



The Advanced Science and Technology Education Center, Inc.

2401 NW 23rd Street, Suite 3 • Oklahoma City, OK 73107 • Phone: (405) 947-6274 • Fax: (405) 947-0035

ASTEC CHARTER HIGH SCHOOL INTENT-TO-ENROLL CHECKLIST

STUDENT'S NAME: _____ GRADE 2009-2010 _____

THE FOLLOWING ITEMS MUST BE COMPLETED AND ATTACHED TO THE INTENT-TO-ENROLL FORM. THIS FORM **WILL NOT** BE CONSIDERED IF ALL COMPONENTS OF THE INTENT-TO-ENROLL ARE NOT COMPLETED AND SIGNED.

- ___ Proof of residence in Oklahoma City (Copy of water, gas, electric bill and lease if applicable.)
- ___ Parent/Guardian Acknowledgement Form
- ___ Legal transfer (if you reside outside the Oklahoma City Public School district)
- ___ Teacher Referral Form #1
- ___ Teacher Referral Form #2
- ___ Copy of student's transcript/grades from previous year and current year along with standardized and last Spring's state test scores. (EOI, PLAN, EXPORE, ACT, 8TH grade CRT)
- ___ Copy of Individualized Educational Plan (IEP), if applicable
- ___ Proof of up-to-date immunization records (State requirements listed below), Birth Certificate & Social Security #.

9th Grade

10th Grade – 12th Grade

5 DTP/DTAP/TD
 4 Polio
 2 MMR
 2 or 3 Hep B
 2 Hep A

3 DTP/TD
 3 Polio
 2 MMR
 2 or 3 Hep B
 2 Hep A

___ Interview Completed

FOR OFFICE USE ONLY				
Contact History				
Date	Date	Date	Date	Date



The Advanced Science and Technology Education Center, Inc.

2401 NW 23rd Street, Suite 3 • Oklahoma City, OK 73107 • Phone: (405) 947-6274 • Fax: (405) 947-0035

ASTEC CHARTER HIGH SCHOOL **INTENT-TO-ENROLL COVER 2009-2010**

MISSION STATEMENT

The Mission of the Advanced Science and Technology Education Center (ASTEC), Inc. is to empower, motivate and inspire learners to their highest potential in the Core Values of Content, Character, Competency and Community.

WHO WE ARE

We are a college preparatory, fully accredited, public school of choice. We focus on math, science and technology within a liberal arts curriculum. Our philosophies are based on Four C's; Content, Character, Community, and Competency.

WHAT WE BELIEVE

1. Future generations of young people will be the stewards of our community, nation and world in increasingly complex and critical times.
2. The present and future well being of our society requires an educated, involved, and caring citizenry with good moral character.
3. The character and conduct of our youth reflect the character and conduct of society; therefore, we have all the responsibility to teach, model and promote the development of strong character and moral decision-making.
4. Quality performance must be expected of all student, employees, and community.
5. Technology is basic a element of education.
6. An educational environment must exist which supports respect for oneself and others.
7. Understanding and valuing human diversity enriches individuals and society.
8. Constant change creates the need for lifelong learning.
9. High achievement will evolve from high expectations.
10. School should focus on learning and not clothing or status; therefore, we require uniforms.

OUR VISION

To create state-of-the art-schools where learners understand, regardless of background or ability, when reaching for their highest potential they can experience peace, prosperity and personal accountability.

OUR CURRICULUM

Hands on *Project Based *Experiential *Core Knowledge *Relevant *Liberal Arts *Integrated across the curriculum
*Authentic Assessment *Student Centered *Four C's: Content, Character, Competency and Community *Daily Technology
Classes *Math, Science and Technology Focus

ASTEC Charter High School

www.astec-inc.org

Email: admissions@astec-inc.org

*405-947-6274 Se necesitan una explicacion en Espanol, por favor de llamar la Sra. Maria Obregon o Sra. Donna McMillan



The Advanced Science and Technology Education Center, Inc.

