

Introduction: **Albuquerque Institute for Mathematics and Science at UNM**

A State of New Mexico Charter School

AIMS@UNM is currently the only charter school (mid or high school) to be located on the University of Mexico campus with a science and mathematics focus as well as a requirement for dual enrollment of its students with a college or university program. A Charter school is not a comprehensive school, but rather a school with a very narrow focus and mission. With its college readiness focus and unique location, AIMS@UNM can do more to develop the full range of capabilities and skills necessary to succeed in college, while providing a seamless transition between high school and college. In addition to challenging academic content, AIMS@UNM can also provide a climate and environment of college readiness necessary for successful college preparation. At Albuquerque Institute for Mathematics and Science at UNM, the message is consistently presented that every student will work to meet the same high expectations to meet rigorous content standards, all students will participate in dual enrollment, all students will graduate with university credits, and all will be accepted to college.

Mission:

The mission of the school is to prepare and provide an extraordinary education to students in the state of New Mexico who are interested in pursuing careers requiring advance math, science and technology skills. The school is a STEM-based, dual credit secondary school with a requirement of 30 credit hours from a post-secondary college or university necessary for graduation.

About your school

In 2025 the Albuquerque Institute for Math and Science:

- **Was ranked #1 in New Mexico of all public and private schools, for rigor (Washington Post)**
- **#20 in the Nation for all public and private schools (Washington Post)**
- **Was awarded a gold badge as one of the best schools in the nation (U.S. News and World Report).**
- **Ranked 5 of all charter schools nationally**

Calendar 2026-2027

- Note: it is important to understand holidays at AIMS are not necessarily recognized by CNM or UNM. Students are still expected to attend their CNM or UNM classes during AIMS non-instructional days if they are offered. Please confirm with their websites: www.cnm.edu or www.unm.edu*

Fall Semester:

July 31	Regular classes start AIMS	
September 7	Labor Day-No School at AIMS	
October 2	Beginning of Quarter 2. Report Cards on Synergy	
October 9	Fall Break-No classes AIMS	
October 12	Indigenous People's Day-no school	
November 3	Election Day-No classes AIMS	
November 11	Veterans Day-No classes AIMS	
November 23-27	Thanksgiving Break-no classes AIMS	
December 4	Fall Showcase & SL	
December 11	SL Presentations	
December 14-16	Finals AIMS	Noon Dismissal- No lunch served
December 17	Grades due	3:30 pm
Dec. 21--Jan. 8	Winter Break-no classes AIMS	

Spring Semester:

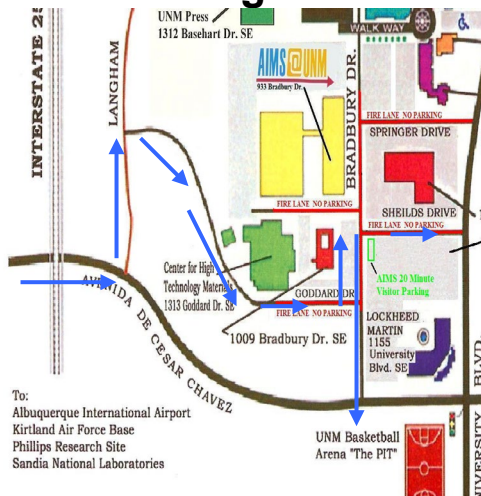
January 11	Classes begin AIMS-semester II and quarter 3 begins	
January 18	MLK Holiday-no classes AIMS	
January TBD	Science Expo	
February 15	Presidents Day-No classes at AIMS	
March 15-19	Spring Break-no classes AIMS	
March 19	Beginning of Quarter 4	
March 26	Vernal Holiday-No school	
April 23	Rube Goldberg Day	
April-May	Mandatory testing window (to be announced)	
April 30	Awards Assembly	
May 7	Service-Learning due	
May 14	Service-Learning Presentations	
May TBD	Graduation –all students attend	
May 17-19	All students take Finals	Noon Dismissal- No lunch served
May 25	Last Day of classes	

