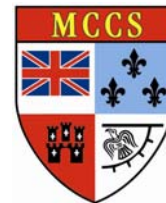


2009-2010 APPLICATION

MEDICAL CENTER CHARTER SCHOOL
 A Preparatory Open-Enrollment Charter School Specializing in
 Performing and Visual Arts
 Grades: Pre-Kindergarten 3 through Six



Performing and Visual Arts Academy includes Grades K-6

10420 MULLINS
 HOUSTON, TEXAS 77096
 Telephone: 713.726.0223
www.mccs.cc

**PART I: (PLEASE KEEP FOR REFERENCE)
 INFORMATION FOR ADMISSION FOR THE SCHOOL YEAR 2009-2010**

THE ADMISSIONS PROCESS

- (1) **Tours daily at 8:45:** Topics: The application, placement testing, program, Applications will be available.
- (2) ***The Application***, if complete, is dated, and numbered
 - A copy of the student's school records is required, including: (a) Report Card grades, (b) Standardized testing or the Texas Primary Reading Inventory, (c) TAKS scores if applying for fourth or higher grade level (or alternative testing if the TAKS not given), (d) Discipline records, including any suspensions, expulsions, or referrals to alternative schools, and (e) Attendance records. Parents are asked to bring complete records from the present school. There is a conduct requirement for admission. (f) Immunization records, (g) Social security card, and (h) Fine Arts Student Information Form for students entering grades K-6.
 - Birth date verification is required. Originals must be seen by office staff and copies will be made. Students must be three on or before September 1 for Pre-Kindergarten (and must be eligible for either free or reduced priced meals or English Second Language), must be five on or before September 1 for Kindergarten, and must be a commensurate age for higher grades.
- (3) ***The Placement Testing:*** Used for homeroom and special programs placement, testing is required to complete the application.
 - Parents must have an appointment and students must attend the scheduled testing date. Students will be removed from the testing room and not allowed to complete testing if they are talking or disturbing the testing session.
 - If a testing session is missed, the parent may request that the student's application be re-dated and stamped for a makeup session, if one is held.
- (4) ***The Audition Process:*** MCCS is an open-enrollment charter specializing in ***Performing and Visual Arts***.
 - Students in grades K-6 will study music, choral music, visual arts, and drama.
 - The Artistic Directors will hold auditions in those areas by appointment after the Placement Testing has been completed.
 - Audition requirements will be included in the Fine Arts Information Form for grades K-6.
 - Returning students of MCCS will not be required to audition.
- (5) ***The Acceptance Meetings:*** **You will be notified by mail:** The meeting is held after testing and concerns the following:
 - Acceptance, the waiting list and placement in a homeroom: Places are filled after testing according to the date and number of the application as well as the spaces available for each level. In a Testing/Audition Session, if more applicants qualify for a classroom than can be accepted, a waiting list will be formed in order of audition score. Parents will receive information showing acceptance or waiting list status. When an opening occurs, applicants will be notified by mail or telephone to accept or refuse the opening.

- Transfer records: A Request for Transfer Form will be given for the parent to sign requesting complete health, program, and other records to be transferred.
- Special Programs Offered: Gifted and Talented, Special Education, English Second Language, and Study Skills
- Summer School for June will be offered for students in Study Skills or ESL, or who are skipping a level.
- Available from the school: Uniforms, School Supplies, French, Spanish and English Dictionaries, Breakfast Program, Lunch Program
- Available: Before/After School for a fee
- Free and Reduced Priced Meal Applications: These applications are used to qualify families for free or reduced rates for Meals. Parents are encouraged to apply because the school receives additional funding.

GENERAL INFORMATION

MISSION STATEMENT FOR MCCA:

These essential elements are recognized:

- High standards for behavior and personal responsibility including respect for the individual
- Values of duty, honor, and service to the family, the community and our country
- The goal of each child becoming a person of integrity, willing and able to take responsibility for personal attitude, behavior, achievement, and relationships
- Explicit teaching of these values and the skills producing independence in thinking and learning
- Personal interaction, cooperation, and responsibility modeled by adults
- Preparatory level coursework including four languages, (English, Spanish, French, and Latin), fine arts, (Music, Art, and Drama), physical education, and technology
- Standardized tests measuring academic progress as a function of change and growth of individual students, with no student exemptions
- Instructional leadership as the focus of energy and time for administrators and faculty
- High standards of achievement
- The parent and student pledge that all homework and school requirements will be met as a condition of enrollment
- Perseverance until success in spite of challenges