2401 NW 23rd Street, Suite 3 • Oklahoma City, OK 73107 • Phone: (405) 947-6274 • Fax: (405) 947-0035

ASTEC CHARTER HIGH SCHOOL INTENT-TO-ENROLL 2009-2010

ASTEC Charter High School does not discriminate on the basis of race, color, or national origin, creed, sex, ethnicity, mental or physical disability, age, ancestry, athletic performance, special need, and proficiency of English language or academic achievement. Intent—To-Enroll Forms are taken year-round with open enrollment as space is available.

The intent to enroll information is valid for one year, provided the student maintains high academic, attendance and discipline standards. In the event that a student cannot maintain these standards, the transfer will be cancelled.

Date Intent-To-Enroll is submitted _____ for starting date of _____ in grade _____.

Intent to Enroll forms will be reviewed and interviews will begin February 28, 2009 –

First-round deadline is March 31st

If more students apply than spaces available, a lottery will be held

GENERAL INFORMATION (PLEASE PRINT CLEARLY)

STUDENT

Last Name First Middle Birth date Gender

Street Address City Zip Code

Home Telephone Number Primary Language Ethnic Background (optional)

PARENT/GUARDIAN

Mother's Name _____ Lives with Student? Yes No

Street Address: _____ City _____ Zip _____

Work Phone: _____ Cell Phone: _____ Email Address _____

Occupation: _____

Father's Name: _____ Lives with Student: Yes No

Street Address: _____ City _____ Zip _____

Work Phone: _____ Cell Phone: _____ Email Address: _____

Guardian's Name _____ Lives with Student? Yes No

Street Address: _____ City _____ Zip _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Relationship to the Student: _____

BROTHERS/SISTERS

APPLYING TO ASTEC

Yes No
Yes No
Yes No

SCHOOL HISTORY

Last School Attended _____ Current Grade _____

Number of Years at Last School Attended _____

Other School Attended _____

Does student currently have an Individual Educational Plan (IEP)? Yes No

Is student receiving any Special Education Services or has student been tested for Special Services?
Yes No

If yes, what services? _____

Has your child ever been placed in gifted and talented classes at the previous school(s)? Yes No
If yes, what year? _____
And test results _____

DISCIPLINE/CONDUCT

Maintaining an effective learning environment is critical to ASTEC Charter School's success. Because we are a project-based school, it is necessary for students to be able and be willing to work independently, conform to behavioral expectations, and work well with other students. Please answer the following questions regarding your child's behavioral and conduct history.

Does your child have a history of discipline problems in school? Yes No

Has your child ever been suspended before? Yes No

Was your child on a long-term suspension at the end of 2008-2009 School Year? Yes No

If yes to any of the above, please explain _____

*** FALSE INFORMATION MAY RESULT IN DECLINE OF INTENT-TO-ENROLL**



The Advanced Science and Technology Education Center, Inc.

2401 NW 23rd Street, Suite 3 • Oklahoma City, OK 73107 • Phone: (405) 947-6274 • Fax: (405) 947-0035

ASTEC CHARTER HIGH SCHOOL STUDENT INTENT TO ENROLL STATEMENTS 2009-2010

The student is to answer all of the questions. Please write in cursive and legibly.

The staff at ASTEC Charter High School wants to know about you so we will be able to assist you in succeeding at School. Please tell us why you are applying to ASTEC?

What are you goals in life and what do you hope to become?

What are your interests? Painting, Music, Drawing, Athletics, Drama, Others? Please elaborate.

What do you think your greatest strength is?

What do you think causes you to the most problems in life?

OKLAHOMA STATE DEPARTMENT OF EDUCATION INFORMATION

The information below is critical to the school receiving its fair share of funding. Only total and not names are submitted to the Oklahoma State Department of Education (OSDE).