CONTACTS

www.aims-unm.org

SCHOOL INFORMATION	
Address	933 Bradbury SE Albuquerque, NM 87106
Phone Number	505-559-4249
Fax Number	505-243-9235
ADMINISTRATION	
Director, Katharina Oelsner-Snider	ksandoval@aims-unm.org
Assistant Principal, Michael Reid	mreid@aims-unm.org
Business Manager, Jolene Jaramillo	business@aims-unm.org
FREQUENTLY REQUESTED E-MAIL	
Katherina Oelsner-Snider, Director	ksandoval@aims-unm.org
Michael Reid, Assistant Principal	mreid@aims-unm.org
Registrar Aiden Fernandez	afernandez@aims-unm.org
Counselor Samantha Quesada	squesada@aims-unm.org
Office Manager Monica Torrez	mtorrez@aims-unm.org
Testing Coordinator Alicia Himes	ahimes@aims-unm.org
Special Education Coordinator Liz Shirey	eshirey@aims-unm.org
IT Director	itsupport@aims-unm.org
TEACHER EMAIL ADDRESSES: individual teacher emails addresses can be accessed through Synergy.	
Governance Council Address: 933 Bradbury SE, Albuquerque, NM 87106 Board@aims-unm.org	

Parking



Parking is always a challenge for parents and students at AIMS. It is important for parents and students to understand that we are guests of the UNM Science and Technology Park, and as such, are required to follow their rules. Failure to do so could result in your being cited by UNM Parking Services, or the school **LOSING ITS FACILITY!** Although the security and police force are employees of the University of New Mexico, they have your student's safety in mind. Please follow their instructions.

The path:

1. Left on Langham from Avenida de Cesar Chavez
2. Right to Goddard and snake up the hill.
3. Left into the parking lot for Center for High Tech Materials
4. Bearing left queue up in the marked AIMS Pick-up/Drop off area
5. Wave at the Administrative staff of AIMS
6. Exit out Bradbury

AND NO TAKING CUTS!

If you need to go inside the school, please park in the AIMS 30-minute parking. **Please do not use this area to wait for your student in an effort to avoid getting in line.** These spots are for parents and visitors needing to meet with the school.

Transportation of students to and from school is the sole responsibility of parents, guardians, or designees. Parking is allowed in the student lot on the north side of the campus. Parking in the student lot will require a UNM parking permit, which is displayed from the rearview mirror, and can be purchased through UNM Parking Services.

Please don't ask Administration or Teachers to handle parents who chronically don't abide by the rules of the park...we handle children. Adults...not so much. If we receive repeated reports that parents are not abiding by the rules, by the park or other parents, we have no choice but to request the student be removed.

Do Not have your child meet you in any of the surrounding parking lots. That is a safety hazard! If you do so, your child will need to leave the school!!

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 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 SYNERGY. 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 7:35 AM. They understand that their child may not be permitted to enter the building before 7:00 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 before 4 pm, 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 are 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.

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.

Synergy: 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 Synergy 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. Synergy 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 SYNERGY. 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

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 Serve lunch detention if he or she commits a detention-level infraction, or accumulates 3 demerits in the course of a week.
- I understand that it is my child’s responsibility to notify me if he or she earns a detention.
- I understand that my child may be suspended if he or she misses 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-Middle School

- 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 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, 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 child's participation in these tests is 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.

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.

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**

DUAL ENROLLMENT AGREEMENT

By Charter, AIMS@UNM has a Dual Enrollment Requirement, beginning in the tenth grade. Students and their parents are required to agree and adhere to the State of New Mexico's Dual Enrollment Agreement, including the following RESPONSIBILITIES AND DUTIES OF STUDENTS AND PARENTS.

It must be understood that UNM and CNM set their own schedule, pre-requisites and policies.

AIMS@UNM has NO AUTHORITY OVER EITHER UNM OR CNM. Students who "drop" their class will be required to reimburse the school for books and other supplies.

A. STUDENT & PARENT. Endorsement of the Dual Credit Form by the STUDENT and PARENT, unless the STUDENT is 18 years old, shall be evidence that they possess an awareness of, and agree with the following provisions. For purposes of this agreement, Local Education Agency (LEA) means public school districts, state-chartered charter schools, state-supported schools and Bureau of Indian Education-funded high schools; Higher Education Institution (HEI) means public two-year colleges and four-year universities.

