENT HANDBOOK AND POLICY MANUAL

ACADEMIC SUPPORT SYSTEM:

Academic Placement:

Student placement is determined through grade-level equivalency testing using the Renaissance STAR assessment, along with a review of each student's transcript and educational history. COSSA Academy's Multi-Tiered System of Support (MTSS) is used to guide individualized 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. This time is Tuesdays from 2:55 to 4:00 p.m. Students who are at or above a 70% are eligible for early release on Tuesdays. 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.

Students with excessive absences and/or tardies may be assigned Academic Success as a way of recovering seat time.

ACTIVITIES, ANNOUNCEMENTS, POSTERS, AND FLYERS:

An administrator or designee must authorize all announcements and posters.

AFTER SCHOOL/WEEKEND ACTIVITIES:

Occasional off-campus activities may take place in the evenings or on weekends. Students who participate must have all required permission slips completed and signed. School rules apply during all events and activities.

ANIMALS:

Unauthorized animals are not 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. Academy Students will be held to the same athletic eligibility policies and practices of their home high school.

COSSA Academy does ask students who participate in extra-curricular sports or other activities to bring a schedule of events and practices to the attendance secretary.

Calendar Conflicts: Due to variations in district calendars, schedules may not always align. However, all students are required to attend classes at COSSA Academy, regardless of whether their home district is in session..

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. Absences near the end of the quarter may not receive the full five-school day make-up period due to the requirement to post grades immediately after the quarter ends.

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.

ATTENDANCE:

Attendance Procedures:

Developing strong habits of attendance and punctuality is an important part of every student’s education. Students enrolled in COSSA Academy courses are expected to attend all assigned classes each day.

We recognize that unavoidable circumstances may occasionally prevent perfect attendance. However, students may have **no more than three (3) absences per class each quarter** without consequences.

If a student must be absent, a parent or guardian must contact COSSA front office staff by phone or in writing within 48 hours of the student’s absence. All absences not verified with a parent or guardian call or written document within 48 hours will be considered truant.

Unexcused Absences / Truancy

- 1-2 Office notification
- 3 Office Staff calls home.
- 4 Office Staff contacts home and reports to Administration during weekly meetings.
- 5-8 The Attendance Team may refer attendance to SRO and/or arrange for a home visit as needed.
- 9 An official letter notifying of withdrawal will be mailed home
- 10 Students are dropped.

Students and parents/legal guardians who wish to return after being dropped for non-attendance must schedule a meeting with the attendance team. An attendance contract may be put in place at that time.

TARDY POLICY:

A student is considered tardy if he or she is not in the assigned classroom when the tardy bell rings. A student who arrives thirty (30) minutes or more late to class will be considered absent.

Any student arriving late to class must report to the front office to obtain an Admit-to-Class (Tardy) slip from the attendance clerk. Teachers will not admit students to class after the tardy bell has rung without an Admit-to-Class slip.

Students who intentionally skip a class to avoid being marked tardy may be considered truant, particularly 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 accumulate three tardies in a single class period will be assigned lunch detention by the classroom teacher. Students who accumulate seven or more tardies may be assigned one day of Friday School by administration. Successful completion of Friday School will remove the previously recorded tardies.

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.

LOSS OF CREDIT APPEALS PROCESS:

The attendance appeals process may include COSSA Academy instructional staff, the attendance clerk, and school administration. If credit is denied, the recommendation will be forwarded to the Board of Trustees for final approval.

The Attendance Appeals Team meets at the end of each quarter. Students must submit appeal letters to the attendance clerk no later than one week after the end of the quarter.

The appeals process applies to all COSSA students, including academy high school & junior high, special education, and CRTEC CTE students.

Students who exceed three absences in a quarter in any class may appeal for credit. Appeals must be submitted in writing to the attendance clerk. Students will be notified when they have excessive absences and provided with appeal procedures.

All prearranged absences must be properly documented or they will count toward total absences. Students and parents are responsible for tracking absences. If a student receives an unexcused absence after submitting an appeal, they must submit an updated letter explaining the absence or the appeal will be denied.

