



Albuquerque Institute for Mathematics and Science (AIMS@UNM)
2009-2010
Grades 6th - 12th Enrollment Packet

***ALL ITEMS NEED TO BE SUBMITTED IN (1) PACKET SUBMITTED IN FULL
 BEFORE ENROLLMENT CAN BE COMPLETED.***

	<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 middle school teacher	Recommendation should be <i>returned to you</i> in a <u>sealed</u> 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, 2006-2007 AND 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, 2006-2007. If 2006-2007 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@UNMt 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.**



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Part 1: Personal Information * Indicated required information

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

1. Parent/Guardian Name*: _____

Mailing Address*: _____

City, State, ZIP*: _____ Telephone*: _____

Contact E-mail Address: _____

2. Parent/Guardian Name: _____

Mailing Address: _____

City, State, ZIP: _____ Telephone: _____

Contact E-mail Address: _____

ACADEMIC HISTORY:

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

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

If this is not a Albuquerque Public School, where is it located?* _____

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? _____

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Part 2: Personal Essay: 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.

- 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.



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

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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 ()

<i>CHECK THE COLUMN WHICH BEST DESCRIBES THE STUDENT</i>					
<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:					
4. Does this student receive reinforcement from family in respect to his/her education? COMMENTS:					

PLEASE RETURN TO STUDENT IN A SEALED ENVELOPE WITH YOUR SIGNATURE ACROSS THE INTACT SEAL



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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 _____

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Parental/Guardian Release for Use of Student Information/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. Information submitted in your child's Application for Admission to AIMS@UNM including, but not limited to, short answer essays, student goals and expectations. Other information pertaining specifically to your child that is protected by the Federal Educational Rights and Privacy Act (FERPA) will not be used in these materials.
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, you must do so in writing.

Student's Name (printed)

Parent's Name (printed)

Parent's Signature

Date



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KEEP THIS FOR FUTURE REFERENCE

The Albuquerque Institute for Mathematics and Science at the University of New Mexico is a **school of choice**. It is a privilege, not an entitlement. 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 dual enrollment in University of New Mexico and CNM for advanced work. By creating a powerful learning community, within a larger scientific community, centered on core values and a shared commitment to academic excellence, AIMS@UNM intends to increase the number and diversity of students who attain college science and mathematics degrees. It is the goal of AIMS@UNM to graduate responsible, engaged citizens who are prepared to be leaders of the future. It is expected that every student attending AIMS@UNM will have the maturity, motivation and intellectual ability participate in the greater academic community of the University of New Mexico and CNM and to attend a four year college or university while still at the high school level. It is vital to understand AIMS@UNM is a **school of choice and is not appropriate for every student**. A student's educational best interest is the primary motivation for any placement.

In order to uphold our mission we have included a Student/Family contract as part of the enrollment process. Students and their families need to review and commit to the following terms. FAILURE TO COMPLY MAY RESULT IN YOUR STUDENTS' DISMISSAL FROM THE SCHOOL. EXPULSION FROM AIMS@UNM WILL RESULT IN EXPULSION FROM THE ALBUQUERQUE PUBLIC SCHOOL SYSTEM FOR THE PERIOD DETERMINED BY THE ADMINISTRATION OF AIM@UNM.

This contract is between _____, his/her parent(s) or guardian, and Albuquerque Institute for Mathematics and Science @UNM for the school year 2009-2010.

Student :

- 1 I agree to attend school every day, be on time, and ready for instruction.
- 2 I agree to my academic work will reflect my best effort. I will complete my homework every night (on the average of 2 hrs/evening in mid-school, 3 hrs/evening high school), actively participate in class, ask questions when I don't understand something, seek assistance when I need help, and attend tutoring in alignment with the expectations of accepted behavioral demeanor with superiors.
- 3 I agree to interact with my teachers, staff and administration and house leaders in a way that is respectful and polite.
- 4 I agree that, should I not understand something or give my best effort on an assignment, I will be required to obtain additional help until the assignment is completed to the best of my ability. Failure to produce my best effort will result in the assignment being repeated before the instructor will formally grade it.
- 5 If I am absent, **I** will take responsibility for bringing in documentation, if it is an excused absence, and getting

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missed assignments. If the absence is excused, I understand I have an equal number of days to my absence to make up the assignment (for example, if I was gone 1 day, I have 1 day to make the assignment up). If the assignment is more than a week in length, it is due upon my return. If the absence is unexcused, then I will take a 0 for the absence. Excused absences are for illness and or family emergency.

