



Saint Paul's School

CORE Pack Program

(Catholic Opportunity for Responsive Education)

Admissions Policy



CORE Pack Admissions Policy

The Saint Paul's School CORE Pack program provides a quality, modified, inclusive education in a Lasallian Catholic environment for students with developmental disabilities seeking a high school certificate of achievement. Ideally, the program is a six-year term with students spending their first two years as pre-freshmen. Parents desiring such a Catholic educational experience for their children should follow the application guidelines outlined. Additional information is available by contacting the CORE Pack Director, Mrs. Lauren Gee, or Principal, Mr. Joe Dickens.

A student will be admitted based on an evaluative assessment reflecting reasonable confidence that the program will be able to meet the needs of the applicant. In order for the student to be accepted, the family must agree to actively support the program as outlined in Appendix 1 (See appendices: CORE Pack Enrollment Agreement). The CORE Pack Admissions Team will review the applications and forward recommendations for acceptance to the Admissions Committee of Saint Paul's School for final approval.

Program Standards

- The student/teacher ratio shall not exceed 4:1
- The CORE Pack program provides a range of services to meet the needs of its students.

Availability of appropriate services to meet the needs of individual student applicants is a key factor in the admissions process. Students whose learning needs cannot be successfully addressed will not be invited to participate in the program.

- The Core Pack Admissions Team includes the Principal, Assistant Principal and/or the Dean of Students of Saint Paul's School, the Director of the CORE Pack Program, the Student Services Coordinator, and the CORE Pack Program teachers (s).

The CORE Pack Program maintains the best possible balance of students to complement the CORE Pack learning community. Age, behavior, level of independence, and academic abilities will be the primary, but not the sole, considerations for maintaining this balance.

Inquiry

The application process is a dual one involving both family and student. Upon request, the CORE Pack Director communicates basic information about the program and the students it serves.

Application Process consists of several parts. They include the following:

School Visitation: Visits by prospective students and their parents are scheduled prior to the end of March of the school year the student would enter the program and include an interview with the CORE Pack Director.

Admissions Assessment Form: to be completed by CORE Pack classroom teachers following the prospective students' school visit.

Student Records: The family is required to make available the following:

- A. Previous records to include the most recent Individualized Education Plan with progress reports, recent evaluations, behavior intervention plans, and teacher narratives
- B. Past academic portfolios (if available)
- C. Current parish/county assessments (psychological, academic, speech, physical/occupational therapies, behavior, and social history). Evaluations must be completed by St. Tammany Parish School Board, or from whichever parish or county the student is coming. *A waiver is not sufficient for evaluations completed more than 3 years ago.*
- D. A letter of reference from a teacher or administrator of the applicant's current school
- E. A current proof of residency (i.e. landline bill, energy/gas bill, cable bill, etc.)
- F. Other applicable records upon request based on a complete review of the records provided, the CORE Pack Director determines whether the need for additional assessments is necessary. Any additional assessments will be arranged for and paid for by the applicant's family.

Observations: The Director of the CORE Pack Program may visit the current school of the prospective CORE Pack student and will request qualitative input from the prospective student's current teachers in the form of Teacher Narratives. This information can verify current functional strengths, weaknesses, and behavior.

- **CORE Pack Enrollment Agreement:** The parents of the student applicant must agree

to the terms set forth in the CORE Pack Enrollment Agreement. This agreement must be signed prior to enrollment and must be renewed annually. (See Appendix 1)

Admission and Retention Requirements and Considerations:

- I. The student must be at least 14 years of age and no older than 20 years of age at the beginning of the school year. Preference will be given to younger students who will have time to grow in the program.
- II. A formal Saint Paul's School application must be submitted.
- III. The student must visibly demonstrate abilities that are consistent with the goals of the Saint Paul's School CORE Pack Program.
 - The exceptionality of the applicant should fall within the Mild to Moderate range.
 - Consideration will be given to the following student characteristics and abilities:
 - A. The ability to actively and independently participate in a conversation with attention to answering questions and expressing ideas in a social setting.
 - B. The ability to work in group situations with a minimum amount of distractions to others and disruption to the classroom environment.
 - C. The ability to independently, and without assistance, perform all activities of daily living such as personal grooming and hygiene, including toileting, dressing, cleaning self after sneezing and eating, following directions, transportation, etc.
 - D. The ability to transition throughout the school campus with peers and minimal adult support, as determined by school staff.
 - E. Demonstration of interest in the learning process, curiosity, and motivation.
 - F. Demonstration of interest in others and independent expression of this interest in a positive fashion.
 - G. Willingness to participate in the spiritual opportunities provided by the school.
- VI. Other considerations:
 - A. Does not present a potential disruption to the classroom or school environment.
 - B. Does not require a significantly disproportionate percent of staff time as determined by the staff after interviews and a review of all documentation provided.