MEAL PROGRAM & CAFETERIA EXPECTATIONS:

COSSA Academy offers a school breakfast and lunch program. Students may participate daily; however, students who eat at COSSA Academy may not also eat at their home school.

All adults must pay for meals. The Director may approve payment for adult meals related to meetings or committee work, with costs charged to an appropriate account.

All food must be consumed in the cafeteria. Food or drinks are not allowed in other areas of the building unless approved by COSSA Academy Administration.

During lunch, students are allowed to be in the cafeteria, student center, or courtyard (weather permitting). Students may not go to classrooms or shops unless a teacher personally escorts them.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) regulations, USDA and its participating institutions do not discriminate based on race, color, national origin, sex, disability, age, or retaliation for prior civil rights activity.

Individuals who require alternative communication methods (e.g., Braille, large print, American Sign Language) should contact the agency where they applied for benefits. Those who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Information may also be available in languages other than English.

To file a discrimination complaint, complete Form AD-3027 at: http://www.ascr.usda.gov/complaint_filing_cust.html, or request a copy by calling (866) 632-9992. Submit the completed form or a written complaint to:

- Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410
- Fax: (202) 690-7442; or
- Email: program.intake@usda.gov

BUS CONDUCT:

Bus service is a privilege. Students are expected to behave appropriately while waiting for and riding the bus and must not distract the driver.

Misconduct may result in loss of bus privileges, as determined by the home district and COSSA Academy administration. Bus violations may also lead to additional school discipline if COSSA Academy rules are broken.

Students must follow the rules listed below, as well as those of their home district.

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 the 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: School attendance is still required to students losing bus privileges.

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 COSSA ACADEMY 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 COSSA ACADEMY attendance office. The student will be counted absent from COSSA ACADEMY.

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/guardian will be contacted in each case. Cheating incidences may result in students losing credit for the assignment and/or the course.

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 file with 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 must enter and exit through the main front entrance, unless arriving or leaving by bus, in which case they must use the rear entrance. Students arriving before the office opens must also use the rear entrance. Emergency exit doors may not be used for entry or exit. Violations of these procedures may result in suspension.

Boundaries: Once inside the COSSA building, students must remain in the building unless directed by a teacher or administrator. Parking lots are off-limits unless a student has checked out through the main office. Students may return to their vehicles for materials only with a pass and after checking out with the office.

CTE students are not allowed in the Academy area, and Academy students are not allowed in the CTE area unless assigned to a class or approved activity.

During lunch, Academy students must remain in the cafeteria or east patio area. Students may not be in hallways, classrooms, or parking lots unless supervised by staff. Exceptions may be

made for approved activities in designated areas.

Students must have a hall or bathroom pass to be in the hallways. Students with documented medical needs may require more frequent access. At all times, students in the hall must be with a teacher or have an approved pass or admit slip.

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 unique circumstances:

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

. Families or homeless students who experience “need” in any form, should contact the COSSA Academy Community School Coordinator, 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 are allowed on COSSA’s 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 COSSA ACADEMY 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 COSSA ACADEMY 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. They 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~~ may be available at the school by an outside agency.

COURSE SYLLABUS:

All teachers will create a syllabus for each of their courses and will ensure that students and parents/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 the school administration.

DANCE POLICY:

COSSA Academy dances are intended to provide students with an enjoyable and engaging social experience. We are committed to maintaining a safe and welcoming environment for all attendees and will enforce the following guidelines:

1. All non-COSSA high school students must submit a signed "good standing" form (Appendix K) from their home school or place of employment at least one day prior to the dance for verification.
2. 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.

3. 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.

DISCIPLINE & RESTORATIVE PRACTICES:

We believe that building relationships with students is vital to their success. The goal of restorative practices and school discipline is to build inclusive school communities that minimize time taken from instruction while keeping students engaged in learning. This requires the support of all stakeholders: teachers, support staff, administration, and COSSA families.

