



NOTICE AND AGENDA
REGULAR MEETING OF THE GOVERNING COUNCIL OF
ALBUQUERQUE AVIATION ACADEMY

July 24, 2026

2:00 p.m.

AAA Board Room

6441 Ventana Rd NW, Albuquerque, NM
and Internet/Call-in

(See Special Procedures Below)

AAA MISSION

Albuquerque Aviation Academy cultivates opportunities for 6th-12th grade students to excel in fields related to aviation and STEAM. Students will have unique options to explore and excel in multiple career areas of aviation which are woven throughout an innovative hybrid learning experience.

(The Governing Council may take an agenda item out of order to facilitate business at hand.)

- I. Call to Order
 - A. Roll Call
 - B. Adoption of the Agenda*
 - C. Review/Approval of Minutes from June 26, 2026 Regular Meeting*
 - D. Review/Approval of Minutes from June 29, 2026 Special Meeting*
- II. Public Comment (comments will be limited to two minutes) – see attached Special Procedures for more information.
- III. Ongoing Business Matters
 - A. Aviation Program Update
 - B. Aviation Committee Update
- IV. Administrative Update
 - A. Student Achievement Update
- V. New Business Matters
 - A. Public Education Department Charter School Division Board Observation on 6/26/2026
 - B. 2026-2027 Transportation Contract (discussion/action) *
 - C. Staff Handbook Revisions (discussion/action) *
 - D. Student Handbook Revisions (discussion/action) *
 - E. Governing Council Member Replacement (discussion/action) *
 - F. FY 2027 Lease Assistance Application (discussion/action) *
 - G. Public Education Commission's Indicators of Success Program
- VI. Governing Council Development
 - A. No Discussion with Kelly Callahan
- VII. Finance Report
 - A. Business Office Operations Update



- B. Voucher Approvals (discussion/action) *
- C. Bank Reconciliation (discussion/action) *

X. Announcements

- A. Date for next Regular AAA Governing Council Meeting

XI. Adjournment*

Note: * Indicates Action Item

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Amanda Catanzaro at acatanzaro@abqaviation.com least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Ms. Catanzaro at the email address above if a summary or other type of accessible format is needed.



Special Procedures for July 24, 2026 AAA Governing Council Regular Meeting

The AAA Governing Council Regular Meeting on July 24, 2026 at 2:00 pm will be held at Albuquerque Aviation Academy boardroom and will provide for those not wishing to attend in person access to view and/or participate via Zoom. This will be available to the public, Governing Council members and AAA staff.

The procedures for accessing the meeting are as follows:

From a computer, tablet or smartphone, enter the following URL:

<https://us04web.zoom.us/j/5383341131?pwd=UWpFVWNQejFoRDRYMct3OXlEdkxhUT09>

OR

Call one of the following numbers:

1-669-900-6833

1-301-715-8592

1-253-215-8782

(Because of the increase of Zoom for meeting use, the phone numbers may appear to be busy at first. Keep trying until you get through.)

Meeting ID: 538 334 1131

Access Code: 4100

You will also be asked to enter your (optional) participant ID. Just follow the spoken directions (press #) to skip this step, as it is not needed for this meeting.

Public comment will be allowed during the meeting either via Zoom or in person. To speak during public comment, please email your request to speak with your name to acatanzaro@abqaviation.com up to twenty-four hours prior to the meeting. Requests to speak made after twenty-four hours prior to the meeting will not be honored. Speakers will be un-muted to address the Governing Council. Public comments will be limited to two minutes. The public may email comments to Amanda Catanzaro acatanzaro@abqaviation.com. Email comments will be kept with the records of the meeting.

Audio and video recording of the open meeting will be available upon request.

Should anyone wishing to join the meeting via the internet have issues accessing the meeting you may contact Amanda Catanzaro at 505-608-6441.

These procedures are subject to revision given changing circumstances. Please check the AAA website for any updates to these procedures.



GOVERNING COUNCIL

Regular Meeting of the Albuquerque Aviation Academy Governing Council on
Friday, June 26, 2026

via Zoom.us & In person at 6441 Ventana Road NW

BOARD MEMBERS PRESENT

Jody Meyer, Farrah Nickerson, Roland Dewing, Laura Kohr, Alex Carothers, Mike Romo and Larry
Kennedy

BOARD MEMBERS ABSENT

none

ALSO IN ATTENDANCE

Bridget Barrett, Amanda Catanzaro, Sean Fry, and Lauren Chavez

PUBLIC

Greta Smith (via Zoom)

These minutes were approved on _____

By a vote of ____ yes ____no ____ absent ____abstained

_____ President

_____ Secretary

I. Call to Order

Larry Kennedy called to order the Regular Meeting of the Governing Council for the Albuquerque Aviation Academy for June 26, 2026 at 2:00 PM on Zoom.us and in person.

A. Roll Call

Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Roland Dewing, Laura Kohr, Alex Carothers (via Zoom), Farrah Nickerson (via Zoom), and Larry Kennedy.

B. Adoption of the Agenda*

Larry Kennedy asked to amend the agenda, moving the Finance Report earlier in the meeting before Closed Session. Larry Kennedy for a motion to approve the amended agenda. Farrah Nickerson made a motion to approve the amended agenda. Laura Kohr seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

C. Review/Approval of Minutes from May 22, 2026 Regular Meeting*

Larry Kennedy asked for a motion to approve the minutes from May 22, 2026 Regular Meeting. Laura Kohr made a motion to approve the minutes. Jody Meyer seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

II. Finance Report

A. Business Office Operations Update

Sean Fry presented that the Finance Committee met prior to the meeting and reviewed the financial statements through May 2026. Everything is looking awesome and we have plenty of budget authority. We have received 90.1% of operational revenues and revenues exceeded expenditures for the month. PED is doing a last minute adjustment to the unit value for the end of FY26 that is approximately \$10.00 per unit which will result in approximately a \$7,000 loss.

B. Voucher Approvals for May 2026 *

Sean Fry presented the May Vouchers and the Finance Committee can support the approval of the May Voucher Approvals.

Larry Kennedy asked for a motion to approve the bank vouchers for May 2026. Farrah Nickerson made a motion to approve. Laura Kohr seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

C. Bank Reconciliation for May 2026 *

Note that there is a special meeting on Monday, June 29th for one last BAR that did not make this months agenda.

The Finance Committee can support the approval of the May Bank Reconciliations. Larry Kennedy asked for a motion to approve the Bank Reconciliations for May 2026. Laura Kohr made a motion to approve. Jody Meyer seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

III. Closed Session*

- A.** Limited personnel matters, Head Administrator evaluation, pursuant to NMSA 1978, Section 10- 15-1(H)(2).
- B.** Limited personnel matters, Head Administrator contract, pursuant to NMSA 1978, Section 10-15- 1(H)(2).

Larry Kennedy asked for a motion to move to closed session pursuant to limited personnel matters, Head Administrator evaluation, pursuant to NMSA 1978, Section 10-15-1(H)(2). Laura Kohr made the motion. Farrah Nickerson seconded the motion. Larry Kennedy called for a roll call vote to move to closed session. Amanda Catanzaro called Jody Meyer, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

Mike Romo enters the meeting in person at 2:11 PM.

Closed session begins.

IV. Open Session*

A. Action on Items Discussed in Closed Session

Larry Kennedy asked for a motion to move back to open session and affirmed that only items on the agenda were discussed. Mike Romo made the motion. Laura Kohr seconded the motion. Larry Kennedy called for a roll call vote to move to open

session. Amanda Catanzaro called Jody Meyer, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

Open session resumed at 2:30 PM.

Mike Romo made the motion to approve the 2026-2027 head administrator contract for Bridget Barrett with agreed upon salary. Laura Kohr seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

V. Public Comment

Larry Kennedy asked Bridget Barrett and Amanda Catanzaro if there was any public comment. No one signed up for public comments.

VI. Administrative Update

Dr. Chavez was current unavailable and we will come back to her as soon as she is available.

A. Student Achievement Update

Bridget Barrett presented her report. Reviewed Academics by Enrollment. 91% of enrollments ended on pace and passing, 4% behind and passing, 3% on pace and failing and 3% behind and failing.

There are currently 335 students registered for the 2026-2027 school year.

Amanda Catanzaro is dealing with the flood issue that happened when the water fountain flooded the front hallway and offices.

Beginning next year, we will be doing registration a little differently and including stations that families will visit that ends with new student meetings.

Reviewed the Edgenuity Relative Grade Distribution graph and Semester 2 Grade Distribution that includes grades for all courses taken in school, not just Edgenuity. Summer School just completed.

VII. New Business Matters

A. Facility Strategic Master Plan Project Roadmap

Amanda Catanzaro shared the Master Plan Project Roadmap with general guidelines for major upcoming capital projects that funding will be requested for the next five years.

Dr. Chavez became available so moved back to Ongoing Business Matters.

VIII. Ongoing Business Matters

A. Aviation Program/Committee Update

Dr. Chavez presented that they have flown 32.2 hours in Hotel Kilo and 5 in Addison. Addison gauges are fixed that included the Hobbs meter and test flight Monday.

3-4 students are flying over the summer. Next Wednesday one student should be ready for their initial solo and another student should be ready for their solo cross country the week after.

EAA had a summer camp that included one of our students “Phoenix” who taught on drones and careers.

Reviewed expenses.

Bridget Barrett is in discussion with Mr. Portillos regarding the static display plane.

IX. New Business Matters (continued)

B. Resolution Adopting FY 2028-2032 Infrastructure Capital Improvement Plan *

Amanda Catanzaro shared the state is now requiring that schools complete an Infrastructure Capital Improvement Plan (ICIP) for future capital funding and this is the resolution required.

Larry Kennedy asked for a motion to approve and sign Resolution 2026 06 26. Alex Carothers made a motion to approve. Mike Romo seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

Farrah Nickerson noted she does not like the “ALBAVA” abbreviation for the school.

C. Governing Body Member Change Notification *

Larry Kennedy shared that Jody Meyer has resigned effective June 30, 2026 due to new job conflict and that the governing council is actively seeking new membership.

Larry Kennedy asked for a motion to approve the Governing Body Member Change Notification. Laura Kohr made the motion. Mike Romo seconded the motion. Larry

Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

D. Facilities Committee Establishment *

Larry Kennedy leads a discussion regarding establishment of a Facilities Committee that will help during the creation of our Facility Master Plan that has recently begun. Alex Carothers and Larry Kennedy volunteer to be representatives on this committee from the governing council. We are also actively seeking community support members that would also be beneficial on this committee.

Larry Kennedy asked for a motion to approve the establishment of the Facilities Committee and approval of Alex Carothers and Larry Kennedy to be the governing council representatives. Mike Romo made the motion. Farrah Nickerson seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

E. Staff Survey Results

Bridget Barrett shared the results from the staff survey that was sent to all staff members multiple times. 11 staff members responded from the 25 employed. Governing Council noted that it is nice to see culture changing and overall the comments were positive. Survey had lots of good information.

F. Family Survey Results

Bridget Barrett shared the results from the family survey that was sent to students and all parent emails that were on file as well as included in the newsletters.

A request was made to have comparison to last years survey results for next meeting.

The results of this survey were also shared with the staff members and discussed at the end of the school year.

G. CLA Statement of Work *

Larry Kennedy shared the audit Statement of Work that requires governing council signature.

Larry Kennedy asked for a motion to approve signature of the CLA Statement of Work. Mike Romo made the motion. Alex Carothers seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson and Larry

Kennedy; all voted yes. The motion carried unanimously. Larry Kennedy will sign electronically.

H. CES – AK Sales Aircraft Shade Cover Procurement Approval Above \$60,000 *

Amanda Catanzaro shared that the school received capital funding for shade and awning structures around campus that totals \$338,881.37.

Larry Kennedy asked for a motion to approve the Aircraft Shade Cover above \$60,000. Mike Romo made the motion. Laura Kohr seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

I. School's In – Student Desks and Chairs, Teacher and Conference Room Chairs Procurement between \$20,000 and \$60,000

Amanda Catanzaro shared that the school is purchasing new chairs and desks for students to replace old or broken and some teachers have requested to move to desks rather than tables. We are also purchasing new teacher chairs since currently it is a mismatch of old furniture from old building. New chairs for the conference room are also being purchased to replace the donated chairs that are currently in the conference room.

J. ACES – PowerOn Chromebooks Procurement Between \$20,000 and \$60,000

Amanda Catanzaro shared that we purchased 100 new Chromebooks to replace older or broken technology and make sure that we have enough devices for the 2026-2027 school year. This is a normal annual purchase.

X. Governing Council Development
none

XI. Announcements

Next regular scheduled governing council meeting is scheduled for 7/24/2026. Special meeting on Monday, June 29, 2026 at 1:00 PM.

XII. Adjournment*

Larry Kennedy called for a motion to adjourn. Mike Romo made a motion to adjourn. Laura Kohr seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Laura Kohr, Alex

Carothers, Farrah Nickerson and Larry Kennedy; all voted yes. The motion carried unanimously.

The Regular Meeting of the Governing Council for the Albuquerque Aviation Academy adjourned on June 26, 2026 at 3:28 PM.



GOVERNING COUNCIL

Special Meeting of the Albuquerque Aviation Academy Governing Council on
Monday, June 29, 2026

via Zoom.us & In person at 6441 Ventana Road NW

BOARD MEMBERS PRESENT

Roland Dewing, Farrah Nickerson, Laura Kohr, and Larry Kennedy

BOARD MEMBERS ABSENT

Jody Meyer, Mike Romo, and Alex Carothers

ALSO IN ATTENDANCE

Bridget Barrett and Sean Fry

PUBLIC

none

These minutes were approved on _____

By a vote of ____ yes ____ no ____ absent ____ abstained

_____ President

_____ Secretary

I. Call to Order

Larry Kennedy called to order the Special Meeting of the Governing Council for the Albuquerque Aviation Academy for June 29, 2026 at 1:03 PM on Zoom.us and in person.

A. Roll Call

Larry Kennedy asked Bridget Barrett to call roll. Bridget Barrett called Roland Dewing (via Zoom), Farrah Nickerson (via Zoom), Laura Kohr (via Zoom), and Larry Kennedy (via Zoom).

B. Adoption of the Agenda*

Larry Kennedy asked for a motion to approve the agenda. Farrah Nickerson made a motion to approve the agenda. Laura Kohr seconded the motion. Larry Kennedy asked Bridget Barrett to call roll. Bridget Barrett called Roland Dewing, Farrah Nickerson, Laura Kohr and Larry Kennedy; all voted yes. The motion carried unanimously.

Mike Romo joined the meeting via Zoom.

II. New Business Matters

A. Budget Adjustment Request * BAR 2526-24154-0023-T

Sean Fry presented BAR 2526-24154-0023-T, to move funds into professional development for PLC Leaders. Mike Romo made the motion to approve BAR 2526-24154-0023-T. Farrah Nickerson seconded the motion. Larry Kennedy asked Bridget Barrett to call roll. Bridget Barrett called Roland Dewing, Farrah Nickerson, Laura Kohr, Mike Romo and Larry Kennedy; all voted yes. The motion carried unanimously.

III. Adjournment*

Larry Kennedy called for a motion to adjourn. Mike Romo made a motion to adjourn. Farrah Nickerson seconded the motion. Larry Kennedy asked Bridget Barrett to call roll. Bridget Barrett called Roland Dewing, Farrah Nickerson, Laura Kohr, Mike Romo and Larry Kennedy; all voted yes. The motion carried unanimously.

The Special Meeting of the Governing Council for the Albuquerque Aviation Academy adjourned on June 29, 2026.

Monthly Report - July 28, 2026

All figures and outcomes are based on the date of this report - July 22, 2026
(HK Hobbs time: 2064.6 ; Addison Hobbs time: 8.7)

FLIGHT TRAINING:

- **Hours:** 25.6 hrs in HK and 4.4 hrs in Addison. HK just finished it's 50 hr oil change, and had the EGT probe replaced.
- **Training:** 3 students are flying. One completed his solo cross-country and his night flight. The next step is getting him checkride ready. :) Another has soloed, and one is still pre-solo. They are all currently out of town enjoying a bit of a summer break before school restarts.

CLASSES: Stryker and I have been meeting on the phone several times during the week to discuss both student progress and our classes for next semester. He is working on the syllabi now, based on our discussions. He had lots of good ideas, and I think him taking more of a leadership role in some of these classes will help him grow as a teacher. I'll continue to assess, of course, as the semester progresses. No students have asked to be proctored for their practice FAA exam over the summer so our AIA class will likely start very small. We hope/expect that ~3 students will take there FAA exam during the first few weeks of school and transfer into AIA.

EXPENSES:

- **Fuel:** \$1677.9 (est)
- **Maintenance:** \$0 (awaiting invoice for oil change / EGT probe.)
- **Hangar Rental:** \$357 per month x 2
- **Insurance:** Annual Premium - \$15,658 (both airplanes)

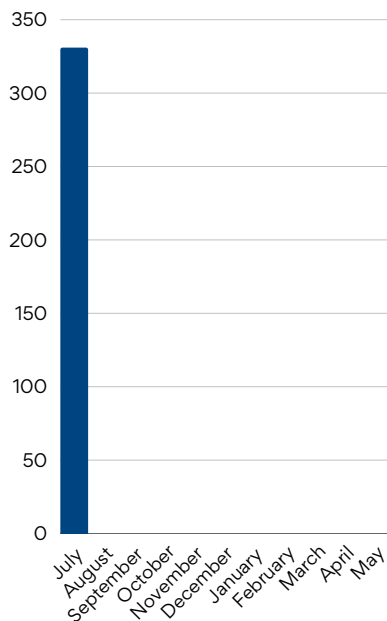


Student Achievement Update *july* 2026



Student Enrollment

Student Enrollment Goal
SY 25/26: 306



Academics by Enrollment

Number of students ahead, behind, failing and passing (overall grade):



On Pace and Passing
(52% 12/24)



Behind and Passing
(38% 12/24)



On Pace and Failing
(1% 12/24)



Behind and Failing
(9% 12/24)

Imagine Learning Grade Enrollment Report Fall Semester



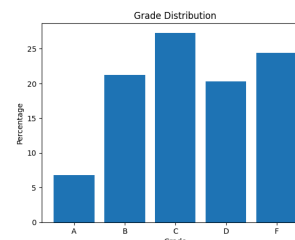
A : 7%

B : 21%

C : 27%

D : 20%

F : 25%



Registration Goal

Current Number of Students: 312

New Students Accepted: 76



Goal 320

Met 335

Percentage met : 105%

5 have accepted a spot, but not registered

Altitude Achievement

Final preparations for the school year are underway. Welcoming 7 new people to our staff: HS math, MS social studies, HS and MS special Education, Educational Assistant and Dean of Students. Final reports from Edgenuity were extremely positive!