1. Admission and Enrollment of Students. For a student to be accepted and enrolled into the dual credit program, the STUDENT shall:

- Discuss potential dual credit courses with the appropriate LEA and HEI staff. This discussion shall include HEI admission and registration requirements, course requirements, credits to be attempted, congruence with student Next Step Plan, credits to be awarded, scheduling under dual credit, and implications for failure to successfully complete the course;
- Obtain course requirements for each course, including course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information;
- Meet the prerequisites and requirements of the course(s) to be taken;
- Complete this Dual Credit Request Form available online or in hard copy from the LEA or HEI;
- Return this Dual Credit Request Form with the specific courses requested, required signatures and, if applicable, a current high school transcript, and copies of either Compass or Accuplacer assessment results to an LEA representative;
- Obtain approval for enrolling in the dual credit program each semester by acquiring all necessary signatures on the Dual Credit Request Form and submitting this form to an HEI representative;
- Register for courses during standard registration periods of the partner HEI (NOTE: enrollments shall not be permitted after the close of posted late registration);

- h. Discuss any request for a change in registration (add, drop, withdrawal), recognizing that “audit” is not allowed for a dual credit course, and complete all necessary forms and procedures with appropriate LEA and HEI staff; and
- I. Comply with HEI and LEA student codes of conduct and other institutional policies.

2. Rights and Privileges of Student. The right and privileges of STUDENTS participating in the dual credit program include:

- a. The rights and privileges equal to those extended to LEA and HEI students, unless otherwise excluded by any section of this Agreement;
- b. The use of HEI library, course related labs and other instructional facilities, use of HEI programs and services such as counseling, tutoring, advising, and special services for students with disabilities, and access to HEI personnel and resources as required; and
- c. The right to appeal, in writing to the LEA or HEI, as applicable, any decision pertaining to enrollment in the dual credit program.

3. Financial Responsibility for Funding Dual Credit. The STUDENT shall:

- a. Return the textbooks and unused course supplies to the LEA when the student completes the course or withdraws from the course;
- b. Arrange transportation to the site of the dual credit course. Depending upon the time and course location, the student may have access to transportation through the LEA if the dual credit course is offered during the school day; and
- c. Be responsible for course-specific (e.g. lab, computer) fees.

4. Confidentiality of Student Records.

- a. Student educational records created as a result of this Agreement shall be retained and disseminated in accordance with FERPA requirements;
- b. Participation in the dual credit program requires STUDENT and/or PARENT/GUARDIAN signatures on this Dual Credit Request Form to comply with FERPA regulations.

5. High School and Higher Education Institution Calendars.

The regular operating institutional calendar and schedule of HEI shall be observed by STUDENTS earning dual credit. Dual credit STUDENTS are required to comply with the requirements of both the LEA and HEI official calendars. In instances in which the calendars are incongruent, the dual credit STUDENT is required to independently satisfy both calendar requirements and may consult with school counselors for assistance.

B. LEA. Endorsement of this Dual Credit Request Form shall be evidencing the LEA has and will comply with the provisions outlined in the Memorandum of Agreement between the HEI and the LEA.

C. HEI. Endorsement of this Dual Credit Request Form shall be evidence that the HEI has and will comply with the provisions outlined in the Memorandum of Agreement

NORMAL CLASS LOAD

The normal load for AIMS students is five (5) AIMS classes per semester. High school students may not drop below two (2) AIMS classes, with documentation on file for dual enrollment classes for the remainder of the 5 required classes. No student may have unscheduled or unsupervised time on campus. Due to its closed campus, high school students may leave the campus only to go to their dual enrollment classes. Students are not allowed to have unscheduled time in their schedules, as it would be unsupervised and a potential for school disruption. Any student missing ten (10) days of a class will be placed on **audit** status, until time is made up outside of the regularly scheduled class. If time is not made up by the end of the semester, a WF will be awarded (see WITHDRAWAL FROM CLASS). If a student reaches a loss of 15 days of class time, the student will automatically be withdrawn from class with a grade of W/F.

CLASSROOM CONCERNS

The first point of contact for classrooms concerns is the instructor. Should the concern still exist, a parent conference may be called. As a general policy, parent conferences are attended by **all** of the student's teachers, administrators, counselors and parent. **You must make an appointment to meet with a teacher or administration. This is done by contacting Mr. Fernandez at afernandez@aims-unm.org or calling the school. In general, conferences will be held anywhere from 2 days to one week later, depending on demand. Do not just drop in....** this makes for a chaotic educational environment, and we are spending our time with parents who have made appointments. Conferences allow resolution in the most productive manner possible.