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
4. Productively resolving conflict with individuals and groups

Our goal is to keep students in school and actively engaged in learning but with the understanding that no student has the right to disrupt the educational process within the school or designated learning environment.

Definition of Terms: Reboot, ISS, Isolated ISS, OSS:

Reboot / ISS (In-School Suspension) - used as a "time out", for minor disciplinary infractions. Students normally return to class once they have reflected on the problem with the Reboot coordinator and/or member of administration. If necessary, a phone call will be made if the student remains in ISS for more than one period. If a student earns 3 ISS referrals in one day, they may 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 referred to OSS and awaiting ride from legal 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 ISS and potentially OSS):

1. Sexual Harassment.
2. Use of aggressive or hostile behavior.
3. Use of offensive or inappropriate language such as racial slurs, “f” word or other profanity (including in languages other than English).
4. Glorification or imitation of gangs or illegal activity.

5. Willful or repeated disruption of the learning environment.

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 Reboot/ISS. Re-admittance to the classroom is at the discretion of the disciplinary supervisor and the classroom teacher.

Level III – 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.

All ISS, and OSS referrals are permanently documented and are reported (in aggregate) to the State Department of Education. Our goal is to keep students in school and actively engaged in learning but with the understanding that no student has the right to disrupt the educational process.

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 Reboot/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	- 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/network/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 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.

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 COSSA ACADEMY 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.

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

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.

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.

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 all COSSA Academy students have the right to learn in a safe and respectful environment. COSSA is committed to treating everyone with dignity.

Students may not engage in harassment, intimidation, or bullying of any kind. This includes behavior that happens off campus, such as cyberbullying, if it affects a student's experience at school. All students have the right to feel safe and free from threats, harm, or damage to their property.

Verbal abuse, including "put-downs" and identity-based slurs, is not allowed and will result in discipline.

Students who bully or harass others will receive out-of-school suspension (OSS) and may be recommended to the COSSA Board of Trustees for expulsion, depending on the situation. (See also Sexual Harassment policy.)

COSSA Academy uses Idaho's "See, Tell, Now" reporting system. Students will learn how to use this system during orientation. Students and parents are encouraged to report any threats, harassment, or safety concerns, whether they happen at school or outside of school.

"See, Tell, Now" Reporting Options:

1. Phone: 888-593-2835
2. Text: 888-593-2835
3. Online: seetellnow.org

Anyone can report concerns about bullying, harassment, drugs, vandalism, or other safety issues. Reports can be made anonymously by phone or online. More information is available at seetellnow.org.

ELECTRONIC DEVICES:

To help students build professional habits, COSSA Academy has adopted a strict phone policy.

Phones may only be used before school, after school, or during lunch. At all other times, phones must be put away unless they are being used as a learning tool with permission and supervision from a teacher or staff member.

Other personal electronic devices—such as MP3 players, tablets, handheld gaming devices, and smart watches—may not be used during class unless a teacher approves their use as a learning tool.

If a student uses a device inappropriately:

- **First offense:** The device will be confiscated and held in ISS until the end of the day. Staff may collect the device from the classroom if needed.
- **Second offense:** The device will only be returned to a parent or guardian.
- **Repeated offenses:** The student may be required to check their device in daily with the disciplinary supervisor for a set period of time. Repeated misuse is defined as three violations within a quarter.

Students may not listen to music or watch videos on school computers unless it is part of a teacher-approved assignment (see Appendix A). Personal laptops are only allowed on campus with prior administrative approval, and students may not connect personal devices to the school network.

If a student refuses to give a device to a staff member when asked, it will be considered defiance and will result in out-of-school suspension (OSS)

LEAVING CLASS POLICY: Students may leave class only with permission from their teacher or when directed by an administrator. When returning from the office, students must have an admit-to-class slip. An administrative escort counts as an admit slip.

Leaving class without permission will be considered truancy and handled accordingly.

PROFANITY & VULGARITY:

Profanity and vulgar language, images, or expressions are not allowed. Students who use profanity at school or school-related activities may be removed from class and face disciplinary action. .

