

2019-2020
HEART MOUNTAIN
ACADEMY
STUDENT/ PARENT
HANDBOOK



HMA

Heart Mountain Academy

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Heart Mountain Academy: A School of Choice

Student Handbook

Introduction

Welcome to Heart Mountain Academy. We are a small, caring school with a family-like environment where students get the daily one-on-one attention they need to be successful in school. Heart Mountain Academy, HMA, offers multiple levels of support to students and their families, and its size allows us to assist all students personally with social, emotional, and academic needs.

HMA has a full four-year course of study in English, Math, Science, Social Studies, and electives in numerous areas. Heart Mountain also offers Cody High School concurrent enrollment elective classes (up to one CHS class per trimester) based on student need. HMA utilizes blended learning in core content areas utilizing curriculum from Florida Virtual, an online accredited high school. Due to our smaller class size, staff is able to adjust content delivery, thereby allowing the students to get most work done in class and reduce the need for homework. HMA also focuses on post-graduation initiatives, which assists with the necessary aspects of future job skills and secondary education. Our goal is for students to go on to attend some form of post-secondary school or job training.

We are honored that you have chosen Heart Mountain Academy as your partner in creating a high school experience that best fits you. As partners we all have responsibilities to make that so. Your high school experience is part of your amazing transition toward adulthood. You will increasingly be given more freedom in how you spend your time. Your family and your instructors will depend on you to accept these freedoms responsibly. You will be supported to make good choices and you will be held accountable for the choices you make. We all need to work together to make sure you achieve academic success, that you are physically and emotionally safe, and that you behave as a caring, confident, and ethical human being. As you review the school rules, procedures, and expectations in this handbook, remember the *big idea* it represents - “*do no harm*”. Whether you are conferencing with an instructor, interacting with another student, welcoming a guest to our campus, surfing the Internet, traveling to a worksite, or at social events, think of the *big idea*. If you act in a manner to *do no harm*, chances are you will be acting responsibly.

Each Heart Mountain Academy administrator, instructor, and partner is committed to, and accountable to this same standard. We believe honesty, integrity, courtesy, trust, and mutual respect are necessary for true learning and achieving one's utmost potential. Simply stated, our actions affect those around us and affect the quality of our school. Our codes and standards should support, but not replace, your personal and ethical beliefs.

Heart Mountain Academy is where people want to learn. HMA is a home away from home, an open door, and a place of rigor where students earn a diploma that matters. We do what it takes, we do no harm, we set no limits on our potential to learn and grow, we do it like a family, and we LOVE what we do!

Vision

Students achieve excellence with the skills, knowledge, and strength of character to succeed in a dynamic world.

Mission

Heart Mountain Academy will produce students who learn at high levels through work that is purposefully designed to be relevant and engaging within a supportive environment.

Purpose/ Culture

Heart Mountain Academy will purposely develop a culture of achievement by promoting:

- A culture that is welcoming.
- A culture where the conditions for learning are ever-present.
- A culture in which we examine how our behaviors affect others, our world, and us.
- A culture in which there is a shared belief that we are part of something special and great.
- A culture in which language creates and facilitates personal pride, purpose, and power.

Students who have not been successful in a comprehensive high school setting may find success in a smaller, family oriented school of choice.

Philosophy

We believe every human being is worthy of dignity and respect. We believe all students can learn. Therefore, the whole student (personal, social, emotional, intellectual, work skills, safety, and security) is of concern, not just academic endeavors.

Goals and School Features

All students at Heart Mountain Academy will have applied and been accepted to the program. The student and their parents/ guardians will have chosen to participate in the learning alternative. Each student will have a personalized plan for success (Student Success Plan). Staff, student, and parents will write the SSP. Upon entering, students will write a personal mission statement and life plan. The SSP, Personal Mission Statement, and Life Plan will be recursively visited throughout a student's tenure at Heart Mountain Academy.