Implementation Fidelity

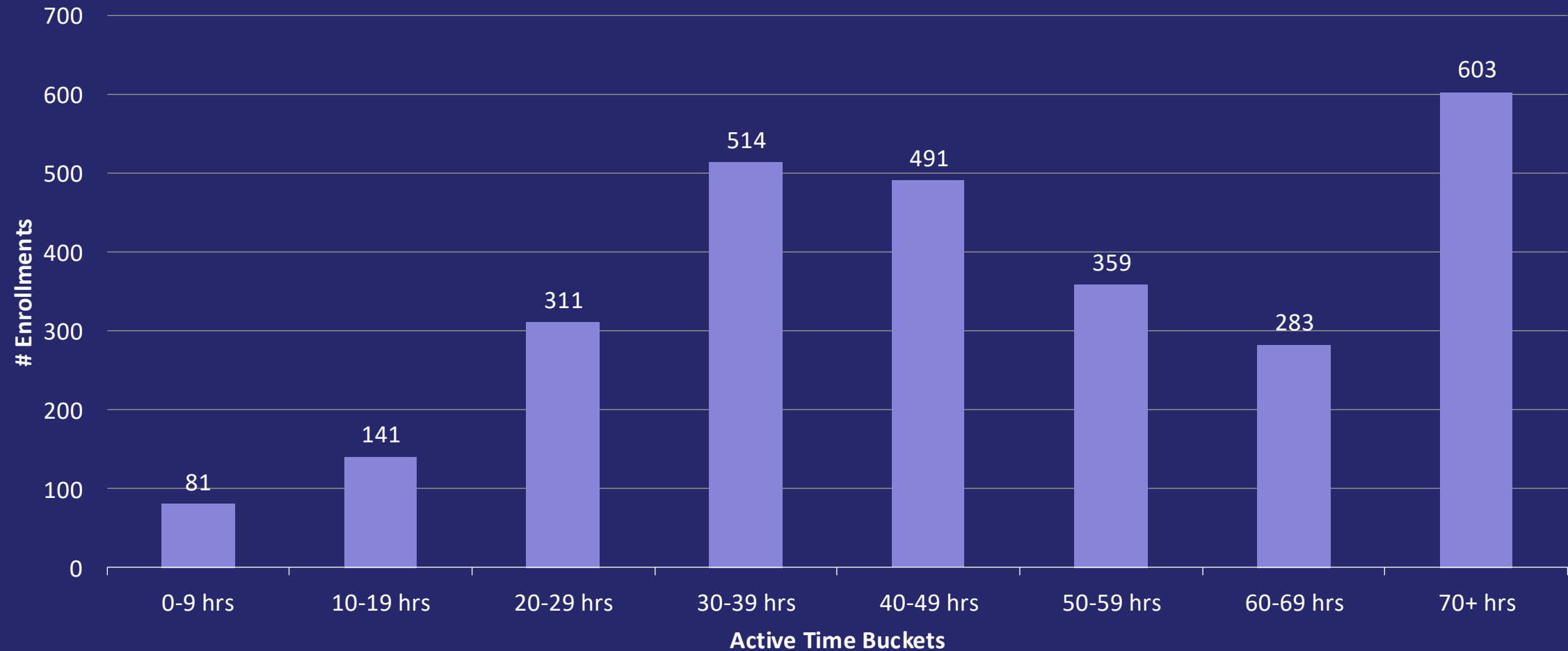
Meets vs Does Not Meet Guidelines Usage by Program

Meets Guidelines / Program	# Students	# Enrollments	Avg Active Time per Week	Avg Progress	Avg Pacing	Avg Actual Grade	Avg Overall Grade	# Completions	Completion %
Does Not Meet Guidelines	349	2,511	02:31:43	94%	-4.3	71%	74%	2,377	95%
Credit Recovery	11	12	01:40:23	52%	-39.1	40%	69%	9	75%
Imagine Purpose Modules	8	10	01:00:35	100%	0.0	0%	0%	10	100%
Initial Credit	349	2,484	02:32:22	94%	-4.2	72%	75%	2,353	95%
Legacy MyPath	3	5	02:10:46	95%	-5.0	72%	76%	5	100%
Meets Guidelines	134	272	07:19:15	94%	-4.2	68%	71%	252	93%
Credit Recovery	5	6	04:23:29	99%	-0.9	69%	70%	6	100%
Imagine Purpose Modules	2	2	32:37:41	100%	0.0	0%	0%	2	100%
Initial Credit	132	261	07:12:40	94%	-4.3	69%	72%	241	92%
Legacy MyPath	1	3	05:51:51	92%	-7.8	74%	81%	3	100%
GRAND TOTAL	353	2,783	02:59:49	94%	-4.3	71%	74%	2,629	94%

Includes enrollments with greater than 10% progress AND course status of completed OR 10% progress with Actual grade greater than or equal to 60%. Excludes subjects/ electives with language arts, social studies, science, and world languages. Completions: course status of 'Completed' or 100% progress with an actual grade greater than or equal to 60%. Includes Active, Completed, and Disabled enrollments. Hours per week guidelines: Initial Credit = 5 hrs; Imagine Purpose Modules = 3 hrs; Legacy MyPath = 3 hrs; Credit Recovery = 3 hrs; Novels = 3 hrs; Booster = 3 hrs; eDynamic Learning Electives = 3 hrs; Legacy MyPath Placement

Implementation: Enrollments by Time Spent

Number of Enrollments by Time Spent in Course



Includes enrollments with greater than 10% progress AND course status of completed OR 10% progress with Actual includes subjects Electives, Language Arts, Math, Science, Social Studies, and World Languages.

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786

Charter School Governing Body Observation Form

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Name of School: Albuquerque Aviation Academy	
Head Administrator's Name: Bridget Barrett	Head Administrator's Email: bbarrett@samsacademy.com
Board President's Name: Larry Kennedy	Board President's Email: lkennedy@abqaviation.com

The intention of the Board Governance Observation is to observe and measure the degree to which Board practices exist within a system to support the continuous improvement of their governance and their school.

B. Observation Pre-Work	
(Completed by the Observer Prior to the Observation)	
The Meeting Date chosen: 06.26.26	Regular or Special meeting?

The Date and time to check for the agenda 72 hours prior to meeting being observed: 06.23.26 @ 2 pm	Agenda was posted at least 72 hours prior to the meeting.	
	Yes	No
The agenda describes specific items or issues to be discussed during the meeting?	Yes	No
Are agenda items detailed enough for a member of the public to be able to understand what the board intends to vote on?	Yes	No
The agenda items are listed with neutral language?	Yes	No
The agenda indicates that a closed or executive session will take place?	Yes	No
The reason for going into closed session complies with the allowable reasons per the OMA.	Reason: Limited personnel matters, head administrator evaluation, pursuant to NMSA 1978, Section 10-15-1(H)(2). Limited personnel matters, head administrator contract, pursuant to NMSA 1978, Section 10-15-1(H)(2).	

The agenda includes the following:	Date	Yes/No	Time	Yes/No
	Location provided (physical address, link to meeting, or both)	Yes/No	Agenda items	Yes/No

c. The Observation

Names of the Governing Board members:	Present: Farrah Nickerson Jody Meyer Roland Dewing Laura Kohr Alex Carothers Larry Kennedy	Absent:
A quorum of the Board is present.	Yes	No
The meeting begins with a roll call vote.	Yes	No
The Board does not respond to comments made during the public comment section of the meeting. No public comment	Yes	No
The Board meeting follows and adheres to the meeting agenda.	Yes Agenda amended to have finance report before the closed session	No
The Board maintains a focus on student outcomes.	Comments: Student achievement report	
The Board maintains a focus on resource allocation and financial oversight.	Comments: Review of finance report	
The Board appears to have had access to the financial reports prior to the meeting enabling them the opportunity to ask clarifying questions if necessary?	Comments: All had packets and seemed to understand each agenda item	
The board reviewed financial reports and statements	☒ ~~Net position~~ ☒ ~~Budget to actual revenues & expenses~~ ☒ ~~Changes in fund balance~~ ☒ ~~Statement of cash flow~~	

The Finance committee reports to the full board	☐ Recommendations on financial planning ☒ ~~Reviews financial statements and revenue and expenditure projections~~ ☒ ~~Serves as an external monitoring committee on budget and financial matters~~ ☐ The finance committee convened at another time and had nothing to report out
The Board engages in a manner that creates a healthy, ethical, and effective governance climate?	Comments: Friendly board
The Board reviews data and results relating to the achievement of the school's goals and mission?	Comments: Yes, student achievement overview
The Board demonstrates transparency in their decision making?	Comments: Transparency about 29th meeting; screen shared all reports; info packet was available on the website Board is notifying the PED that they are actively searching for a new member
The Board focuses its actions and decisions on student outcomes and the achievement of the schools' mission? <i>(if relevant to the agenda)</i>	Comments: Discussion about new business matters, especially pertaining to the aviation aspect of mission and student technology
The Board engages in a manner that empowers shared leadership between themselves and the head administrator?	Comments: Friendly comments and questions regarding AAA

D. Post-Observation Work

Date Draft Minutes should be available on? *(ten working days after the meeting)*: 07.10.26

Asked or Emailed the school requesting a copy of the draft minutes from the meeting. **N/A**

Received within 10 days of the meeting?	Yes	No
Minutes are comprehensible, and give a full picture of the proceedings including:	Yes	No? Describe:
Members present and absent	Yes	No
Discussions and alternatives considered	Yes	No? Describe:
Clear motion language	Yes	No? Describe:
Definitive Actions approved or denied	Yes	No
Date, time & place of meeting	Yes	No
Was a closed session on the agenda:	Yes	No
- Do the minutes reflect a statement approximating: "Matters discussed in the closed session were limited only to those specified in the motion for entering into closed session and no votes were taken."	Yes	No
Motion for closed meeting was made by a roll call vote and evidenced in minutes?	Yes	No

Please note the Governing Board strengths observed

Routine governance practice
Easy to read and well presented finance reports

Please note any areas of concern, particularly anything that could be perceived as questionable in regards to the Open Meetings Act.

Board member training report to date:

AU = Academic Understanding
FO = Fiscal Oversight
EG = Effective Governance
LPP = Laws, Policies and Procedures
LC = Legal Concepts

As a reminder:

Name	AU	FO	EG	LPP	LC
Larry Kennedy	1	1	1	1	1
Roland	1	1	1	1	1

Continuing governing board members must take at least 1 hour of training in each area in order for their training to be complete and **new** governing board members must take 2 hours of training in each area.

Dewing					
Farrah Nickerson	1	1	1	1	1
Mike Romo	1	1	1	1	1
Alex Carothers	1	1	1	1	1
Laura Kohr	1	1	1	1	1
Jody (Joette) Meyer	1	1	1	1	1

E. Rubric for Observing Best Practices in Board Governance

Factors to consider during observation	Very Evident		Evident	Somewhat Evident	Not Observed
Routine and Systemic Degree to which a governance practice appears to be a regular part of the Board’s governance	Clearly understood and a routine part of their governance		Generally understood but perhaps not quite a routine	Somewhat understood but appears to be applied sporadically	Not Observed
Quality of Engagement How engaged is the Board’s governance	Deep/Complex engagement by all members		Moderate/Varying degrees of engagement	Degree of engagement could be improved	Not observed
Quality of Committee Work Committees are active between full Board meetings as evidenced by reports delivered during meeting	Robust committee activity		Moderate committee activity	Some committee activity	Not observed
Board is Prepared Degree to which board members appear to have received materials prior to the meeting.	Highly prepared and able to ask substantial questions		Moderately prepared, able to ask questions	Somewhat prepared	Reports presented at the time of the meeting
Boards Progression Observers perception of the degree to which the Boards focus ranks on a scale of reactive to strategic	Excellent	Advanced	Intermediate	Emerging	Basic
	Optimizing mission, growth, sustainability, and outstanding outcomes	Processes seem sustainable, Board is responsible for succession and training responsibilities and excellent outcomes	Governance is data-driven, the value of the Board governance is evident and essential	The Board work connects to results for the students	Focus is mainly reactive. Board work is limited to during the monthly meetings

13 FLEET SERVICE CONTRACT (FORM)

THIS AGREEMENT is made and entered into as this 25TH day of JUNE,

2026, by and between ALBUQUERQUE AVIATION ACADEMY hereinafter called "**BOARD**"
(local board of education)

and HERRERA SCHOOL BUSES INC herein after referred to as "**CONTRACTOR**."
(contractor)

WITNESSETH:

WHEREAS, **BOARD** has engaged **CONTRACTOR** to provide the pupil transportation services described herein; and

WHEREAS, **CONTRACTOR** desires to provide such transportation services;

NOW, THEREFORE, in consideration of the covenants hereinafter contained, the parties agree as follows:

[12-31-98]

13.1 TERM

The term of this agreement shall commence JULY 1, 2026 and shall continue through JUNE 30, 2027. This contract may be renewed annually thereafter on the same terms and conditions at the option of the **BOARD**. [12-31-98]

13.2 SCOPE OF SERVICES

a. **CONTRACTOR** shall, during the term of the agreement supply the buses listed on Appendix A incorporated herein by reference and shall maintain such number of school buses specified to provide transportation services to the **BOARD** consistent with the terms of this contract.

b. **CONTRACTOR** shall, provide for the efficient management of the transportation services as set forth herein. **CONTRACTOR** shall advise the **BOARD** of the name(s), address(s), and phone number(s) of individual(s) designated as responsible for the management of services.

c. **CONTRACTOR** shall provide for the to-and-from transportation of students in grades kindergarten through twelve who attend school within the school district, of three and four year old children who meet the Secretary of Education approved criteria and definition of developmentally disabled, and for the

transportation of students to and from their regular attendance centers and vocational programs approved by the Public Education Department.

d. Transportation services shall be provided for 192 school days in accordance with bus routes and schedules agreed to under the terms of this contract. For each day that a bus is not operated, the compensation paid the **CONTRACTOR** shall be decreased by 1/192th of the total compensation for services provided in paragraph 3.a of this contract.

e. **CONTRACTOR** shall comply with all federal and state laws, regulations, policies and directives of the **BOARD**.

[12-31-98]

13.3 COMPENSATION

a. The **BOARD** shall pay **CONTRACTOR** all sums due and calculated in accordance with the conditions of this contract. The **BOARD** agrees to pay the **CONTRACTOR** \$ 66,057.00 for purchase allowance/rental fees, and \$ 231,390.00 for services herein for a total of \$ 297,447.00 to be paid in consecutive monthly installments as follows: 9 equal installments of \$ 29,744.70 each, and a final installment of \$ 29,744.70, commencing on the 1ST day of AUGUST, 2026.

b. The compensation payable pursuant to this contract is subject to adjustment by the **BOARD** for route changes, the addition of to-and-from buses approved by the Public Education Department, or changes in the provision of services. Contract amendments required; as a result of such adjustments shall be approved by the **BOARD**.

c. This contract may be further adjusted or payments withheld where audits or investigations by the **BOARD** or Public Education Department verify overpayments, underpayment, or expenditures in violation of state laws or regulations or the terms of this contract.

d. The terms of this contract are contingent upon sufficient legislative appropriations for to-and-from transportation and authorization of the appropriation. [12-31-98]

[12-31-98]

13.4 FUEL

CONTRACTOR shall furnish all fuel to be used in its performance of this agreement. [12-31-98]

13.5 OPERATION AND MAINTENANCE

- a. **CONTRACTOR** shall furnish buses of a type and with the equipment required by federal and state law and regulations, including applicable Secretary of Education Regulations.
- b. **CONTRACTOR** shall provide for all operation and maintenance of buses utilized for service under the terms of this agreement.
- c. **CONTRACTOR** shall ensure that buses operating under this contract meet established Secretary of Education safety inspection requirements.
[12-31-98]

13.6 SALARIES

CONTRACTOR shall provide for salaries and benefits of all employees providing service under the terms of this agreement. [12-31-98]

13.7 ROUTES AND SCHEDULES

- a. **CONTRACTOR** shall operate the bus(es) according to the routes approved by the **BOARD**. The **BOARD** on the basis of safety, efficiency and economy shall approve such routes.
- b. On the 40th day of the school year, **CONTRACTOR** shall furnish **BOARD** a complete route map and roster of eligible students who are transported. Additional reports shall be submitted as follows:
- c. The **BOARD** reserves the right to modify the routes consistent with the terms of this contract, should circumstances require such modifications. The superintendent or designee may modify stops and time schedules as required. The **CONTRACTOR** shall be notified in writing by the **BOARD**'s superintendent or designee when changes are necessary, and **CONTRACTOR** shall adjust its operations to incorporate such changes.
[12-31-98]

13.8 RECORDS AND REPORTS

- a. All records required by state law or regulations shall be subject to inspections and audits by the Public Education Department, the Office of the State Auditor, and any auditor designated to conduct such inspections or audits. The Public Education Department and the State Auditor shall have the right to audit both

before and after payment, and payment under this contract shall not foreclose the right of the **BOARD** to recover excessive or illegal payments.

b. The **CONTRACTOR** shall complete Appendix B, incorporated herein by reference, and shall submit annually a final expenditure report for fuel, operation and maintenance, and salary and benefits on forms provided by the Public Education Department.

c. The **CONTRACTOR** shall make such reports as may be required by the **BOARD** or the Public Education Department. Failure to make required reports on time and with accuracy shall be considered a breach of contract and shall be cause to adjust payments or withhold payments until reporting requirements are met. [12-31-98]

13.9 INDEMNIFICATION

CONTRACTOR shall hold **BOARD**, its officers and employees harmless and does hereby indemnify the **BOARD**, its officers and employees from and against every claim or demand which may be made by any person, firm or corporation, or other entity arising from or caused by any act, neglect, default or omission of **CONTRACTOR** in the performance of this agreement, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of **BOARD**, its agents or employees. [12-31-98]

13.10 INSURANCE

a. The **BOARD** shall provide automobile liability coverage to the **CONTRACTOR**, which includes bodily injury, property damage, and physical damage for all buses under contract to the **BOARD**. The terms, conditions and limits of coverage shall be in accordance with that provided by the New Mexico Public Schools Insurance Authority or any other coverage provided by the local **BOARD** and allowed by statute.

b. The **CONTRACTOR** shall carry Worker's Compensation insurance as statutorily required by the State of New Mexico and shall provide evidence of Insurance to the **BOARD**. [12-31-98]

13.11 INCLEMENT WEATHER AND SCHOOL CLOSINGS

In the event of inclement weather or impassability of roads or whenever school is canceled, delayed or is dismissed early, **BOARD** shall notify **CONTRACTOR** not later than ²_____ hours before service. [12-31-98]

13.12 SAFETY

CONTRACTOR shall be responsible for meeting all safety requirements established by local, state, or federal laws or regulations. A record of training and other safety reporting requirements shall be provided to the **BOARD** upon request. [12-31-98]

13.13 OPERATION/PERSONNEL/DRIVER QUALIFICATIONS

a. **CONTRACTOR** shall employ a sufficient number of drivers and support personnel to carry out the terms of this contract.

