

Julia Hosford Barnes, P.C.

Memorandum

To: PEC
From: Julia Barnes
Date: 7/21/23
Re: AIMS lottery and enrollment packet

CSD has recommended that AIMS be placed on the agenda due to concerns with the lottery and enrollment practices of the school. The following outlines the legal issues with the lottery and enrollment process at AIMS and the enforcement mechanisms.

Both State and Federal law provide for a right to a free public education. NMSA 22-12A-3 provides the right to a free public education, and the charter school law requires that a lottery be held if more students apply than spots. The U.S. Office of Civil rights provides the following guidance, “All children in the United States are entitled to equal access to a basic public elementary and secondary education regardless of their actual or perceived race, color, national origin, citizenship, immigration status, or the status of their parents/guardians. School districts that either prohibit or discourage or maintain policies that have the effect of prohibiting or discouraging, children from enrolling in schools because they or their parents/guardians are not U.S. citizens or are undocumented may be in violation of Federal law.”

Summary of documents and proposed changes. The AIMS lottery and enrollment packet for the upcoming school year is attached to this document as posted on their website. The following chart outlines the concerns related to the AIMS lottery and enrollment packet and each document is hyperlinked to the pages:

Document in packet	Concern	Proposed change
ACTION REQUIRED		
Lottery form and enrollment forms are combined	Lottery form is immediately followed by the enrollment packet.	Separate pages 1-3 (lottery) from the enrollment packet (4-end) and provide the enrollment packet to parents after getting in through the lottery and not before. Post the lottery document on the lottery page. Make the enrollment packet available <i>only</i> to families selected in the lottery.

200 West De Vargas, Suite 2
Santa Fe, New Mexico
87501
Jhbnm1@gmail.com
(505) 982-3993 Santa Fe phone and
(505) 212-0604 fax (Albuquerque number)

<p>Enrollment Packet, student essay</p>	<p>Requires a student essay.</p> <p>The school should ask for any student essay separate from enrollment at the school.</p>	<p>Remove the student essay from the enrollment packet. There is no concern if it is required and used by the school after enrollment.</p>
<p>Enrollment Packet, recommendation</p>	<p>Requires a recommendation from a teacher. Use of this form appears to violate both state and federal law.</p> <p>A student who is selected in the lottery may enroll in the school and is not required to have a recommendation to get in. This is contrary to a free public education.</p>	<p>Remove this document from use at the school.</p>
<p>Enrollment Packet coversheet</p>	<p>Identifies the enrollment packet as an “application”</p> <p>A student who is selected in the lottery may enroll in the school and is not required to apply to the school.</p>	<p>Remove any reference to “application.”</p>
<p>ACTION TO CONSIDER AND JUSTIFY IN AN AMENDMENT TO THE CONTRACT</p>		
<p>Timing of Lottery notification to the time to submit the enrollment packet</p>	<p>The parents are notified by letter of a successful lottery position which occurs on a Monday at 10:00 a.m.</p> <p>The full enrollment packet is due that Friday by 12:00.</p> <p>It is likely that families are encouraged to submit both sets of document at the same time prior to the lottery.</p>	<p>Please identify how this short period of time is sufficient for a family to receive the mail on the lottery and return the full packet that requires obtaining information from other sources.</p> <p>Enrollment information should not be required prior to the lottery.</p> <p>The information on enrollment should be provided after a family is chosen in the lottery, not before</p>
<p>Consider the implications of the Family Support section of the AIMS Parent Code of Conduct</p>	<p>The section on parent obligations could be very difficult for working parents or parents who speak a language other than English.</p>	<p>Consider identifying the manner in which the school will support parents with after hour options and options for meetings with bilingual staff.</p>

Questions for AIMS

- 1) What percentage families turn in both the lottery form and enrollment packet at the same time?
- 2) How are families that don't are able to meet the short term-around time from lottery (Monday morning) to enrollment deadline (Friday noon)?
- 3) Why isn't the lottery form on the lottery page of the website?
- 4) Why is the student essay part of the enrollment application? What purpose does it serve to enroll the student at AIMS?
- 5) What happens if a student does not provide an essay? Is the enrollment packet considered incomplete?
- 6) Why is the teacher recommendation part of the enrollment application? What purpose does it serve to enroll the student at AIMS?
- 7) What happens if the family does not provide a teacher recommendation? Is the enrollment packet considered incomplete?
- 8) What happens if a teacher submits a form and does not recommend that student for enrollment?