Job shadowing, college visits, service learning, and internships will be included in student SSPs. Technology is also a part of the curriculum delivery process allowing programmed learning, immediate feedback systems, and maximum monitoring of individual progress and needs.

Students will be involved in the democratic process by participating in community service (volunteering) and school governance (site-based management and committee membership). Students will be life, college and career ready when they graduate from Heart Mountain Academy.

Hathaway Scholarship Statement

The State of Wyoming provides Hathaway Merit and Need Scholarships to Wyoming students attending the University of Wyoming and Wyoming community colleges. Every Wyoming student who meets the merit requirements can earn a Hathaway Merit Scholarship. Contact your school counselor for more information.

Attendance Philosophy and Policy

Heart Mountain Academy serves Park County School District #6 as its alternative high school. As long as students follow policies, they are guaranteed enrollment at Cody High School. However, students may choose to enroll at Heart Mountain Academy in order to earn a high school diploma. Students are not guaranteed a place at HMA unless they follow school norms and expectations, and demonstrate a positive mental attitude and a commitment to learning and earning a high school diploma.

The integrated and project-based nature of the HMA program makes daily attendance extremely important. The full benefit of the educational program may be derived only

from maximum participation in class activities. Therefore, absence from school may result in a loss of experiences, which cannot be replaced by make-up work.

We want the limited number of openings at HMA to be available to students who will make the appropriate effort to attend school. More than seven absences in a course will result in loss of credit or an attendance contract and referral to the principal.

Absences:

- 8 countable absences (E,U, M, B) in a class = attendance contract or dropped class
- Administrative and Activity codes (D,X,A) are not countable absences and will not affect enrollment.
- Students who are absent for any reason will receive one day for makeup work for each day missed

Tardies:

- Being one to ten minutes late for a class = tardy
- 5 tardies = visit with principal for disciplinary action
- More than ten minutes late will result in a fraction of a recorded absence.

DFI Grade Policy

Grades will be updated weekly. The DFI list consists of students with any grade lower than 70%.

- Students on the DFI list will be notified of the status of their grades on Monday morning to allow student to put a plan of action in place.
- If student's grade is still below 70% by Tuesday morning:
 - Guided Study is mandatory and their campus will be closed until grades improve to 70% or greater or
 - They show improved progress through effort with classroom teacher.

Guided Study

Guided Study is during the last period of the day from 2:40-3:20. This is to allow students an opportunity to work on school work outside of the scheduled classes. All students at HMA who do not have an assigned class are required to be at Guided Study for the allotted time to work on school work or missing assignments at the teacher's discretion. Students are only allowed an exemption from Guided Study under the following conditions:

- Student is passing all classes with a 70% or above
- Student is not on an attendance contract

If students are to miss Guided Study, they will need to have it preapproved through their Guided Study teacher. These will be approved on a case by case basis.

Weapons

- **Possession of Weapons:** Any student who brings a weapon to the Heart Mountain Academy campus on their person, in their vehicle, in their lock or bag, will be suspended at the administrator's discretion and can be recommended to the board for expulsion.

Weapon(s) Definition

- **Type I:** Deadly weapon (as such term is defined in W.S.6-1-104 (a) (iv), i.e. firearms
 - *Maximum suspension of 10 days with administrative discretion*
- **Type II:** Articles other than deadly weapons used or threatened to be used to inflict bodily harm and/or to intimidate other persons regardless of whether or not the possessor actually used or intended to use the article to inflict bodily harm or intimidate other persons. Examples are knuckles, switchblade, butterfly knife, chains, clubs, pocket-knives, stars, etc.
 - *Maximum suspension of 1 day with administrative discretion.*
- **Type III:** Articles designed for other purposes but which are being used or threatened to be used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, files, compasses, scissors, etc.