b. **CONTRACTOR** shall ensure that employees meet training requirements set forth by federal and state law, Secretary of Education regulations and **BOARD** policies and shall assume the cost of training for drivers and bus assistants.

c. **CONTRACTOR** shall establish rules, which prohibit the driver from smoking on the bus or driving under the influence of drugs or alcohol while operating any bus.

d. **CONTRACTOR** shall comply with federal laws and regulations for drug and alcohol testing and shall provide to the **BOARD** verification of compliance.

e. **CONTRACTOR** shall be responsible for hiring and discharging personnel employed by **CONTRACTOR** to perform its obligations hereunder; provided, however, that the **BOARD** shall have the right to require **CONTRACTOR** to remove from service under this agreement any employee whose performance is, in good faith, deemed by the **BOARD** unsuitable to the provision of transportation services for **BOARD**; and provided further that **BOARD** shall provide the **CONTRACTOR** such notification in writing and provide justification for its determination.

f. **CONTRACTOR** shall provide qualified drivers, trained and licensed in accordance with the laws of this State and the rules and regulations of **BOARD**. [12-31-98]

13.14 TERMINATION OF CONTRACT BY BOARD

Subject to procedures hereinafter set forth, the **BOARD** may terminate this contract before its expiration date for violation of law, terms of the contract, or regulations and policies of the Secretary of Education or **BOARD**. The procedures for termination of this contract are as follows:

a. The **BOARD** shall serve notice upon the **CONTRACTOR** in person, or by registered or certified mail, specifying the charges against the **CONTRACTOR**

under which the contract is sought to be terminated, with a copy of such notice provided to the State Transportation Director.

b. The notice shall also specify a time and place at which the **BOARD** will hold a hearing on the charges made against the **CONTRACTOR** which hearing shall not be more than ten (10) calendar days after service of the notice upon the **CONTRACTOR**.

c. The **CONTRACTOR** shall have the right to appear and be represented by legal counsel, to be heard, and to call witnesses in his/her own behalf.

d. The **BOARD** shall have the power to suspend the **CONTRACTOR** pending a hearing on the charges.

e. The decision of the **BOARD** shall be final and conclusive, subject only to the approval of the State Transportation Director.

f. In the event that this contract is terminated, the Secretary of Education shall calculate the remaining number of years that the bus could be used based on a twelve-year replacement cycle and calculate a value reflecting that use. The **DISTRICT** shall deduct an amount equal to that value from any remaining amount due on the contract. If no balance remains on the contract, the **CONTRACTOR** shall reimburse the **DISTRICT** an amount equal to the value calculated.

g. In the event that this contract is terminated, the buses owned by the **CONTRACTOR** and used pursuant to the terms of this contract as set forth in Appendix A herein shall be appraised by three qualified appraisers appointed by the **BOARD** and approved by the State Transportation Director. The operator succeeding to the contract shall purchase, with the approval of the **CONTRACTOR**, all said buses at their appraised value.

[12-31-98]

13.15 TERMINATION OF CONTRACT BY CONTRACTOR

Subject to procedures hereinafter set forth, the **CONTRACTOR** may cancel this contract before its expiration by the following procedures:

a. The **CONTRACTOR** shall serve a written notice upon the **BOARD** in person or by registered or certified mail, with a copy of such notice provided to the State Transportation Director, specifying the reason for cancellation.

b. The notice shall also specify the date at which such cancellation shall be effective, but not less than sixty (60) calendar days after the service of notice.

c. Cancellation of the contract shall be effective only after the **BOARD** grants written consent and notice provided to the State Transportation Director.

d. This contract shall not be assigned to another individual or corporation.

e. In the event that this contract is terminated, the Secretary of Education shall calculate the remaining number of years that the bus could be used based on a twelve-year replacement cycle and calculate a value reflecting that use. The **DISTRICT** shall deduct an amount equal to that value from any remaining amount due on the contract. If no balance remains on the contract, the **CONTRACTOR** shall reimburse the **DISTRICT** an amount equal to the value calculated.

f. In the event that this contract is terminated, the buses owned by the **CONTRACTOR** and used pursuant to the terms of this contract as set forth in Appendix A herein shall be appraised by three qualified appraisers appointed by the **BOARD** and approved by the State Transportation Director. The operator succeeding to the contract shall purchase with the approval of the **CONTRACTOR** all said buses at their appraised value.

IN WITNESS WHEREOF we have set our hands and seals.

BOARD OF EDUCATION

BY: _____ PRESIDENT

ATTEST: _____ SECRETARY

Angela Lussier
[12-31-98] _____ CONTRACTOR

ANGELA LUSSIER / HERRERA SCHOOL BUSES INC 6/25/2026

13.17

Appendix A (part II)**FLEET CONTRACT**

Bus#	Route Mileage	Route Description (area served)
SA42		REDLANDS PARK, CALVARY CHURCH, COTTONWOOD MALL
SA40		PETCO,LOWE'S,PARADISE HILLS CHURCH, THE TRAILS
SA41		DEFINED FITNESS, WALMART, TAYLOR RANCH LIBRARY

[12-31-98]

13.18

APPENDIX B

FLEET CONTRACT PAYMENT SCHEDULE

2026 - 2027
SCHOOL YEAR

This contract approved by the ALBUQUERQUE AVIATION ACADEMY
 on JUNE / 25 / 2026 (BOARD)
 for HERRERA SCHOOL BUSES INC
(CONTRACTOR)

to operate 3 buses/routes set forth in Appendix A to provide school transportation services includes the following amounts deemed necessary for **CONTRACTOR** to carry out the terms of the contract safely, efficiently, and economically:

I. BUS PURCHASE/RENTAL FEE:	\$ <u>66,057.00</u>
II. TRANSPORTATION SERVICES: (Estimated Budget)	
a. Fuel	\$ <u>35,000.00</u>
b. Operation & Maintenance and All other expenses	\$ <u>106,000.00</u>
c. Salary and Benefits	\$ <u>90,390.00</u>
Total Transportation Services	\$ <u>231,390.00</u>
III. Total Estimated Budget [12-31-98]	\$ <u>297,447.00</u>

ALBUQUERQUE AVIATION ACADEMY
STAFF HANDBOOK
2026-2027



ALBUQUERQUE
AVIATION ACADEMY

ALBUQUERQUE AVIATION ACADEMY STAFF HANDBOOK

This handbook states guidelines for staff rights and responsibilities. It does not create any contractual rights, and the school has the discretion to modify the provisions of this handbook at any time.

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GENERAL INFORMATION

Welcome to Albuquerque Aviation Academy (“AAA” and/or the “School”)!

The Albuquerque Aviation Academy Staff Handbook is provided to ensure all employees understand the general rules, guidelines, and expectations related to their employment and professional responsibilities. Please take time to read this handbook and become familiar with its contents, as they are intended to support a positive, collaborative, and productive school year for staff and students alike.

This handbook provides a summary of operations, policies, procedures, and employee guidelines. It does not cover every aspect of employment at Albuquerque Aviation Academy and should not be interpreted as a contract, express or implied. If you have questions or need clarification regarding the information in this handbook, please consult with your supervisor or the Head Administrator/Principal.

This Staff Handbook replaces any previous versions and may be revised as needed to reflect business, employment, legislative, or operational changes. Revisions will apply to both current and future employees, and official updates will be communicated to staff. Only the Governing Council has the authority to approve changes to policy, and any alterations to this handbook must be formally adopted. Statements or promises made by administrators do not alter or modify handbook provisions.

In the event of a conflict between this handbook and policy, the most recently adopted policy of the Governing Council, or applicable state and federal law, shall prevail.

WHEN IS THE STAFF HANDBOOK IN FORCE?

The provisions of the Staff Handbook are in force:

1. During regular work hours and/or when on school property.
2. While supervising, transporting, or otherwise responsible for students during school-provided transportation.
3. At times and places where staff are acting in their official capacity, including but not limited to school-sponsored events, field trips, athletic functions, and other school-related activities.
4. While representing Albuquerque Aviation Academy in any capacity, whether on or off campus, including but not limited to digital spaces, such as social media platforms.

Additionally, the Head Administrator/Principal or their designee retains authority to take administrative action when an employee’s conduct, whether on or off duty, may have a detrimental effect on students, staff, or the orderly operation of the school.

The Head Administrator/Principal or their designee has the responsibility to take discretionary action any time the educational process or workplace environment is threatened with disruption. Nothing in the following is intended to prevent a staff member, teacher, Head Administrator/Principal, or other administrator from using their best professional judgment concerning a particular situation.

If there is a conflict between this staff handbook and state or federal law, state and/or federal law shall govern.

ALBUQUERQUE AVIATION ACADEMY MISSION STATEMENT

Albuquerque Aviation Academy cultivates opportunities for 6th-12th grade students to excel in fields related to aviation and STEAM. Students will have unique options to explore and excel in multiple career areas of aviation which are woven throughout an innovative hybrid learning experience.

ALBUQUERQUE AVIATION ACADEMY CONTACT INFORMATION

Address:	Website: abqaviation.com	
6441 Ventana Road Northwest		
Albuquerque, New Mexico 87114	Phone Number:	Fax Number:
	505-608-6441	505-212-6180

GOVERNING COUNCIL

The Albuquerque Aviation Academy Governing Council makes policy decisions concerning the School and, interviews and hires the Head Administrator. The members of the Governing Council operate according to its bylaws. The council members are volunteers who oversee the school's operation and ensure that Albuquerque Aviation Academy's charter's goals and mission are carried out. Regular meetings are held on the third Friday of every month at 2:00 PM (unless otherwise indicated), and often, other meetings are convened to discuss school business. Albuquerque Aviation Academy Governing Council meeting notices will be posted on the website and at the school.

Please refer to the website at: abqaviation.com for contact information for the Governing Council.

CALENDAR AND HOURS

Please refer to the school's website at abqaviation.com for the official school year calendar. The calendar outlines academic days, professional development dates, conference dates, end of terms, and other important school events.

Staff members are expected to adhere to the work schedule, dates, and times as specified in their individual contracts. While student instructional hours are listed below, staff schedules may include additional duties such as supervision, meetings, and professional development.

Monday-Thursday	Friday
Office Hours: 7:30 AM – 4:00 PM	7:30 AM – 12:00 PM
Class Hours: 8:00 AM – 3:30 PM	8:00 AM – 11:30 AM & Remote 12:00-3:30 PM

Staff should plan accordingly to ensure they are available to fulfill all professional responsibilities beyond student instructional hours as outlined in their contracts.

OBSERVED SCHOOL/FEDERAL HOLIDAYS

Albuquerque Aviation Academy observes the following holidays for the 2025–2026 school year: Independence Day, Labor Day, Fall Break, Indigenous Peoples’/Columbus Day, the Monday prior to Election Day, Election Day, Thanksgiving Break, Winter Break, Martin Luther King Jr. Day, Presidents’ Day, Spring Break, and Memorial Day. More information regarding days off can be found in staff contracts and in the Instructional Calendar.

STAFF DIRECTORY OF ALBUQUERQUE AVIATION ACADEMY

A directory of staff members and contact information can be found on our website at abqaviation.com.

WHAT ALBUQUERQUE AVIATION ACADEMY EXPECTS OF YOU

At Albuquerque Aviation Academy, your first responsibility is to carry out your assigned duties promptly, accurately, and with professionalism. Just as important, you are expected to collaborate with leadership and fellow staff members in a spirit of teamwork and respect. The way you interact with colleagues, students, and families contributes directly to the success of our school community.

Staff are expected to regularly check emails, and other designated communication platforms to stay current with updates from school leadership regarding operations and student support. Timely communication helps ensure that all departments work together smoothly and effectively, supporting our shared mission of student success.

Every role at Albuquerque Aviation Academy is vital. Whatever your position, we ask that you perform each task to the best of your ability and remain open to feedback, direction, and collaboration. We encourage you to share ideas, voice concerns, and contribute suggestions that may improve our practices and strengthen our community. Leadership welcomes open communication and values input from all staff.

Our school is built on a commitment to individualized learning, high-quality instruction, aviation-themed opportunities, and strong partnerships with families and the community. By upholding these guiding principles, you help create an environment where every student can thrive academically, socially, and personally.

COMMUNICATION AND RESOURCES

Effective communication is essential to the success of Albuquerque Aviation Academy. All staff are expected to stay informed and connected through multiple communication channels. Key resources—including schedules, forms, duty assignments, student behavior resources, homeroom materials, information from the Public Education Department (PED), mandatory trainings, staff meeting and PLC (group of educators who regularly collaborate to improve teaching practices and student learning through shared goals, data analysis, and continuous reflection) notes, evaluation tools, testing information, and more—are available in the 2025-2026 Flight Crew News.

Weekly staff-specific communication is generally sent on Tuesdays via Talk-O Tuesday, which is distributed by email and accessible in the Flight Crew News. Additionally, school-wide updates are shared through Wings Weekly, which is delivered by email, text, and posted on the school website. For quick, real-time communication, Microsoft Teams is used throughout the school.

While these are the primary channels, staff are encouraged to stay attentive to all communication from leadership, as timely access to information is critical for the smooth operation of the school and the success of our students.

ALBUQUERQUE AVIATION ACADEMY NON-DISCRIMINATION STATEMENT

Albuquerque Aviation Academy does not discriminate and prohibits discrimination by students, employees, or third parties affiliated to the School on the basis of disability, physical or mental handicap, serious medical condition, race, creed, color, sex, gender identity, sexual orientation, spousal affiliation, national origin, religion, ancestry or need for special education services and shall not allow for the imposition of discipline, discrimination or disparate treatment against a student based on the student's race, religion or culture or because of the student's use of protective hairstyles or cultural or religious headdresses. or any other protected characteristic.

EQUAL EMPLOYMENT OPPORTUNITY

Albuquerque Aviation Academy is an equal opportunity employer committed to fostering a diverse and inclusive work environment. The School does not unlawfully discriminate against any individual on the basis of race, color, religion, age, sex, national origin or ancestry, mental or physical disability, medical condition, veteran status, military service, sexual orientation, spousal affiliation, marital status, gender identity, or any other characteristic protected by federal, state, or local law. This policy applies to all programs, services, policies, and procedures of Albuquerque Aviation Academy.

Employee compensation and benefits are designed to attract, motivate, retain, and reward high-quality personnel who can effectively support the mission and objectives of Albuquerque Aviation Academy. All compensation decisions are made without regard to race, color, ancestry, religion, age, sex, national origin, disability, medical condition, veteran status, sexual orientation, spousal affiliation, gender identity, or any other protected characteristic. Albuquerque Aviation Academy strives to maintain competitive compensation and benefits to support excellence in public education within the local community.

EMPLOYEES WITH DISABILITIES/ACCOMMODATIONS

In accordance with the Americans with Disabilities Act (ADA), Albuquerque Aviation Academy does not discriminate against any “qualified individual with a disability.” Individuals are considered qualified if they meet the educational, skills, and experience requirements of a position and can perform the essential functions of the job, with or without reasonable accommodation. The School will provide accommodations to qualified employees with disabilities unless that accommodation would cause the School undue hardship.

Albuquerque Aviation Academy is committed to diversity, inclusion, and the full employment of qualified individuals with disabilities. A process is in place to assist employees in requesting reasonable accommodations to their work environment, enabling them to perform the essential functions of their position. Employees are responsible for initiating a request for accommodation by contacting the Head Administrator/Principal.

All requests will be taken seriously and reviewed promptly to determine whether the employee qualifies as an individual with a disability and whether a reasonable accommodation can be provided without causing undue hardship to Albuquerque Aviation Academy or other staff members. Accommodations are evaluated on an individual, case-by-case basis in accordance with the Americans with Disabilities Act (ADA) and applicable state and local laws prohibiting discrimination based on disability.

If you believe you have been subjected to unlawful discrimination based on a disability, you should discuss the matter with the Head Administrator/Principal and/or follow the complaint procedure outlined in this handbook and in policy.

ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY

Albuquerque Aviation Academy is committed to maintaining a workplace that is free from unlawful discrimination, harassment, and retaliation. All employees are expected to treat colleagues, students, families, visitors, and guests professionally, respectfully, and in accordance with applicable federal and New Mexico laws, including Title VII of the Civil Rights Act, the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA), the New Mexico Human Rights Act, the New Mexico Civil Rights Act and other relevant statutes.

This policy applies to all employees, contract workers, volunteers, consultants, vendors, students, parents, guardians, visitors, and anyone conducting business with or on behalf of Albuquerque Aviation Academy. It applies on school property, at all school-sponsored events, and in any work-related setting, including off-site activities and online platforms, such as social media.

DISCRIMINATION AND HARASSMENT

Discrimination or harassment includes any unwelcome conduct—verbal, physical, or visual—directed at an individual because of a protected characteristic, including but not limited to: race, color, religion, sex, gender identity, sexual orientation, national origin, ancestry, age, disability, medical condition, veteran status, marital status, or any other status protected under federal or New Mexico law. Such conduct can interfere with an individual's ability to perform their job and is never tolerated, especially given the example it sets for our students and community.

SEXUAL HARASSMENT

Sexual harassment is a form of unlawful harassment and includes, but is not limited to:

- Requests for sexual favors or sexual advances;
- Persistent or unwelcome flirting or dating requests after a clear objection;

- Sexually motivated conduct such as leering, gestures, touching, blocking movements, or other inappropriate physical behavior;
- Displaying sexually suggestive objects, images, or materials;
- Conditioning employment decisions, benefits, or opportunities on submission to sexual requests;
- Hostile or degrading comments or conduct based on sex, including comments about an individual's appearance, dress, or body.

Sexual harassment may occur between individuals of the same or different sexes.

OTHER PROHIBITED HARASSMENT

Other unlawful harassment includes verbal or physical conduct that demeans, intimidates, or shows hostility toward an individual because of a protected characteristic. Examples include racial or ethnic slurs, age-related derogatory remarks, offensive jokes, obscene language, or any other conduct that creates an intimidating, hostile, or offensive work environment.

Albuquerque Aviation Academy takes all allegations of discrimination or harassment seriously. Employees who experience or witness harassment should promptly report it to the Head Administrator/Principal or follow the complaint procedures outlined in this handbook. Retaliation against anyone for reporting harassment or participating in an investigation is strictly prohibited.

REPORTING HARASSMENT AND DISCRIMINATION

AAA is committed to maintaining a workplace free from harassment and discrimination. If you experience behavior that you believe is offensive, inappropriate, or discriminatory, you are encouraged—but not required—to communicate directly with the individual to address the behavior. All employees are required to promptly report any incidents of harassment or discrimination to their supervisor.

All reports will be investigated promptly, discreetly, and confidentially to the extent possible. If harassment or discrimination is confirmed, AAA will take appropriate disciplinary action, which may range from verbal warnings to termination, depending on the circumstances. Additional steps will also be taken to remedy the situation as needed.

