

## Albuquerque Public Schools (APS) General Information

Important Dates- <http://www.aps.edu/schools/school-calendars>

 First Day of School- Students

11 August 2016

### Find a School

The Albuquerque Public School's Find a School is an automated process. You may locate your child's school by going to the school district's website- [www.aps.edu](http://www.aps.edu) or you may call the APS Student, School and Community Service Center at (505) 855-9040.

### Registration

You will need the following documents to register:

- Child's birth certificate
- Child's vaccination records
- Proof of address (such as a current utility bill, mortgage, or lease agreement with your name and current address on it)

Bring the following documents, when possible:

- Information on previous school attended
  - Address, phone numbers, other contact information
  - School profile/Handbook
  - School Web page (URL)
  - For High School
    - Course description book/Grading scale (if available)
    - Copy of the cover of each textbook or the Title Page
- School Records
  - Copy of Cumulative folder/Transcripts ("official" copy must be mailed between schools)
  - Current schedule/Report cards
  - Withdrawal grades or Progress Reports
  - Test Scores (standardized or Special Program Testing, etc.)
- Special Program Records as appropriate
  - Individual Education Program (IEP)
  - Section 504 Accommodation Plan (504 plan)
  - Gifted Program Description and placement documentation
  - English as a Second Language (ESL) or Bilingual Education

### APS Transfers to non-home school

Students who live within the attendance area for a school get first priority to attend that school. If a school **does not** fill up, additional students may transfer

into that school. APS will approve transfers only if a school has space for new students. If more people request spaces than are available, a lottery-style random drawing will be used to approve transfers and assign spaces at each particular school. The random selection process used is in compliance with state and federal regulations. The process also factors in student needs.

### Transfer request guidelines

Transfer requests can be submitted by a parent, legal guardian, students at least 18 years old, or students that have been legally emancipated. You will need to complete the required transfer request form; transfer information and the form can be found at <http://www.aps.edu/schools/transfers>. You can also contact the Transfer Office at (505) 855-9050. Students will only be approved for one transfer per year. It helps to apply early. Those who apply at any time during the first transfer window will be included in the first random drawing for schools. The first transfer window is now open from January 1 through January 31. After the first drawing, APS will hold additional random drawings later in the year as space becomes available at schools.

APS has started notifying families by email of the transfer request status. Remember, students should attend their neighborhood school until their transfer request is approved.

### Transfer Priorities

1. First priority transfers (also known as second priority students) are students who attend schools rated F by the New Mexico Public Education Department for two of the last four school years and who request a transfer into a school not rated F.
2. Second priority transfers (third priority students) are students who have previously attended the requested school.
3. Third priority transfers (4a priority students) are students who have siblings already attending the school requested and will be attending simultaneously.
4. Fourth priority transfers (4b priority students) are students who qualify in one of the following preferences using a random lottery selection process:
  1. students who have other siblings requesting the same school but none currently attending the requested schools,
  2. students who are children of an employee of the requested school,
  3. students who have at least one parent who is an active military duty member of the armed forces of the United States or a member of the national guard on active duty assignment (unit and duty number must be provided).

5. Fifth priority transfers (4c priority students) are students who qualify in one of the following preferences using a random lottery selection process:
  1. after school care for students,
  2. child care for siblings of students attending the requested school,
  3. extreme hardship,
  4. location of the student's previous school
  5. student safety
6. Sixth priority transfers (4d priority students) are students requesting transfers for other reasons using a random lottery selection process.
7. Lastly, APS processes all other student transfer requests.

### Moving within APS

Students who move during the school year may finish the school year at the school in their old neighborhood (if space is available). They will also have first priority to attend the designated school for their new address. **NOTE:** If you request a transfer to stay in the school at the student's old address, you will be given **second** priority in processing their transfer request.

### Waiting Lists

If a transfer request cannot be approved for any of the requested schools, the student's name will automatically be placed on a **waiting list** for that school year. If space becomes available at a school, students on the waiting list will get transferred first, and new enrollments will be processed at the beginning of the following semester or grading period. If a transfer request is approved for any of the requested schools, all remaining requests will be withdrawn and the student's name will be removed from all waiting lists.

