Registration Information
2013 – 2014

10800 Dennis Chavez Blvd. SW
Albuquerque, NM 87121
Telephone: (505) 243-1458
Fax: (505) 873-1041
Welcome to Atrisco Heritage Academy High School (AHA) – Home of the Jaguars! The start of the school year is an excellent time for students, parents, families, and the school to discuss academic goals regarding high school graduation and a smooth transition to college.

AHA is a college preparatory school with a focus to prepare our students for their future goals. With that focus, we're excited to launch our Advancement via Individual Determination (AVID) program for a number of selected 9th grade students. AVID is a college readiness system that is designed to increase students’ achievement.

AHA also provides small learning communities (SLC) in the 9th grade and career based academies for students in grades 10 to 12. The SLCs integrate academic and vocational instruction, provide work-based learning opportunities, and prepare students for postsecondary education and employment. This year, seniors will be able to take advantage of our Senior Internship program!

I am honored to announce that AHA received a five-year accreditation from AdvancED, the highest number of years that can be awarded. AHA boasts a higher number of students entering the University of New Mexico than all New Mexico high schools! The Class of 2013 graduates were admitted into more than thirty colleges and universities in eleven states!

I am a great believer in the connection between home and school. I strongly believe that every student has the inherent capacity to reach his or her goals and dreams. As educators, we will facilitate the process to assist our students in reaching their goals and dreams.

We at AHA are excited as we begin this school year. Our staff collaborates to provide a quality education for our students in their quest for academic excellence. As principal, I will provide the leadership and a school environment that will provide high quality instruction to meet the unique needs of each student. Parents, teachers, staff, and administration all have an important role in encouraging our students to become active learners.

It is my sincere desire to provide as many opportunities for our students to become productive citizens in this vastly changing society. Please feel free to be in touch at any time!
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Classes begin Tuesday, August 13, 2013
Welcome to Jaguar Nation  
2013-2014

We are looking forward to an exciting year here at Atrisco Heritage Academy High School, where all students work towards academic excellence.

Please read the following information carefully before you report to registration.

It is important that you follow the instructions in the packet. If you have any questions please call the AHA Main Office at: 243-1458.

If you are planning on attending another school for the 2013-2014 school year contact AHAHS immediately  
243-1458 ext. 60101
August 12, 2013

Freshman Jump Start is a freshman orientation deluxe. The students get the chance to meet their teachers, find their classrooms, and learn behavior expectations and other information to smooth the transition to high school.

But the day isn't all work. The award-winning AHA Associated Students (the student council) planned fun activities for our school's newest Jaguars. Students can win free yearbooks and free tickets to school dances. Freshmen also receive their schedules, a free t-shirt, and a taste of school cuisine before heading home to rest up for the first day of high school.

Freshman Jumpstart Schedule

7:30-8:30  Freshman & Parents Registration & AHA Showcase

8:30 - 9:25  Freshman assembly in the gym

8:35 - 9:25  Parent meeting

9:30-12:00: Class Visitations & Lunch
You are cordially invited to join us for Atrisco Heritage Academy High School Education Night & Open House.

Wednesday, September 11, 2013
Community Dinner & Entertainment
5:00 – 6:30 PM

Open House
6:30 – 7:30 PM
# AHA LEADERSHIP DIRECTORY

*Telephone Number: (505) 243-1458*

<table>
<thead>
<tr>
<th>Name, Title</th>
<th>Extension</th>
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<tbody>
<tr>
<td>G. Antonio Gonzales, Principal</td>
<td>60015</td>
</tr>
<tr>
<td>Matt Lindsey, Assistant Principal, Grade 12</td>
<td>60100</td>
</tr>
<tr>
<td>Dr. Karen Webb, Assistant Principal, Grade 11</td>
<td>60014</td>
</tr>
<tr>
<td>Irene Cisneros, Assistant Principal, Grade 10</td>
<td>60008</td>
</tr>
<tr>
<td>Cindy Benefield, Assistant Principal, Spe. Ed.</td>
<td>60018</td>
</tr>
<tr>
<td>Moises Padilla, Dean, Grade 9</td>
<td>60023</td>
</tr>
<tr>
<td>Adrian Ortega, Dean, Grades 10 to 12</td>
<td>60025</td>
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<tr>
<td>Manuel Burgos, Dean of Data</td>
<td>60017</td>
</tr>
<tr>
<td>Dr. Shannon Reierson, Dean of Instruction</td>
<td>60140</td>
</tr>
<tr>
<td>Sal Treppiedi, Activities Director</td>
<td>60002</td>
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<tr>
<td>Kathy McBride, Registrar</td>
<td>60009</td>
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REGISTRATION INFORMATION

All students must complete the registration process.

