

HEADWATERS ACADEMY

Application Procedure for 6th Grade

Thank you for your interest in Headwaters Academy. Our application process serves two purposes: to give the members of Headwaters Academy an opportunity to learn about the applicant, and to give the applicant and his/her family the opportunity to learn more about Headwaters Academy (HWA). Each applicant's individual strengths, talents, attitude and willingness to be a positive member of the community are considered. The application process consists of three parts: a school visit, completion of the application forms, and finally, if deemed appropriate, a personal interview. Home-schooled applicants should contact the Director of Admissions regarding these procedures and any necessary variances.

The School Visit

- Students visit HWA for two full school days while accompanying a current student. Visiting students are invited to participate fully in appropriate class activities (liability may be an issue in some activities when not enrolled) and to submit assigned homework, when requested.
- Contact the Director of Admissions to make school visit arrangements.

Application Materials

- Submit a completed *Application for Admission*, including *the Student & Family Information, Student Essay, Parents' Interview*, and the *Tobacco, Alcohol, and Drug-Free Commitment*.
- *Teacher Recommendation Forms* from both a current mathematics and a current English teacher are required. In most elementary schools, one teacher may fill both roles. An additional letter of recommendation by a counselor or administrator is required in that case. If desired, another letter of recommendation from an adult of choice may also be submitted. **All recommendations must be either (1) mailed in a sealed and signed envelope or (2) faxed by the author or (3) delivered in person by the author to Headwaters Academy. Please request these forms from HWA after the school visit.**
- Please submit current/recent grades and the last 2 years of standardized test scores.
- A \$50.00, non-refundable application fee must accompany the application.
- Contact the Director of Admissions with any questions regarding the application materials. All application materials are to be sent to: **Director of Admissions, Headwaters Academy, 418 West Garfield, Bozeman, MT 59715.**

Personal Interview

Upon receipt of all application materials and the school visit is complete, and if the student appears to be a "fit", an interview will be scheduled. Parents/guardians are to participate in the interview.

Headwaters Academy does not discriminate on the basis of race, color, religion, national or ethnic origin, or sexual orientation in the administration of its educational policies, scholarship and loan programs, and other school-administered programs.

HEADWATERS ACADEMY

Application Procedure for 7/8th Grades

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The School Visit

- Students visit HWA for two full school days while accompanying a current student. Visiting students are invited to participate fully in appropriate class activities (liability may be an issue in some activities when not enrolled) and to submit assigned homework, when requested.
- Contact the Director of Admissions to make school visit arrangements.

Application Materials

- Submit a completed *Application for Admission*, including *the Student & Family Information, Student Essay, Parents' Interview*, and the *Tobacco, Alcohol, and Drug-Free Commitment*.
- *Teacher Recommendation Forms* from both a current mathematics and a current English teacher are required. If desired, another letter of recommendation from an adult of choice may also be submitted. **All recommendations must be either (1) mailed in a sealed and signed envelope or (2) faxed by the author or (3) delivered in person by the author to Headwaters Academy. Please request these forms from HWA after the school visit.**
- Please submit current/recent grades and the last 2 years of standardized test scores.
- A \$50.00, non-refundable application fee must accompany the application.
- Contact the Director of Admissions with any questions regarding the application materials. All application materials are to be sent to: **Director of Admissions, Headwaters Academy, 418 West Garfield, Bozeman, MT 59715.**

Personal Interview

Upon receipt of all application materials and the school visit is complete, and if the student appears to be a "fit", an interview will be scheduled. Parents are to participate in the interview.

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APPLICATION FOR ADMISSION

Please print neatly or type all responses.

Date of requested term of admission: _____

- Name of Student: _____
- Gender: _____ Citizenship: _____
- Student's Address: _____

- Home Telephone: _____
- Date of Birth: _____ Grade at possible admission _____

FAMILY INFORMATION

- Mother's Name: _____ Father's Name: _____
Address (if different from student's):

- Telephone (business/home) Mother: _____ / _____
Father: _____ / _____
- Email address Mother: _____
Father: _____
- Occupations: Mother: _____ Father: _____
- Names & ages of any brothers/sisters of applicant: _____

Previous School(s) of Applicant

School Name & Address:

Grade Levels Completed:

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Student Profile

Please answer each of the following questions on a separate piece(s) of paper. Applicants may discuss these questions with others, but the answers must be the applicant's own work. Responses should be handwritten.