**NOTE: Waiting lists do not carry over** from one year to the next. You must complete a new application each year, even if it's the same request as last year. If your request was approved, special circumstances may require you to apply again. (See Renewing Transfers information below).

You may contact the APS Transfer Office at (505) 855-9050 to get information about school enrollment space and program availability.

### Multiple Students

A separate application form must be submitted for each student requesting a transfer. Please note that there is no guarantee that requests for multiple students will be approved at the same time. If you are submitting requests for multiple students with the hope of placing them at the same school, list a single school on the Transfer Request Form to avoid having them placed in separate locations.

### Approved Transfers

As soon as you receive a transfer approval, please contact your new school to find out when the student can complete the registration process. The registration process for approved transfers varies depending on when you receive the approval notification:

*Before summer:* Contact your new school to see if they want you to pre-register for the fall semester.

*During summer:* Try contacting the school and be sure to process your paperwork by the time of fall registration. Please be aware that you might not be able to reach anyone during summer break.

*During the School Year:* Contact your new school as soon as you receive the transfer approval. Watch out! If you wait too long to contact the school, you may lose your spot.

If the student is currently enrolled in an APS school, you will probably need to get **withdrawal papers** from their current school. However, APS encourages you to contact the transfer school to find out what paperwork you need to bring with you.

### Renewing Transfers

Students who have successfully transferred schools will usually be automatically re-enrolled each year at the transfer school. However, because transfer requests are granted on the basis of available programs and classroom size, automatic transfer re-enrollment is not guaranteed. A new transfer request will need to be filled out if:

1. Classrooms become overcrowded by students who live in the district assigned school area.
2. The transfer student has been promoted to the next school level (for example, from elementary to middle school) and wants to attend a school other than their neighborhood school.
3. The transfer student is withdrawn from their transfer school.

### **Delayed Openings, Cancellation & Early Dismissal**

New Mexico schools' delayed openings are called 2-hour delays. School starts two hours after the normal start time and is released at the normal time (on Wednesday, elementary school will release at the regular non-early release time). Early dismissal is when schools are released prior to the regular end of day time.

Delayed opening decisions will be made and announced before 0530 and aired on all local news channels and the APS website. School Cancellations announcements will be made by 0800 and early dismissals will be announced by 1130.

### **AVID- Advancement via Individual Determination**

AVID is designed to increase school-wide learning and performance. The mission of AVID is to ensure that all students, especially the least served students in the academic middle, complete a college preparatory path. This program is offered at Van Buren Middle School and Highland High School, which serves our base population.

APS also offers this program in high schools at Albuquerque High, Atrisco Heritage Academy High, Del Norte High, Rio Grande High, Manzano High, Valley High, and West Mesa High. The program is offered in middle school at Cleveland Middle, Ernie Pyle Middle, Garfield Middle, Grant Middle, Harrison Middle, Hayes Middle, Jackson Middle, Jefferson Middle, Jimmy Carter Middle, John Adams Middle, Kennedy Middle, McKinley Middle, Polk Middle, Taylor Middle, Truman Middle, Washington Middle, and Wilson Middle.

### **Graduation Requirements**

APS currently requires a 0.5 credit in health education for all students and an additional 0.5 elective credit. It is a NM state requirement that students must take one unit of Advance Placement, Honors, dual credit or distance learning and one unit in one of the following: career cluster course, work place readiness, or a language other than English in order to meet state graduation requirements. The basic requirements are as follows:

English	4
Mathematics	4
Science	3
New Mexico History	0.5
Government	0.5
US History & Geography	1
World History & Geography	1
Economics	0.5
Health	0.5
Physical Education	1
Practical Arts/Fine Arts*	1
Electives	8
Total	25

\* Courses in business education, family and consumer science, technology education, computer science, ROTC, art, music, drama, yearbook and newspaper will satisfy the practical arts/fine arts requirement.

### **Alternative Method of Earning High School Credits**

There are three non-traditional options to earning credits in High School.