PROHIBITION OF GANGS AND HATE GROUPS:

Determination of gang-related symbols or paraphernalia will be made in coordination with the Wilder Police Department and the Idaho State Police Anti-Gang Task Force.

Gangs, hate groups, and similar organizations that promote hatred or discrimination are not allowed at COSSA. Any related activity on school property or at school events is prohibited.

This includes gathering, recruiting, intimidating others, promoting discrimination, or displaying gang-related clothing, symbols, language, or gestures that could provoke violence or support these groups.

Violations may result in suspension or expulsion.

PUBLIC DISPLAYS OF AFFECTION:

Excessive physical contact and public displays of affection are not allowed on school grounds, buses, school activities, or work sites. Holding hands is permitted; all other physical contact, including kissing, is not allowed. Violations will result in disciplinary action.

SEXUAL HARASSMENT:

COSSA is committed to maintaining a learning environment free from sexual harassment. All students have the right to learn in a setting that is respectful, safe, and free from discrimination or disruptive behavior.

Sexual harassment by any student or employee is strictly prohibited. This includes any unwelcome sexual conduct or communication—verbal, written (including texts or emails), or physical. Such behavior is offensive, harms the learning environment, and interferes with a student's ability to participate in school.

Students who believe they are being harassed should report it immediately to a trusted adult, including a counselor, teacher, COSSA administrator, their home high school principal, or the Title IX Coordinator. See Policy #5245 (Title IX) for more information.

SUBSTANCES:

Alcohol, Drugs, and Paraphernalia:

Students may not possess, use, distribute, sell, or be under the influence of alcohol, controlled substances, intoxicating substances, or related paraphernalia on or near school property, during school hours, or at school-sponsored activities.

Alcohol includes beverages such as beer, wine, and liquor. Controlled or intoxicating substances include any drug—legal or illegal—that can be misused or harm health, including marijuana, stimulants, depressants, cocaine, codeine, inhalants, heroin, and hallucinogens.

If a student is suspected of being under the influence, they may be required to take a urinalysis (UA) administered by law enforcement or a school administrator. For students under 18, an attempt will be made to contact a parent or guardian. Refusal to take a UA may result in discipline based on reasonable suspicion.

Students who violate this policy will be suspended and may be referred to the COSSA Board for possible expulsion.

COSSA recognizes that substance abuse is a serious issue and supports prevention, early intervention, and appropriate referrals, along with disciplinary action when necessary.

Tobacco Products:

All tobacco products are prohibited on campus, including smokeless tobacco and electronic cigarettes (vapes).

Students who possess or use tobacco products on school grounds or at school events will face disciplinary action. This may include confiscation of the product, suspension (at least one day), and possible referral to law enforcement.

VANDALISM:

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

VIOLENCE:

COSSA has zero tolerance for weapons, violence, threats, physical aggression, or intimidation. Students are encouraged to seek help from staff to resolve conflicts before they escalate.

If a fight occurs, all participants will be suspended for 3–5 days (in-school and/or out-of-school suspension), may lose credit for the quarter, and may be referred to the COSSA Board of Trustees for possible expulsion.

A participant includes anyone who:

- Takes part in a fight
- Records a fight
- Knows about a fight in advance and does not report it

Students who promote, watch, record, or share a fight are considered involved and will be disciplined as participants.

Fights or unsafe behavior that occur off campus during school hours or while traveling to or from COSSA may also result in discipline, including suspension, loss of driving privileges, or required bus transportation.

Physical aggression includes actions such as throwing objects, pushing others or furniture, snowball throwing, horseplay, or physical pranks.

Verbal violence includes threats, intimidation, slurs, or other hostile or discriminatory language.

All of the above may result in disciplinary action.

Weapons – Possession or Use

COSSA Academy is committed to a safe learning environment. Weapons of any kind—including “look-alike” weapons—are strictly prohibited on school grounds, in school facilities, in vehicles on campus, or at school activities.

Students may not possess, use, or carry any weapon at any time. Weapons found in a student’s vehicle are the responsibility of the driver.