1. What are your academic strengths? Use specific examples.
2. What are your academic weaknesses? How have you worked on improving these? Use specific examples.
3. What are your personal talents and interests?
4. How do you motivate yourself when faced with an academic challenge?

Student Writing

Please respond to **one** of the following questions. The essay is to be completed entirely by the student, without assistance. Applicants are expected to write at least 150 words, but no more than 300 words.

- A. **Current Political or Social Issue:** State the issue, your opinion, and factually support your position. For a stronger paper, present opposing views and counter them as well.
- B. **Book:** Briefly summarize a book read within the past year. Reflect on important aspects of the book. What made the book memorable?

Parent's Written Interview

*You are free to discuss your responses with your child. Headwaters Academy, however, **will not share** this information with the student. Your answers to the following will aid us in providing the necessary guidance, support and encouragement for your child should he or she be accepted. If more space is needed, please attach your numbered responses on separate sheets. It is important to have input from parents, stepparents, or guardians whenever possible.*

1. What do you believe to be your child's strengths and weaknesses?
2. Please list specific reasons that make you believe that Headwaters Academy is a good choice for your son or daughter.
3. How do you evaluate your child's attitude towards learning?
4. The curriculum of Headwaters Academy involves optional activities outside the classroom that require travel and/or overnight stays (Field Study Tour, Outdoor Education). How do you evaluate your child's ability to deal with the challenges presented by these these situations?
5. Are there any physical, emotional, or academic issues that might affect your child's ability to succeed in our challenging, academic setting?

**PERMISSION
TO RELEASE INFORMATION**

Name of Student:

I authorize staff members of Headwaters Academy to contact school personnel of any and all previous school(s) that my son or daughter has attended regarding any and all information related to his or her academic and/or behavioral performance while enrolled at that (those) school(s).

Parent/Guardian's Signature: _____

Date: _____

**Return to
Headwaters Academy
418 West Garfield
Bozeman, MT 59715**

Tobacco, Alcohol, and Drug-Free Commitment

Headwaters Academy will not tolerate the use of tobacco, alcohol or drugs, nor the abuse of legal, but related, substances (i.e. intentionally sniffing glue). Headwaters Academy promotes a safe environment for all of our students.

Headwaters Academy (HWA) will **not** knowingly accept students who use drugs, alcohol, or tobacco.

Any student promoting or supporting the use of drugs, alcohol, or tobacco with other HWA students will immediately be withdrawn from HWA. In a case deemed by HWA to be severe enough, permanent withdrawal from HWA will occur.

HWA students using drugs, alcohol, or tobacco or abusing legal substances (as explained above) and not suspended may, at Headwaters Academy's discretion, be required to enroll in a professional treatment program at the family's expense. HWA will support such individuals during their treatment and may choose to maintain them as members of the HWA community, although they may be suspended, at HWA's discretion, from school property during the treatment program. Failure to accept professional treatment **or** failure to complete that treatment **or** a second violation of the drug, alcohol, and tobacco policy constitutes a failure to complete a treatment program successfully, and such students will be withdrawn from HWA.

These provisions above are in effect, **on or off campus**, as long as the student is enrolled at HWA. HWA reserves the right to search a student's personal possessions in his or her presence at any time. If a student is suspected of drug use, he or she will be asked to submit to a drug test at the student's cost. Failure to take a drug test and have the results independently reported to HWA will constitute a violation of the drug, alcohol, and tobacco policy.

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- I have read and understand the **Tobacco, Alcohol and Drug-Free Commitment** above. I have discussed any questions or concerns with my parents/guardians. I agree not to use illegal drugs, alcohol, tobacco, or abuse otherwise legal, related substances 24/7 while I am a student at Headwaters Academy.
 - I want Headwaters Academy to be a drug, alcohol, and tobacco free school and will **actively** support its drug, alcohol, and tobacco policy.
 - I understand that Headwaters Academy must be vigilant about illegal substances, and I will allow the search of my personal possessions when asked by an HWA staff member, and with me present for the search.
 - In the event that I am suspected of using drugs or alcohol, I will voluntarily submit to a drug or alcohol test if requested to do so by the school's headmaster or president of the Board of Directors.

Student's Signature _____ Date: _____

Student's Name (printed): _____

As a parent or guardian of a Headwaters student, I agree with and support the Headwaters Academy **Tobacco, Alcohol and Drug-Free Commitment**. I understand and support the commitment my child has made to be drug, alcohol, and tobacco free as defined above. I also agree to abide by all of its provisions.

Parent's Signature _____ Date: _____

Parent's Name (printed): _____