### Dual Credit

The purpose of dual credit is to encourage and provide opportunities for high school seniors to take advanced courses concurrently at the high school and post-secondary institutions if they wish to accelerate their learning experiences. Credit for advanced course work taken at a public post-secondary institution may be granted by the high school, subject to established provisions. It is important to work with your child's school in selecting course for the dual credit program. APS currently has Dual Credit agreements with the University of New Mexico (UNM) and the Central New Mexico (CNM) community college. For more information on UNM's dual credit program, visit their webpage at <http://advisement.unm.edu/dual-enrollment/> and for CNM's High School Programs, visit their webpage at [www.cnm.edu/highschoolprograms/index.php](http://www.cnm.edu/highschoolprograms/index.php).

### Online Courses

Albuquerque Public School's eCADEMY provides alternative education opportunities through a variety of electronic delivery methods. All core courses and some elective courses are offered for credit recovery or accelerated learning. Computers and other technological support for students are available at eCADEMY and four partner high schools. Teachers are available to help students from 8 a.m. to 8 p.m. every school day. All classes incorporate an element of face-to-face instruction with teachers and peers. The meetings are held at a variety of flexible times to accommodate the students' school and work schedules. There is a \$25 registration fee per trimester. Freshmen, sophomores and juniors may only take 1 class per trimester, while seniors may take up to 2 classes per trimester.

### Correspondence Courses

APS accepts credit toward graduation from correspondence schools accredited by the National Home Study Council, the state board of education of the state in which the school is located, or by a college or university that is regionally accredited for such purposes. The North Central Association *Summer Quarterly* annually lists all colleges and universities accredited to offer courses for high school credit. Students who request information about correspondence courses should meet with their school counselors to enroll in accredited programs. Matriculation may not interfere with the regular attendance at the high school unless arrangements are made for released time. It is the student's responsibility to provide verification of course completion to the high school. For more information on either of these programs and for additional programs, visit APS's Alternative Method of Earning Credits webpage: <http://www.aps.edu/about-us/policies-and-procedural-directives/procedural-directives/i-instruction/alternative-methods-of-earning-credit>.

## High School Schedule

All APS high schools follow a standardized, seven-period bell schedule that combines traditional and block scheduling. The first bell (school starts) at 7:25 am every day, the last bell (school release) is 2:25 pm. The current schedule is:

	Monday	Tuesday	Wednesday	Thursday	Friday
1 <sup>st</sup> Period	48 min	51 min	51 min	51 min	51 min
2 <sup>nd</sup> Period	48 min	1 hr, 42 min		1 hr, 42 min	
3 <sup>rd</sup> Period	48 min		1 hr, 42 min		1 hr, 42 min
4 <sup>th</sup> Period	48 min	1 hr, 42 min		1 hr, 42 min	
5 <sup>th</sup> Period	48 min		1 hr, 42 min		1 hr, 42 min
6 <sup>th</sup> Period	48 min	1 hr, 42 min		1 hr, 42 min	
7 <sup>th</sup> Period	48 min		1 hr, 42 min		1 hr, 42 min

## APS Schools of Choice

Education is no longer one size fits all, so Albuquerque Public Schools is offering more and more choices for their students, including several magnet schools and alternative programs.

### College & Career High School

APS has joined with the Central New Mexico Community College (CNM) to develop a dual-credit school on the main CNM campus that allows students to complete their high school diploma while earning a two-year college degree, certificate or credits towards a bachelor's degree. College & Career High School opened in the fall of 2013 to sophomores, juniors and seniors from across the greater Albuquerque community. Students pay no tuition for college classes or textbook fees, and they get a jump on their college education. The school is on an alternate schedule. For more information, please visit <http://cchs.aps.edu/>.

### APS eCADEMY

APS now has a full-time virtual high school that blends online classes with face-to-face instruction with the teachers and peers. There are no tuition or textbook fees for students. While much of the classwork will be completed online, students will be required to spend some time on campus, for example, for science labs. The school is on a trimester schedule. eCADEMY also offers online courses and credit recovery courses for students enrolled in any APS high schools or APS charter schools for a \$25 trimester registration fee. High school students in non-APS charter schools pay \$200 per trimester for coursework. For more information, please visit <http://ecademy.aps.edu/>.