Concerns about **policy**, should be brought to the Governance Council. The Governance council meets in an open meeting the second Thursday of each month. Any issue concerning the day-to-day operation of the school or school personnel is the sole responsibility of the Director. Concerns involving these issues will be referred back to the Director for response.

Regular Schedule Monday-Thursday

Period 1	7:40-9:00
House	9:05-9:20
Period 2	9:25-10:45
Period 3	10:50-12:10
Lunch	12:10-12:40
Period 4	12:45-2:05
Period 5	2:10-3:30
Tutoring	3:30-5:00

Friday Schedule

Intensive 1	7:40-9:40
House	9:45-9:55
Intensive 2	10:00 to noon
Detention	12:00-1:00

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

No more than 2 high school credits are allowed for credit recovery

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	Gov & Econ	AP World History	AP US History	Dual Credit
<i>Science</i>	Science 6	Science 7	Science 8	4 credit total	Biology	Physics	Chem 1215 & 1215L	Dual Credit Science
<i>Math</i>	Math 6 & 7	Math 8	Algebra I	4 Credit total	Honors Geometry	Hon 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

DISMISSALS

The AIMS@ UNM is a *closed campus*. Students are not permitted to leave the school grounds at any time during the school day, except to attend their dual enrollment classes or by parent request. Parents will be required to sign their child out from school.

A dismissal is allowed only for very special reasons as outlined in the Student Handbook. (Please see *Athletics* below)

Failure to follow the proper procedures will result in disciplinary action and/or withdrawal from the AIMS.

ATTENDANCE

New Mexico law dictates those students between the ages of 5 and 18 years of age are mandated to attend public school, private school, home school, or a state institution.

Daily attendance is mandatory for students to benefit to the fullest from the instructional process. AIMS recognizes, however, that there are situations that may dictate a student's absence.

AIMS requires that a student is in attendance every day and that excessive absence, for any reason during the course of a semester, may result in the loss of credit, dismissal from the school, and/or referral to legal authorities.

AIMS will not distinguish between excused and unexcused absences when determining the total number of absences: all absences will count toward the ten-absence/year limit. Absences must be reported within one week of the student's absence. To ensure timely attendance updates and more efficient processing, parents and guardians are encouraged to report absences within 24 hours whenever possible.

Absences reported after one week may not be eligible for attendance record adjustments.

Absences must be reported to mtorrez@aims-unm.org

On the third absence, a parent conference may be required. At that time, an attendance contract may be signed, and clarification of subsequent consequences should attendance problems continue will be discussed. Students who miss class for legitimate reasons (as listed in the Student Behavior Handbook) may make up missed work. In order to receive make-up work for a legitimate absence, written confirmation via email from a parent must be received by the front office. **The student is responsible for requesting make-up assignments and will have a period of time equal to the absence to complete the work assigned during the absence. Work assigned prior to the absence or listed on Synergy are due on the date of return or upon the original due date, which ever is later.** Students are expected to make arrangements with the instructor for making up in-class work missed. It is expected that make-up work will be conducted outside the regular class period. **Any exceptions to this will be included in the teacher's class syllabus.**

To ensure student safety and support smooth school operations, early pickups must occur no later than 3:15 PM for Monday-Thursday schedules. Due to the unique dynamics of our school small school and staff transitions that take place after this time, we are unable to accommodate early pickups after 3:15 PM.

If you anticipate needing pick up your child early, please plan accordingly and make arrangements to arrive before the 3:15 PM cutoff.

Students who drive themselves to school may not leave campus during the school day without prior authorization. If a student needs to leave campus before the end of the school day, a parent or guardian must send an email to the front desk requesting approval before the student departs.

This procedure helps ensure student safety and allows the school to maintain accurate attendance records.

ATHLETICS

By state statute, High School Charter School students may participate in athletics at the high school in their regular attendance area. Participation in these activities is a choice and not a requirement of the school. Remember the mission of the school is college attendance and science and math preparation. Most high schools have an athletic class during the last period of the day to accommodate practice and competition. AIMS has no such class; all classes are academic. As a result, AIMS will not give early dismissal to student athletes to attend practice. AIMS will allow up to 4 absences per year to allow for student athlete participation in sporting events providing the student is in good standing and has not exceeded ten absences per year.