Contract and law provision to reference in an Intervention Ladder letter

1. Federal and State law requires that a school provide a free public education. In particular, the teacher recommendation requirement and the timing of submittal of the student essay, raise concerns here.
 - a. NMSA 22-12A-3 provides the right to a free public education and the charter school law requires that a lottery be held if more students apply than spots.
 - b. Federal law requires that a child be provided with a free public education regardless of their actual or perceived race, color, national origin, citizenship, immigration status, or the status of their parents/guardians. The U.S. Supreme Court has weighed in on this issue several times beginning with Brown v. Board of Education, 347 U. S. 483 (1954) (no discrimination based on race) and was upheld again in Plyler v. Doe, 457 U.S. 2023 (1982) (no discrimination based on undocumented status). There is also express protection for special education students.
2. The Charter Contract requires compliance with state and federal law. (page 9, Section 8 i., ii. and iii.)
3. The Charter Contract, Attachment F, is supposed to be the enrollment procedures but is only the lottery form. AIMS should provide a contract amendment with the full lottery and enrollment packet that meets the legal requirements.
4. In August 2021, the PEC voted to require all schools to comply with the lottery guidance document from the Charter Schools Division and to confirm that the Performance Framework would be scored on whether the school met the requirements of that document. This letter was sent to all schools. The lottery and enrollment documents do not follow that guidance. The amended lottery and enrollment documentation should follow that guidance.



Albuquerque Institute for Mathematics and Science (AIMS@UNM)
2023-2024
Grades 6th – 12th

ADMISSIONS: AIMS@UNM is a New Mexico Public Education Department (NMPED) Charter High School, and conforms to NMPED regulations with respect to admissions procedures for charter schools. There is no tuition charge to attend. When number of applicants exceeds available space, admission to AIMS@UNM will be granted through a **LOTTERY PROCESS**. **All available spaces are included in the lottery. Current Lottery periods are listed below. Phase I is for 6th grade applicants only. Phase II will be for all grades available.** Phase III and IV are tentative dates, will be inclusive of additional grades should space become available, and will be conducted **only** if space is available. Applications for the next school year are available November 1st.

Lottery Phase	Applications Accepted	Lottery Date	Enrollment Packet Due
Phase 1 – 6 th Grade Only	11/01/22 – 11/18/22 by 1:00 pm	12/05/22 10:00 am	12/09/2022 By noon
Phase 2 – All Grades	11/30/22 – 12/14/22 by noon	01/09/23 10:00 am	01/13/2023 By noon
Phase 3 – All Grades	01/17/23 – 02/17/23 by noon	02/20/23 10:00 am	02/24/23 By noon
Phase 4 – All Grades	03/20/23 – 05/01/23 by noon	05/08/23 10:00 am	05/12/2023 By noon

WHAT YOU NEED TO KNOW: The only requirement for AIMS@UNM is a desire and passion for mathematics and science and a commitment to develop those skills.

IS THIS PROGRAM RIGHT FOR YOUR CHILD? AIMS@UNM is a rigorous academic program designed to prepare students for participation in a global economy and includes a dual enrollment criteria with the University of New Mexico or CNM. Middle school curriculum is designed to prepare students for advanced coursework in high school. Students enrolled at AIMS take Algebra I in 8th grade, Geometry in the 9th, Algebra II/Trig in grade 10, Calculus in grade 11, and dual enrollment advanced math during their senior year. English and History are Advanced Placement (AP). 6th, 7th & 9th grade students will participate in a physical education program made up of Karate and physical fitness activities. Additionally, students must take two years of “critical languages” identified as Japanese or Chinese.