Retaliation against anyone for making a good faith report of harassment or discrimination is strictly prohibited. Employees are personally responsible for their actions, and AAA assumes no liability for the behavior of individual employees. Legal, financial, or other assistance may not be provided to individuals accused of harassment or discrimination if a legal complaint is filed.

RELATIONSHIPS

Consensual romantic/ dating relationships between co-workers in a supervisor-subordinate role are inappropriate and go against the School's standards of conduct.

Consensual romantic/ dating relationships between co-workers who are not in a supervisor-subordinate role are not generally concerning to the School *unless* behavior arising from the relationship:

- constitutes sexual harassment or discrimination;
- influences an employee's evaluation, treatment, or professional opportunities; or
- disrupts productivity or the harmony of the workplace environment.

CLASSROOM COVERAGE

Students must be supervised at all times and may never be left unattended. If you need to leave your classroom or work area, you must notify the Head Administrator or their designee so that coverage can be arranged. When leaving the campus for any reason, you are required to inform administration, unless it is during your designated duty-free lunch period- sign out at the front desk, and sign back in upon your return.

PROFESSIONAL DEVELOPMENT

All Albuquerque Aviation Academy personnel are required to participate in regularly scheduled professional development. Professional development includes a combination of collaborative working time and professional training, and will encompass all mandatory trainings required by the New Mexico Public Education Department (NMPED), the Charter School Division, and the school's insurance provider (POMS). This includes, but is not limited to, training on racial awareness and sensitivity, culturally responsive practices, and strategies to create equitable learning environments for all students. Your supervisor will provide additional details regarding specific training requirements.

Albuquerque Aviation Academy encourages ongoing professional growth that benefits both the individual and the collective success of the school. This may include seminars, conferences, workshops, additional certifications or licensure, and site-based learning within the community. Requests for funding to support professional development activities, courses, trainings, license fees, or certifications must be submitted to the Head Administrator/Principal for approval.

RELIGIOUS ACCOMMODATIONS

Occasionally, employees may have religious beliefs or practices that conflict with their work schedules or assigned duties. Albuquerque Aviation Academy will make reasonable efforts to accommodate such religious beliefs or practices, provided that doing so does not create an undue hardship for the employee's department or interfere with the employee's ability to perform the essential functions of their position. Religious accommodations are evaluated on an individual, case-by-case basis in accordance with applicable federal, state, and local laws prohibiting discrimination based on religion.

Employees seeking a religious accommodation should contact the Head Administrator/Principal. You may be asked to provide appropriate documentation to support your request.

RELIGIOUS HEADWEAR

The School and any of its employees shall not prohibit a student who is enrolled, or eligible for enrollment, in a federally recognized Indian nation, tribe or pueblo from wearing tribal regalia or objects of cultural significance along with or attached to a cap or gown or wearing tribally significant footwear or other items of apparel under a gown at graduation ceremonies or public school events.

As used in this section:

- (1) "cultural or religious headdresses" includes hijabs, head wraps or other headdresses used as part of a person's personal cultural or religious beliefs;
- (2) "protective hairstyles" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, weaves, wigs or head wraps; and
- (3) "tribal regalia" means a tribe's traditional dress or recognized objects of religious or cultural significance, including tribal symbols, jewelry, beading and feathers.

For more information on this policy, review the Albuquerque Aviation Academy Tribal Regalia Policy located on the School's website.

IMMIGRATION LAW COMPLIANCE

All offers of employment with Albuquerque Aviation Academy are contingent upon verification of your legal right to work in the United States. As required by federal law, you will be asked to provide original documentation verifying your employment eligibility and to complete a Federal Form I-9, "Employment Eligibility Verification." If, at any time, you are unable to verify your right to work in the United States, Albuquerque Aviation Academy may be required to terminate your employment.

PERSONNEL RECORDS

The responsibility for maintaining personnel records at Albuquerque Aviation Academy has been assigned to the Director of Operations or their designee. Questions regarding insurance, wages, or interpretation of personnel policies may be directed to the Director of Operations.

Albuquerque Aviation Academy strives to balance its need to collect, use, and retain employment information with each employee's right to privacy. Personnel records are limited to information necessary for the conduct of school business as required by federal, state, or local law.

Employees are responsible for keeping their personnel records up to date and must notify the Director of Operations in writing of any changes in:

- Name
- Address
- Contact phone numbers
- Marital status (for benefits and tax withholding purposes)

- Number of dependents (for benefits and tax withholding purposes)
- Addresses and phone numbers of dependents, spouse, or former spouse (for insurance purposes)
- Beneficiary designations, if applicable
- Emergency contact information

An employee's personnel file may include, but is not limited to:

- Employment application and verification of qualifications as outlined in the job description
- Professional licenses
- Official transcripts
- Signed employment contract and job description
- Pre-employment references
- Acknowledgment of receipt and review of the Employee Handbook, including policies on child abuse and neglect, confidentiality, equal employment opportunity, drug-free workplace, conflicts of interest, employee complaints, termination and discipline, email and computer usage, code of conduct, and confidentiality
- Complaints, allegations, inquiries, or findings of student abuse or neglect; warnings or disciplinary actions
- Fingerprint/background check results

Certain records are maintained separately for each employee, including:

- Employment medical and health records, including vaccination records
- I-9 Employment Eligibility Verification Form
- Workers' compensation records
- Drug testing records
- Documentation of issued equipment (keys, pagers, cell phones, etc.)
- Performance appraisals/yearly evaluations

INSPECTION OF PERSONNEL FILES

Employees may inspect their own personnel records in the presence of the Director of Operations (or designee), except for confidential pre-employment materials. Requests must be submitted in writing to the Director of Operations (email sufficient) and will be scheduled at a mutually convenient time.

Employees who believe any record is incomplete, inaccurate, or irrelevant may submit a written request to the Director of Operations to correct or add documentation to their personnel file. Personnel files may only be accessed by supervisors or administration on a need-to-know basis related to employment.

SEVERE WEATHER AND EMERGENCY CONDITIONS

In the event of severe weather or other emergencies, Albuquerque Aviation Academy will generally follow Albuquerque Public Schools (APS) decisions regarding school closures or delays. However, the School may make independent decisions based on local conditions or facility considerations.

Local television stations will be used to notify families and staff of any closures or delays. In addition, notifications will be sent via email and text messages to ensure timely communication. Campus administrators are responsible for sharing updates as they become available.

ACTIVE SURVEILLANCE

For the safety and security of all students, staff, and visitors, Albuquerque Aviation Academy maintains active surveillance across campus through a network of security cameras, some of which may include audio recording capabilities. These systems monitor and support campus safety, deter misconduct, and assist in investigations when necessary. Individuals on campus should have no expectation of privacy in public or common areas, except for locations where privacy is protected by law, such as restrooms and designated private areas.

Access to security camera footage at Albuquerque Aviation Academy is strictly controlled to protect the privacy of all individuals on campus. Footage may only be accessed through a written request and with the approval of school administration. Viewing is limited to on-campus and must be supervised by Administration or their designee. Reasonable efforts will be made to blur or obscure the identities of other students not involved in the incident under review. Recording, photographing, or copying any portion of the footage is strictly prohibited. Copies of footage will not be shared or released unless required by a valid court order. All decisions regarding the release or viewing of footage are made at the Administration's sole discretion.

CAMPUS ACCESS AND SECURITY

All visitors to Albuquerque Aviation Academy must sign in and comply with school visitor and security procedures. Use of the school's facilities by outside groups or private individuals may only be granted by school administration and only pursuant to facility use procedures.

Upon hire, staff members or certain contracted employees are provided with the applicable access card, gate card, and keys based on their position and access needs throughout the school. These items are issued to ensure staff can perform their duties safely and effectively.

Staff have access to the building 24/7 and will be assigned a security access code to arm and disarm the alarm system. Additionally, each staff member is issued a gate access card, which can be used at either gate at any time. Staff are responsible for ensuring that gates are properly closed when leaving the campus outside of regular school hours.

Employees must keep all access codes and cards confidential and must not share them with any other adults or students. Employees must not give building codes/keys to any outside organization or person not employed by the School. Under no circumstances should staff allow students to use their keys, access cards, or codes, except in the case of an emergency.

If a key, access card, or security code is lost, or if keys/access cards are not returned at the end of employment or when requested by the Head Administrator/Principal, Director of Operations or their designee, the staff member will be responsible for all costs associated with replacement and any additional expenses required to maintain school security, including changing locks or updating security systems.

BACKGROUND CHECKS AND CRIMINAL HISTORY

Albuquerque Aviation Academy requires all applicants, employees, volunteers, contractors, and contractor employees who may have unsupervised contact with and access to students, to undergo a background check. This policy is designed to safeguard our school community. Failure or refusal to comply with background check requirements disqualifies an individual from employment, volunteering, or contracting with the School. This policy does not apply to parents or guardians supervising only their own children during online learning only.

Certain ethical misconduct or crimes may disqualify an individual from initial or continued employment, volunteering, or contracting. These include, but are not limited to: criminal homicide, murder, kidnapping, smuggling of persons, prostitution, false imprisonment, trafficking of persons, improper relationships between school staff and students, public lewdness involving a student, indecency with a child, injury to a child, child abuse or neglect, abandoning or endangering a child, sale or purchase of a child, child pornography, and sexual solicitation of a child.

Employees must submit to a renewal background check every five consecutive years of employment. The School reserves the right to require additional criminal background checks at any time if there is reasonable suspicion of new information that could place students or staff at risk. Refusal to submit to a required background check may result in disciplinary action, up to dismissal from employment or termination of their contract. Information obtained through background checks may result in employment actions consistent with the Criminal Offender Employment Act, the Code of Ethical Responsibility for the Education Profession, School policies, or applicable state and federal laws.

For complete details regarding background checks, including volunteer and contractor requirements, please refer to the AAA Background Check Policy.

APPLICATION EMPLOYMENT HISTORY REQUIREMENTS

As part of the application process, all prospective employees at Albuquerque Aviation Academy are required to provide information about their work history, including:

- A list of current and previous employers where the applicant worked in a position involving unsupervised contact with students, including contact information for each employer.
- A written statement disclosing whether the applicant:
 - Has ever been under investigation for, or found to have violated, any state or federal law relating to child abuse, neglect, sexual misconduct, or other sexual offenses;
 - Has ever been under investigation for, or found to have violated, any ethical rules or policies of a previous employer; or
 - Has ever had a professional license or certificate denied, suspended, revoked, or surrendered due to findings of child abuse or ethical misconduct.
- A signed authorization allowing prior employers to release relevant information and releasing those employers from liability related to providing such information.

As a condition of employment, all staff must notify the Head Administrator/Principal within five (5) days if they are charged with, convicted of, plead guilty to, or otherwise found guilty of any misdemeanor or felony, regardless of sentencing.

Providing false information or willfully omitting required disclosures during the application or background check process may result in termination of employment, denial of employment, or other disciplinary action. Misrepresentations discovered during a renewal background check may also result in employment separation, revocation of conditional offers, or action affecting professional licensure.

PAYROLL, DEDUCTIONS, AND LEAVE

Albuquerque Aviation Academy uses the APTA Fund for all payroll, leave tracking, and purchasing management. Employees will receive login credentials upon hire, allowing access to up-to-date leave balances, payroll stubs, and certain deductions, which can be managed directly through the system. Any issues or questions related to APTA should be directed to the Business Manager or their designee.

REPORTING ABSENCES AND TIME OFF

If you are unable to report to work or expect to arrive late, you are required to contact the Head Administrator or their designee before the start of the workday. If you know in advance that you will need to be absent, you must request this time off following the Time Off Protocols. All absences, full or partial, must be documented as soon as possible and submitted in APTA for approval.

If your absence is due to illness, the Head Administrator or their designee may require a written statement from your health care provider indicating that you are able to resume your employment responsibilities.

Failure to comply with the policies and procedures regarding absences, unauthorized absences, lateness, or leaving campus without approval may result in disciplinary action, up to and including termination or discharge. For more information, please refer to the Leave Policies available on the School's website.

Two days of no-show, no-call will be considered job abandonment and result in the employee's separation from employment with AAA.

PAYROLL SCHEDULE

Employees are paid semi-monthly on the 15th and the last day of the month, unless these dates fall on a weekend or holiday, in which case paychecks will be deposited on the previous business day. There are twenty-four (24) pay periods in each fiscal year.

PAYROLL DEDUCTIONS

Your payroll stub will list all deductions from your paycheck and is available to view in APTA Fund. Please review your paycheck carefully each payday. If you have questions about the amounts shown or how they are calculated, contact the Director of Operations.

AAA takes all reasonable steps to ensure employees are paid accurately and on time. If an employee is overpaid, they must promptly notify the Director of Operations and Business Manager so corrections can be made. Any overpayment discovered by AAA will also be communicated to the employee as soon as possible.

Employees are not entitled to retain pay in excess of what has been earned. Overpayments will be treated as an advance of future wages and may be deducted from subsequent paychecks until fully repaid, in accordance with applicable law. Employees will be asked to sign a wage deduction authorization to allow for such adjustments.

DIRECT PAYROLL DEPOSIT

Direct payroll deposit allows your pay to be automatically deposited into your bank or financial institution account. For details and the required authorization forms, please contact the Business Manager. This service is provided for your convenience, and all employees are encouraged to take advantage of it.

BASIS FOR DETERMINING PAY AND SALARY INCREASES

The Albuquerque Aviation Academy Governing Council adopts a salary schedule for most positions each year based on the school's annual budget, education, experience, and applicable legislative requirements. Licensed employees' salaries are determined according to the New Mexico Public Education Department's three-tier license salary schedule. Any salary adjustments are based on the adopted salary schedule, individual qualifications, and/or state-mandated changes. Documentation required to place employees on the salary schedule can be reviewed in the annual budget.

EDUCATIONAL TRAINING COMPENSATION/NATIONAL BOARD CERTIFICATES

Teachers may be eligible for salary increments for additional educational training. To claim eligibility, teachers must submit a written request by September 15, followed by official transcripts from accredited colleges or universities no later than September 30 of that school year to the Business Manager. Salary adjustments will take effect once all transcripts have been approved, with the increment distributed over the remaining pay periods for that school year.

Training hours eligible for increments must be completed after the highest earned degree (e.g., BA, BA+15, BA+45, MA, MA+15, MA+45, Ph.D., or Ed.D.).

Teachers who have earned a National Board Certification will receive compensation in accordance with NMSA 1978, Section 22-8-23.4. To claim eligibility for this certification, teachers must submit a copy of their certificate to the Business Manager by September 15 of that school year.

MANDATORY DEDUCTIONS FROM PAYCHECK

Federal, state, and local income taxes, as well as contributions to Social Security and the New Mexico Educational Retirement Board (NMERB), will be deducted from your paycheck as required by law. These

deductions will be itemized on your pay stub. The amount withheld depends on your earnings and the exemptions you claim on your W-4 form.

If you wish to change your withholding allowances, you must complete a new W-4 form. Only you may make changes to your W-4; verbal or written instructions are not sufficient. We recommend reviewing your pay stub regularly to ensure your withholdings are correct.

Other mandatory deductions may include court-ordered garnishments or support payments. If AAA receives a court order requiring payroll garnishment, you will be notified and provided a copy of the order. The School will comply with the court order until a subsequently dated and signed court order directs otherwise.

REIMBURSEMENT FOR TRAVEL AND EXPENSES

Employees will be reimbursed for authorized travel and per diem expenses in accordance with the New Mexico Per Diem and Mileage Act, NMSA 1978, Sections 10-8-1, et seq., and the New Mexico Administrative Code, as amended.

All expenses must receive prior written authorization from the administration before being incurred. Requests for reimbursement that are not pre-approved will be denied. Employees are responsible for submitting complete and accurate documentation of expenses in accordance with school procedures and applicable state regulations. Please note that Per Diem Rates are subject to change based on guidance issued by the Department of Finance and Administration. For information on rates, visit:

<https://www.nmdfa.state.nm.us/financial-control/resource-information/memos-and-notices/>

EMPLOYMENT CLASSIFICATIONS

Your position at Albuquerque Aviation Academy is classified as full-time, part-time, or short-term, or temporary employee. Per the requirements of the Fair Labor Standards Act (FLSA) and applicable state laws, employees are also classified as either exempt or non-exempt. Some policies in this handbook may apply differently depending on your classification. If you have questions about how a provision applies to you, or a question regarding what classification your position fits under, contact the Head Administrator/Principal or Director of Operations before acknowledging receipt of this handbook.

1. Exempt and Non-Exempt Employees

- At the time of hire or transfer to a different position, you will be classified as either exempt or non-exempt.
- Non-exempt employees are entitled to overtime pay for hours worked over forty (40) hours per workweek, as required by the Federal Fair Labor Standards Act (FLSA) and applicable state laws.
- Exempt employees include directors, administrators, teachers, counselors, and other staff whose duties allow them to be exempt from overtime provisions.

2. Full-Time Employees

- Employees regularly scheduled to work thirty-two (32) hours or more per week are considered full-time.

3. Part-Time Employees

- Employees regularly scheduled to work less than thirty-two (32) hours per week are considered part-time.
- 4. Overtime Pay
 - Non-exempt employees must receive prior approval from their supervisor before working overtime. Unauthorized overtime may result in disciplinary action.
 - For overtime calculation, AAA's workweek runs from 12:00 a.m. Monday through 11:59 p.m. Sunday.
- 5. Additional Services Agreement
 - Staff assigned work outside the scope of their regular job description will be required to sign an Additional Services Agreement to initiate an additional stipend or timesheet as required by the business office. This agreement does not result in overtime pay.
- 6. Compensatory Time / Flex Time
 - At the discretion of the Head Administrator, their designee, or campus administrators, flex time may be approved to allow employees paid time off to balance hours worked beyond their regular duties at the school's request.

EMPLOYEE PERFORMANCE EVALUATIONS

Albuquerque Aviation Academy administration will conduct performance evaluations in accordance with Governance Council policies and New Mexico legal requirements for all licensed and certified personnel. Evaluations are conducted collaboratively between identified administrators and AAA employees.

All employees, including non-exempt staff, participate in setting annual performance goals and engaging in regular performance reviews. Employees should expect to participate in self-reflection and coaching sessions designed to support professional growth and development. Licensed personnel will be evaluated in a manner consistent with legal requirements and the school's charter.

Performance evaluations provide an opportunity for two-way communication between you and your supervisor. This is an ideal time to discuss your interests, career goals, and professional development. Your supervisor is available to answer questions about the evaluation process and to support your growth toward achieving both personal and work-related goals.

The Head Administrator or their designee may use your annual performance evaluation as a factor in recommending salary adjustments, promotions, or contract renewals, as applicable. Your evaluation may also reflect your adherence to AAA's employee conduct policies and compliance with directives from your supervisor or administration.

The AAA Governing Council annually evaluates the Head Administrator in compliance with state statutes and regulations. The Head Administrator receives formative feedback throughout the year from the Governance Council, with additional meetings scheduled as needed.