SOCIALLY APPROPRIATE BEHAVIOR

Touching is an important human need. The adolescent years are also a time of dating and strong physical attraction. Please respect yourself, the person you care about, and your school community by engaging in socially appropriate behavior on school grounds.

TELEPHONE

The office telephone is a business phone and will not be used by students except for emergencies. AIMS will not receive personal phone calls for students during class time except in cases of real emergency.

VISITORS

Student Guests are not allowed on campus. Adult visitors must register in the office upon arrival. Parents are always welcome and should also register at the front desk. Visitors are expected to leave promptly when their business is completed.

GUIDANCE

Counseling Service is available to all students. Many problems, concerning both school and one's personal life can be helped by counseling with a competent person. The school counselor or your teacher will be happy to try to help you with these problems. Appointments can be made by requesting a pass from your teacher, the office personnel, or the counselor. Due to the heavy schedule of guidance personnel, appointments may need to be made a few days in advance.

LAW VIOLATIONS

Law violations by anyone on campus will be handled by UNM Police.

Albuquerque Institute for Mathematics and Science @ UNM

COMPUTER CRIME

Under the state Computer Crimes Act, a person who intentionally and without authorized access, alters, damages or destroys any computer system or data stored in it is subject to **criminal prosecution on charges ranging from misdemeanor to third degree felony.**

USE OF TOBACCO

Use of tobacco is prohibited at AIMS and surrounding UNM Campus and subject to disciplinary action including long-term suspension.

BANNED ELECTRONIC DEVICES AND OTHER ITEMS

School is a place for education. Therefore, electronic devices, games, personal electronics and amusements should be left at home. I-Pads, I- Phones need to be in students back pack. Any of these items will be confiscated by a staff member. The use of cell phones will not be allowed on campus and must be in the off position during instructional hours, which is identified as the hours between 7:00 and 3:30. If a teacher deems a device to be a classroom disruption, they will be confiscated and turned into the administration office. **Confiscated items may be picked up, ONLY IN PERSON, BY THE STUDENT'S PARENTS!** Skateboards, rollerblades and "roller shoes" are forbidden by the University Technology Park, and may not be brought to school. **UNAUTHORIZED VIDEO TAPING/RECORDING OF STUDENTS OR THE SCHOOL IS A VIOLATION OF STUDENT CONFIDENTIALITY AND IS STRICTLY FORBIDDEN.** Consequently, unauthorized video equipment/phones are not allowed.

WITHDRAWAL FROM SCHOOL

1. Any withdrawals from school must be initiated by a parent request **in person.**
2. The withdrawal form must be filled out by parent before the student is officially released from AIMS@UNM.
3. Request for transcripts should be filled out before students leave the school.
4. Students with ten (10) consecutive absences may be withdrawn from AIMS and their parents referred to the truancy authorities.

TEXTBOOKS

Students are responsible for textbooks or other materials/equipment issued to them by the school. In case of loss, damage or destruction of instructional material, the school will delay the release of grades, diploma, and transcript until the parent, guardian, or the student has paid for the damage or replacement.

DUAL ENROLLMENT TEXTBOOKS AND REIMBURSEMENT

Students enrolling for approved classes at UNM or CNM must first check with the school for current textbooks already available. If available, those texts will be issued to the student for the duration of the class. If none are available, student is eligible for reimbursement for textbooks upon successful completion of the dual enrollment class. Reimbursement for textbooks will come upon completion of the class, and confirmation of such by the institution. Requests for reimbursement should be presented to the school business manager upon successful completion and verification of the class. Classes which are dropped, or student withdrawal from the school, will not have textbook purchases refunded. Students who earn a grade of D or below for a course will be required to retake the course at its next offering.

LUNCH

It is the parent's responsibility to send their child to school each day with a lunch. A microwave and refrigerator are provided for student's sack lunches if needed. For convenience, there is lunch available at the school for a reasonable price. However, we encourage parents to send lunch with their children, as it reduces the time students spend in the lunch line; maximizing social time. Please do not have pizza delivered to the school.

ID's

Student IDs are issued through the University of New Mexico and are taken at the Student Union Building. Scheduled times for AIMS students to get their ID's will be relayed to parents. Students may also be issued IDs by the school. Both ID's must be worn around the neck, on an AIMS approved lanyard at all times while on the AIMS campus or surrounding research park. The only exception is during physical education activities.