** Please note: AIMS@UNM does not provide transportation. Students may purchase their lunch through a participating vendor or bring lunch from home (refrigerator and microwave provided)*



Albuquerque Institute for Mathematics and Science (AIMS@UNM)
2023-2024
Grades 6th – 12th

Typical 7-Year Course Sequence at AIMS –Grades 6-12

AP Exams in AP classes are required and calculated into the semester grade.

Grade Subject	6	7	8	Credit(grade 9-12)	9	10	11	12
<i>English</i>	English 6	English 7	English 8	4 credit total (1 AP Lit.,1 AP English)	English 9	English 10	AP English	AP Lit
<i>History</i>	History 6	History 7	History 8	3.5 Credit total	NM History	AP World History	AP US History	Dual Credit
<i>Science</i>	Science 6	Science 7	Science 8	4 credit total	Biology	Physics	Chem 115, 121 & 123	Dual Credit Science
<i>Math</i>	Math 6 & 7	Math 8	Algebra I	4 Credit total	Honors Geometry	Algebra II/Pre Calc	AP Calculus	Dual Credit Math
<i>Critical Language</i>				2 Credit total		Year 1(Japanese or Chinese)	Year 2(Japanese or Chinese)	
<i>Dual Credit</i>				Minimum of 8 Total (1 health, +Math and Science requirements)			4 (2 per semester, one of which is Health)	4 (2 per semester)
<i>PE</i>	1 elective				1 PE credit			
<i>Total</i>	5 classes	5 classes	4 classes + 1 credit		5 credits	5 credits	5 credits plus 3 DC	1 credit plus 5 DC



Albuquerque Institute for Mathematics and Science (AIMS@UNM)

2023-2024

Grades 6th – 12th

APPLICATION FOR LOTTERY

Should be hand delivered or mailed to:

- Albuquerque Institute for Mathematics and Science @UNM**
933 Bradbury SE, Albuquerque, NM 87106
- **Admissions Office: (505) 559-4249 Fax: (505)243-9235**

Attn: Lottery

Application

Date:

APPLICATION – GRADES 6 - 12

Student's Full Name : _____ **Date of Birth :** ____/____/____

Grade you are applying for: _____

Current Grade: _____ **Current School:** _____

If your child's lottery is pulled, you will be informed by letter only.

Parent/Guardian Name: _____

Mailing Address: _____

City, State, ZIP: _____



Albuquerque Institute for Mathematics and Science (AIMS@UNM)
2023-2024
Grades 6th – 12th

ENROLLMENT PACKET – GRADES 6 - 12

To be filled out after students are pulled in lottery

***ALL ITEMS NEED TO BE SUBMITTED IN (1) PACKET SUBMITTED IN FULL BY
 THE DUE DATE INDICATED.***

<u>Pg.</u>	<u>ENROLLMENT COMPONENT</u>	<u>COMPONENT DETAILS</u>
2	Personal Information Sheet	Form enclosed
3-4	Student Essay	Form enclosed
5	Recommendation from your elementary or middle school teacher	Recommendation should be <i>returned to you</i> in a <i>sealed</i> envelope, with the signature of the person making the recommendation across the seal.
6	Completed Parental/Guardian Release	Form enclosed
ENROLLMENT SUBMISSION	Copy of your transcript (and/or portfolio) showing all grades from last year, 2022-2023 AND/OR current grades/progress report. <i>(If your student has an IEP please include a copy of current accommodations)</i>	Obtain from current school <i>(Transcript, IEP, & Standardized Test Results)</i> <i>A Release Consent Form, pg. 6 is provided for you to submit to your student's current school to get the appropriate documentation.</i>
ENROLLMENT SUBMISSION	NMSBE Scores/Standardized Test Results from last year, 2022-2023. If 2022-2023 scores are not available, provide the most recent results possible. Test scores are for placement only.	Obtain from current school <i>(Transcript, IEP, & Standardized Test Results)</i> <i>A Release Consent Form, pg. 6 is provided for you to submit to your student's current school to get the appropriate documentation.</i>
ENROLLMENT SUBMISSION	Current shot records or religious medical exemption as per State of New Mexico requirements	Obtain from your physician and /or health care provider