OTHER GENERAL INFORMATION

- ***Performing and Visual Arts Academy.*** Beginning in grade kindergarten students must qualify by audition in the areas of vocal music, visual arts, and drama. They will develop these artistic areas of study with the highest standards. Under highly qualified teachers they will practice and participate in community performances as scheduled.
- ***Gifted and Talented Program.*** All students are automatically considered for the Gifted and Talented Program and qualify by scoring at least 89th percentile on the Iowa Tests of Basic Skills for the appropriate grade.
- **A level, not grade, homeroom approach meets the needs of all students.**
- **All students are automatically considered for the Study Skills tutoring program** and will qualify if they score (1) below the 40th percentile on the ITBS, or (2) have failed a TAKS test, or (3) Qualify for ESL.
- **In January students are tested** for homeroom placement changes for the spring term. In May they are tested for placement for the summer and tentative placement for the fall term. Tests the first week of school determine fall placement.
- **Students that are failing a subject and gifted students** qualify for the extended year in June.
- **Requirements for Promotion at Medical Center Charter School:** To be promoted to the next grade, students must pass all subjects. They must also pass all TAKS tests required for their grade. Pre-

kindergarten through grade two students are also required to score a minimum of 40th percentile in Total Reading, Total Language, and Total Mathematics on the ITBS.

- **The English Second Language program** is a mainstream immersion approach and students qualify for a special language program in Study Skills and Summer School.
- **The school day** is 7:30am to 4:00 pm. Arrival for breakfast is 7:30am.
- **Parents must ensure that their children are brought to school within specified times** and are picked up promptly; no MCCS staff is on duty before or after those times and children must not be left unsupervised. Before 7:30am and after 4:00 pm parents will be assessed a fee (Minimum of \$10) per child per time for supervision, which is what MCCS is charged for emergency supervision by licensed childcare. In addition, emergency contacts will be called and, if necessary, the authorities will be notified if children are habitually left unattended.
- **Before and Afterschool care is available for a fee.**
- **Breakfast and lunch** are available under the state programs.
- **Parents are expected to attend or have a representative at Parent-School Meeting** on Tuesdays as scheduled.
- **Parents are invited to observe** their child's class once each term, by appointment, and to follow up with a conference with the homeroom teacher.
- **Students will participate in all activities** and will be photographed and videotaped for school records and promotional purposes without additional notice. As a school specializing in performance and visual arts, participation in all scheduled rehearsals, workshops, and performances is required. Students must be in correct required uniform to participate. Field trips are announced to parents by school calendar.
- **Parents are expected to participate in fund-raisers**, which include purchase of school supplies and uniforms from the school, and numerous ongoing projects such as internet purchases and purchases from participating stores. These fundraisers are an important part of the charter school budget. MCCS is a 501 (c) (3) non-profit corporation and parents are encouraged to make tax-deductible donations and to solicit donations from employers and other sources.

UPON ACCEPTANCE PLEASE COMPLETE THE FOLLOWING TO PREPARE FOR SCHOOL:

- **Register with Saint Nicholas School for Before/after School at the Acceptance Meeting.**
- **By May 1: Order uniforms.**
- **By July 1: Pay for School Supplies. (\$50)**
- **By August 1: Apply for Free/Reduce Price Meals: (Child Nutrition Program):** free, reduced, or full price. New federal forms are available each year; call the office first to verify that they have been received before coming. **Bring immunization and hearing and vision records** to the school if not already complete.
- **By August 1:** All the above is done.

Other essential information is outlined in the Student/Parent Handbook.

**MEDICAL CENTER CHARTER SCHOOL
PERFORMING AND VISUAL ARTS INFORMATION FORM**

*Required for Admission to Grades Kindergarten through Six
A photograph may be included*

Complete and bring to audition

Student's Name _____ Date of Birth _____

Previous schools _____

Private classes in music, art, or drama _____

Community, school, or church choir experience _____

Interest in music, activities _____

Interest in choral music, activities _____

Art experiences and materials _____

Drama performances, roles _____

Musical instruments and proficiency _____

To be completed by staff.