Adults wishing to pick their students up from class will be required to show ID.

LIMITS OF CONFIDENTIALITY

It is important for counselors to explain the limits of confidentiality to their students and parents. Information divulged by a student to a counselor is confidential except in the following cases:

1. The student is considering harming him/herself or others
2. A major crime has been committed or the student is engaging in illegal activity at school
3. Child abuse/neglect

In the above cases, the appropriate individual or agency will be contacted immediately.

Parents may ask a counselor to disclose the contents of a counseling session with their student. In those cases, it is important to remind the parent that the counseling relationship is built upon trust and the bond of confidentiality. If appropriate, share the general themes with the parent and provide them with suggestions for how they can best assist their child with the issues presented. It is generally a good idea to encourage the student to share his/her concerns with the parent to include them in the process.

In some instances, a counselor may be asked to share confidential information with an outside individual/agency or the counselor may wish to request confidential information from an outside provider who is working with the family. In such cases a **Release of Confidential Information** form is required.

INFORMED CONSENT

There may be circumstances when it is necessary to release information regarding a student. State law requires that any suspicion or evidence of child abuse or neglect, elder abuse, or knowledge of a minor engaging in dangerous or illegal behavior be reported to the appropriate child protection agencies and/or legal authorities. Furthermore, if a student poses a serious danger to him or herself, or substantial danger to others, any individual including school personnel, with knowledge, evidence or suspicion of said danger is required by law to intervene by informing family members, identified victims and the proper authorities to provide for the safety of the student and others.

WITHDRAWAL FROM CLASS

A grade of **W/F** will be received by the student who is removed from class for reasons of attendance, discipline or long-term suspension. A **W/F** does not carry credit and is included in the GPA. The course title and W/F will remain on the transcript

STUDENT AGENDA

All students are required to have an official AIMS student agenda. Replacement cost is \$5.00.

ABREVIATED DAY

During inclement weather, AIMS @ UNM will follow the Albuquerque Public School System decision for delay or cancellation. If the APS District cancels classes due to a snow day, then AIMS is cancelled. If APS has a two-hour delay, then AIMS is on a two-hour delay and classes will start at 9:40 am. Changes will be posted on Synergy.

It is important to note that in case of cancellation or delay, there will not be personnel at the school prior to start time. **Children are not to be dropped off at the school until 10 minutes before the beginning of school, as the building will not be open and supervision will not be available!**

AIMS COMPUTER USE AND COPYRIGHT POLICY

General Policy

All AIMS faculty, staff, and registered students are given computing and network access privileges. Each person is assigned a computer account code (user ID or user name) that provides access to school computing resources and systems for instructional, research, and administrative purposes. Access to these resources is a privilege, not a right. Resources include networks, laboratory systems, library systems, faculty and staff office systems, and software licensed by the school or its agents for use on school systems.

Because the entire AIMS community relies upon these systems to use and store important and confidential data, including software and computer programs, it is ethically wrong and strictly prohibited for individuals to access or attempt to access or view any account, file, and/or software for which they do not have specific authorization. Also, it is prohibited to disrupt, delay, endanger, or expose another person's work or school operations. Additionally, it is incumbent upon each user to protect their password and therefore the system.

Prohibited actions include, but are not limited to, the following:

- providing computer access to unauthorized persons (e.g., “loaning” your account to someone else or disclosing another’s password to a third party). This includes leaving your computer “logged in” thereby allowing someone to access your account and system;
- disrupting access to a computer system, network, or files (e.g., by crashing a public system; releasing viruses; attempting to learn or alter someone's password; tying up computer resources, printers or operating systems; or using computer systems for illegal activities);
- accessing or changing another's files without permission;
- downloading or uploading unauthorized copyrighted materials;
- using email or messaging services to harass or intimidate another person (e.g., by broadcasting unsolicited messages, repeatedly sending unwanted mail, or using another individuals' name or user name); and
- intentionally wasting resources.