Please note, AIMS@UNM does not qualify for the free and reduced lunch program. Students may purchase their lunch through a participating vendor or bring lunch from home (refrigerator and microwave provided)
****Please do not hesitate to contact the admission's office with questions and or for assistance with completing the application.***



**Albuquerque Institute for Mathematics and Science (AIMS@UNM)
2023-2024
6th thru 12th Enrollment Packet**

Part 1: Personal Information

Student's Full Name: _____ **Date of Birth:** ____/____/____

Gender: Male Female **Ethnicity:** Caucasian Black or African American Asian
 American Indian/Alaskan Native Native Hawaiian/Other Pacific Islander **Hispanic Descent?** Yes

What is the primary language spoken in the home? _____ Is your child fluent in English? Yes No

1. Parent/Guardian Name: _____ **Relationship** _____

Mailing Address: _____

City, State, ZIP: _____

Telephone: _____ **Alt. Phone:** _____

Contact E-mail Address: _____

2. Parent/Guardian Name: _____ **Relationship** _____

Mailing Address: _____

City, State, ZIP: _____

Telephone: _____ **Alt. Phone:** _____

Contact E-mail Address: _____

ACADEMIC HISTORY:

Has the student ever attended a NM Public School Yes No _____

If Yes, Name of School and City

Current Grade: _____ **School you currently attend:** _____

Name

City and State

If this is a Albuquerque Public School, what is your ID # _____

Do you currently have an IEP/504*? YES _____ NO _____ ***IF SO PLEASE ATTACH CURRENT IEP.***

What is the highest level of education your mother/guardian has received? _____

What is the highest level of education your father/guardian has received? _____



**Albuquerque Institute for Mathematics and Science (AIMS@UNM)
2023-2024
6th thru 12th Enrollment Packet**

Part 2: Personal Essay: Choose only one! Please write an essay (250 words minimum) on one of the topics listed below. Please indicate your topic by checking the appropriate box. The personal essay helps us become acquainted with you as a person and a student, apart from courses, grades, test scores and other objective data. It will also demonstrate your ability to organize your thoughts and express yourself. Note-this is to be the students' work....

- Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced, and its impact on you.

- Discuss some issue of personal, local, national or international concern and its importance for you.

- Indicate a person who has had a significant influence on you, and describe that influence.

- Describe a character in fiction, or historical figure, or a creative work (as in art, music, science, etc.) that has had an influence on you, and explain that influence.

- A range of academic interests, personal perspectives, and life experiences adds much to the educational mix. Given your personal background, describe an experience that illustrates what you would bring to the diversity of AIMS@UNM, or an encounter that demonstrated the importance of diversity to you.

Attach your essay to the last page on a separate sheet(s)(same size please). You must put your full name, date of birth, and name of previous school on each sheet.

Is there any additional information you'd like to provide regarding special circumstances, additional qualifications, etc. Please do so in the space provided below.



Albuquerque Institute for Mathematics and Science (AIMS@UNM)
2023-2024
6th thru 12th Enrollment Packet

ALBUQUERQUE INSTITUTE FOR MATHEMATICS AND SCIENCE@UNM
Teacher/Counselor Recommendation

THIS RECOMMENDATION IS CONFIDENTIAL
(please return to student in a SEALED envelope)

Student: _____ **School:** _____

Teacher/Counselor: _____ **Subject & Level:** _____

TO THE TEACHER: The above student is applying to the Albuquerque School for Mathematics and Science (AIMS@UNM). AIMS@UNM's mission is to provide an outstanding Mathematics and Science education within a University environment, while at the same time enrolling students in the University of New Mexico for advanced work. It is expected that every student attending AIMS@UNM will have the maturity, motivation and intellectual ability to graduate and to attend a four year college or university while still at the high school level. Please complete this questionnaire and add any additional comments that you feel would benefit this student in his/her application process. We appreciate your time and effort in completing this form.