- Yes No American Indian Ancestry (regardless of degrees)
This assists us with Title IX Program funding.
- Yes No Do you use a language other than English in your home?
If yes, what language? _____
- Yes No Was your child born in the United States?
If no, which country? _____

LEGISLATION NOTICE: Prior to graduation END OF INSTRUCTION tests. The EOI tests must be taken by each student who completes course instruction in English II, English III, U.S. History, Algebra I, Algebra II, Geometry, and Biology I. Students will have the opportunity to take the EOI tests during the state testing window of March 2008 – April 2008. The exact date and location will be announced at a later date.

_____ Please initial here to indicate that you understand your child is required to take the EOI tests that will be administered on site at ASTEC Charter High School in Oklahoma City, Oklahoma.

_____ Please initial here if you are the parent of an ASTEC Virtual School Student to indicate that you understand your child is required to take the EOI tests that will be administered by ASTEC Charter High School. The location of the EOI tests for our virtual students has not been confirmed at this time.

ASTEC Charter High School is a college preparatory high school and offers Oklahoma's College Preparatory/Work Ready Curriculum. ASTEC also offers the Core Curriculum to those students who began the 9th grade before the 2006-2007 school year. You are required to choose which curriculum you desire your child to be enrolled in.

COLLEGE PREPARATORY/WORK READY CURRICULUM for HIGH SCHOOL GRADUATION

Beginning with students entering the 9th grade in the 2006-2007 school year, in order to graduate from a public high school, accredited by the Oklahoma State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum.

4 Units of English

- May include Grammar, Composition, Literature, or any English course approved for college admission requirements

3 Units of Mathematics

- Limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, math courses with content and/or rigor above Algebra I and approved for college admission requirements

3 Units of Lab Science

- Limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above approved for college admission requirements

3 Units of History and Citizenship Skills

- Including 1 unit of American History, ½ Unit of Oklahoma History, ½ unit of U.S. Government, 1 unit from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved for college admissions requirements

2 Units of same Foreign or non-English language, or 2 Units of Computer Technology

- Approved for college admission requirements, whether taught at a high school or a technology center school, including but not limited to computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheet, and graphics, excluding keyboarding or typing courses

1 Additional Unit

- Selected from the courses listed above or career and technology education courses approved for college admission requirements

1 Unit or Set of Competencies of Fine Arts such as Music, art, or drama, or 1 Unit or Set of Competencies of Speech

The local school board's graduation requirements may exceed the state graduation requirements of 23 units.

CORE CURRICULUM FOR HIGH SCHOOL GRADUATION

Those who entered the ninth grade prior to the 2006-2007 school year may enroll in the core curriculum for high schools for graduation.

4 Units or Sets of Competencies in Language Arts

- 1 Grammar and Composition, and
- 3 units or sets which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English courses, or other English courses with content and/or rigor equal to or above grammar and composition

3 Units or Sets of Competencies in Mathematics

- 1 Algebra I or Algebra I taught in contextual methodology and
- 2 Units or Sets which may include Geometry, or Geometry taught in a contextual methodology, Trigonometry, Math Analysis, or Pre-calculus, Calculus, Statistics and/or Probability. Computer Science, Computer Science II, Mathematics of Finance, Intermediate Algebra, contextual math courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when in the 11th or 12th grade

3 Units or Set of Competencies in Science

- 1 Biology I or Biology I taught in contextual methodology, and
- 2 in the areas of life, physical, or earth science or technology which may include, but are not limited to the following: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, Qualified agricultural education courses.

3 Units or Sets of Competencies in Social Studies

- 1 U.S. History
- ½ to 1 U.S. Government
- ½ Oklahoma History
- ½ to 1 which may include, but are not limited to the following courses: World History, Geography, Economics, American History or other social studies courses with content and/or equal to or above U.S. History, U.S. Government and Oklahoma History

2 Units or Sets of Competencies in The Arts

- This may include, but are not limited to courses in Visual Arts and General Music

8 Electives

This must equal to 23 TOTAL Credits to graduate

Parent/Guardian: Please chose the curriculum you wish your child to enroll in.