### APS Virtual School

APS is planning to open a full-time virtual middle and high school for the 2016-17 school year. The current intent is this school will be conducted almost

completely online. APS aims to provide a world-class education via an innovative delivery system and is committed to providing a high quality education that is tailored to the needs of their students. The district is still working on the details of student completion of middle and high school requirements and has advised that physical education classes and science laboratories may require face-to-face instruction. There are no tuition or textbook fees for students. The school is collecting information on students interested in enrolling in this program. For more information, contact the KAFB School Liaison Officer or visit the school's webpage- <http://ecademy.aps.edu/>.

#### International Baccalaureate Diploma Programme

Sandia High School is an authorized International Baccalaureate World School, offering the academically rigorous Diploma Programme. Though it is housed at Sandia High School, all qualified students from around Albuquerque are invited and encouraged to participate in the program. Students enter the two-year program as juniors. The International Baccalaureate Diploma Programme is designed as an academically challenging and balanced program of education with final examinations that prepare students for success at the university level and beyond. The program has gained recognition and respect from the world's leading universities. For more information, please visit <http://www.aps.edu/ib/international-baccalaureate-program>.

#### Advanced Placement (AP) Capstone Program

Cibola High School and La Cueva High Schools AP Capstone gives students the opportunity to apply critical thinking, collaborative problem-solving, and research skills in a cross-curricular context. Its foundation is built on a two-year high school course sequence- AP Seminar and AP Research- and is designed to complement and enhance the in-depth, discipline-specific study provided through AP courses. AP Seminar and AP Research are currently being offered at both high schools.

Students who earn scores of 3 or higher in AP Seminar and AP Research and on four additional AP Exams of their choosing will receive the AP Capstone Diploma. Students who earn scores of 3 or higher in AP Seminar and AP Research but not on four additional AP Exams will receive the AP Seminar and Research Certificate. For more information, please visit <https://lp.collegeboard.org/ap-capstone>.

#### nex+Gen Academy

nex+Gen Academy is a small community school with a capacity of 400 students in grades 9-12 and a unique culture of trust, respect and responsibility. Students at nex+Gen are expected to demonstrate independence in learning, self-motivation and autonomy. Emphasizing project-based learning and located just north of Del Norte High School, nex+Gen offers unique academic opportunities provided by a collaborative working environment. Students are expected to build and demonstrate mastery of standards in core content



through dynamic collaboration and technology integration. Technology is viewed as a professional tool to advance student work. For more information, please visit <http://nexgen.aps.edu/>.

#### Career Enrichment Center Alternative School

The Career Enrichment Center (CEC) is a magnet school that provides opportunities for advanced, in-depth learning. Students from all Albuquerque high schools can choose unique courses from a variety of career areas, including medicine, computers, engineering, health, languages, business, and career and technical education courses including vocational classes. CEC's Distinctive programs attract a wide variety of students from all geographic areas and socioeconomic groups in Albuquerque. The blending of strong academic, career, and technical classes enhances the education of all our students. Students can receive certification from the Nursing, EMT and Autos Programs upon successful completion of course requirements. Students can take classes both at their home high school and at the CEC and round-trip transportation is provided between the high school and the CEC. For more information, please visit [www.cec.aps.edu](http://www.cec.aps.edu).

#### Early College Academy

The Early College Academy (ECA) is a college-prep magnet high school and sister school to the Career Enrichment Center (CEC) that focuses on college preparation. Classes are offered to 200 students in a small school environment. ECA classes are scheduled in the morning so that students may take CEC, University of New Mexico (UNM) or Central New Mexico Community College (CNM) classes in the afternoon. UNM and CNM classes may apply toward an associate or university degree. ECA's small-school environment offers students an intimate and personalized college-readiness learning experience. They believe in an academic focus, paralleling a college-level curriculum, and they encourage their students to start their post-secondary work while still in high school. For more information, please visit [www.cec.aps.edu](http://www.cec.aps.edu).

#### Desert Willow Family School

Desert Willow is a K-8 program that combines public school classes with home-based instruction. This unique arrangement helps parents take an active role in the education of their children. Students develop their own knowledge by actively engaging in problem solving and community activities. Desert Willow is currently at capacity, but does maintain a wait list and is projected to build an additional school on the west side of town to meet the current demand. For more information, please visit <http://www.dwfs.org/>.