How well do you know the student? Very Well (___) Well (___) Not Very Well (___) Not At All (___)

CHECK THE COLUMN WHICH BEST DESCRIBES THE STUDENT					
<i>LEARNING CHARACTERISTICS</i>	Always	Usually	Seldom	Never	N/A
1. Does the student complete classroom or other outside assignments on time? COMMENTS:					
2. Does the student stay on task even if the assignment is difficult? COMMENTS:					
3. Does the student take the initiative of his/her own learning? COMMENTS:					
4. Is the student's oral and written communication mature and grammatically correct? COMMENTS:					
1. Is the student enthusiastic about learning? COMMENTS:					
2. Does the student handle outside responsibilities as well as school demands? COMMENTS:					
3. Is the student self-confident, emotionally secure, and self-assertive? COMMENTS:					



Albuquerque Institute for Mathematics and Science (AIMS@UNM)
2023-2024
6th thru 12th Enrollment Packet

4. Does this student receive reinforcement from family in respect to his/her education?					
COMMENTS:					
5. Does the student have good time management or study skills?					
COMMENTS:					
6. Would you consider this student to be a discipline challenge?					
COMMENTS:					

TEACHER/COUNSELOR RECOMMENDATION: Science & Tech will offer great opportunities for highly motivated students.

How comfortable are you about this student's ability to succeed in this very demanding environment?

Highly Recommend (___) Recommend (___) Recommend with reservations (___) Cannot Recommend (___)

Teacher/Counselor Signature _____ **Date** _____

Please return to student in a sealed envelope with your signature across the intact seal.



Albuquerque Institute for Mathematics and Science (AIMS@UNM)

2023-2024

6th thru 12th Enrollment Packet

Parental/Guardian Release for Use of Student Photos

This release permits the Albuquerque Institute of Mathematics and Science at UNM (AIMS@UNM) to use the following items for publication on the school website, in school brochures, and in other school promotional materials:

1. Photos of your child taken at school events/activities or during student interviews.
2. Your child's information is protected by the Federal Educational Rights and Privacy Act (FERPA) will not be used in these materials without your express written permission.
3. Student/parent comments and questions submitted or expressed to AIMS@UNM during the student interview, at school events/activities, via e-mail or other correspondence, phone calls, or other communication with AIMS@UNM.

If you wish to revoke this release at any time, please do so in writing.

Student's Name (printed)

Parent's Name (printed)

Parent's Signature

Date



**Albuquerque Institute for Mathematics and Science (AIMS@UNM)
2023-2024
6th thru 12th Enrollment Packet**

REQUEST FORM

**Transcript, IEP, & Standardized Testing Results
(Complete this form and submit the request to your student's current school)**

Please use this form to request records that apply to your student; a copy of your student's 2021-2022 transcript (unofficial copy is acceptable), current report card/progress report, a copy of your student's Individual Educational Plan (IEP), and Standardized testing results from your student's current school.

Name of Student: _____

Student ID # (if applicable): _____ **Student DOB:** _____

Current School: _____

Parent/Guardian Name: _____

2022-2023 Transcript/Report Card

Copy of Individual Education Plan (IEP)

Included

Does not apply to my student

Current report card/progress report

Immunization Record

Test Scores

State Standardized Tests

W-APT for English Language Placement

ACCESS for English Language Learners

Other Standardized Tests (please specify test) _____

Test Scores are unavailable (please provide explanation below):

Copy of student birth certificate



Albuquerque Institute for Mathematics and Science (AIMS@UNM)

2023-2024

Grades 6th - 12th Information

STUDENT/FAMILY CONTRACT

2023-2024 Student Dress Code

AIMS@UNM STUDENT DRESS CODE

AIMS@ UNM is located on the University of New Mexico Science and Technology Park, which houses a multitude of Science and Technology businesses. It is the privilege of AIMS@UNM to be housed on this location, and it is our responsibility to present an image

that in no way detracts from the business atmosphere of the Park. The purpose of the Albuquerque Institute for Mathematics and

Science @UNM dress code is to create a professional, safe and respectful community where students can place their sole focus on learning.