Everyone is expected to report any weapon immediately to a teacher, counselor, or administrator. Students should leave the area right away if they believe there is a safety risk.

Types of Weapons:

- Type 1: Firearms (as defined by federal law)
- Type 2: Items used or intended to cause harm or intimidate others
- Type 3: Everyday items used or threatened to be used as weapons (e.g., pocketknives, scissors, pepper spray, etc.)

Consequences:

- Possession or use of a Type 1 or Type 2 weapon will result in immediate suspension, referral to the Board, and possible expulsion (up to one year or more). Firearms may also be referred to law enforcement.
- Possession or use of a Type 3 weapon may result in disciplinary action, including suspension or expulsion.

Exception:

Simulated (non-working) firearms may be used only within the COSSA Law Enforcement program for training purposes. No real weapons are used in student training.

DRESS AND APPEARANCE:

Students are expected to wear clothing that is appropriate for school. Students attending COSSA Academy 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, 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, 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.

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 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 COSSA parking lot.

Students who ride with another student must have their parent's written permission. Students who provide a ride to another student must 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.**

Career and Technical Students who are driving from their home school must follow the driving rules of their home high school and COSSA. 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. Under no circumstances may a student drive if they do not have driving privileges at their home school or a valid parking permit from COSSA.

COSSA Academy is not responsible for any damage or theft to a vehicle. 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 **subject to search**.

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 COSSA Academy 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 another 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 must meet the State of Idaho's graduation requirements.

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)

All graduation requirements and school fees must be completed at least one week before graduation. Students who have not met these requirements will not be allowed to participate in the graduation ceremony. Parents will be notified

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.

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 all K–12 students to have the following immunizations:

- 4 DPT (Diphtheria, Pertussis, Tetanus)
- 3 Polio (OPV)
- MMR (Measles, Mumps, Rubella)
- Seniors: Meningitis series

Students who are enrolling, transferring, or returning after withdrawal must provide official immunization records at enrollment. Records must include the month, day, and year of each vaccination.

Exemptions are allowed for medical, personal, or religious reasons. An Idaho Exemption Form must be on file at the school. Students with exemptions may be excluded from school for at least two weeks, or as directed by health officials, if there is an outbreak.

Under Idaho Code 39-4802:

1. A student may be exempt with a physician's statement indicating immunizations would endanger the student's health.
2. A student may be exempt if a parent or guardian submits a signed statement of religious or personal objection.

INSURANCE:

See Appendix B.

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

LOST AND FOUND:

Students are responsible for all personal items brought to school. COSSA Academy 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:

Medications, including over the counter medications will be administered in alignment with district 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 COSSA Academy 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 give parents the option to “opt out” of their students viewing movies or media that they may consider inappropriate. This can be done through a signed course syllabus or a separate notice sent home at least 3 days prior to the viewing.

If a student is opted out, the teacher will provide an alternative assignment with the same learning objectives.

See Appendix J for a sample opt-out letter.

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.

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– STUDENT MANAGEMENT SYSTEMS (SMS):

COSSA is required to collect and manage student information and data daily. 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 COSSA Academy to be given an access ID and password.

PREGNANCY and CHILDBIRTH:

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 schoolwork.

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.

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 COSSA Academy program, will keep attendance, tardy and discipline records that pertain to their COSSA Academy class. In other words, all of the students' records while attending COSSA Academy 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).