If you completed a course request card in the spring you are only pre-registered. **Now, you must register.**

Registration Process
Students and parents report for registration on their scheduled day and time. **Students and parents may register only on their assigned day(s).** Parents must be present to register.

Enter through the south doors of Building E and follow the signs to complete your registration. Parents and students can complete the registration process in two hours or less on their assigned day.

Items needed for Registration

✓ **Proof of Residency in AHA Attendance Zone**
The Albuquerque Public Schools Board of Education recently approved an enrollment policy requiring that students provide proof of residency when registering for school *each school year*. Students must live in the Atrisco Heritage Academy attendance area in order to attend.

Please provide a hard copy of one of the following documents:
- a current New Mexico driver’s license
- voter registration
- deed or mortgage payment receipt within 60 days of enrollment
- a current property tax bill
- current lease or Section 8 housing agreement
- a utility bill (PNM or New Mexico Gas Company) within 60 days of enrollment.
These documents will be cross-referenced with a valid photo identification of the parent/guardian and must be made available to school personnel upon registration every school year.

✓ **Immunizations**
Students must have up-to-date immunization records on file before they will be allowed to complete registration for the fall semester.

✓ **All Fines Cleared**
Students must pay all fines before they will be allowed to complete registration for the fall semester. For a quick and easy registration process, be sure to clear your fines before registration by calling 243-1458 ext. 60006.
**Registration Schedule**

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>Dates and Time</th>
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<tbody>
<tr>
<td>Senior Registration</td>
<td>Thursday, August 1, 8:00 AM – 1:00 PM</td>
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<tr>
<td>Junior Registration</td>
<td>Friday, August 2, 8:00 AM – 1:00 PM</td>
</tr>
<tr>
<td>Sophomore Registration</td>
<td>Monday, August 5, 8:00 AM – 2:00 PM</td>
</tr>
<tr>
<td>Evening Registration Grades 9-12</td>
<td>Monday, August 5, 4:30 – 7:00 PM</td>
</tr>
<tr>
<td>Freshman Registration</td>
<td>Tuesday, August 6, 8:00 AM – 2:00 PM</td>
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NEW STUDENT ENROLLMENT PROCEDURES

Students must live in the Atrisco Heritage Academy attendance zone in order to attend.

The following are the enrollment and registration procedures for students who live in the AHA attendance boundaries and will attend AHA for the 2013 – 2014 school year, but did not attend AHA in May of 2013:

Enrollment/registration sessions are scheduled for the following dates:

- July 9, 2013 8:00 am to 1:00 pm
- July 17, 2013 11:00 am to 2:00 pm
- July 25, 2013 8:00 am to 1:00 pm
- July 29, 2013 11:00 am to 2:00 pm

1. Call AHA at 243-1458 x 60101 to schedule an appointment in one of the above enrollment sessions.

2. You must bring the information to the AHA administrative office before the Scheduled Enrollment Session:
   - **Birth Certificate** – Required if new to APS
   - **Immunization Record**, up-to-date, which must include DT/DPT/Tetanus Booster within Last 10 Years.
   - **Proof of Residency** (see Proof of Residency above)
   - **Transcript, report card** – Current unofficial transcripts and most recent report card (excludes 9th grade).
   - **Withdrawal documentation** from last school attended.
   - Copy(ies) of **IEP, special program and/or course placement**, etc., if applicable (i.e., special education, gifted, ESL services).
3. When all documentation is received, you will receive a registration packet to complete and give to the Data Processor. You will then receive a Course Request Card to complete.

4. If you need further assistance or have questions concerning the Course Request Card there will be counselors available to assist you. In-depth course evaluation will require a separate, scheduled meeting at a later date and time.

**GENERAL INFORMATION**

**Website Information**
Be sure to visit [http://aha.aps.edu/](http://aha.aps.edu/) for the most up-to-date information regarding Atrisco Heritage Academy High School. You can also find AHA on Twitter at twitter.com/officialahapage or @officialahapage.

**Family Center**
Stop by the AHA Family Center or get involved by calling 243-1458 ext. 60167. We have a special place for you!

**Student Parking**
Student parking is available on AHA Campus and is a privilege. To park in the student lot a current parking sticker must be visibly displayed in the front window of the vehicle. To purchase a parking sticker you must have:
- New Mexico Driver’s License
- AHA Student ID Card
- Proof of Insurance
- Proof of Registration

All documents must be current. Parking permits will be sold at registration for $30.00 per year. CASH ONLY. **Parking stickers will be sold at registration.**
The student parking lot will be monitored during the regular school day. Neither APS nor AHAHS is responsible for damages to vehicles or loss of personal items. **Cars without parking stickers or those parked in unauthorized locations will be cited and towed at owner’s expense.** Parking permits must be purchased to avoid a parking citation. **Students may not park in the faculty or visitor’s parking areas or the car will be towed.**

Please keep in mind that all student-parking policies are in the AHA Student Handbook must be followed. Failure to do so will result in loss of AHA parking privileges.