6 The offering of **EXTRA CREDIT WORK** is entirely at the discretion of the individual instructor.

7 I agree to be a positive participant and representative in all aspects of the Albuquerque Institute for Mathematics and Science @UNM programs including, but not limited to field trips, academic counseling, group discussions, physical education activities, testing, and all other instruction deemed appropriate by the Albuquerque Institute for Mathematics and Science @UNM staff.

8 I will abide by all provisions and requirements of the University of New Mexico, and will take responsibility for determining these provisions and requirements by visiting the University of New Mexico website (www.unm.edu).

9 I will abide by the dress code (included).

10 I understand that I am responsible for my own behavior, and I agree to comply with all the rules and policies of the Albuquerque Institute for Mathematics and Science @UNM in the Student and Family Handbook (to be distributed at the beginning of the school year).

11 I agree to follow all the written and verbal instructions given by all staff members of Albuquerque Institute for Mathematics and Science @UNM and employees of the University of New Mexico.

12 I agree to follow all computer policies and procedures as stated in the Student and Family Handbook.

13 I agree to refrain from destroying or damaging private or University property, and I agree to pay, by cash for anything I inadvertently do damage. **ANY DESTRUCTION OF SCHOOL/PRIVATE OR UNIVERSITY PROPERTY WILL RESULT IN LEGAL ACTION WHICH MAY INCLUDE EXPULSION, RESITUITION AND OR PROSECUTION.**

14 I understand that if I violate the computer use agreement my privileges concerning the use of this equipment will be temporarily or permanently revoked, at the discretion of Administration and/or faculty.

15 I understand that I must provide proof of UNM/CNM registration within three days from registration at either location. I also understand that it is incumbent upon me to register for two classes, each semester, beginning in my sophomore year, and that failure to do so may result in a credit deficit that prevents me from graduating on time.

16 I understand that books for my dual enrollment classes are reimbursed to the family upon completion of the class, and that should I withdraw from the class or fail to maintain a C average for the class, I will reimburse AIMS@UNM for the cost of the textbook. I also understand that upon completion of the class the text will be turned over to the school and in good condition prior to reimbursement. Failure to do so will result in a fine charged to the student/parents.

17 I understand that should I fail a dual enrollment class at UNM or CNM I may be placed on academic probation.

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Additionally, I understand I will need to repeat the class at its next offering in effort to salvage my academic standing. Should I be expelled from either CNM or UNM, I may not be able to graduate from AIMS@UNM. Additionally I agree that failure to adhere to the following standards of behavior may result in expulsion and/or legal action:

- a. Academic Honesty: I agree to complete my own academic assignments and understand that cheating and plagiarism is not allowed. I also agree to not use any electronic device to plagiarize, threaten, or harass any student, faculty, administration or personnel.
- b. Drugs: I agree to refrain from the use or possession of alcohol, tobacco, marijuana and other illicit drugs or intoxicants.
- c. Weapons: I agree to refrain from the possession of knives, guns or any other type of weapons
- d. Violence: I agree to refrain from all forms of violence, assault, and bullying.
- e. Harassment: I agree to refrain from verbal abuse or sexual abuse of anyone at the school on the basis or race, gender, religion or sexual preference.
- f. Theft: I agree to not steal from anyone.

I understand that attending the Albuquerque Institute for Mathematics and Science @UNM is a privilege, not a right. I understand that if I do not give the appropriate effort or meet any of the above commitments, loss of privileges, suspension, or expulsion may result. I also understand that expulsion from AIMS@UNM by APS district policy, will result in expulsion from Albuquerque Public Schools for the prescribed period of time.

Signature Of Student: _____ **Date:** _____

Parent:

- 1 I agree to promote and support the staff, programs, and policies of the Albuquerque Institute for Mathematics and Science @UNM) and accept the responsibility to work cooperatively with the staff on behalf of my child.
- 2 I agree to see that my child attends school every day and arrives on time. I understand that should my child be absent more than 10 days of the school year, he or she will not receive credit unless the child makes up time/for time, and have to repeat his/her current grade at cost to the parent.
- 3 I agree to actively oversee my child's academic work on a daily basis and ensure that my child is giving his/her best effort. Additionally, I agree to provide an environment that is supportive of the homework assigned to my child, as I acknowledge that completion of homework is necessary for successful mastery of course content.
- 4 I agree that AIMS@UNM is responsible for grade reports at the nine week and semester grade periods.