#### STEM (Science, Technology, Engineering & Math) Middle Magnet Schools

Garfield MS and Hayes MS take a whole new approach to education. They combine Science, Technology, Engineering and Math (STEM) with minds-

on/hands-on learning, real-world problem solving, team work and community involvement. And at Hayes MS, students do all this in both English and Spanish as it's a full dual-language middle school.

### Elementary Magnet Schools

Magnet schools offer specialized programs. Magnet schools offer a unique curriculum and new experiences not available at other schools in the district. Magnet schools differ from other public schools in that they receive additional funding to enable them to spend more money on their students, supplies, teachers, programs, etc. These schools exist outside of zoned school boundaries, and usually have alternative or otherwise compelling modes of instruction. Magnet schools differ from charter schools because they remain part of the public school system and operate under the same public school administration. APS's elementary school programs are available at the following schools:

### Career Awareness and Readiness- a MicroSociety school

Duranes ES

### Dual Language- Language Immersion

Coronado ES

Longfellow ES

### Fine Arts and Literacy

Eubank ES

### Project- Based Learning, Technology and Communication

Zuni ES

### STEM (Science, Technology, Engineering & Math)

San Antonito ES

Inez ES

For more information on APS's schools of choice, visit

<http://www.aps.edu/schools/schools-of-choice>.

### **Honors and Advanced Placement Programs**

The Honors/Advanced Placement curriculum offers a challenging program for all students. Courses are based on the College Board course description guidelines. These classes provide students with an emphasis on critical thinking skills, college preparatory experiences, and opportunities to take Advanced Placement examinations and possibly earn college credits. Students who choose these courses will be taking the most academically demanding courses the district offers. Students should receive career guidance and course planning assistance so they do not take more Honors/AP courses than they can

comfortably handle. The district supports open access to all Honors/Advanced Placement courses. There are no prerequisites for any of these courses, and students willing to take on the challenge of the Honors/Advanced Placement coursework should be nurtured and supported.

### Weighted Grade Increment

To recognize student achievement, courses recognized by the College Board as Advanced Placement (AP) and courses designated as Honors by the district will be awarded a weighted grade increment. A student may take a comparable non-weighted course (as determined by standards alignment) to replace a grade received in a weighted course, but will not be awarded the weighted increment.

**NOTE:** *Only honors math classes are available to students prior to ninth grade.*

### Out-of-District Students

Students transferring into an APS high school from a non-APS school will neither be penalized nor gain advantage in the APS application of weighted credit for the coursework listed on an official transcript from a state or regionally accredited high school. Weighted credit will be awarded for Advanced Placement (AP) course that have been authorized by the College Board through the AP audit process and courses designated as Honors courses (have “Honors” in the course title) and are also designated as Honors courses as listed in the APS District High School Course Descriptions and Curricular Frameworks.

Weighted credit will not be awarded for courses not listed in the APS District High School Course Descriptions and Curricular Frameworks notebooks or course titled Pre-AP taken by students who are transferring into APS will not be given weighted credit.

Honors credit taken prior to full-time high school enrollment must appear on the transcript as high school credit. In awarding honors increments to transferring students, the APS Table of Weighted Credit for AP/Honors Courses will be used regardless of the weighting system used in the previous district.

### **Special Education**

The Albuquerque Public School’s special education professionals work with general education staff to provide students with special learning needs appropriate services in the least restrictive environment. Approximately 13,500 students, 15% of the total student body, currently receive special education services. If you believe your child may have learning needs that require special education services, contact your child’s teacher or other school staff. To find out more about APS’s Special Education Department and for a variety of resources, visit [www.aps.edu/aps/specialed/index.html](http://www.aps.edu/aps/specialed/index.html).

## Gifted Education

In the state of New Mexico, gifted education falls under the Special Education Department. Students are identified through a referral and evaluation process. Programs are developed for each student through the Individualized Education Program (I.E.P.). Gifted services are provided through a variety of classroom models.

## Impact Aid

APS has created new registration cards to capture data necessary to receive full funding for Federal and DoD Impact Aid programs. Census cards will be distributed to families who indicate they live on federal land or the parents work on federal land to validate this information. Please return these forms to support our schools.

