

# HEADWATERS ACADEMY

## Application Procedures

The application process is designed to give both the members of Headwaters Academy an opportunity to learn about the applicant, and give the applicant and his or her family the opportunity to learn more about our school. 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, the Application Credentials and a Personal Interview. Home-schooled applicants should contact the Director of Admissions regarding appropriate procedures.

### **The School Visit**

- Students visit the Academy for a minimum of two days and accompany a current student. Visiting students are invited to participate fully in class activity (except Outdoor Education) and to submit assigned homework.
- Contact the Director of Admissions to make school visit arrangements.

### **Application Credentials**

- Submit a completed Application for Admission; including Student & Family Information, Student Essay, Parent's Interview, and Alcohol, Drugs and Tobacco Free Student Commitment.
- Recommendation Forms from both a current mathematics and an English teacher is required. An additional (third) recommendation by another teacher, school administrator or other non-relative adult is encouraged, but not required.  
Recommendations should be sent separate from the Application or in sealed envelopes if they accompany the Application.
- An official transcript from each previous school attended.
- A \$50.00 non-refundable application fee.
- All application credentials should be sent to: Director of Admissions, Headwaters Academy, 418 West Garfield; Bozeman, MT 59715.

### **Personal Interview**

- An interview will be scheduled once all application credentials have been Received. Parents are expected to participate in the interview.

<p>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.</p>
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## APPLICATION FOR ADMISSION

*Please print or type all responses.*

Date of Requested Term of entry: \_\_\_\_\_

- Name of Student: \_\_\_\_\_
- Gender: \_\_\_\_\_                      Citizenship: \_\_\_\_\_
- Student's Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Home Telephone: \_\_\_\_\_
- Date of Birth: \_\_\_\_\_                      Grade at time of entry \_\_\_\_\_

### FAMILY INFORMATION

- Mother's Name: \_\_\_\_\_                      Father's Name: \_\_\_\_\_  
Address (if different from Student's):  
\_\_\_\_\_  
\_\_\_\_\_
- Telephone (business/home) Mother: \_\_\_\_\_ / \_\_\_\_\_  
Father: \_\_\_\_\_ / \_\_\_\_\_
- Occupations: Mother: \_\_\_\_\_                      Father: \_\_\_\_\_
- Names & ages of any brothers/sisters of applicant: \_\_\_\_\_  
\_\_\_\_\_

<b>Previous School(s) of Applicant</b>	
<b>School Name &amp; Address:</b>	<b>Grade Levels Completed:</b>
_____	_____
_____	_____
_____	_____

### **Student Profile**

Please answer each of the following questions on a separate piece(s) of paper and attach to your application. 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 Essay**

Please write on **one** of the following essay questions. The essay is to be completed entirely by the student without assistance. Middle School applicants are expected to write at least 150 words and High School applicants at least 250 words on their essay topic.

- A. Current Issue:** Share your opinion on a current issue and support your opinions with facts. Consider both supporting and opposing viewpoints.
- B. Book:** Discuss a book you have read within the past year. What did the book give you to think about? 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. What are the specific reasons you believe Headwaters Academy is a good choice for your son or daughter at this time?
3. How do you evaluate your child's attitude towards learning?
4. The curriculum of Headwaters Academy involves activities outside the classroom which require travel and/or overnight stays (Field Study Tour, Outdoor Education). How do you evaluate your child's ability to deal with the challenges of these situations?
5. Are there any physical, emotional, or academic issues that might affect your child's ability to succeed in a challenging academic setting?

**Alcohol, Tobacco, and Drug Free  
Commitment**

***The dependency that results from drugs, alcohol, tobacco, or the abuse of otherwise legal substances, is in complete opposition to everything for which Headwaters Academy stands. The use of these products destroys what Headwaters fosters in its students.***

Headwaters Academy will **not** accept students who use drugs, alcohol, or tobacco.

Any student supporting or promoting the use of drugs, alcohol, or tobacco among other students at Headwaters Academy will immediately withdraw from the Academy.

Students who use drugs, alcohol, or tobacco will be asked to seek treatment for the problem. Headwaters will support such individuals during their treatment and uphold them as members of the Headwaters community. Individuals who fail to complete a treatment program successfully will withdraw from the Academy.

Failure to accept treatment, failure to complete the treatment, or a second violation of the drug, alcohol, and tobacco policy all constitute a failure to “complete a treatment program successfully.” These policies are in effect, **on or off campus**, as long as the student is a Headwaters student. Headwaters Academy reserves the right to search a student’s personal possessions in his or her presence. 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 will constitute a violation of the drug, alcohol, and tobacco policy.

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- ▲ I have read and understand the above Headwaters drug, alcohol, and tobacco policy. I have discussed any questions or concerns with parents or administrators. I agree not to use illegal drugs, alcohol, tobacco, or abuse otherwise legal substances, 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 will allow the search of my personal possessions in my presence.
  - ▲ In the event that I am suspected of using drugs or alcohol, I will voluntarily submit to a drug or alcohol test if asked to do so.

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 drug, alcohol, and tobacco policy. I understand and support the commitment my child has made to be drug, alcohol, and tobacco free.

Parent’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent’s Name (printed): \_\_\_\_\_

**PERMISSION  
TO RELEASE INFORMATION**

**Name of Student:**

\_\_\_\_\_

**I authorize Headwaters Academy to contact school personnel of  
any  
Previous school my son or daughter may have attended regarding  
information related to his or her performance while enrolled at  
that school.**

**Parent's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Send to:  
Headwaters Academy  
418 West Garfield  
Bozeman, MT 59715**