STANDARDS OF CONDUCT

All employees are expected to act professionally, responsibly, and in compliance with applicable laws at all times. Educational professionals must adhere to the New Mexico Code of Ethical Responsibility for the Education Profession and the Professional Standards for the Education Profession under the regulations promulgated by the New Mexico Public Education Department via the New Mexico Administrative Code, 6.60.9.1, et seq.

If you have questions about any work rule, safety requirement, or any of the activities considered unacceptable, please contact the Head Administrator or their designee for clarification.

PARTICIPATION IN POLITICAL ACTIVITIES

AAA staff members may hold public office regardless of the relationship between the office and the interests of AAA. Employees who are candidates for public office are prohibited from conducting campaign activities during work hours or on school premises.

AAA seeks to help employees avoid conflicts between their duties to the school and their responsibilities as public officials. Employees holding public office may act, speak, debate, and vote in their official capacity according to their own convictions, without influence from the Governance Council or administration.

All employees holding public office must comply with applicable laws, including the anti-donation clause of the New Mexico Constitution-N.M. Const., art. IX, § 14. School employees are not permitted to serve as members of the AAA Governance Council.

SOLICITATION AND ACCEPTANCE OF GIFTS

Employees must obtain advance approval from the Head Administrator before soliciting any gift on behalf of Albuquerque Aviation Academy (AAA). Only the Head Administrator, and when required, the Governance Council, may accept gifts to the School. Anyone wishing to make a donation or provide a gift to the School should be referred to the Head Administrator. All fundraising activities must be coordinated through the director to ensure proper oversight and compliance with school policies.

TUTORING OR ADVISING FOR PAY

Except for school personnel who receive stipends for extra- or co-curricular activities, staff members are not permitted to receive additional pay for tutoring or advising students who are already assigned to them through their classroom teaching or other School responsibilities.

EMPLOYEE'S CHILDREN AT WORK SITE

Arrangements for childcare are the responsibility of employees. Children of employees are not permitted on school grounds during the workday unless they are enrolled students at AAA. In limited cases, and only with prior approval from the director, an employee's child may be on campus during school hours, provided the child wears a visible visitor badge at all times. The employee is fully responsible for supervising their child, and the school is not liable for any incidents or injuries that may occur.

SMOKING/E-CIGS/VAPES

The use of tobacco, e-cigarettes, vapes, or related products is prohibited on school grounds or at any Albuquerque Aviation Academy-sponsored functions, events, or activities. This policy applies to students, staff, volunteers, and contractors.

STAFF MEETINGS

Occasionally, you may be required to attend a meeting or school function outside of your regular duty hours. If you are unable to attend, you must obtain prior approval from the Head Administrator/Principal. Non-exempt employees will be compensated for time spent, and any overtime must receive prior approval from the Head Administrator/Principal.

COMPUTER SOFTWARE USE AND COPYRIGHT COMPLIANCE

Albuquerque Aviation Academy licenses computer software from various external companies and does not have the right to reproduce the software or grant licenses to others. Employees must use all software in accordance with the software publisher's license agreement. Copyright law also protects other materials, and employees must not download school-purchased software onto personal or unauthorized computers, or copy and distribute copyrighted materials without proper authorization. Unauthorized reproduction of software or copyrighted materials may result in civil damages, criminal penalties, and disciplinary action, up to and including termination or discharge of employment.

STAFF TECHNOLOGY ACCEPTABLE USE

Albuquerque Aviation Academy provides laptop computers for staff to use during their employment. These laptops remain the property of the School at all times. Staff are expected to use the laptops for school-related purposes and in accordance with the School's Acceptable Use Policy.

Employees are prohibited from viewing or using illegal materials, installing unlicensed or unauthorized software, or using the laptop for personal purposes that violate School policies. Staff are responsible for any damage or loss resulting from neglect or misuse of the laptop.

For detailed information and specific responsibilities regarding School-issued laptops, staff should refer to the Staff Computer Sign Out Agreement. Violations of this agreement may result in the revocation of laptop privileges and require the return of the device to the School.

DRESS CODE AND PERSONAL APPEARANCE

Employees are expected to dress and groom themselves in a manner consistent with professional and business standards during working hours and whenever representing Albuquerque Aviation Academy. Attire and grooming should be appropriate for an educational environment, respectful of all colleagues and students, and inclusive.

Employees should avoid clothing or accessories that display political, controversial, or potentially divisive messages. If the Head Administrator/Principal or a campus administrator determines that an employee's attire or grooming is inappropriate, the employee may be asked to leave the workplace until properly attired or groomed. Non-compliance with dress code standards may result in disciplinary action.

ALCOHOL & DRUG-FREE WORKPLACE

The possession, distribution, dispensing, manufacture, sale, or use of controlled substances or alcohol by any School employee is strictly prohibited in the workplace, on school property, or in connection with any School-sponsored activity. Prohibited substances include but are not limited to:

- Alcohol
- Tobacco
- Cannabis
- Narcotics
- Steroids
- Barbiturates
- Hallucinogens
- Synthetic drugs

Employees must not work while under the influence of alcohol or drugs, or any prohibited substance, as doing so creates a safety risk for themselves, co-workers, and students, and can negatively affect the School's reputation and integrity. Albuquerque Aviation Academy maintains a drug- and alcohol-free workplace in accordance with applicable federal and state laws.

Employees are prohibited from possessing, using, distributing, dispensing, or being under the influence of alcohol or drugs while on school grounds, at school-sponsored activities, in school vehicles, or while engaged in school-related work or events.

This policy does not prevent the use of prescription or over-the-counter medications as directed by a licensed medical professional. If a medication may affect your ability to perform your job safely, you must notify the Head Administrator/Principal so that appropriate safety measures can be implemented.

All employees are required to comply with these standards as a condition of employment. Employees must also notify the Head Administrator/Principal of any criminal drug conviction related to workplace conduct within five (5) days. Violations of this policy may result in disciplinary action, up to and including termination, or may require participation in an approved drug or alcohol rehabilitation program at the employee's expense.

The school reserves the right to take necessary actions to maintain a safe, drug- and alcohol-free environment, including inspections as allowed by law.

HEALTH EXAMINATIONS

AAA may require an employee to undergo an examination to assess their ability to perform the essential functions of their job.

CONFLICT OF INTEREST AND EMPLOYMENT OF RELATIVES

To maintain transparency, fairness, and compliance with applicable law, Albuquerque Aviation Academy does not allow employees to directly supervise or work in the same department as an immediate family member. “Immediate family members” include spouses, parents, children, in-laws, siblings, and any relatives who are financially dependent on the employee.

Employees must also avoid any situation that could create a conflict of interest, such as participating in decisions or actions that could result in personal or family financial gain. If an employee has a potential conflict of interest, they are required to disclose it immediately to the Governance Council or Head Administrator.

NEPOTISM

The Head Administrator of AAA shall not initially employ or approve the initial employment in any capacity of a person who is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister or sister-in-law of a member of the governing body or the head administrator. The governing body may waive the nepotism rule for family members of the Head Administrator. no waivers are granted for family members of the Governance Council. Nothing in this section shall prohibit the continued employment of a person employed on or before July 1, 2008.

For more detailed information, including disclosure procedures and definitions of financial interest, employees should refer to the Conflict of Interest and Nepotism Policy.

SOLICITATIONS AND DISTRIBUTIONS

Employees of Albuquerque Aviation Academy are not permitted to solicit for any cause or distribute non-AAA literature during working hours or in work areas. Selling raffle tickets, merchandise, or distributing materials of any kind requires prior approval from administration.

Individuals who are not employed by AAA are prohibited from soliciting or distributing literature on school property at any time.

CONFIDENTIALITY

As an employee of Albuquerque Aviation Academy, you may have access to confidential information regarding students, staff, or school operations (collectively “confidential school information”). This information must not be shared with anyone outside AAA and may only be shared with other employees on a need-to-know basis. Sharing confidential information inappropriately may result in disciplinary action, up to and including discharge or termination.

AAA will release employee information to outside parties only with written authorization from the employee or as required by law. Only the Head Administrator, Director of Operations or the Business Manager may authorize the release of personnel information. Most banks, credit agencies, or other organizations requesting employment verification will provide an appropriate form, which must be submitted in writing and signed before any information is released.

AAA's standard reference letters are limited to confirming employment dates, job title, and current rate of pay. Requests for employment verification must be submitted in writing to the Head Administrator, Director of Operations or Business Manager, and responses will also be provided in writing. The Head Administrator or Director of Operations will not provide recommendations for employees, contractors, or agents known or suspected to have engaged in sexual misconduct with a student or minor. Ethical misconduct will be disclosed to potential employers as required by law.

Employees are expected to respect the privacy of colleagues. Personal information about any staff member must not be discussed with other employees or non-employees without written authorization. Breaching confidentiality may result in disciplinary action, up to and including discharge or termination.

Employees must also follow the AAA FERPA Policy regarding student information. For more information, refer to the FERPA Policy.

EMPLOYEE PRIVACY

Albuquerque Aviation Academy reserves the right to conduct searches of any person entering school property or performing school-related duties off-site, as well as school property, equipment, and storage areas. This includes, but is not limited to, computers, phones, other electronic devices, clothing, personal belongings, vehicles, offices, classrooms, lockers, desks, cabinets, lunch or equipment bags, and any school-provided equipment.

Employees should not bring any items to work that they do not wish to have inspected. Searches will be conducted in a manner consistent with applicable federal and state law and AAA policies to maintain a safe and secure school environment.

MANDATORY TRAINING AND REPORTING OF CHILD ABUSE

All AAA employees, school volunteers, contractors, and contractor employees are required to complete training developed or adopted by the New Mexico Public Education Department (NMPED) in areas including the detection and reporting of child abuse and neglect, ethical misconduct, professional responsibilities, sexual abuse and assault, and substance abuse. This training must be completed during an individual's first year of service at AAA or, for returning staff, within the first fiscal year following the adoption of any new NMPED-required training.

Any person performing services at AAA who has information that is not legally privileged, or who knows or reasonably suspects that a child is being abused or neglected, must immediately report the matter to one of the following:

1. A local law enforcement agency;
2. The New Mexico Children, Youth and Families Department (CYFD); or
3. A tribal law enforcement or social services agency for any Indian child residing in Indian country.

All requested information must be provided to the appropriate agency. Following the report, the Head Administrator or the Director of Operations should be informed as soon as possible. The administrator will coordinate and maintain confidential records related to the report. The identity of the victim must be kept confidential by school personnel.

Failure to report suspected abuse or neglect may result in a misdemeanor conviction under Section 32A-4-3 NMSA 1978. Staff are expected to fully cooperate with any investigations conducted by law enforcement or CYFD.

ETHICAL MISCONDUCT INVESTIGATION AND REPORTING

All AAA employees, school volunteers, contractors, and contractor employees who know or reasonably suspect that a child or student has been subjected to ethical misconduct by a school employee, volunteer, contractor, or contractor employee must report the matter immediately to:

1. Head Administrator; or
2. The Director of Operations; or
3. The New Mexico Public Education Department (NMPED).

If the Head Administrator or the Director of Operations receives a report of known or suspected ethical misconduct involving a child or student, they will immediately follow the procedures set forth by New Mexico state law and the NMPED.

Staff should maintain confidentiality and provide all information as required by law while cooperating with any subsequent investigation.

INTERNAL CONTROLS

AAA has established and maintains an internal control structure designed to provide reasonable assurance that School assets are safeguarded against loss, theft, or unauthorized use; that transactions are properly authorized and accurately recorded; and that state and federal programs are managed in compliance with applicable laws and regulations.

All employees and contractors are expected to fully comply with AAA's internal controls and related procedures. Staff can access detailed guidance from the Director of Operations or the Business Manager.

INSTRUCTION OF CONTROVERSIAL ISSUES

AAA supports the thoughtful and objective study of controversial issues as part of preparing students to think critically and engage with diverse perspectives. Staff are expected to foster an environment of respectful discussion, free from bias or prejudice, and to guide students in exploring issues through evidence-based, balanced approaches rather than presenting personal viewpoints.

Teachers serve as facilitators of inquiry, helping students examine multiple perspectives while maintaining neutrality. Teachers are encouraged to use professional judgment when addressing controversial topics in class and should notify the Head Administrator before inviting guest speakers.

If an administrator determines that the presentation of a controversial issue does not align with these expectations, they will discuss concerns with the teacher and suggest alternative approaches. The School reserves the right to reject speakers and presentations that do not align with AAA values, at their discretion. Teachers are expected to follow that guidance but may use the grievance procedures outlined in this handbook if they believe further review is necessary.

BASIS FOR CONDUCT-RELATED DISCIPLINE

In addition to the professional standards of conduct expected of all AAA employees, the following is a list of unacceptable activities that may result in disciplinary action, up to and including termination. This list is not comprehensive and does not alter the at-will nature of employment for applicable employees.

Examples of unacceptable conduct include, but are not limited to:

- Violation of any AAA policy or procedure.
- Violation or failure to follow security or safety rules, or failure to observe safe practices.
- Negligence or any careless action that endangers the life or safety of another person.
- Being intoxicated or under the influence of a controlled substance, including alcohol, while at work; use, possession, or sale of a controlled substance in any quantity while on AAA property, except prescribed medications that do not impair work performance.
- Unauthorized possession of dangerous or illegal firearms, weapons, or explosives on AAA property or at any school-sponsored event.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone while on AAA property or when representing AAA; fighting or provoking a fight.
- Insubordination or refusing to obey reasonable instructions or directives from a supervisor; unreasonably refusing to assist with a special assignment.
- Threatening, intimidating, or coercing fellow employees, students, or community members on or off school premises.
- Misuse of, or intentional or negligent destruction of, school property or the property of others.
- Theft or unauthorized possession of school property or the property of others; unauthorized removal of any school property, including documents, without prior permission; unauthorized use of school equipment for personal reasons or personal profit.
- Dishonesty; falsification or misrepresentation on employment applications or other records; untruthfulness about leave; falsifying reasons for an absence; unauthorized alteration of student, school, or employment records.

- Spreading malicious gossip or rumors; engaging in behavior that disrupts teamwork, creates conflict, or interferes with the job performance of others.
- Immoral conduct or indecency on school property or while representing AAA.
- Conducting a lottery or gambling on school property or while using school equipment.
- Unsatisfactory or careless work; failure to meet productivity or quality standards.
- Any act of harassment as defined in this handbook.
- Leaving work early, arriving late, or stopping work without supervisor approval; failing to be ready to work at the start of the day.
- Sleeping or loitering during work hours.
- Excessive use of personal phones or computers for non-work purposes.
- Smoking on school property or in school vehicles.
- Creating or contributing to unsanitary conditions.
- Failure to report an absence or late arrival; excessive absences or lateness.
- Obscene, abusive, or disrespectful language or behavior toward supervisors, employees, parents, or students; disorderly or antagonistic conduct.
- Careless or unsafe driving on school property.
- Failure to immediately report damage to, or accidents involving, school equipment or property.
- Unauthorized soliciting during working hours or in work areas; selling merchandise or collecting funds without authorization.
- Failure to use required timesheets accurately; altering timesheets or records; falsifying attendance data.
- Engaging in off-campus conduct that negatively impacts AAA's learning or work environment, or disrupts the educational process.
- Racialized aggression (defined broadly as hostility, aggression, or invalidation directed toward another racial group or its members) involving students or school personnel.
- Ethical misconduct as defined by the School Personnel Act, NMPED regulation, or other applicable law.
- Any other act or omission that impairs or restricts AAA's ability to provide a safe and supportive environment for employees and students.

DISCIPLINE PROCESS

AAA is committed to addressing employee performance and conduct in a fair and constructive manner. Various approaches may be used to motivate, correct, or discipline employees, including—but not limited to—verbal counseling, written warnings, probation, suspension, or termination. The specific action taken will depend on the circumstances.

If an employee's performance is unsatisfactory or if conduct becomes a concern, a supervisor may provide counseling and work with the employee to resolve the issue. Employees are also encouraged to initiate conversations with their supervisor if they need support or guidance.

Supervisors may (but are not required to) use a progressive discipline process. This process may involve oral or written warnings, probation for poor work performance or habits, suspension, or termination. In some cases, progressive steps may not be appropriate, and the supervisor, in consultation with the Head Administrator,

may take whatever disciplinary action is deemed necessary and in the best interest of the school, up to and including discharge or termination.

In situations involving serious misconduct, it may be necessary to protect the safety and security of the workplace by placing an employee on administrative leave or suspension during an investigation. Outcomes of such investigations may include:

- Return to work with or without additional disciplinary action.
- Suspension without pay for a defined period of time.
- Discharge or termination of employment.

Employees covered under the New Mexico School Personnel Act will be afforded the due process protections outlined in that law.

FAILURE TO OBTAIN APPROPRIATE LICENSURE

All staff members performing the duties of a licensed school employee must hold a valid New Mexico license or certificate, or must have submitted a complete application for licensure within the first three months of beginning employment. Employees who do not meet this requirement may not continue to be compensated until proof of valid licensure is provided.

This requirement does not apply to student teachers or teaching interns as defined by NMPED regulations.

COMPLAINT AND GRIEVANCE PROCEDURES

Albuquerque Aviation Academy recognizes that many workplace conflicts arise from miscommunication. The grievance procedure provides a formal way to address employment-related concerns early, helping to resolve issues before they escalate.

Employees are encouraged to use this process to report and resolve concerns promptly, with minimal disruption and expense. Choosing not to use the grievance procedure in favor of other methods may limit the administration's ability to fully address your concerns.

AAA strictly prohibits retaliation, discrimination, harassment, or any other adverse action against employees who, in good faith, use the grievance procedure, report harassment, or provide information related to a complaint. Retaliation of any kind is considered misconduct and may result in disciplinary action, up to and including discharge or termination.

COMPLAINT PROCEDURE, INVESTIGATION AND RESPONSE

A. Complaints may be made verbally or in writing to the Head Administrator. If the complaint involves the Head Administrator, it should be reported directly to the President of the Governance Council.

B. Investigations typically include interviews with the complainant, the alleged offender (who will be informed of all allegations), and any witnesses or other relevant individuals. All participants are expected to cooperate

fully. Failure to cooperate or providing false information during an investigation may result in disciplinary action, up to and including discharge or termination. A third-party investigator may also be involved, and all relevant documents will be reviewed.

C. AAA administration will investigate every report of harassment or discrimination. While AAA will strive to maintain privacy, complete confidentiality may not always be possible due to the need for a thorough investigation.

D. Upon completion of the investigation, the investigator will communicate the findings to the relevant parties. If harassment or discrimination is confirmed, the supervisor will determine and implement appropriate disciplinary action, up to and including discharge or termination. Both the complainant and alleged offender will be informed of the outcome and any disciplinary measures.