## Schools Serving Kirtland AFB Housing

### Sandia Base Elementary

21001 Wyoming SE  
Kirtland AFB, NM 87116  
Website: <http://sandibase.aps.edu/>  
Grades: K-5  
Mascots: Mustangs  
Uniforms: not required

Phone: (505) 268-4356  
Fax: (505) 260-2028

Colors: Blue & Yellow

### Van Buren Middle School

700 Louisiana SE  
Albuquerque, NM 87108  
Website: <http://vanburen.aps.edu/>  
Grades: 6-8  
Mascots: Falcons  
Uniforms: Mandatory

Phone: (505) 268-3833  
Fax: (505) 260-6654

Colors: Black & Gold

### Highland High School

4700 Coal Avenue SE  
Albuquerque, NM 87108  
Website: <http://highland.aps.edu/>  
Grades: 9-12  
Mascots: Hornets  
Uniforms: Not required

Phone: (505) 265-3711  
Fax: (505) 348-8503

Colors: Navy & Yellow

## Important APS Telephone Numbers

Department	Phone Number
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APS Superintendent	(505) 880-3713
Adaptive Physical Education	(505) 855-9954
Assistive Technology- Audiology, Visual Impairments	(505) 855-9953
Athletics	(505) 884-9580
Background and Fingerprinting	(505) 889-4862
Board of Education	(505) 880-3739
Center of Extended Learning for Student Advancement (Summer School)	(505) 855-9870
Charter & Magnet Schools	(505) 855-5263
Child Find	(505) 298-6752
Communications	(505) 881-8421
Curriculum & Assessment	(505) 872-6842
Early Childhood Office	(505) 880-8249 ext 182
Equal Opportunity Service	(505) 872-1252 ext. 351
Extended Learning in After School	(505) 855-5269
Extended School Year	(505) 855-9948
Fine Arts	(505) 880-8249 ext. 337
Food and Nutrition Services	(505) 345-5661
Health and Wellness	(505) 855-9800
Hearing Office (Disciplinary Hearings)	(505) 855-9980
Homebound/Hospitals/IAES/Surrogates (Special Education)	(505) 298-6752 ext. 0
Home School Office	(505) 855-9042
Human Resources	(505) 880-3700
Indian Education	(505) 884-6392
Instruction and Accountability	(505) 872-6870
Language and Cultural Equity	(505) 881-9429
Mental Health, Behavior Consultation & Autism Resource Team	(505) 880-8249
Professional Development	(505) 855-9885
Program Support Specialists	(505) 884-9580
Psychology Services	(505) 855-9826
Reading/Math/Learning Disabilities Unit	(505) 855-9971
Research, Deployment & Accountability (RDA)- Testing Services	(505) 872-6812
School Police	(505) 243-7712
School & Community Involvement	(505) 855-5276
Sensory Impairment- Deaf/Hard of Hearing	(505) 855-9910
Social Work Services	(505) 855-9800
Special Education	(505) 855-9900
Special Education Transition Services	(505) 855-9951
Student Information Systems (SIS)	(505) 872-6850
Student Transportation Services	(505) 880-3989
Student, School and Community Service Center	(505) 855-9040
Title 1 -Homeless Project, School Choice Mileage Reimbursement, Title I Even Start Family Literacy, Supplemental Education Services (SES)	(505) 880-8249
Training Resource Center	(505) 889-4894
Translation and Interpretation Services	(505) 881-9429 ext. 80070

**Albuquerque Public Schools  
2016-17 Calendar**

August 5-10	Student Registration, Teacher Professional Development, Prep Days
August 11	First Day of School
September 5	Labor Day Holiday (schools closed)
October 6-7	Fall Break (schools closed)
November 8	Presidential Election Day (schools closed)
November 11	Veterans Day (schools closed)
November 23-25	Thanksgiving Holiday (schools closed)
December 19	Winter Break Starts (schools closed)
January 3	Professional Development Day (no classes for students)
January 4	Classes begin for Spring Semester
January 16	Martin Luther King Jr. Day (schools closed)
February 20	Presidents Day Holiday (schools closed)
March 20-24	Spring Break (schools closed)
April 14	Vernal Holiday (schools closed)
May 15-20	High School Graduations
May 25	Last Day of Classes
May 26, 30-31	Weather Make-Up Days (if necessary)
May 29	Memorial Day Holiday (schools closed)