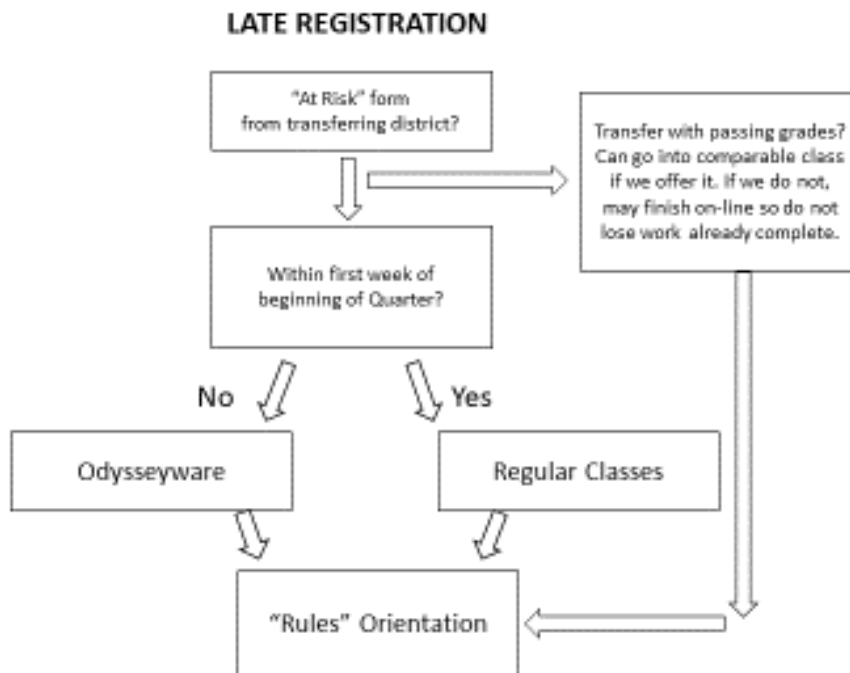
New students or previous dropped student will not be allowed enrollment until ALL documentation has been received.

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 COSSA Academy 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 COSSA Academy 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 COSSA Academy would be an appropriate placement option.

Regarding special education students who are placed in programs "hosted" by COSSA Academy, 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:

Students must be referred to COSSA Summer School from the Academy or from their home schools in order to attend.

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 announcements regarding upcoming events.
5. Other items of discussion that affect the COSSA Academy student body.

See "Student Council Constitution" for further information.

OFFICE PHONES:

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.

TRAUMA-INFORMED AND RESTORATIVE 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 "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 and school Reboot coordinator will attempt to use a three-step process when dealing with traumatized students who act out to lessen the likelihood of a total meltdown. That process is:

1. Cool off (giving the student space and time to become calm),
2. Collaborative problem-solving ~~Conversation~~ (between students and teacher and/or Reboot coordinator and/or school counselor),
3. Consequences (appropriate consequence for the original action that is agreed to and understood by the student).

TRUANCY POLICY:

All truanies 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 COSSA Academy 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.

TRESPASSING:

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 schoolhouses 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

COSSA Academy

Computer and 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 COSSA Academy Wi-Fi

Every COSSA owned student computer within COSSA Academy 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 2425, "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 2425 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 3575 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 <i>All major crimes will be reported to the police in addition to immediate suspension action by the school</i> 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 <i>All minor crimes will be reported to the police as well as investigated for possible expulsion action by the school</i>	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 Rtl 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 – Reboot Supervisor (same day)

OSS – Reboot 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

COSSA ACADEMY 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 COSSA Academy 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 2025-2026 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

_____ Copy of Driver's License Received _____ Copy of Proof of Insurance Received _____ Copy of Vehicle Registration Received Issued a parking permit on _____ Permit Number _____	Office Use Only
--	-----------------------------------

APPENDIX F-2

COSSA ACADEMY Permission to Ride

Student Name _____

I give permission for my student to ride to/from COSSA Academy 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 COSSA Academy.

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 8 th to 9 th 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. 2. Core requirement: 2 credit each – English, 8th grade Math, Science, Social Studies, 1 credit Health, 1 credit P.E. plus 3 Elective credits Note: Summer school is available for credit recovery. Some subjects may not be offered. (13 of 16 credits still apply).	1. Earn a minimum of 7 credits during 2nd semester out of a possible 8. 2. Core requirement: 1 credit each – English, 8th grade Math, Science, Social Studies, Health, and P.E. plus 1 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. (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.

<u>Cumulative Grade Point Average:</u> (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	<u>ISAT/SBAC Proficiency Assessments:</u> (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 _____