E. Appeal: If either the complainant or alleged offender is dissatisfied with the outcome, they may appeal to the AAA Governance Council or a neutral third party, as determined by the Head Administrator. Appeals must be submitted in writing to the Head Administrator within five (5) working days of the decision, with copies to the other party. The non-appealing party and supervisor may submit supporting written materials within three (3) working days.

F. Final Decision: The Governance Council or neutral third party will provide a written decision within ten (10) working days of the appeal submission. This decision represents the final level of internal review. Timelines may be extended or waived at the discretion of the Governance Council.

WHISTLEBLOWER REPORTING

At Albuquerque Aviation Academy, a whistleblower is any employee who reports activity they believe to be illegal, dishonest, or fraudulent. This may include, for example, billing for services not performed, reporting false financial information, or other forms of misconduct. Employees are not responsible for investigating the activity or assigning fault.

If you have knowledge of or a concern about illegal or dishonest activity, you should report it immediately to the Head Administrator or the Director of Operations. If the concern involves the Head Administrator or the Director of Operations, report it to the opposite and/or the President of the Governance Council.

Employees must exercise sound judgment and avoid making unfounded allegations. Deliberately filing a false report may result in disciplinary action, up to and including discharge or termination.

Whistleblowers are protected in two key areas: confidentiality and protection from retaliation. AAA will make every effort to maintain the whistleblower's confidentiality; however, your identity may need to be disclosed to conduct a proper investigation or ensure the accused individual's legal rights.

AAA strictly prohibits retaliation against whistleblowers. This includes protection from adverse actions such as discharge, termination, reduction in pay, poor work assignments, or threats of harm. Whistleblower protection does not provide immunity for personal wrongdoing that is identified and investigated.

TERMINATION AND DISCHARGE

Definitions

- **Termination:** Means the act of severing the employment relationship with a school employee.
- **Discharge:** Means the act of severing the employment relationship with a licensed school employee prior to the expirations of the current employment contract.
- **Just Cause:** Means a reason that is rationally related to a school employee's competence or turpitude or the proper performance of the school employee's duties and that is not in violation of the school employee's civil or constitutional rights.

Termination Not Requiring Just Cause

- Non-licensed employees and Educational Assistants (EAs) with one year or less of consecutive service are considered at-will employees. They may be dismissed at any time for any lawful reason, with written notice provided.
- Licensed employees on contract- excluding licensed educational assistants who have not been offered and accepted the third consecutive contract- may have their contracts non-renewed for any reason the Governing Council finds sufficient.

Termination Requiring Just Cause

- The Governing Council may not terminate a licensed school employee who has been offered and accepted a third-year contract or a non-licensed school employee or licensed educational assistant who has been employed by a school district or state agency for more than one year without just cause.
- Licensed employees are considered to meet the three-year threshold once they have been offered and accepted a third consecutive contract.

Discharge Before Contract End

- Employees may be discharged before the end of a contract only for just cause.

Position Reductions, Reduction-in-Force, or Furloughs

- From time to time, AAA may need to eliminate positions, reduce staff, or implement furloughs due to operational or budgetary reasons. Such actions constitute just cause for termination or discharge. Further details are available in the Operations Manual.

Administrative Leave

- Employees suspected of violating AAA policies, procedures, or work rules may be placed on paid administrative leave while an investigation occurs. This leave is not a disciplinary action but allows for a thorough review of the situation.

Resignation and Job Abandonment

- Non-exempt employees should provide at least two (2) weeks written notice (email sufficient) of resignation to the Head Administrator or their designee.

- Licensed contract employees must provide at least thirty (30) calendar days written notice (email sufficient). Failure to provide proper notice may be reported to the PED Licensing Bureau.
- Employment will be considered voluntarily terminated if an employee:
 1. Resigns from AAA;
 2. Fails to return from an approved leave on the specified date; or
 3. Fails to report to work or call in for two (2) or more consecutive workdays.

REDUCTION IN FORCE (RIF)

AAA may implement a Reduction-in-Force (RIF) when necessary due to decreased enrollment, budget constraints, changes in educational programming, or other legitimate reasons. Any RIF will be conducted in compliance with state law and School policy, ensuring decisions are based on bona fide educational considerations. Certified and non-certified personnel affected by a RIF will receive notice and procedural protections as required by law. Criteria for determining reductions include certification/licensure, training and experience, and seniority. Staff will be informed of RIF plans and procedures as appropriate.

For full details, including procedural steps, selection criteria, and staff rights, please refer to the complete Reduction-in-Force Policy available on the AAA website.

RETIREMENT

Eligible employees who meet the requirements set by the New Mexico Educational Retirement Board (NMERB) and wish to retire should contact the Business Manager well in advance of their planned retirement date to begin the retirement process. Employees are also encouraged to contact NMERB directly to ensure they are following the most current policies and procedures for retirement.

RETURN OF ALBUQUERQUE AVIATION ACADEMY PROPERTY

Any Albuquerque Aviation Academy (AAA) property issued to you, including but not limited to:

- Keys
- Computers/laptops
- Phones, or other equipment
- Furniture
- Software equipment
- Office and cleaning supplies

Items must be returned upon your resignation, termination, or discharge. Employees are responsible for any lost or damaged items. If school property of value is not returned, you may be required to sign a wage deduction authorization form to cover the cost.

GENERAL EMPLOYEE SAFETY

Albuquerque Aviation Academy (AAA) is committed to providing a safe and healthy work environment and complying with all regulations regarding injury prevention and employee safety. Maintaining a safe workplace

requires the active cooperation of all employees. You are responsible for asking your supervisor or the Director of Operations for guidance if you are ever unsure how to perform a task safely.

All unsafe conditions and workplace injuries must be reported immediately. Following safety rules is a condition of employment, and employee input on health and safety matters is encouraged.

Safe Work Practices (this list is not an exhaustive list of safe work practices, but rather a list of some suggested actions that entail safe work practices):

- **Lifting:** Ask for assistance when lifting heavy objects. Bend your knees, hold items close to your body, and lift with your leg muscles rather than your back.
- **Materials Handling:** Always carry or pass items safely. Use flammable materials, such as cleaning fluids, with caution, and stack materials only to safe heights.
- **Trash Disposal:** Keep sharp objects and hazardous substances out of regular trash. Dispose of items requiring special handling in approved containers.
- **Cleaning Up:** Clean spills and pick up debris immediately to prevent slips and trips.
- **Preventing Falls:** Keep aisles, stairways, and work areas clear and well-lit. Walk carefully and avoid running.
- **Handling Tools:** Use tools for their intended purpose only. Do not use broken or greasy tools. Wear safety glasses or goggles when using power tools.
- **Falling Objects:** Store objects securely to prevent falling. Do not place heavy or fragile items on high shelves.
- **Work Areas:** Keep cabinets and drawers closed when not in use. Open only one drawer at a time and pad sharp corners when necessary.
- **Using Ladders:** Use ladders properly and do not substitute chairs, boxes, or other items for ladders.
- **Machines:** Do not clean or repair machinery while it is running. Lock disconnect switches before cleaning or maintenance.
- **Electrical Hazards:** Avoid standing on wet surfaces while using electrical equipment. Keep extension cords in good repair and do not overload outlets. Only authorized personnel may make electrical repairs.
- **Fire Prevention:** Know the location of fire extinguishers and keep them accessible. Report any used or broken extinguishers. Store flammable liquids in approved containers away from ignition sources. Be familiar with evacuation routes, fire drill procedures, and student evacuation plans.

REPORTING SAFETY ISSUES AND INJURIES

All accidents, injuries, potential hazards, safety suggestions, and health concerns must be reported immediately to the Director of Operations or your supervisor. If an injury occurs, contact emergency services if necessary. Employees must complete a Worker's Compensation Claim Form for any work-related injury, even if medical attention is not sought immediately. Failure to report injuries promptly may affect your eligibility for workers' compensation benefits.

STUDENT ILLNESS AND INJURY PROCEDURES

To ensure the health and safety of all students, the following procedures must be followed when a student becomes ill or injured during the school day:

Students Walking to the Nurse/Health Assistant

If a student becomes ill but is able to safely walk to the office, please notify the front desk before sending the student. This ensures that staff are prepared to receive and assist the student upon arrival.

More Serious Illness or Injury

If a student is experiencing a more serious illness or injury and should not be moved, call the front desk immediately. A health assistant will come to your location to assess the situation and determine next steps.

Minor Injuries

For minor injuries such as small cuts or scrapes (e.g., papercuts), staff may provide basic first aid within the classroom. Have the student wash the affected area with soap and water and apply a bandaid. Additional bandaids are available at the front desk if you need a supply for your classroom.

Required Injury Reporting

Any time a student experiences a more serious injury—especially when the nurse or health assistant must come to the student rather than the student going to the office—the staff member of record at the time of the incident is required to complete the New Mexico Public Schools Insurance Authority (NMPSIA) Health Form.

- The form must be completed and submitted within 24 hours of the incident.
- If an injury that initially appeared minor later results in the need for medical attention, the staff member of record at the time of the original incident must complete and submit the form within 24 hours of becoming aware of the change in condition.

Submission of Forms

Completed NMPSIA Health Forms must be submitted to the Head Administrator or Director of Operations. These procedures help ensure proper care for students and accurate documentation for the school. Follow them carefully and reach out to the front desk or administration with any questions.

WEAPONS

Albuquerque Aviation Academy (AAA) strictly prohibits anyone on school property from carrying or possessing handguns, firearms, knives of any length, or any other weapons, whether on their person or in bags, backpacks, or other personal items. The only exceptions are law enforcement officers or school security personnel who have received written authorization from the AAA Governing Council. Vehicles on school property are considered private property and are subject to applicable laws, but employees should be aware

that weapons must not be brought into buildings or common areas. Employees who violate this policy will be subject to disciplinary action, up to and including discharge or termination.

VIOLENCE IN THE WORKPLACE

Workplace violence is not tolerated at Albuquerque Aviation Academy (AAA). Any acts or threats of physical violence—including intimidation, harassment, or coercion—that affect AAA, occur on school property or during AAA sanctioned activities, are taken very seriously. Employees are required to report any incidents or threats of violence they are aware of to the Head Administrator or the Director of Operations.

Per OSHA’s guidelines, workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening behavior that occurs at the work site. It ranges from threats and verbal abuse to physical assaults and even homicide. Examples include hitting or shoving someone, threatening an individual or their family, friends, or property, intentionally damaging or threatening to damage school property, making harassing or threatening phone calls, stalking or following someone, and unauthorized possession or use of firearms or other weapons.

Employees who experience violence from a student should report the incident immediately to the Head Administrator or the Director of Operations, who will involve law enforcement as necessary. Racialized aggression—hostility, denigration, or invalidation toward members of a different racial group—is strictly prohibited for both students and staff.

SECURITY

Maintaining the security of Albuquerque Aviation Academy (AAA) buildings, grounds, and vehicles is the responsibility of every employee. Cameras are used throughout the campus, and access cards are required for entry through doors. Staff are expected to ensure that all outer and inner doors remain securely closed at all times and must never prop doors open under any circumstance. Employees should not allow unknown persons or vehicles to enter the campus without proper authorization. Developing habits that promote security and vigilance is essential. All staff are required to follow AAA’s security protocols and premises-use procedures to maintain a safe environment for students, employees, and visitors.

PARKING AREAS

Employees are expected to lock their vehicles every day and park in designated areas. Practicing courtesy and common sense while parking helps prevent accidents, injuries, and damage to your vehicle or the vehicles of others. If you damage another vehicle while parking or leaving, report the incident immediately to administration, providing the license plate numbers of both vehicles and any other relevant details. AAA is not responsible for loss, theft, or damage to personal vehicles or personal property brought onto school grounds. All personal property on school property is subject to search at any time.

PROHIBITED DISCLOSURE OF STUDENT INFORMATION

Employees are prohibited from selling or using student, faculty, or staff lists containing personal identifying information obtained from the school for the purpose of marketing goods or services directly to students, staff, or their families through any form of communication. This restriction does not apply if the student and their parent or guardian have provided written consent.

PROHIBITED SALES BY SCHOOL PERSONNEL

Employees of Albuquerque Aviation Academy are prohibited from directly or indirectly selling, profiting from, or receiving a commission on any instructional materials, furniture, equipment, insurance, or school supplies sold to the School. This restriction does not apply if an employee contracts to provide special services to the School outside of their regular duties. Employees are also prohibited from soliciting or selling insurance or investment products to other School employees. Violating these provisions may result in legal consequences, including criminal charges, and could lead to suspension or revocation of a licensed employee's certification by the Public Education Department.

CONFLICT OF INTEREST

Employees of Albuquerque Aviation Academy must not use confidential information gained through their work for personal gain or for the benefit of others. Employees are also prohibited from requesting, accepting, or receiving gifts, loans, or any item of value that could influence—or appear to influence—their professional judgment or performance of their duties.

BENEFITS

Albuquerque Aviation Academy provides a comprehensive benefits program for eligible employees. Health and dental coverage may be available to you and your eligible dependents, as defined by the insurance provider. For additional information regarding benefits, coverage, or eligibility, please contact the Business Manager.

AAA reserves the right to modify or discontinue non-mandatory employee benefits at any time.

A. Group Insurance

Eligible employees may participate in the New Mexico Public School Insurance Authority (NMPSIA) Employee Benefits Group Plan, which includes medical, dental, vision, and basic life coverage. Key points include:

1. All employees meeting eligibility requirements may participate in medical, dental, and vision coverage.
2. AAA provides 100% of premiums for Basic Life insurance coverage for any employee working at least 15 hours per week.
3. Members of the Governance Council are not eligible for medical, dental, vision, or life insurance coverage.
4. Newly eligible employees must enroll within 31 calendar days of hire or status change.
5. Employees experiencing a qualifying event must update coverage within 31 calendar days using the NMPSIA Employee Record Change Card.
6. Federal law and NMPSIA rules allow special enrollment in medical coverage following certain life events; these rules do not apply to dental or vision coverage.

B. Life Insurance Coverage

1. AAA provides \$50,000 Basic Life/Accidental Death and Dismemberment coverage for all eligible employees.
2. Employees may purchase Voluntary Life coverage for themselves, spouses, or children at their own cost.
3. Long-term disability coverage is available on a matching basis with a 30-day waiting period.

C. New Mexico Retirement Plan

Eligible employees participate in the New Mexico Educational Retirement Act, which provides a monthly pension benefit upon retirement. Employees working more than 25% FTE are required by law to participate, beginning the first day of the month following hire. Both AAA and the employee contribute to this plan. For detailed information on contributions, vesting, administration, and investments, consult the New Mexico Educators Retirement Board's Summary Plan Description.

D. Social Security

All employees participate in Social Security in accordance with federal law. AAA makes a mandatory matching contribution. Contribution rates are set by law and are subject to change. For more information, contact your local Social Security office.

E. Workers' Compensation

AAA provides workers' compensation coverage for employees injured or ill due to work-related duties, with the full cost covered by AAA. Claims are subject to review and investigation by AAA and its insurance provider. Report all work-related injuries promptly to your supervisor. Additional information is available from the business manager.

F. Unemployment Compensation

AAA employees are covered under applicable unemployment compensation laws. Any forms or inquiries related to unemployment claims should be directed to the business manager.

G. Leave Benefits

AAA provides various types of leave for eligible employees, including paid time off (PTO), bereavement leave, professional leave, military leave, voting leave, and extended unpaid leave. PTO accrues based on years of service and may be used in full-day or quarterly increments. Employees must submit leave requests for approval via established protocols, and approval is required prior to taking leave. Extended or specialized leaves, such as extended medical leave, may require documentation.

For detailed information about accrual rates, eligibility, procedures, and other leave types, please refer to AAA's Leave Policies available on the website.

EMPLOYEE TUITION REIMBURSEMENT

Albuquerque Aviation Academy may reimburse staff up to \$1,000 per year for pre-approved, job-related courses at accredited institutions, split between Fall and Spring semesters. Only courses completed with a passing grade (“C” or better) are eligible, and reimbursement is not guaranteed, as funds are limited. Staff must submit a reimbursement application, proof of enrollment, and payment, and provide a transcript upon course completion. Reimbursements may be taxable, and employees are responsible for IRS reporting.

See the full Tuition/Book/Course Fee Reimbursement Policy on the school website for complete details.

This Handbook is intended to provide an overview of the policies and procedures at Albuquerque Aviation Academy, but it may not reflect every possible situation. The Administration retains the right to use discretion in addressing any circumstances. For a more comprehensive list of policies and procedures, please visit our website at abqaviation.com.



ALBUQUERQUE

AVIATION ACADEMY

Staff Handbook Acknowledgement Form

School Year: 2025-2026

By signing below, we acknowledge that we have received and reviewed the Albuquerque Aviation Academy Staff Handbook. We understand that the handbook contains important information regarding School policies, procedures, expectations, and staff responsibilities.

We agree to adhere to the guidelines outlined in the handbook and understand the consequences of failing to do so.

If we have any questions about the content of the handbook, we will contact the school Administration for clarification.

Staff Name (Printed): _____

Staff Signature: _____

Date: _____

ALBUQUERQUE AVIATION ACADEMY

STUDENT HANDBOOK

2026-2027



ALBUQUERQUE
AVIATION ACADEMY

ALBUQUERQUE AVIATION ACADEMY STUDENT HANDBOOK

This handbook states guidelines for student rights and responsibilities. It does not create any contractual rights, and the school has the discretion to modify the provisions of this handbook at any time.

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GENERAL INFORMATION

Welcome to Albuquerque Aviation Academy (“AAA” and/or “School”)!

The student handbook is provided to ensure all students and families understand the general rules, guidelines, and expectations for students who attend Albuquerque Aviation Academy. Please read this handbook and familiarize yourselves with its contents to help us all have a wonderful academic year and to avoid any problematic issues. The materials contained in this handbook provide a summary of the operations, policies and procedures for Albuquerque Aviation Academy. In case of conflict between policy and the information in the student handbook, the policy most recently adopted by the Governing Council will prevail.

WHEN IS THE STUDENT HANDBOOK IN FORCE?

The provisions of the Student Handbook are in force:

1. During regular school hours and/or on school property.
2. During transportation of students on school provided transportation.
3. At times and places where appropriate school administrators and staff have jurisdiction including, but not limited to school-sponsored events, field trips, athletic functions and other school related activities.
4. On the way to or from school or a school-related event.

Additionally, the Head Administrator/Principal, any school staff member, public school official or designated chaperone is authorized to take administrative action when a student’s conduct away from school during a school activity may have a detrimental effect on the other students, staff, or on the orderly educational process.

The Head Administrator/Principal has the responsibility to take discretionary action any time the educational process is threatened with disruption. Nothing in the following is intended to prevent a staff member, teacher, Head Administrator/Principal, or other administrator from using their best judgment concerning a particular situation.

If there is a conflict between this student handbook and state or federal law, state and/or federal law shall govern.