**Student ID Cards**
Student ID cards will be issued at registration along with a class lanyard. Student ID cards and AHA lanyards must be worn around the neck throughout the school day (from 7:30 to 2:30). The first ID card and lanyard are free. New IDs are $5.00 and lanyards are also $5.00. These can be purchased in the activities office in the main cafeteria.

**Schedule Changes**
Schedule changes will be made **ONLY** for the following reasons:
- Duplicate credit
- Failed a prerequisite
- Graduation requirements not met
- Medical reasons (doctor’s note required)
- College entrance requirements not met

Schedule changes for the above reasons may be made only through 2:30, August 26, 2013. After that date, only administrative changes can be made. A student registered in a class after August 26 must successfully complete that course or they will earn a Fail or **W/F (Withdrawal/Fail) on the transcript.**
Electronic Devices
Per APS Board Policy, audio players, cell phones, laser pointers, etc. are not allowed on campus from 7:30am to 2:30pm.

iParent
iParent, a web-based communication tool that will give you information on your child’s grades, graded assignments, attendance, and daily class schedule. iParent is an excellent web site to monitor your student’s academic progress and attendance.

1. Obtain an iParent user name and password for each of your children.
2. Go to the website: sis.aps.edu/iParent and enter your:
   a. First and last name of parent, as it is listed in the student information system.
   b. Child’s ID number, as it appears on his/her student ID card.
   c. Child’s date of birth

If you have more than one student, you will need to go through the steps above to get a user name and password for each student.

If you are unable to log on to the site or the information is not correct, you will need to contact the school.

CLUBS AND ACTIVITIES
Students are encouraged to get involved in clubs and activities at AHA. Research indicated that students involved in clubs, activities and/or athletics get higher grades, have better social skills and improved leadership
skills. Go to aha.aps.edu/activities to get more information on the clubs and activities offered at AHA.
**Student Council**

Student Council is charged with being the voice of the student body. While we also host dances, pep rallies, assemblies and assist with many other events, our main purpose to advocate for students and their issues.

Student Council meets throughout the summer to plan for the upcoming school year. If you are interested in being part of student council, **contact Sal Treppiedi, Activities Director, at 243-1458, extension 60002.** Be sure to leave all contact information. Freshmen should contact Mr. Treppiedi if you are interested in running for student council class officer positions. Go to the website at **aha.aps.edu/2017** for more information.
ATHLETIC DEPARTMENT

Athletic Director, Adrian Ortega  ortega_ad@aps.edu 60025
Athletic Trainer, Helen Hetzel  helen.hetzel@aps.edu

Fall Sports
Football, Patrick Johnson  johnson_pa@aps.edu
Volleyball, Shantel Lucero  shantel.lucero@aps.edu
Cross Country, Jana Villegas  villegas@aps.edu
Girls Soccer, Eric Chavez  chavez_eric@aps.edu
Boys Soccer, Micah Newman  micah.newman@aps.edu
Cheer, Leticia Montano  montano_le@aps.edu
Dance, Anabell Cadena  abellcadena@gmail.com

Winter Sports
Boys Basketball, Adrian Ortega  ortega_ad@aps.edu
Girls Basketball, Joe Montoya  montoya_ij@aps.edu
Swimming, Brian Schreiber  brian.schreiber@aps.edu
Wrestling, Lorenzo Martinez  martinez_lor@aps.edu

Spring Sports
Baseball, Adam Amador  adam.amador@aps.edu
Golf, Lorenzo Martinez  martinez_lor@aps.edu
Boys Tennis, Joe Robles  joe.robles@aps.edu
Girls Tennis, Mark Royer  mark.royer@aps.edu
Boys Track & Field, Jeff Minyard  jeff.minyard@aps.edu
Girls Track & Field, Maggee Osta  maggee.osta@aps.edu
Softball, Roland Soto  soto_ro@aps.edu

Tentative Starting Dates for Specific Sports
Football  August 6, 2013*
Volleyball, Soccer &  August 13, 2013*
Cross Country
Basketball, Wrestling, Cheer,  October 31, 2013*
Dance, and Swimming
Baseball & Softball  January 30, 2014*
Track, Tennis and Golf  February 6, 2014*

* Dates may change, please verify
Code of Conduct
Albuquerque Public Schools requires students participating in athletics and/or activities and their parents to sign the Athletic and Activity Code of Conduct form at the beginning of the school year. It is expected that all participants and parents, will follow guidelines that promote sportsmanship and outlines conduct and behavior both on and off campus.