_____ I choose the College Preparatory/Work Ready Curriculum for High School Graduation

_____ I choose the Core Curriculum for high school graduation.

Parent/Guardian Signature

Date



The Advanced Science and Technology Education Center, Inc.

2401 NW 23rd Street, Suite 3 • Oklahoma City, OK 73107 • Phone: (405) 947-6274 • Fax: (405) 947-0035

ASTEC CHARTER HIGH SCHOOL **PARENT/GUARDIAN ACKNOWLEDGEMENT STATEMENT**

Parents/Guardians of students accepted to ASTEC Charter Schools must support and agree to the following policy statements:

DIRECTIONS: Please read each section and check off on it. Then provide your signature in the space provided. *NOTE:* Your signature implies understanding and acceptance of each individual policy.

_____ Affirmation and Acknowledgement of the mission: The undersigned pledges support to the principal, faculty, and staff in furthering the mission of the school. We, the ASTEC Charter School family, do affirm our mission to empower, motivate, and inspire children to their highest potential in the Core Values of Content, Character, Competency, and Community.

_____ Commitment of Involvement: The undersigned acknowledges and affirms parental involvement in a child's education is that of primary teacher and that the role of parents/guardians in the child's education is to reinforce and assist the teacher in the academic tasks of the classroom as well as the assignments of outside the classroom. The undersigned pledges to participate in the child's/ward's education to the fullest extent expected by ASTEC Charter Schools.

_____ Affirmation and Consent to Uniform Policy: The undersigned pledges participation and cooperation of his/her child/ward in the wearing of a uniform at school in order to further the purposes of a safe and academic environment. The undersigned understands that his/her child/ward will be required to wear the approved uniform to school in the approved manner and that not doing so could result in removal from school for a day.

_____ Acknowledgement of Parental/Guardian Attendance Responsibilities: The parent/guardian understands that ASTEC Charter Schools is a school of choice, and the parent/guardian must provide transportation for his/her children. The parent/guardian acknowledges that repeated tardies/absences will result in the student(s) from school.

_____ Acknowledgement of Student Responsibility/Accountability: The parent/guardian understands that all ASTEC Charter School students are held fully accountable for their actions. The first step in being accountable is taking responsibility. The parent/guardians acknowledge and pledge to support ASTEC in decisions related to accountability and responsibility. The parent/guardian also understand that this accountability can result in disciplinary action.

_____ Parent/Guardian Acknowledgement for the Transfer Application: I hereby grant permission for my child/ward to apply for and attend ASTEC Charter Schools. I also give my permission for school officials to administer and report my student's achievement and aptitude test scores when required. I understand that all recommendations and test results will be maintained in confidence by all members of the Admission Committee and that this Intent-To-Enroll will not be returned to the student or parents/guardians and will become the sole property of ASTEC Charter Schools. I understand that enrollment consideration is on a space available basis only. I will be notified of my child's/ward's admission status in writing.

_____ Acknowledgement of Activity Charge: This is an annual charge per student at ASTEC Charter High School. This fee is used to fund field trips, parties, and other activities for ASTEC students. The parent/guardian acknowledges that this fee is due in full before their student's first day of school and pledges to make arrangements to pay this fee before the deadline. Please note that a student is NOT officially enrolled and cannot start school until the fee is paid in full.

The fee schedule for dues is as follow:

- Through June 1 (Early Enrollment) - \$30.00
- After June 1 - \$35.00
- After August 1 - \$40.00
- After August 31 - \$25.00 per semester
- **This is a non-refundable fee**
- Pay arrangements and fee wavers are available

Parent/Guardian Signature

Date

2008/09 ASTEC CHARTER HIGH SCHOOL UNIFORM POLICY

The purpose of the ASTEC Charter School UNIFORM POLICY is to encourage and support the learning environment of our school and to develop responsible students. The ACS Board of Directors, Administration, and Faculty reserve the right to make good faith interpretations of this policy and to address and resolve any issues that may not be specifically listed.