The dress code is in effect from the start of the school day until the end of the school day. Additionally, for safety, AIMS students must be readily identifiable by park tenants and security. A uniform dress code facilitates this identification.

Tops:

Students must wear a BLACK or WHITE short or long sleeved shirt with a collar at all times, with the exception of AIMS wear or, UNM Red

Lobo wear (on Fridays only). Shirts may not be excessively baggy and must be buttoned up. Shoulder seams must be at the shoulders and shirts cannot hang down below mid-thigh level. Jackets will not qualify as a replacement to a collared shirt. Jackets may be worn as long as they are not excessively baggy, shoulder seams are at the shoulders and the jacket cannot hang below mid-thigh level. If worn inside, jackets must allow full view of dress requirements (i.e. un zippered) Text on jackets or buttons that promote violence, alcohol, gangs, tobacco or drugs is prohibited as

well as clothing that presents a distraction in the classroom, determination to be made by faculty and administration.

Bottoms:

Black or tan pants, black or tan skirts, black or tan capri's may be worn. No excessive "saggy or baggy" pants or excessively tight pants (i.e. leggings or legging style) may be worn. Determination of what is excessively tight or baggy to be made by faculty or administration. The inseam of the pant must be where the legs and torso join. At no time may "sweat pants" be worn. Denim (blue jeans) can be worn on Fridays only, and only with UNM Lobo wear or AIMS wear. Denims may not have holes in them.

Albuquerque Institute for Mathematics and Science @UNM

933 Bradbury, SE Albuquerque, NM 87106

Website: www.aims-unm.org • **Admissions Office:** (505) 559-4249



Albuquerque Institute for Mathematics and Science (AIMS@UNM)

2023-2024

Grades 6th - 12th Information

Other:

Hair must be a natural color. Bright orange, red, blue, green, purple or any other colors not naturally found on humans are disruptive to the classroom and will not be allowed.

Students must wear shoes at all times, with the exception of martial arts training.

Earrings are acceptable, but no other visible piercings are permitted unless religiously required with confirmation. Students who have existing piercings must remove them during instructional time and when representing AIMS@UNM at any event (i.e. learning environments associated with AIMS@UNM).

Clothing, jewelry or appearances that are determined by the administration/staff and or faculty to be distracting to the learning environment will not be permitted.

Any AIMS@UNM logo attire approved by the AIMS@UNM Administration is acceptable.

Faculty, staff and administration of AIMS@UNM reserve the sole right to interpret and enforce the student dress code. Parents of students who violate the dress code will be required to pick up their children within one hour of notification by AIMS@UNM, unless other arrangements with administration is made, to return home for compliance with the dress code. Failure to do so may result in expulsion from AIMS@UNM.

- **UNDERSTANDING OF EXPECTATIONS**

Students are selected for enrollment by lottery. Once selected students may enroll and must provide evidence in the form of permanent transcripts. . Upon registration, AIMS will be able to request records from the student's previous school.

FAMILY ACCOUNTABILITY

In order for students to learn and grow, it is essential that we all do our part. AIMS@UNM Charter School students, parents, teachers, and administrators all have the responsibility to promote student learning and



Albuquerque Institute for Mathematics and Science (AIMS@UNM)

2023-2024

Grades 6th - 12th Information

growth. We are all educational partners who must do our part so that students can learn to the best of their ability and be prepared for college success. *AIMS@UNM Student and Family Handbook* outlines what students, teachers and the administration must do to provide an environment that encourages student success. Below is a summary of important responsibilities and school expectations that families accept once they choose to enroll at AIMS. Keep in mind that all the items below are drawn directly from our Handbook, which can be found in its entirety on FACTS. We know that the choice you made in coming here is a precious one and we want to make sure that you have a full and clear understanding of your responsibilities.