Academic Eligibility
All academic rules are based on the handbook of the New Mexico Activities Association. The NMAA is the governing body of all interscholastic activities in the state of New Mexico. Atrisco Heritage Academy High School is a member of the NMAA and competes in all of their state championships.

A student must have a 2.0 grade point average with no more than one (1) F, based on a 4.0 grading scale. Students must also pass a minimum of four classes, again with no more than one (1) F.

Incoming freshmen students may begin the first grading period with no reference to their previous scholastic records in middle school. However, after the first six-weeks grades become record, all students are subject to the same rules.

Important Athletic Websites
New Mexico Activities Association, www.nmact.org
Albuquerque Public Schools, www.aps.edu/athletics
New Mexico High School Coaches, www.nmhsca.com
**Physicals**
All athletes must have a physical on file with the athletic trainer prior to beginning the official practice starting date. Forms may be obtained online at www.aps.edu and clicking on the link labeled “Athletics.” Parents may pick forms in the main office at AHA or in the Nurse’s office. All physicals must be dated after June 1st for use in the 2013-2014 academic term.

**Residency**
All athletes must follow the residency rules established by the NMAA. Parents may read the NMAA Handbook at www.nmact.org. There are numerous guidelines to follow for incoming transfer students, students outside the residency of Atrisco Heritage Academy, charter school students and home school based students. If your son/daughter’s status falls under these categories, please contact the Athletic Director at Atrisco Heritage Academy High School for clarification on athletic eligibility.

**Health and Immunization Information**
*New Mexico law requires all students to be currently immunized or in process; proof is required at registration.* Please review your child’s immunization record especially for a tetanus containing vaccine, which is required within 5 years for 9th and 10th grades, and recommend (but at least within 10 years) for all others. If your child is in need of immunizations, please obtain them prior to registration and bring proof. The School Based Health Center will provide immunizations and parents may complete the permission forms at registration. If you received a letter regarding immunizations, your
child's schedule will not be released until you talk with the nurses.

The school nurses should be informed about any health concerns, medical diagnosis, allergies or medications a student is taking at home or during school hours. There is space on the back of the emergency cards for this information.

Prescription and over the counter medications can be stored in the Health Office, both require parent signatures. Prescription meds require a physician signature. Generally daily medications are given at home and those required during school hours will be self-administered from their supply.

Students can carry a single dose of a medication in the original bottle, but the same permission form is to be signed and on file in the Health Office.
SCHOOL ATTENDANCE POLICY

The New Mexico "Compulsory School Attendance Law" dictates that, “Except as otherwise provided, a school-age person shall attend public school, private school, home school or a state institution until the school-age person is at least eighteen years of age unless that person has graduated from high school or received a general educational development certificate. A parent may give written, signed permission for the school-age person to leave school in case of hardship approved by the local superintendent.”

Therefore, all APS schools under NM law are required to record class attendance every school day. APS schools are also required by law to report 10 or more unexcused absences (habitual truants) to the APS District Attendance office. The Albuquerque Public Schools report habitual truants to the probation services office of the judicial district where the student resides for an investigation’ and to the state of New Mexico.

Parents/legal guardians, if you believe there are any discrepancies regarding absences please contact your child’s school.

For additional information:  http://www.aps.edu/coordinated-school-health/district-attendance-and-court-liaison
**Family Responsibilities**

**Student Responsibilities**
- Attend school and/or all classes every day. Your education is important to your future!
- If you're absent, make sure your parent or legal guardian call or send a written note (or email) you are going to be absent.
- When you return to school get missing assignments from teacher(s), complete the work, and turn in to teacher(s) in a timely manner.

**Parent/Guardian Responsibilities**
- Submit an absence excuse (via telephone or website) when your child is absent.
- Talk to your child about the value and importance of responsibility and the need to work towards academic success.
- Schedule appointments after school hours. When you schedule appointments during school, try to schedule them so your child does not miss the whole school day or the same class frequently.
- Make sure that your child understands that it is his/her responsibility to make up any missed assignments. Check your child’s attendance regularly.
- Update emergency card information as changes occur (phone number, address, parent work location, etc.)*
School Responsibilities
Teacher Responsibilities
- Will take attendance daily.
- Will update grades on a weekly basis.
- School Messenger

Family Center Responsibilities
- Will contact parents via telephone or home visit when students have excessive absences.
- Will meet with parents to explain and obtain parent signature on AHA Attendance Contract.
- Will identify challenges and offer resources as appropriate/needed by student/family.

Administration Responsibilities
- Will notify Family Center of students with excessive absences.
- Will meet with parents to explain and obtain parent signature on AHA Attendance Contract.
- Will provide families with available options to increase student attendance and achievement.
- Will refer students to Attendance Improvement Board (AIB).