AVIATION PROGRAM OVERVIEW

Albuquerque Aviation Academy offers a variety of unique and exciting opportunities for students interested in aviation. Our specialized aviation program provides hands-on learning experiences, technical training, and exposure to real-world aviation careers. Students enrolled in aviation courses are also required to follow the guidelines outlined in the **Aviation Handbook**, which includes important information, rules, and procedures specific to the aviation program. This Handbook is provided to all aviation students and must be reviewed in addition to this Student Handbook.

ALBUQUERQUE AVIATION ACADEMY MISSION STATEMENT

Albuquerque Aviation Academy cultivates opportunities for 6th-12th grade students to excel in fields related to aviation and STEAM. Students will have unique options to explore and excel in multiple career areas of aviation which are woven throughout an innovative hybrid learning experience.

ALBUQUERQUE AVIATION ACADEMY CONTACT INFORMATION

Address:

6441 Ventana Road Northwest
Albuquerque, New Mexico 87114

Website: abqaviation.com

Phone Number:
505-608-6441

Fax Number:
505-212-6180

GOVERNING COUNCIL

The Albuquerque Aviation Academy Governing Council makes policy decisions concerning the school, interviews and hires the Head Administrator. The members of the Governing Council operate according to its bylaws. The council members are volunteers who oversee the school's operation and ensure that Albuquerque Aviation Academy's charter's goals and mission are carried out. Regular meetings are held on the third Friday of every month at 2:00 PM (unless otherwise indicated), and often, other meetings are convened to discuss school business. Albuquerque Aviation Academy Governing Council meeting notices will be posted on the website and at the school.

Parents and other community members interested in serving on the Albuquerque Aviation Academy Governing Council should go to the website under Governing Council and complete the Board Nomination Form. All parents are encouraged to attend Albuquerque Aviation Academy Governing Council meetings to keep informed about our school. Often, committees are formed to carry out specific functions, and parent and community participation is encouraged.

Please refer to the website at: abqaviation.com for contact information for the Governing Council.

CALENDAR AND HOURS

Please see the school's website at: abqaviation.com for the school year calendar. The calendar indicates academic days, professional development dates, conference dates, end of terms, and other important dates.

Students are to be in their respective classrooms no later than 8:00 AM on days they are assigned to in-person classes. The opening of the academic day is very important and we expect all student to be on time. Students entering after 8:05 AM must report to the office for admittance into class.

Monday-Thursday
Office Hours: 7:30 AM – 4:00 PM
Class Hours: 8:00 AM – 3:30 PM

Friday
7:30 AM – 12:00 PM
8:00 AM – 11:30 AM & Remote 12:00-3:30 PM

STAFF DIRECTORY OF ALBUQUERQUE AVIATION ACADEMY

A directory of staff members and contact information can be found on our website at abqaviation.com.

AUTHORITY OF ALBUQUERQUE AVIATION ACADEMY

Albuquerque Aviation Academy has the authority and the responsibility to ensure that suitable rules of student conduct and appropriate disciplinary processes are established for Albuquerque Aviation Academy. With certain limits, Albuquerque Aviation Academy's Governing Council has the discretion to develop such rules, policies, and procedures as it deems appropriate.

All students are under the authority and direction of the school Administration, or designee, and the immediate control and direction of the teacher or another member of the instructional staff to whom such responsibility may be assigned by the Administration:

- while they are being transported to or from the school at public expense (i.e. school bus transportation);
- when they are attending Albuquerque Aviation Academy;
- when they are engaged in a school-sponsored activity on or away from the school premises;
- during a reasonable time before and after a student is on the premises for attendance at the school or for authorized participation in a school-sponsored activity ("reasonable time" shall mean fifteen (15) minutes before the academic day or school-sponsored activity is scheduled or begins or ends, whichever period is longer.);
- At the discretion of School Administration.

CAMPUS SAFETY

The safety and well-being of all students, staff, and visitors is a top priority at Albuquerque Aviation Academy. To maintain a secure and respectful learning environment, the following policies are strictly enforced:

WEAPON-FREE CAMPUS

In compliance with state and federal law, Albuquerque Aviation Academy is a designated weapon-free zone. The possession, use, sale, or distribution of any weapon—including firearms, knives, explosives, or any object used to threaten or cause harm—is strictly prohibited on school property, school-sponsored transportation, or during school-related events. Violations may result in immediate suspension, expulsion, and referral to law enforcement authorities in accordance with NMAC §6.11.2.9.

PROHIBITION OF VIOLENCE

Acts of violence, threats of violence, or any behavior that endangers the physical or emotional safety of others are not tolerated. This includes fighting, physical assault, verbal threats, intimidation, or reckless behavior that puts others at risk.

NO TOLERANCE FOR HARASSMENT OR BULLYING

All students and staff have the right to a learning environment free from:

- **Sexual harassment:** Unwelcome sexual advances, comments, gestures, or physical contact of a sexual nature.
- **Bullying:** Repeated, intentional harm or intimidation—verbal, physical, or social—including actions that create a hostile environment or interfere with a student’s ability to learn.
- **Cyberbullying:** Any bullying behavior conducted through digital platforms, including texts, social media, emails, or messaging apps, whether on or off campus, that affects the school community.

ACTIVE SURVEILLANCE

For the safety and security of all students, staff, and visitors, Albuquerque Aviation Academy maintains active surveillance across campus through a network of security cameras, some of which may include audio recording capabilities. These systems monitor and support campus safety, deter misconduct, and assist in investigations when necessary. Individuals on campus should have no expectation of privacy in public or common areas, except for locations where privacy is protected by law, such as restrooms and designated private areas.

Access to security camera footage at Albuquerque Aviation Academy is strictly controlled to protect the privacy of all individuals on campus. Footage may only be accessed through a written request and with the approval of school administration. Viewing is limited to on-campus and must be supervised by Administration or their designee. Every effort will be made to blur or obscure the identities of other students not involved in the incident under review. Recording, photographing, or copying any portion of the footage is strictly prohibited. Copies of footage will not be shared or released unless required by a valid court order. All decisions regarding the release or viewing of footage are made at the Administration’s sole discretion.

ADMISSION, ENROLLMENT, AND ATTENDANCE

Albuquerque Aviation Academy admits students without discrimination based on race, gender, disability, religion, sexual orientation, or other legally protected status. The school is nonsectarian in all its programs, policies, and employment practices. Applications become available upon office re-opening in January of each school year. Admission is determined through a public lottery held annually in early March.

For more information, please see our Lottery and Admissions policies at <https://www.abqaviation.com/about-us/policies>.

REGISTRATION AND ENROLLMENT

Each year, registration must be completed or updated to ensure that the school has accurate and current information for every student. Registration generally opens in early May, with specific deadlines announced on the school website. Failure to provide the required information may delay enrollment or result in a student losing their place at Albuquerque Aviation Academy, particularly when space is limited.

As part of the enrollment process, families must submit the following completed documents:

- Registration forms
- Copy of birth certificate
- Immunization records
- Emergency contact information
- Health/medical consent forms
- Custody orders (if applicable)
- IEP (if applicable)

Per state law, all students must meet New Mexico immunization requirements, be in the process of receiving the necessary immunizations, or have an approved exemption on file. Proof of exemption must be submitted annually in place of immunization records to maintain enrollment.

After completing the registration process, students may be asked to submit academic work samples and references to assist the school in appropriate academic placement. This information is used solely for placement and support purposes and will not affect admission or standing at the school.

CHANGE OF CONTACT INFORMATION

Parents and guardians must notify the school immediately of any changes to their contact information, including physical address, mailing address, phone numbers, and email addresses. Accurate contact information is critical for reaching families in emergencies and supporting your student's overall success. Changes can be made by emailing the school administration or by visiting the front desk in person with proper identification. If you have an unlisted number, the school will keep it confidential upon request.

PARENT CUSTODY

When parents are separated or divorced, it is required that the school have a signed and certified court order on file that defines custody and visitation rights. In joint custody cases, each parent has the right to access school records and information, attend conferences, and be informed about the student's welfare, educational progress, and overall status.

The custodial parent(s) are responsible for:

- Providing a copy of the signed and certified court order to the school.
- Updating the school with any revisions to the court order that affect custody, visitation, or access to student records.

The school will:

- Maintain a copy of the relevant sections of the court order.
- Inform appropriate school personnel of any provisions or restrictions in the court order.
- Comply with the provisions and/or restrictions outlined in the court order, and any requests from the non-custodial parent that are consistent with the order.

The school is not required to hold separate conferences for each parent. Please ensure the school has up-to-date contact information for both parents to maintain consistent communication.

Unless prohibited by a certified court order, the school will:

- Send duplicate correspondence to the non-custodial parent or both custodial parents, upon request.
- Arrange for the non-custodial parent to review school records, if requested.
- Keep the non-custodial parent informed of major school events.

GENERAL STATEMENT OF CITIZENSHIP

Being a school member is like being a part of a family or a nation. For everyone to get along and to have freedom, everyone must share certain duties. Rights (freedom) and responsibilities (duties) go hand in hand; the most important rights and responsibilities you have while at school are as follows:

Have Respect - At the school, everyone works to ensure everyone is safe and well and that their day will be pleasant. Everyone must do their part by:

- Following directions
- Respecting others' personal space
- Respecting other people's and our school's property
- Exhibiting respectful behavior and language
- Respecting others' identity
- Practicing safety at all times
- Using school equipment and materials appropriately
- Staying on school grounds in assigned areas
- Putting forth your best effort
- Being thoughtful and attentive when listening
- Free Speech – All students have the right to express themselves as long as it is not offensive, does not hurt or negatively impact others, or disrupt the learning environment. When pledging the flag, students should stand with everyone else unless religious beliefs prohibit such. If there is a school program, party, or play that parents will not allow a student to attend because of religious beliefs, let the teacher and/or Administration know in advance.
- Know the Rules –The school has rules for all students, which all students must know and follow. If a student breaks a rule, they will be treated fairly. Students can tell their side of the story to the teacher or someone in the office. Discipline may include talking with the student, talking with the student's parents or guardians, or having the student stay after the academic day, or more severe consequences depending on the behavior.
- Learn – The school will help students become productive and successful adults. To do this, students must participate in all their courses and other activities to the best of their ability. All school staff are there to help students do their best. If you have any questions or problems, ask for help. Students who bother others and make learning harder for others may be removed from the learning space to receive behavioral intervention and support.
- Come to school – Students must attend school each day they are assigned and be on time. When students are sick or have a family emergency, they should remain home. To excuse the absence, parents/guardians should email the school at attendance@abqaviation.com. Students

are responsible for contacting their teachers for assignments when they miss class. Continued progress in their Edgenuity courses from home is available to students.

STUDENT EXPECTATIONS

Attend:

Students are expected to attend school regularly and on time. School policy and state law require daily school attendance for school age persons until they are eighteen years of age, or until graduation from high school.

Achieve:

Students are expected to achieve academically. They are expected to:

1. Strive to fulfill their academic potential.
2. Actively participate in the educational process.
3. Actively participate in community activities.

Be a Good Person:

Students are expected to be good citizens. Students are expected to:

1. Respect authority, property, and the rights of others.
2. Avoid confrontation and any activity that has the potential to cause a verbal or physical conflict.
3. Maintain standards of integrity and responsibility.
4. Maintain a safe school environment.
5. Report any/all information/circumstances related to campus safety, and problems (fights, weapons, or drugs on campus).

STUDENT RESPONSIBILITIES

Every student is responsible for helping maintain a safe, orderly and educationally efficient learning environment. Students are expected to:

1. Attend school every day and be on time.
2. Resolve differences with others in a positive, non-violent way.
3. Remain drug (including marijuana in any forms), alcohol, and tobacco free – including e-cigarettes, vapes, or similar devices.
4. Respect school property and the property of others.
5. Respect fellow students and all school staff members.

PARENT RESPONSIBILITIES

School officials are partners with parents in the process of educating children. Every parent, guardian, and family member of the school community is responsible for educating children in a safe and productive environment. You share in this responsibility when you:

1. Get your students to school on time every day. Punctuality and good attendance are family responsibilities.
2. Provide a suitable time and place for your child to study at home.
3. Make learning a priority.
4. Maintain regular communication with teachers, school administrators, and other school staff members.
5. Stay informed of your child's ongoing scholastic achievement and progress, and advocate for your child's learning needs.

STUDENT RIGHTS

Students have a right to:

1. Educational Opportunity

Be in school. However, students *choose* to attend the Albuquerque Aviation Academy. Thus, school community members have a major role to play as positive models for respectful behavior. As such, each student who enrolls is responsible for not denying this right to any other student.

2. Student Dress

Student dress and grooming are to reflect high standards of personal conduct. School personnel shall have discretionary authority to ensure that each student's attire promotes a positive, safe, and healthy atmosphere within the school. Student dress may not present a health or safety hazard, violate municipal or state law, or present a potential for disruption to the instructional program. Attire and accessories, which advertise, display, or promote any drug, including alcohol or tobacco, sexual activity, violence, disrespect, and/or bigotry toward any group, are not acceptable.

3. Privacy

Questioning a Student – If police authorities desire to question a student on school premises regarding any alleged misconduct by the student, the school shall attempt to contact the parents.

School personnel may question students regarding alleged acts of misconduct without contacting the parents. However, parents must be notified of any disciplinary action school personnel impose.

4. Search of Person or Vehicle

Vehicle Search – Search of a student's vehicle while parked on school property may be conducted only if a certified school employee, school security officer, campus security aide or school bus driver has *reasonable suspicion* that a crime or breach of the disciplinary code is being committed by the student.

Physical Search – Search of a student’s person or property may be conducted by school personnel when there is *reasonable suspicion* that the student being searched has committed a crime or a breach of the disciplinary code.

5. Controversial Issues

Students shall have the right to encounter diverse points of view. Students shall have opportunities to hear speakers and view presentations representing a wide range of views in classes, clubs and assemblies under guidelines established by the school.

6. Notice of Non-Discrimination

Albuquerque Aviation Academy does not discriminate based on race, color, national origin, religion, sex, disability, age, or genetic information in its programs.

VIOLATION OF STUDENT RIGHTS

Students who believe their rights have been violated should report their concerns to the school administrators or other appropriate school personnel.

HEARING PROCEDURE

The school prescribes a formal hearing procedure for students recommended for long-term suspension or expulsion. At their own expense, the student may choose to be represented by an attorney during any due process hearing. If a hearing is requested or required, school authorities shall prepare and serve the parents/legal guardians with a written notice of the hearing. The hearing shall be scheduled no sooner than five (5) and no later than ten (10) school days from the date of receipt of notice by the parents.

The parent/guardian may choose to waive the student’s right to a hearing and accept the disciplinary consequences recommended by the school.

BURDEN OF PROOF

The hearing is not a legal proceeding, and formal rules of evidence shall not govern the conduct of the hearing. The burden of proving that the student violated a provision of this Student Handbook is on the school authorities. The student or their counsel shall have the right to call witnesses on their behalf and to question witnesses against them. The school authorities have the right to call witnesses and to question any witnesses who testify. The standard of proof is the preponderance of the evidence.

DECISION OF HEARING AUTHORITY

The Hearing Authority shall decide first upon the innocence or guilt of the student concerning the charges brought and second, upon the disciplinary action, if any, that should be taken. The Hearing Authority may request additional evidence from the parties. The student shall have the right to comment upon the evidence

orally and/or in writing. The Hearing Authority shall serve its written decision on the parties, stating his/her findings, conclusions, and implementations, within ten (10) days after hearing the evidence. The Hearing Authority's decision shall take effect immediately and continue in force during any subsequent review.

TIME LIMITS

Subject to applicable rules and upon agreement of the parent and hearing authority, the hearing authority shall have the option to extend the time limits after showing good cause.

SCHOOL ATTENDANCE

Regular attendance at Albuquerque Aviation Academy is crucial for student success, self-discipline, and future career readiness. It is also mandated by New Mexico's Compulsory School Attendance Law. The school enforces this law and provides intervention strategies to keep students engaged. Habitual truancy may lead to reports to authorities, and parents could face legal consequences. The school is committed to supporting families to ensure student success. Attendance is categorized into four tiers, with increasing interventions for students missing 5% or more of school days. Parents must notify the school of absences, and excessive absences may lead to referrals to the department of Children, Youth and Families ("CYFD") or local law enforcement. For further details, refer to the School Attendance Policy.

TARDIES

Punctuality is essential for student success at Albuquerque Aviation Academy. Students are expected to arrive on time for all scheduled classes and sessions. A student is considered tardy if they arrive after the designated start time. Repeated tardiness disrupts learning and may result in interventions similar to those outlined in the Attendance Policy. Parents/guardians will be notified of excessive tardiness, and continued lateness may require a meeting with school staff to develop an improvement plan. Consistent on-time attendance supports academic achievement and prepares students for future responsibilities.

HEALTH

At Albuquerque Aviation Academy, all students are required to comply with state immunization laws or meet exemption criteria to enroll. If a student is ill or exhibiting symptoms of contagious diseases, they should remain home to protect the health of others. Albuquerque Aviation Academy does not diagnose or treat illnesses but will administer medications with the proper written consent from parents and a physician. Students may carry and self-administer certain medications, such as asthma or anaphylaxis treatments, with proper documentation. In case of diabetes, the Academy will follow a student's medical management plan to ensure their health needs are met. For medical emergencies, the Academy will attempt to contact parents or guardians but may call 911 if necessary. For more detailed information on health-related policies, including medication administration and diabetes management, please refer to the school's website.

As part of our commitment to student and staff safety, Albuquerque Aviation Academy has implemented a Narcan (naloxone) policy to address potential opioid-related emergencies on campus. This life-saving medication can reverse the effects of an opioid overdose and is available in designated areas on campus. Staff

members have been trained in its administration, and our goal is to be prepared to respond quickly and effectively in case of an emergency. The full Narcan policy can be reviewed on our website at <https://www.abqaviation.com/about-us/policies>.

EXCUSE FROM PHYSICAL EDUCATION

If your student needs to be excused from physical education, please submit a request to the PE coach/teacher. For absences longer than two days, written instructions from the student's physician are required, including a re-entry date.

LEAVING ALBUQUERQUE AVIATION ACADEMY BEFORE DAY'S END

Students are not permitted to leave the school grounds before regular dismissal without a parent/guardian or an adult listed on the Permission to Pick-up form checking them out, in person, through the front office. Parents/Guardians or adults listed on the Permission to Pick-up form are to come directly to the office, and sign their student out, and the student will be called from the classroom. Unless authorized by administrative staff, parents should wait for the student in the front office. No one may check a student out unless they are listed on the Permission to Pick-up form or you have notified the front office staff, in writing, prior to the dismissal. Parents are strongly encouraged to schedule doctor and dentist appointments after 3:30 PM or on Friday afternoons.

If the student drives to school and must leave for an appointment; parents must send an email to the attendance team at attendance@abqaviation.com and notify them at least two (2) hours prior to the appointment for permission to release the student.