AIMS PARENTS UNDERSTAND AND SUPPORT THE FOLLOWING:

ATTENDANCE

Parents of student attending AIMS:

- ensure their child comes to school every day on time to begin school at 7:30 AM. They understand that their child may not be permitted to enter the building before 7:15 AM
- understand that if their child is absent more than ten (10) days of his/her school year regardless of the reason, he or she may have to repeat his or her current grade. This would mean that if a student is absent with or without excuse for more than 10 days of the school year, their student may fail all of his or her classes for the year and may need to repeat his or her current grade.
- make sure that their child promptly makes up missed work following absences.
- understand that in the event of an absence, their child will be allowed to make up work only if they have contacted the school and written a detailed note regarding student illness, family emergency, or religious observance. In the event an absence occurs due to out of school suspensions, family vacations or attendance at entertainment events will not be allowed to make up their school work
- understand that the school day ends at 3:30 PM and agree to pick up their child at that time, unless their child has been assigned to mandatory tutoring or is in an afterschool program.

HOMEWORK

Albuquerque Institute for Mathematics and Science @ UNM operates under the core belief that all abilities, including academic abilities, are built and developed with practice, rather than a fixed result of talent. Effort and hard work is the key to academic achievement. It is understood by parents and teachers alike that all students will at times struggle, however it is the struggle that results in learning. Mastery does not come easily, it takes much practice; practice that occurs outside of regular school hours. This shared belief appreciates challenges as an opportunity for growth.



Albuquerque Institute for Mathematics and Science (AIMS@UNM)

2023-2024

Grades 6th - 12th Information

With this in mind, AIMS parents:

- believe that in addition to needed practice, homework develops the values of responsibility, autonomy, perseverance, time management, initiative, self-reliance, and resourcefulness.
- believe in the mission of the school and demonstrate this belief by making school a priority, specifically by providing an environment that is consistent and conducive to practice and mastery of learning. In general this is two hours of uninterrupted homework per night.
- agree to be available to their student, assign responsibility to the student for his/her homework, encourage independence and send positive messages concerning their school work.
- agree to be a resource for their student rather than a “**director**” of homework activity. In general, parents should limit their involvement to:
 - *clarifying* or reinterpreting directions;
 - *demonstrating* or giving example of a particular procedure;
 - *reviewing* or checking work for accuracy, clarity and adequacy.
- agree that whatever help is rendered should be brief and encouraging, and should rarely last longer than 15 minutes. Issues requiring longer periods of time should be referred back to the child’s teacher.
- praise their students for effort rather than talent.

AIMS@ UNM utilizes an online program for communication with parents concerning school activities, their student’s academic progression and to assist with the homework requirements above. While this on-line system contains homework assignments as planned by teachers the week before, as well as estimates of current grades, we remind you that teachers’ plans may change from day-to-day and the legal record for grades is the official teacher’s gradebook. It is still incumbent upon the students to write down the homework as it is assigned in class.

This on-line system is a back-up tool for finding out homework and should not replace writing down an assignment when it is assigned in class. **IF A TEACHER CHANGES A HOMEWORK ASSIGNMENT DURING THE COURSE OF A WEEK, IT MAY NOT BE REFLECTED IN FACTS. STUDENTS ARE RESPONSIBLE FOR ENSURING THAT THEY ARE DOING THE CORRECT ASSIGNMENT. THE ASSIGNMENTS AND CURRENT GRADES ARE LISTED ON AN ADVISORY BASIS ONLY AND DO NOT SUPERSEDE WHAT THE TEACHER ASSIGNS IN CLASS, OR THE LEGAL GRADEBOOK DOCUMENT.** By using this tool, parents are acknowledging that they understand this may not be completely accurate and up to date. Confirmation of the information may be made by e-mail directly to the teacher of record.