Date and time of audition _____

AUDITION AREAS

Music:

Match pitch

Range

Quality

Sing a selection, classical or folksong

Sight-reading

Completed by: _____ Score: _____

Theatre:

Prepared monologue, no more than two minutes

Cold reading

Completed by: _____ Score: _____

Visual Arts:

3-5 Drawings based on observation, not photographs, matted or mounted

May include color photographs of original sculptures (3 dimensional works)

Illustrate during the audition a topic or still life

Completed by: _____ Score: _____

MEDICAL CENTER CHARTER SCHOOL

Kindergarten and up

AUDITION PROCESS

The audition process should be an enjoyable opportunity to observe aspects of the student's artistic and creative interests and work.

The Student Information Sheet should be submitted previously.

Grades K-6 will audition in the areas of vocal music, art, and drama.

Music: Students will be vocalized to determine how well they match pitch and intervals, their range, and vocal quality. A simple song should be prepared for the student to sing. The piece should be classical, musical theatre, folk, or a traditional children's song. They will be given the opportunity to sight-read a simple melody if they read music.

Art: At least three drawings/paintings should be brought that indicate the student's ability to draw based on observation, not from a picture. Photographs of original sculptures/3 dimensional works may be brought. These materials should be brought in an envelope or portfolio with the student's name clearly labeled. Students will also do a simple drawing at the audition; materials will be furnished.

Drama: Students should prepare a poem or monologue of no more than two minutes. They will also do a reading of unprepared material. Fluency, energy, ability to communicate, and emotional, physical, and vocal freedom will be considered. Parents will be notified later about a place being offered after the audition is evaluated. We hope your child will enjoy the process.

(FOR OFFICE USE ONLY)

Birth Certificate _____
Immunization _____
Social Sec. Card _____
Teacher Rec. 1st and up _____
School Records _____
PK eligibility _____

Medical Center Charter School

10420 Mullins St.
Houston, TX 77096
713/726-0223

(FOR OFFICE USE ONLY)

Student ID _____
Grade _____
Test Date _____
Placement Test _____
Entry Date _____
Level _____

Enrollment Form 2009- 2010 School Year

Referral

Referred by: (Parents, professionals, employer, referral service, or advertising): Please list names: _____

Student Information:

Age as of **September 1, 2009**: _____ Applying for what grade coming year: _____

First Name: _____ Middle: _____ Last Name: _____

SSN: _____ Sex: M or F Birth Date: _____ Birthplace: _____

Ethnicity: (circle one) Native American Asian/Pacific Islander African American
Hispanic White

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email: _____

School District where you live _____ Name of neighborhood campus _____

Parent/Guardian Information

Full Name: _____ Relationship: _____ Home Phone: _____

Home Address: _____ Work Phone: _____

Work Place: _____ Birthplace: _____ Ethnicity: _____ Speaks English: Y / N

Full Name: _____ Relationship: _____ Home Phone: _____

Home Address: _____ Work Phone: _____

Work Place: _____ Birthplace: _____ Ethnicity: _____ Speaks English: Y / N

Full Name: _____ Relationship: _____ Home Phone: _____

Home Address: _____ Work Phone: _____

Work Place: _____ Birthplace: _____ Ethnicity: _____ Speaks English: Y / N

Emergency Phone Numbers (other than parents)

Persons to contact or who may pick up student, **other than parents**, in an emergency: Two are required. Photo ID will be required for pick up. These persons must be able to pickup the child, in addition to parents, in the case of illness or discipline problems, within one hour of being called or child care charges will be incurred of \$10-\$25.

Name: _____ Phone: _____ Relation: _____

Name: _____ Phone: _____ Relation: _____

Physician's or clinic name and Telephone: _____

Hospital Preference: _____

Special Pick-up Instructions: _____

New Student Information

Student Name: _____	Grade _____
Previous School(s): _____	
Address: _____	
Special Programs: _____	

List siblings attending MCCS: _____

Have you done migrant work, on a temporary or seasonal basis, in a job related to Agriculture, forestry or fishing? **Circle: Yes or No**

If yes, did your child/children travel with you when you went to work or looked for work? **Circle: Yes or No**

To the Parent: I agree to comply with all provisions and requirements of this application and of the Student/Parent Handbook, including Student Conduct, Uniform Requirements, arrival at school by 7:30am and picked up by 4:00pm, Attendance at Home School sessions, homework requirements, and participation in fundraisers. If I cannot be contacted in case of emergency, I hereby authorize the individuals listed on the Medical Center Charter School Emergency Sheet and this application to be notified at the school's discretion. In the event parent and other persons named on these forms cannot be contacted, the school officials are hereby authorized to take whatever action is necessary in their judgment, for the health of the aforesaid child. I will not hold the school financially responsible for the emergency care and/or transportation for said child.