The uniform is a dressy-casual, tailored look. **Decisions will be made with this standard and intent in mind.**

Class “A” Uniform, “Optional Uniform” *(May be worn any day, including Friday)*

Solid White Long Sleeve Oxford Style Shirt *(See details below)*

Solid Black Blazer

Khaki Pants, Skirt, or Skorts *(See details below)*

Solid Black Leather Belt w/ Simple Buckle

Solid Black Dress Shoes and Black Socks

Solid Black Tie *(Optional)*

Class “B” Uniform *(Monday thru Thursday Uniform)*

Solid Lt. Gray or Black Long or Short Sleeve Polo Shirt with or without ASTEC Logo *(See details below)*

Khaki or Black Pants, Shorts, Skirt, or Skorts *(See details below)*

Solid Black or Brown Leather Belt w/ Simple Buckle

Solid Black or Brown Dress Shoes, or Solid Black or White Athletic Shoes

Class “B” Friday Uniform *(Worn on Friday and may be worn any day)*

Solid Lt. Gray Long or Short Sleeve Polo Shirt with ASTEC logo *(See details below)*

Black Pants, Shorts, Skirt, or Skorts *(See details below)*

Solid Black or Brown Leather Belt w/ Simple Buckle

Solid Black or Brown Dress Shoes, or Solid Black or White Athletic Shoes

Class “C” Uniform *(Worn on Designated Days. Student appearance details still apply)*

ASTEC or School Approved Shirt *(See details on following page)*

School Approved Pants *(See details on following page)*

Solid Black or Brown Leather Belt w/ Simple Buckle

Solid Black or Brown Dress Shoes, or Solid Black or White Athletic Shoes

Outerwear *(May be worn any day)*

Solid Black Sleeveless V-neck Pullover Sweater

Solid Black Cardigan Style Sweater

Official ASTEC Jacket

Solid Black Coat with or without Hood *(Must be stored in locker when in the building)*

Clothing Details – Additional information will be posted at www.astec-inc.org

- Clothing that fits properly.
- Uniform pants, shorts, skorts, and shirts must only be the **Dickie Brand** and style numbers listed below. There will be **NO** exceptions.
- *Oxford Shirt* WHITE ONLY: Long (Style # KL920, 5536)
- *Polo Shirt* Black & Lt. Gray: Long (Style # KL4452, KL5452); Short (Style # KS4552, KS5552)
- *Unisex Pant* Black & Khaki: Long (Style # 56562, 56062, 874); Shorts (Style # 54562, 54062, 42274)

- *Girls Pant* Black & Khaki: Long (Style # KP511, KP711, 71969, 874); Shorts (Style # KR511, KR711); Skort (Style #KT510)

Additional Clothing Details:

- Pants must be hemmed and strike the top of the shoe. Hems must not touch the ground.
- White or Black Socks must be worn (no low-top socks unless with athletic shoes).
- Girls may wear plain black or beige hose with skirts, dresses or skorts. When standing up, the length of the dress, skirt, or skort shall be no more than one, hand-width above the knee.
- Black shirts and black bottoms may not be worn together.
- ALL ASTEC students shall wear the ASTEC student nametag.
- Coats and/or sweaters must be **SOLID BLACK**. Outer wear must be kept in the student's locker unless otherwise announced (**Sweatshirts and hoodies are not allowed**).
- There shall be **NO insignia** of any kind, other than the ASTEC logo in the appropriate location.
- The ASTEC logo must be sewn on the shirt, on the left side within 1" of the button opening area and must be straight.
- Shirts are to be tucked in and pants worn at the *natural waist*.
- A Solid, plain, black or brown leather or leather-like belt, with a plain metal buckle are to be worn with pants, shorts and skirts with belt loops.
- Class "C" Uniform Shirt must not have any gang, drug, alcohol, and/or sexual connotation depicted on any part of the shirt. The shirt must be tucked in at all times. T-shirts, polo shirts, ASTEC shirts may be worn as "C" uniform. Students may not wear tight or low cut shirts and tight pants as "C" uniform.
- Class "C" Uniform Pants must not have any gang, drug, alcohol, and/or sexual connotation depicted on any part of the pant. Pants can include jeans, but pants must be hole free. The pants must be worn at natural waist and no over sized or baggy pants allowed.