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AIMS@UNM will notify parent of initial failure of student to meet grade expectations each semester. After that it is incumbent upon the parent to monitor their child's progress. I agree to utilize the RenWeb parent web to access my students grades, in an effort to keep informed of my child's performance, and to apply corrective measures should my child not perform up to the schools and my standards.

- 5 I understand that my child will be required to attend after school remediation should he/she not complete it be determined to be necessary for his/her educational success. I will be responsible for all transportation to and from this additional service. I also understand that prior transportation arrangements do not excuse my child from remediation.
- 6 I agree to arrange for my student's transportation to and from AIMS@UNM, and take sole responsibility for the arrival of my student. Children cannot be left unsupervised after school. Students needing after-school programs may enroll in several offered around the city for a fee, however these programs are not sponsored by AIMS. It is the parents' responsibility to see to their child's transportation to and from such programs. **Children are monitored by AIMS@UNM staff from 7:45 am until 3:30 pm. AT NO TIME MAY STUDENTS BE LEFT ON THE UNM CAMPUS PAST 3:45 UNLESS PARTICIPATING IN A SPONSORED SCHOOL ACTIVITY.**
- 7 I understand that my child will not be promoted to the next grade unless he/she has met all the academic requirements of the school as per the Charter. Should my child not meet these requirements, I understand that my child may need to remediate at cost to me, for the credit.
- 8 I agree to attend all parent conferences meetings by the Albuquerque Institute for Mathematics and Science @UNM staff, including but not limited to academic conferences, progress meetings, and discipline conferences.
- 9 I agree to come to school for a meeting if my child is suspended and I understand that this meeting must occur before my child returns to class.
- 10 I agree to allow my child to travel and to participate in all field trips arranged by the Albuquerque Institute for Mathematics and Science @UNM, and I hereby authorize my child to receive emergency medical treatment if I am unavailable.
- 11 I agree that I will not allow my child to participate in an off-campus activity where drugs, alcohol or other illicit substances are consumed.
- 12 I agree to a media release for my student. This release permits the Albuquerque Institute for Mathematics and Science @UNM (AIMS@UNM) to use the following items for publication on the school website, in school brochures, and in other school promotional materials. We reserve the right to make, produce, reproduce, exhibit, distribute, publish and transmit by means of live broadcast, videotape, photograph and print student's name, grade level, voice, picture, likeness and actions as an individual in connection with school activities.
- 13 I understand and agree to the dual enrollment requirement as per the Charter.
- 14 I agree to have my child adhere to the dress code.

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- 15 I agree that to participate as a community member of AIMS@UNM and offer my assistance activities the school may require in an effort to provide a positive and quality learning environment.
- 16 I agree to adhere to the requirements of the State of New Mexico concerning testing of my student as per the provisions of the New Mexico school code.

We have read the terms outlined in this contract. We understand them and agree to comply with them fully.

Parent Name _____ Parent Signature _____

Date: _____



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2009-2010 Student Dress Code

AIMS@UNM STUDENT DRESS CODE (rev. 2007)

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 as well as make AIMS@UNM student readily identifiable to park tenants and security for our students safety. The dress code is in effect from the start of the school day until the end of the school day.

Tops: Students must wear a **PLAIN BLACK or WHITE** short or long sleeved shirt **WITH A COLLAR** at all times, with the exception of AIMS wear (approved by the school) or RED UNM LOBO wear in observance of Red Lobo Friday. Jackets will not qualify as replacements to collared shirt. 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.

Bottoms: Black or tan pants must be worn. No excessive "sagging or baggy" pants will be accepted. The inseam of the pant must be where legs and torso join. At no time may "sweat pants" be worn. Levis (blue jeans or denims) can be worn on Friday's only, and only with red UNM lobo wear (with same boundaries as above) or approved AIMS tops.

Other:

Students must wear shoes at all times.

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 (learning environments associated with AIMS@UNM.)

Any accessory that promotes violence, alcohol, gangs, tobacco or drugs is prohibited. Any accessory or appearance that is determined by the staff/ or administration to be distracting to the learning environment will not be permitted.

Any approved AIMS@UNM logo attire 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.



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