Failure to sign this form does not exempt your child from compliance with the laws, policies, rules, and regulations of the state and school. All the information we ask for is required to complete the student record. Please fill out accurately and sign.

Signature of Parent/Guardian: _____ Date: _____

Student Registration Date: _____ Time: _____ Date Tested: _____

HOME LANGUAGE SURVEY – GRADES
CUESTIONARIO DE IDIOMA HOGAREÑO – GRADOS PK-12

Name of Student _____
Nombre del Alumno _____

Campus _____ Grade _____
Escuela _____ Grado _____

TO BE FILLED IN BY PARENT OR GUARDIAN (DEBE COMPLETARSE POR EL PADRE O GUARDIÁN):

1. What language is spoken in your home most of the time? _____
¿Cual es el idioma que más se habla en su hogar?
2. What language is spoken by your child most of the time? _____
¿Cuál es el idioma que más habla su niño(a)?
3. What is the date of first entry into ANY school in the United States? _____
¿Cuál es la fecha de primer ingreso en CUALQUIER escuela en los Estados Unidos? grade(grado) month(mes) year(año)
4. Was your child born outside the United States? _____ Yes(Si) _____ No
Su niño(a), ¿nació fuera de los Estados Unidos?
5. Has your child resided outside the United States for 2 or more consecutive years?
¿Ha vivido su niño(a) fuera de los Estados Unidos por do o más años consecutivos?
_____ Yes (Si) Grade _____ From _____
Grado de month(mes) year(año) a month(mes) year (año)
_____ No
6. If your child resided outside the United States, did he/she miss significant portions of one or more school years?
Si su niño(a) vivió fuera de los Estados Unido, ¿perdió una gran parte de uno o más años escolares?
_____ Yes (Si) Grade _____ From _____
Grado de month(mes) year(año) a month(mes) year(año)
_____ No
_____ Does Not Apply (No es applicable)

Signature of Parent or Guardian (Firma de Padre or Guardián)

Date (Fecha)

For Student(s) _____

MEDICAL CENTER CHARTER SCHOOL PARENTAL AGREEMENT

As a condition for enrollment, I as the parent agree to support all the policies and procedures of the school listed in the Student Handbook, including the following:

- _____ Parents will purchase required school and art supplies for \$50, due March 1st.
- _____ Parents will keep addresses and phone numbers current in the office so they may always be reached.
- _____ Students will have required school supplies, full uniform, and PE uniform for class each day. Students not in full uniform will be warned first and then not be admitted to class unless corrected.
- _____ Parents agree to have children at school at 7:30am for breakfast or by 7:45am for class and to pick them up promptly at 4:00pm. The fee for coming before arrival or after departure time is \$10 each time. Students may not leave early without an acceptable excuse as listed in the Student Handbook with arrangements made in advance with the office. Parents will go to the office to call for student. All approved visitors will sign in at the office.
- _____ Students will know and follow the Ground Rules for the school in the Student Handbook.
- _____ Every Tuesday at 4:00 pm Homeroom Meetings will be held to involve parents in learning what we teach and how to supervise homework. The *Study Island* computer program will be explained and demonstrated for grades 2-6. The principal will be available to talk with parents as well as conduct parental involvement activities. Parents will be asked to evaluate the effectiveness of the school.
- Some students will be asked to stay after school each day until 5pm for tutoring if TAKS requirements have not been met and the student is at risk of failing, or if required *Study Island* work has not been completed on time.
- _____ Parents will be shown what students have for homework every day and to see their grades by using the Student Assignment Notebook and Gradebook with secured access to the Medical Center Charter School web site.
- _____ Homework enrichment for students needing more academic challenge will include independent reading and writing book reports. The school *Required Reading List* is the source of permitted reading material. No other books or reading material may be brought to school without the principal's permission. At least one report is required each quarter.
- _____ Parents may observe the classroom beginning in October with an appointment, and signing in at the office.
- _____ Students will not be allowed to use the phone or to have a phone at school.
- _____ Parents and teachers agree to work together to communicate effectively.
- _____ Parents agree to sign test papers each weekend to be turned into the teacher every Monday morning. Grade warning notices will be sent for averages below 75 at mid quarter. A conference will be requested and the parent and teacher will attend. Report cards will be sent home every quarter.
- _____ Parents agree to attend any conference requested by the special education or ESL director or the principal.
- _____ Parents agree to sign all Discipline Notices sent home and for the child to meet all listed requirements before returning to the classroom.
- _____ Parents agree to come to the school to pick up their child if suspended for the day or in the case of illness, within one hour, or to pay a late pick up fee of \$10.
- _____ Parents agree to follow the school grievance procedure, which includes meeting with the teacher or office, the Principal, the CEO's, and the Board of Trustees, in that order, before further action.
- _____ The discipline policy of the school includes the parent being contacted by the teacher. Following that, if conduct requirements are not met, the parent will be notified by the principal of a meeting. Following the meeting, if discipline issues have not been resolved, a conference will be set with the principal, parent and CEO to determine if the student continues to meet the conduct requirements of the school for attendance. This conference will be scheduled with the parents under the Discipline Policy of the school to consider expulsion. Students with conduct grades lower than C are not eligible to continue attendance at Medical Center Charter School.
- _____ Potential students of the school are reached by information available through the workplace institutions and through parent invitation. Employers may agree to distribute enrollment information to employees or to display a poster. Please speak with your employer and co-workers about the school to help build enrollment. Parents will promote enrollment in the school.