Student Appearance Details

- One pair of stud earrings, no larger than ¼"
- A plain watch
- No bracelets, rubber armbands or necklaces are to be worn
- **Only** prescribed medical information bracelets may be worn
- Hair that is well-groomed and out of the eyes
- Hair that is a natural color (jet black, blue, green, pink, stripped, etc. is not considered natural)
- Nail polish in soft, natural colors (black is not a traditional color)
- A body free of visible tattoos, piercing, ink, etc.
- Natural make-up that is age appropriate as determined by ASTEC faculty or administration. No heavy eyeliner and bright or glitter eye shadow.

It is recommended that you purchase your uniform from one or both of the following retail stores to ensure the correct clothing. It is also recommended to make your uniform purchase early.

- 1) Nissi, 2123 NW 23rd ST. OKC, 601-1746
- 2) Fashion Sport & Uniforms, 1300 NW 23rd ST. & N. Classen, OKC, 524-9990 or 524-9991

weak
average
strong
 Problem-solving skill (math) _____
limited
average
strong

Personal Evaluation: *Please check appropriate ratings (X)*

Maturity in terms of age & grade _____
somewhat immature
normal
above average
very mature

Integrity and honesty _____
needs improvement
usually trustworthy
highly developed

Consideration of others _____
needs improvement
usually considerate
always considerate

Social adjustment with peers _____
needs improvement
has occasional minor problems
always considerate

Involvement with school activities _____
limited
considerable
outstanding

Independence _____
Rarely shown
occasionally initiates
frequently displays

Classroom conduct _____
occasionally disrupts
usually good
always good

Emotional stability _____
insecure
overly tense
attention getter
stable

Sense of humor _____
rarely laughs or smiles
normal
good
delightful

Self-confidence _____
Needs much reassurance
appears overly confident
needs some support
healthy self image

Fulfills responsibilities _____
sometimes
usually
always

ADDITIONAL COMMENTS:

Teacher's Signature _____ Date _____

Subject _____ School _____

Address _____ Telephone _____

THANK YOU FOR TAKING THE TIME TO COMPLET THIS EVALUATION



The Advanced Science and Technology Education Center, Inc.

2401 NW 23rd Street, Suite 3 • Oklahoma City, OK 73107 • Phone: (405) 947-6274 • Fax: (405) 947-0035

ASTEC CHARTER HIGH SCHOOL CONFIDENTIAL TEACHER RECOMMENDATION

Dear Professional: Your insight and evaluation of the following applicant will be helpful as we consider this student's Intent-To-Enroll. The information you provide will be strictly confidential. Thank you for taking the time to complete this evaluation.

Please Mail directly to: ASTEC Charter High School FAX: 405-947-0035
2401 NW 23rd St., Ste. 3
Oklahoma City, OK 73107

STUDENT'S NAME: _____ GRADE ENTERING _____

Academic Evaluation: Please check appropriate ratings with an (X)

Academic Potential _____
limited fair average good outstanding

Academic Achievement _____
considerably below somewhat below as expected better than far above
expectations par tests expectations

Self-motivation _____
Does very little only that required some desire to learn well motivated far above expectation

Study Habits _____
Poor fair good excellent

Follows Directions _____
Needs much explanation occasionally needs help quickly and correctly

Intellectual Curiosity _____
limited occasional strong

Ability to Concentrate _____
Easily distracted occasionally distracted usually good exceptionally good

Ability to Write _____
limited ideas & fair ideas & good ideas excellent ideas
mechanics good mechanics fair mechanics and mechanics

Participation in discussion _____
rarely contributes wants to dominate contributes when contributes join in
called on occasionally readily

Ability to express ideas orally _____
limited has some difficulty good exceptionally good

Computational skill (math) _____
weak average strong