- C. Staff must believe that the student will benefit to a meaningful degree from participation in the program.

Student Acceptance

- I. Upon completion of the admissions requirements and submission of the application, the Saint Paul's School Admissions Team considers the application.
- II. A recommendation for acceptance is dependent upon available openings and the above criteria and considerations. The recommendation is then forwarded to the Saint Paul's School Admissions Office for review and final approval.
- III. Acceptance is probationary for the first year and reviewed annually.

CORE Pack Program Staff

All staff members employed in the CORE Pack Program have either Special Education certification or prior experience working with students with special needs.

- I. The CORE Pack Program is led by a Director. The duties and responsibilities of the Director will grow as the program grows and are as follows (but not limited to):
 - A. Collaborate with administration to identify expenses and potential sources of funds.
 - B. Develop the general operating budget.
 - C. Seek to solicit donations from various sources.
 - D. Develop curriculum for all CORE Pack classes.
 - E. Review applications for potential students with an emphasis on maintaining an appropriate balance of student needs within the program.
 - F. Develop goals and objectives for all students.
 - G. Schedule and participate in all conferences with parents and students.
 - H. Facilitate staff development with all CORE Pack staff members.
 - I. Meet with teachers of extra-curricular classes involving CORE Pack students.
 - J. Develop and implement a schedule for classes for all CORE Pack students.
 - K. Direct, schedule and plan lessons related to Transition classes and Life Skills training on and off campus.
 - L. Conduct observations of classroom teachers.

- II. One or more classroom teacher (s) may be employed in the CORE Pack Program. Their duties

and responsibilities are as follows:

A. Assist the Director with the following:

- Developing and implementing goals and objectives for students.
- Conferences with the parents and student.
- Meeting with extra-curricular teachers.
- Scheduling of classes.

B. Implementing curriculum as set forth by the Director.

C. Writing and implementing lesson plans for all students.

D. Modifying assignments and class work in extra-curricular classes (if applicable). Instructing mentors on how to do the same.

E. Instructing mentors in ways to assist the classroom teacher and extra-curricular teachers.

F. Grading, collecting, and recording all tests and homework assignments (if applicable).

G. Communicating with parents on a regular basis as to the progress of their children.

III. Mentor Wolves are a vital part of the CORE Pack Program. When available, they assist both the Director and Classroom Teachers in many ways. The duties and responsibilities of the Mentor Wolves are as follows:

A. Assist the classroom teacher in implementing the lesson.

B. Provide in-class tutoring for students.

C. Assist with collecting and distributing papers or assignments to students.

D. Accompany and provide assistance to CORE Pack students in extra-curricular classes.

E. Accompany students to lunch.

F. Assist with taking attendance and collecting money or other items to be turned in to the office.

G. Report directly to the classroom teacher or director any questions or concerns affecting the learning or behavior of a CORE Pack student.

Budget and Finance

The actual cost of educating a student in the CORE Pack Program exceeds the income generated from the student's tuition and any additional fees associated with the CORE Pack Program. The general operating budget covers the basic expenses of the program such as staff salaries, professional development, supplies, and educational materials. Parents are encouraged to participate in fundraising activities which help defray the deficit of the CORE Pack general operating budget by participating in school-wide fundraisers. Students eligible for additional school choice funds will be contacted by school staff each year to assist with the application.

It is recognized that special circumstances may limit the participation of a particular family from time-to-time. CORE Pack students are considered for Tuition Assistance on the same basis as other students. Detailed information can be found through the admissions office. Every attempt will be made to seek scholarship funds to supplement this financial assistance if the need arises. Families requesting such scholarship assistance must first submit a Financial Assistance application which may be obtained from the school's finance office. Information regarding parental contributions and scholarship assistance shall be kept confidential unless otherwise specified.

The Director of the CORE Pack Program, in collaboration with the high school administration, will identify expenses and potential sources of funds, develop the general operating and supplemental budgets, and meet periodically to review the budget. The Director of the CORE Pack Program will seek to solicit donations from sources such as foundations, businesses, civic organizations, and individuals for expenses such as program replication costs, program expansion expenses, a scholarship fund, etc. The Director will organize fundraising activities as needed. Plans for fundraising activities must be approved by the high school administration.

Any contributions of \$1,000 or below specifically designated for the CORE Pack Program will be considered restricted to that purpose and will be maintained by the business office in a separate account. Any and all donations must follow the guidelines set forth by the Saint Paul's School President.