**Medical Center Charter School
Office of Admissions
10420 Mullins St.
Houston, Texas 77096**

Teacher and Principal Recommendation Form

This application applies to Medical Center Charter School

Authorization for release of information: As the parent or legal guardian of:

Name _____ Date Birth: _____

Present grade _____ Present Class Level (Circle): Accelerated, Average, Remedial, or Mixed

I hereby authorize release of cumulative school records, including: (a) grades, (b) standardized testing, (c) special programs, (d) discipline, (e) health, and (f) attendance, to be mailed by the present school to Medical Center Charter School.

Signature _____ Date _____

Principal Recommendation: Signature _____

Has this child required discipline or academic intervention by Administration? _____

Does this child qualify for gifted/talented or other programs? _____

Is this child eligible to re-register at your school for next year? Explain _____

Do you recommend this child to us? _____

Describe strong qualities: _____

Thank you for your time and assistance. Please mail directly to the address above.

Please circle the most appropriate response.

Homeroom Teacher Recommendation: Signature _____

Conduct and manners:	is disruptive	needs improvement	fair	good	is a model for others
Emotional maturity:	immature	needs growth	fair	good	unusually mature
Self-confidence:	low	needs growth	fair	good	strong
Is responsible:	not usually	needs improvement	fairly	usually	very responsible
Completes homework:	not usually	sometimes	fairly well	consistently	with high quality
Completes classwork:	not usually	inconsistently	fairly well	consistently	with high quality
Respectful to adults:	not usually	needs improvement	usually	consistently	excellent/ manners
Participates in programs:	never	sometimes	usually	consistently	with enthusiasm

Respects property:	not usually	fairly well	usually	consistently	with great care
Positive peer influence:	negative	sometimes	usually	consistently	sets high standards
Shows leadership:	negative	never	sometimes	often	constructive
Self-motivation:	does little	sometimes	only required	well motivated	sets high goals
Effort, drive:	limited	sporadic	fair	usually good	very strong
Study habits:	poor	sporadic	fair	good	excellent, consistent
Intellectual curiosity:	bored	sometimes	limited	varied and good	strong and varied
Working in a group:	has difficulty	sometimes	fairly well	usually effective	works very well
Working alone:	needs supervision	needs help	fairly well	completes well	works independently
Participation:	rarely contributes	when called on	joins in readily	wants to dominate	eager
Reads for pleasure:	rarely	occasionally	regularly	frequently	avid reader
Writing ability:	difficulty	below grade	at grade	good, above grade	unusual quality
Oral expression:	difficulty	some difficulty	average	good	exceptionally articulate
Follows directions:	needs re-explanations	some help	fairly well	follows correctly	very accurate
Follows suggestions:	rarely	needs reminding	fairly well	usually well	eagerly
Seeks help when needed:	rarely	occasionally	fairly well	usually well	consistently
Attention span:	distracts others	easily distracted	fair	good	excellent concentration
Follows rules:	has difficulty	inconsistent	fairly well	usually consistent	sets good example
Parental cooperation:	poor	average	good	excellent	shows positive initiatives

How long have you worked with this child? _____

Would you welcome this child in a class of yours next year? _____

Explain: _____

Describe strong qualities: _____

Teacher Signature: _____