Alcohol, Drugs and Tobacco

If more than one staff member believes there is a probable cause that a student is under the influence, student will be seen by the school nurse or administrator. Conferences may be held to determine nature and extent of the problem. Interventions may be required. Students using tobacco products on campus may be issued a citation by the Cody Police Department.

Fights/Violence Policy

There is zero tolerance for physical altercations at HMA. any student who strikes, hits, or pushes another student will be dropped from HMA.

Appeals Process

Violation of the fight/violence policy results in termination of a student's enrollment at HMA. Within **three days** of the violation a student may appeal in writing to re-enter HMA. The appeals committee of two staff members and one administrator will be selected to serve for one year. The findings of the committee and their recommendations will be final.

Dress Code

HMA maintains the right to ask students to change clothing that may interrupt, be offensive, or show a lack of respect for the culture.

Cellular Phones

Students must keep cell phones in their backpacks during class time and may only use their cell phones at the teacher's discretion.

FOSTERING A LEARNING COMMUNITY AT HEART MOUNTAIN ACADEMY

Courtesy Policy

Courtesy is a code that governs the expectations of social behavior. Each community or culture defines courtesy and the expectations for members of that community or culture. As a learning community, it is our responsibility to define courtesy and to live up to that definition. As a school community, we must hold one another and ourselves accountable for interactions that foster respect and trust.

Discourteous behaviors destroy the community and can result in hurt feelings, anger, and additional poor choices. In general, courtesy means that we interact with one another in positive, respectful ways.

Code of Conduct: Respect for Self and Others

- **Behavior:** HMA students and staff are expected to respect others and support teaching and learning. Prohibited behavior includes offensive language, ignoring a staff request, threats, slander, sexual harassment or misconduct, lying, theft, and fighting. Willfully causing physical or emotional harm to another member of the HMA community, including bullying and cyber-bullying, will lead to further disciplinary action.
- **Consequences:** HMA uses Restorative Practices for most infractions of the Courtesy Policy and the Code of Conduct. This means that the perpetrator will be asked to reflect on the incident that he/she created by answering these questions:
 - What happened?
 - What were you thinking at the time?

- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you think needs to happen to make things right?

Any victims will be asked to reflect on the incident by answering these questions:

- What did you think when you realized what had happened?
- What impact has this incident had on you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right?

The purpose of disciplinary action at HMA is to ensure that both individual students and the HMA community remain focused on growth and learning and causing no harm to themselves or others. Prompt resolutions of the problem or issues are expected. Discipline may include a conference and warning to the student, parent/guardian notification, and a written commitment by the student to improve his/her behavior and/or performance. In addition, depending on the nature of the infraction and the student's past performance, suspension and/or expulsion may be recommended.

Suspension/Expulsion

HMA regards suspension and expulsion as a *last* resort. Our goal is to maximize time spent learning for each student. A criterion for suspension and expulsion of students is consistent with Wyoming State Statute sections 21-4-305 (suspension or expulsion: authority, procedures) and 21-4-306 (suspension or expulsion grounds) and with Park County School District #6 Board Policies JIC (student conduct) and JKD/JKE (suspension or expulsion of students).

Diploma Requirements

Twenty-four (24) credits are required to earn a diploma from Heart Mountain Academy. Each student is encouraged to be certain he/she has an acceptable balance between required courses and other courses which may interest or serve them in future planning.

SUBJECT	CREDIT	REQUIRED COURSE(S)
CLASS OF 2019-2020		
ENGLISH	4	English I,II,III,IV
SCIENCE	3	
MATH	3	
SOCIAL STUDIES	3	
HEALTH	1	Health (including required CPR training)
PERSONAL FINANCE	.5	
SOCIAL EMOTIONAL LEARNING	.5	
ELECTIVE CREDITS	9	Elective Units may be taken from any of the subject areas offered. Foreign Language is not a diploma requirement. However, students that are planning on attending two or four year colleges are encouraged to take two years of Foreign Language
TOTAL CREDITS	24	