AIMS computing accounts are provided to assist in school and school-related work only. No commercial activity is permitted unless approved in advance and in writing by Information Technology and Administration

Violations and Sanctions

Violations of this policy will be adjudicated by appropriate school processes and may result in the following sanctions:

- temporary or permanent loss of access privileges. Loss of privilege will in no way excuse the student from required school work.
- school judicial sanctions as prescribed by student, faculty, or staff behavioral codes, including dismissal or termination from AIMS;
- remedial education;
- monetary reimbursement to the school or other appropriate sources;
- prosecution under applicable civil or criminal laws (violations of local, state and federal law may be referred to the appropriate authorities).

The school faculty and administration reserve the right to utilize their discretion to investigate and address violations of this policy, including temporarily or permanently terminating computer use privileges pending the outcome of an investigation or a finding that this policy has been violated.

Network Security

In order to provide secure electronic communications, the school must protect the physical and logical integrity of its networks, systems, data, and software. Some potential security threats include unauthorized intrusions, malicious misuse, and inadvertent compromise.

Each account is assigned to a single individual, who is responsible for all computer usage under that account. Any attempt to circumvent or subvert system or network security measures is prohibited. In the event of alleged or detected prohibited activities, the university will pursue the owner of the account. Individual passwords should be kept secret and changed periodically to prevent unauthorized access. Computers should never be left “logged in”.

Privacy

As a matter of course, AIMS IT staff does not look into private, individual accounts and data. However, the school reserves the right to view or scan any file or software stored on university systems or transmitted over university networks. This will be done periodically to verify that software and hardware are working correctly, to look for particular kinds of data or software (such as computer viruses), or to audit the use of AIMS resources. Policy violations discovered in this process will be acted upon.

Electronic mail and messages sent through computer networks, including the Internet, may not be confidential while in transit or on the destination computer system. Any data on AIMS computing systems may be copied to backup devices periodically. IT will make reasonable efforts to maintain confidentiality, but individuals may wish to encrypt their data. If encryption software is used, the individual is responsible for remembering the encryption keys. Once data is encrypted, IT staff will be unable to help recover it should the key be forgotten or lost.

Copyright

The AIMS policy on Reproduction of Copyrighted Works (#6-80) defines software as a literary work. Software available on computers and networks is not to be copied except as permitted by the applicable software license.

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. [*Using Software: A Guide to the Ethical and Legal Use of Software for Members of the Academic Community*, EDUCOM (January 1992), p.3]

Users of AIMS computer resources and systems are also prohibited from making or using illegal copies of copyrighted materials or software, storing such copies on university systems, or transmitting them over university networks. Any misappropriation of intellectual property may be grounds for disciplinary actions. Such misappropriations include plagiarism, invasion of privacy, unauthorized access, trade secret and copyright violations, violations of federal, state or local laws, and school regulations and policies that are specific to computers and networks.

AIMS respects the rights of copyright owners, their agents, and representatives and is committed to implementing procedures and policies to support their rights without infringing on legal use of those materials by individuals. Legal use can include, but is not limited to, ownership, license or permission, and fair use under the U.S. copyright law.

This policy applies to use of AIMS computers and networks on AIMS property, as well as computers and networks elsewhere if AIMS resources are used to gain access to those computers or networks.

Bullying

AIMS has no tolerance for bullying in any form, however we do recognize that bullying is a complex phenomenon, too large to explain in detail here. However, a detailed description and policy is found in the Parent and Student Handbook posted on Synergy. If a parent has a concern about their child being bullied, there is a report form on Synergy that we urge you to fill out and submit to administration. We will then investigate and report back to the parents. Please be aware that AIMS staff has no authority over student behavior after the school day. Should “bullying” behavior occur after school hours, parents are urged to contact the appropriate law enforcement agency.

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 TAN, BLACK or WHITE short or long-sleeved shirt with a collar at all times, with the exception of AIMS wear or, UNM Lobo wear (on Fridays only). Clothes 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. Crop tops are expressly prohibited.

Bottoms:

Black or tan pants, shorts, skirts, or capris 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.

Other:

Hair must be a natural color found on human beings. Bright orange, red, blue, green, purple or any other color not found in nature in human beings 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 in writing by a recognized religious leader. 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 distractive to the learning environment will not be permitted.

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

The responsibility to interpret and enforce the dress code policy rests with the administration, staff and/or faculty

Social Media Policy

Student use of social media is the purview of the parent, AIMS Faculty and Administration has no Authority over social media. It is the policy of AIMS that employees of AIMS do not engage students or parents of AIMS on social media, including blogs, wikis, microblogs message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.