Albuquerque Institute for Mathematics and Science (AIMS@UNM)

2023-2024

Grades 6th - 12th Information

AIMS PARENT CODE OF CONDUCT

- I agree to promote and support the rules of behavior as well as the consequence system as outlined in the AIMS@UNM Student Handbook, and accept responsibility as a partner in my child's learning.
- I understand that my child will be required to stay for at least one hour in after-school detention if he or she commits a detention-level infraction, or accumulates 3 demerits in the course of a week. Generally this occurs on Fridays.
- I understand that it is my child's responsibility to notify me if he or she earns an afterschool detention.
- I understand that my child may be suspended if he or she misses afterschool detention.
- I will come to school for a meeting if my child is suspended, and I understand that my child may not be allowed to return to class until after this meeting occurs.

PROMOTION POLICIES

- I understand that my child will be automatically retained if he or she fails 2 or more core academic classes.
- I understand that if my child fails 1 class, he or she must fulfill summer school or tutoring requirements.
- Students not proficient in math and reading as measured by the State Mandatory Testing will be placed in mandatory tutoring after school.
- I understand that my child may be required to stay for afterschool tutoring and that regular attendance at mandatory tutoring is a requirement.

STUDENT TESTING POLICY

The Albuquerque Institute of Math and Science is a school of choice. Additionally AIMS is a data driven educational institution which utilizes data (in the form of standardized tests, PLAN, ACT and AP scores to measure student progression, teacher impact in the classroom and student readiness for college work as described in the charter. AP classes are mandatory as are the AP exams. Scores for the AP exams will be counted into the final class grade when they become available, usually in July. Your



Albuquerque Institute for Mathematics and Science (AIMS@UNM)

2023-2024

Grades 6th - 12th Information

child's participation in these tests are dependent upon grade level; not all grade levels take all the above listed tests, however all grades take the State Mandated testing. In attending the Albuquerque Institute for Math and Science you agree to support your child's performance on these exams.

STUDENT DRESS POLICY

- I will ensure that my child comes to school in proper dress, according to the guidelines listed in the Student Handbook, and also described in this agenda.
- I understand that if my child comes to school out of uniform, he or she may not be permitted to attend class, may need to wait for the appropriate uniform to be brought in from home, and may receive a demerit or an automatic detention to be served that day.

STUDENT LUNCH

- I will ensure that my child comes to school with a nutritious lunch every day, or I will make arrangements for him or her to have the school lunch.

FAMILY SUPPORT

- I agree to support my child's academic work by communicating regularly with my child's teachers and advisor, by scheduling appointments to talk with them as needed, and by attending all Family-Teacher Conferences.
- I agree to attend family meetings and other school-sponsored events on a regular basis.
- I understand the significant commitment necessary for my child to be prepared for college success and I am committed to supporting my child through all aspects of the college preparatory process

Student's Name (printed)

Parent's Name (printed)

Parent's Signature



Albuquerque Institute for Mathematics and Science (AIMS@UNM)
2023-2024
Grades 6th - 12th Information

STUDENT ACADEMIC INTEGRITY

As a student of AIMS, your child will be given unusual opportunities to do research. Some of our students may be coming from educational systems where rules of academic integrity were not clearly defined or enforced, however ignorance is never an excuse for academic dishonesty. Violations of academic integrity include, but are not limited to:

Cheating:

- Using material not permitted by the instructor during exams, including stored information on electronic devices.
- Copying answers from another student on exams or assignments, or giving the appearance of doing so.
- Altering graded exams or assignments and submitting them for re-grading.
- Submitting the same paper for two classes.

Plagiarism:

- Copying ideas or taking exact working from published sources without indicating (using quotation marks or other conventions) where the words come from.
- Paraphrasing from sources without indicating where the information came from.
- Copying from another student and submitting the work as your own.
- Having someone write your paper for you.

Facilitating Academic Dishonesty

- Allowing another student to copy an assignment or problem set that is supposed to be done individually.
- Allowing another student to copy answers during an exam.
- Taking an exam or completing an assignment for another student.

Violations of Academic integrity carry serious consequences. **You may fail the assignment, fail the class, and/or be suspended from AIMS. If you are in doubt, ask your instructor BEFORE you hand in the assignment**