MODIFIED SCHEDULES – ARRIVAL AND DEPARTURE PROCEDURES

Students who do not have a full-time, in-person schedule, such as those with late arrival or early dismissal due to class completion, must enter and exit the school building through the front office. These students must follow the arrival and departure times indicated in their official schedule as recorded in PowerSchool. Any discrepancies between a student's arrival/departure and their PowerSchool schedule may be subject to review and disciplinary action.

MAKEUP ASSIGNMENTS

Coursework can and should be continued through Edgenuity during a student's absence. For in-person only courses or assignments completed exclusively in class, any work missed due to an excused absence must be made up by the student. It is the student's responsibility to obtain the missed assignments from their project teacher(s) and to complete the work within the time frame established by the teacher(s). Teachers are not required to offer makeup work for unexcused absences.

EXCUSED ABSENCES FOR STUDENTS EXPERIENCING HOMELESSNESS

Albuquerque Aviation Academy administration will evaluate the attendance of homeless youth on a case-by-case basis and develop an appropriate plan given individual circumstances related to shelter and transportation. The School follows and complies with the McKinney-Vento Act with regards to the education of homeless youth.

STUDENTS WHO HAVE REACHED THE AGE OF MAJORITY (18 YEARS OLD)

Once a student turns 18, the rights under the Family Educational Rights and Privacy Act (FERPA) transfer from the parent or guardian to the student. At this point, the student is considered an adult regarding their educational records and decisions. However, registration and contact information will remain unchanged unless the student formally updates it with school administration or at the front desk, following the same procedures outlined in the *Change of Contact Information* section.

Students who wish to continue allowing the school to communicate with their parent(s) or designated family members must complete the Disclosure to Parent of Dependent Students Form and the Consent Form for Disclosure to Parents. These forms must be renewed annually after the student turns 18 and remain effective until graduation.

STUDENT DROP-OFF AND PICK-UP

Parents may not leave their children on the school campus more than thirty (30) minutes before the school day. School grounds are not supervised except during the school day. Albuquerque Aviation Academy is not responsible for children on the school campus more than thirty (30) minutes before the beginning of the school day.

If extenuating circumstances prevent a family from picking up a student on time, the school must be notified. If students are repeatedly left on campus outside of the school day hours, an administrator will attempt to contact the family to discuss the problem and to develop possible solutions. If the problem continues, the student may be considered abandoned, and the police will be notified.

CAMPUS GATE ACCESS

Albuquerque Aviation Academy is a closed campus. This includes lunch periods. Students who leave the campus for reasons other than documented appointments are not authorized to re-enter the campus.

School gates will be open from 7:30 AM to 8:05 AM for morning arrival and will reopen 30 minutes before dismissal. Gates will close promptly outside of these designated times and will operate according to the school's activities schedule. If parents/guardians or students need access to campus outside of standard gate hours, they must use the call box to buzz in or contact the front office for entry. The Irving gate, located on the north side of the School campus, will be explicitly used for after-school activities and sporting events.

INCLEMENT WEATHER DAYS

Albuquerque Aviation Academy generally follows Albuquerque Public Schools regarding delays or cancellations due to inclement weather. In the event of a weather-related schedule change, the school will send notifications

via email and text and, if possible, post updates on major television stations. If weather conditions worsen during the school day and an early dismissal is necessary, the school will send notifications via phone or other communication channels to arrange student pickup.

COURSE ENROLLMENT

Course enrollment at Albuquerque Aviation Academy is designed to put each student on a pathway to on-time graduation with their cohort. The courses students select each year are carefully structured to meet graduation requirements, including the required number of credit hours and specific courses mandated by the school and state. Local graduation requirements are available on the school's website under the Graduation Requirements section. Families are encouraged to review these details to ensure students are on track to meet all necessary criteria for graduation.

COURSE WITHDRAWAL AND STUDY HALLS

Students may submit a Course Change Request Form to withdraw from a course without penalty up to the 9-week mark of the semester. After this period, students cannot enroll in a new course without specific administrative approval, which may include a face-to-face meeting with the student and their parent/guardian, based on administrative preference.

Study halls do not count for credit but provide students with time to complete their Edgenuity coursework in the school building.

For schedule changes, a Course Change Request Form must be submitted to the administration by the due date indicated on the form.

DUAL ENROLLMENT OPPORTUNITIES

Albuquerque Aviation Academy offers dual-enrollment opportunities for eligible sophomores with a GPA of 2.5 or above. Students must meet specific requirements and follow a detailed enrollment process, including meeting with an advisor, completing the CNM Dual Credit Application, and attending orientation. Dual credit courses count as elective credit on the high school transcript and grades are reflected on both high school and college transcripts. To continue in the program, students must maintain a minimum 2.5 GPA in high school and CNM coursework. For more information, please refer to the Albuquerque Aviation Academy Dual Credit Procedures with CNM.

DISRUPTION OF THE EDUCATIONAL PROCESS

This list is not all-inclusive; acts of misconduct not specified herein shall also be subject to discretionary action by appropriate school personnel. This document does not attempt to set societal standards. The criterion used for defining unacceptable behavior is whether or not it has the potential to disrupt the educational process. These guidelines follow municipal and state guidelines. Definitions of these terms are indexed in the back of this Handbook.

Absences, Excessive	Firearm Possession/Use
Arson, Category I and II	Gang-Related Activity
Assault/Bullying	General Disruptive Conduct
Assault, Aggravated	Hazing
Battery, Aggravated	Language, Profane/Abusive
Battery/Fighting	Materials, Obscene
Bomb Threat/False Alarm	Paraphernalia Possession
Bus Disruption	Robbery
Controlled Substances, Possession/Use	Sexual Harassment
Defiance of School Personnel/Authorities	Tardy, Excessive
Dress Code Violation	Theft
Extortion	Tobacco, Possession/Use
Continual Disruptive Conduct	Trespassing/Unauthorized Presence
	Vandalism
	Weapon Possession/Use

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

Albuquerque Aviation Academy is a learning community and the rules and regulations of a school are the laws of that community. The right to a public education is not absolute; it may be taken away, temporarily or permanently, for violation of school rules.

Minimum mandatory consequences have been established and must be expected for any violations. Schools must make reasonable effort to notify the parents or legal guardians of the student in any circumstances where the school's disciplinary response will exceed administrator/student contact. Administrative response to unacceptable behavior may include actions such as those listed below. Administrators may impose consequences beyond those identified as minimum mandatory.

Suspension

A suspension is removing student from a class or classes and all school-related activities for any period of time. Suspension will include a range of responses from in-school suspension alternatives to long-term removals of one year or longer.

The school administration must notify each student's teachers and the student's parents within a reasonable time frame of imposing *any* form of suspension.

Short-term Suspension

Short-term suspension is defined as any suspension of ten days or less. Short-term suspension will be at the school administrators discretion and will address behaviors that disrupt the educational process. Any student who is suspended must be allowed to make up missed work. The student has the same number of days to

complete and turn in make-up work as they were suspended. Students who are suspended may continue working on their curriculum at home and may return to School at the conclusion of the suspension, following a meeting with Administration.

Long-term Suspension

Long-term suspension is the removal of a student from instruction and all school-related activities for more than ten (10) days and up to the balance of the semester.

A student receiving a long-term suspension may lose credit for the semester. A student must be given the opportunity for a due process hearing. The student may, at their own expense, choose to be represented by an attorney at the hearing. At the Head Administrator/Principal's discretion, students may be suspended pending a due process hearing.

Expulsion

Expulsion is removing a student for a period exceeding one (1) semester. In some cases, expulsion may be a permanent removal from the School. A student receiving an expulsion will lose credit for the semester(s) in which the expulsion occurs.

A student must be given a due process hearing prior to expulsion. The student may, at their own expense, choose to be represented by an attorney at the hearing.

Consistent with ESEA 8561: "expulsion from school will be enforced, for a period of not less than one year, of any student who is determined to have knowingly brought a weapon to school, except such policy may allow the school board or superintendent to modify such expulsion requirement on a case-by-case basis."

Referral will be made to the criminal justice or juvenile delinquency system of any student who brings a firearm to a school or possesses a firearm at school.

Students expelled from a public school in New Mexico may be refused admission to all other New Mexico public schools.

Referral for Legal Action

Communication of any illegal act or action by a student will be forwarded to the appropriate authority or law enforcement agency. New Mexico law requires that if any school employee has reasonable cause to believe that a child is or has been in possession of a firearm on school premises, the employee shall immediately report the child's actions to a law enforcement agency and the Children, Youth and Families Department.

Suspension of Activity Privileges

Students may be removed, at the discretion of the Head Administrator/Principal or their designee, from any part or all extra-curricular privileges for time periods up to one (1) full calendar year. Participation in activities

is a privilege offered to and earned by students. Because participants serve as representatives of their school and community, their conduct is expected to exemplify high standards at all times.

Participants are expected to adhere to higher standards of academics and conduct than established for the general school population to maintain their activity privileges.

Participation in activities is not a student right, and suspending such privileges does not require a due process hearing procedure.

SUBSTANCE ABUSE AND TOBACCO POLICY

Albuquerque Aviation Academy is committed to providing a safe and healthy learning environment, free from the influence of alcohol, drugs, and tobacco. The use, possession, distribution, or sale of controlled substances, alcohol, tobacco, e-cigarettes, or any drug paraphernalia is strictly prohibited on school grounds, at school-sponsored events, and while representing the school in any capacity.

Prohibited Substances and Items Include, but are not limited to:

- Illegal drugs, controlled substances, and prescription medications without a valid prescription
- Alcoholic beverages
- Tobacco products, including cigarettes, cigars, and chewing tobacco
- Electronic cigarettes (e-cigarettes, vapes, or similar devices)
- Drug paraphernalia of any kind

Albuquerque Aviation Academy prioritizes student health and offers prevention and intervention services, including counseling, educational programs, and referrals to external resources. Students struggling with substance use are encouraged to seek help from school counselors or Administration.

This policy aligns with New Mexico state laws and school safety regulations. For further details, refer to the full Student Code of Conduct.

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

Some of the actions which may be used are listed below by categories. These and others may be exercised at the discretion of the school's Administration.

CONTRACTS

Students commit to more positive behavior in the form of a written contract. Students may be assigned to school or community service. The terms of the contract will be determined by the Head Administrator/Principal or designee. Students may be taken to a long-term suspension hearing for contract violation.

REMOVAL FROM CLASS

A student may be removed from class or activity but remain at school pending a conference with appropriate school personnel. Students may be placed in an alternative setting, including on-line courses taken at home. Students may be suspended from school.

Students may be transferred from the School to their school of residence (home zone school) at the request of the student and parents or through mutual agreement of the school, parent, and student.

Without an agreement of all parties, the school's administrator shall review the case and make the final decision.

The authority of the schools is to supervise and control the conduct of students, including the authority to impose reasonable periods of detention during the day or outside regular school hours as disciplinary measures.

BUS MISCONDUCT

Bus disruptions - deliberately or inadvertently interfering with the safe operation of a school bus which is stopped or moving - behaving in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops, or pick-up areas, will be dealt with appropriately. Suspension from the bus does not mean that the student is suspended from school. However, based on the severity of the incident, nothing herein is intended to preclude the Administration from suspending the student from school based on bus misconduct.

DISCIPLINE FOR STUDENTS RECEIVING SPECIAL EDUCATION SERVICES

Students receiving special education services are not immune to the school's disciplinary process. However, since the exclusion of a student with a disability from their education program for more than a total of ten (10) days during a school year may constitute a significant change in placement, the following considerations must be addressed:

1. When considering long-term suspension or expulsion, an Individualized Education Program (IEP) Team must first determine whether the behavior of concern is a manifestation of the student's disability and whether their program is appropriate.
2. If the IEP team determines both that the behavior is not a manifestation of the student's disability and that the student's program is appropriate, disciplinary actions may be taken in accordance with the procedures in this handbook.
3. Should the disciplinary procedures include long-term suspension or expulsion, the school shall continue to provide the educational program defined in the IEP. However, that educational program may be implemented elsewhere.
4. If the IEP Team determines either that the behavior is related to the student's disability or that the student's program is not appropriate, then the student *may not* be long-term suspended and must receive an appropriate educational program. However, nothing precludes the implementation of the program in an alternative educational setting.

Procedural safeguards outlined in the New Mexico Department of Education Standards for Excellence in Compliance Manual ensure parental due process rights are afforded. Albuquerque Aviation Academy will follow

the federal guidelines regarding the provision of education continuation services for suspended special education students. Special education students are entitled to a due process hearing.

Students with a Section 504 plan are also entitled to a manifestation determination review, prior to any suspension exceeding 10 days cumulative.

CONSEQUENCES FOR KNOWINGLY MAKING FALSE REPORTS

Knowingly making false reports or allegations against another student, faculty member, staff, or others is considered a serious offense and will result in disciplinary action or other appropriate sanctions.

SECTION 504 AND THE AMERICANS WITH DISABILITIES ACT

Section 504 and the Americans with Disabilities Act (ADA) are federal laws prohibiting discrimination against persons with a disability. These laws define a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, breathing, learning, and working).
2. Has a record of such impairment.
3. Is regarded as having such an impairment.

Section 504 plans will be reviewed annually, at a minimum.

SCHOOL OBLIGATIONS

Albuquerque Aviation Academy recognizes a responsibility to avoid discrimination against any person with a disability, as defined by these laws. No discrimination will knowingly be permitted in any of the programs and practices in the school.

SCHOOL RESPONSIBILITIES UNDER SECTION 504

The School is responsible for identifying, evaluating, and, if the child is determined to be eligible under Section 504, affording access to appropriate education services. If the parent/guardian disagrees with the determination made by the professional staff of the school, he/she has a right to a hearing with an impartial hearing officer.

PARENT/STUDENT RESPONSIBILITIES UNDER SECTION 504

The student and parent have a responsibility to notify the school as soon as possible about possible 504 issues that may require special consideration by the school. The parent and student shall notify the school prior to the start of the school year of any existing conditions that may require school action to ensure access for the student to appropriate services.

DISABILITY HARASSMENT/DISCRIMINATION

Numerous situations may constitute disability harassment or discrimination. Mocking, taunting, ridiculing, criticizing or punishing a disabled student because of their disability is an example of what may constitute disability harassment or discrimination. Concerns should be promptly reported to the school administrator.

School personnel who become aware of disability related harassment shall promptly and effectively act to end the harassment and prevent it from recurring and, where appropriate, remedy the effects on the student who was harassed. Remedial measures will generally include counseling both the person(s) who have been harmed by harassment and the person(s) who have been responsible for the harassment of others, and implementing monitoring programs to follow up on resolved issues of disability harassment.

PROCEDURAL SAFEGUARDS FOR PARENTS

It is the policy of the Albuquerque Aviation Academy to follow the procedural safeguards outlined in the New Mexico State Department of Education's Parent and Child Rights in Special Education.

TITLE IX / GENDER DISCRIMINATION

Albuquerque Aviation Academy and federal law prohibit discrimination based on gender. If students are treated differently based on their gender in academia or extracurricular activities, this treatment may be considered gender discrimination. Gender discrimination may include: academic programs, discipline, classroom assignment, physical education, grading, and/or athletics.

The Schools Title IX Coordinator is:
Bridget Barrett, Head Administrator
(505)608-6441
bbarrett@abqaviation.com

SEXUAL HARASSMENT

Sexual harassment is a form of gender discrimination as defined in Title IX of the Education Amendments of 1972. Sexual harassment:

1. Is a violation of federal law and Albuquerque Aviation Academy policy.
2. Is illegal under state human rights statutes and may be considered a criminal offense under state and local assault and child abuse laws.
3. Includes sexual advances, requests for sexual favors, and written or verbal conduct of a sexual nature – this includes email correspondence.

If behavior toward another student makes them feel intimidated, uncomfortable or if the student feels threatened, it may be considered sexual harassment even if the harasser did not intend for their actions to be offensive.

Sexual harassment is considered to have occurred when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of the academic status of a student or obtaining an education.
2. Submission to or rejection of that conduct or communication by an individual is used as a factor, which affects the academic standing or education of a student.
3. Conduct or communication has the purpose or effect of substantially or unreasonably interfering with the education of a student, or creates an intimidating, hostile or offensive educational environment.

SEXUAL MISCONDUCT

Sexual misconduct includes, but is not limited to:

1. Physical acts of aggression.
2. Force or threat against another student.
3. Threatening to force or coerce sexual acts.
4. Touching of private/intimate parts of the body.
5. Coercing, forcing or attempting to coerce or force sexual intercourse.

These acts should be reported to school personnel immediately. Under state law, school personnel are required to report such acts to the local police department.

PREGNANCY

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination against pregnant or parenting teens. Title IX views teen pregnancy as a “medical conditions,” therefore, pregnant teens:

1. May voluntarily elect to stay at their home school/current school during their pregnancy.
2. Are to receive a comparable curriculum and academic opportunities, which may include on-line courses at home.
3. Retain their academic standing, which cannot be altered due to their medical condition.

VIOLATION OF TITLE IX

COMPLAINTS

Any student, parent, or legal guardian, on behalf of their child, who believes they have been discriminated against on the basis of sex, gender, race, national origin or disability may file a written complaint. The school administration is obligated to investigate all Title IX complaints completely.

These procedures do not deny any student or parent/legal guardian the right to pursue other avenues of recourse.

RETALIATION

No student will suffer retaliation or intimidation for initiating a complaint with the school's Administration. Retaliation against any student seeking assistance at school, filing a complaint, or participating in the investigative process is grounds for disciplinary action. It is the policy of Albuquerque Aviation Academy to respect the privacy of the complainant, the respondent, the accused, and the witnesses as much as possible, consistent with legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations.

STUDENT RECORDS

Student records kept by the school will be open to review by parents and/or students. They will be treated in a confidential manner, as prescribed by local policy, New Mexico Public Education Department Regulations, and the Family Educational Rights and Privacy Act of 1974 (FERPA).

Albuquerque Aviation Academy maintains the following educational records directly related to students:

- Academic records
- Personal information records
- Disciplinary records
- Attendance records
- Health records
- Progress records
- Standardized testing records

Access to education records is limited to:

1. Parents of students under 18.
2. Parents of students over 18, if such a student is a dependent as defined in the Internal Revenue Code.
3. Students.
4. Officials of schools or districts who have a legitimate educational interest.
5. State and local officials to whom information is required to be reported.
6. Certain testing organizations.
7. Accrediting organizations.
8. Appropriate persons in connection with an emergency.
9. Pursuant to a subpoena or court order.
10. Any person with the written consent of the parent of students under 18 or the student over 18.
11. A school or schools in which the student seeks or intends to enroll, or leads the Albuquerque Aviation Academy to believe they may enroll.

ACCREDITED SCHOOL TRANSFER

Transfer credits from accredited schools will be accepted, and letter grades will be granted for courses that are the same as, or closely aligned with, courses offered at Albuquerque Aviation Academy. These grades will

be included in the student's transcript and will count toward the student's Grade Point Average (GPA) and cumulative class rank.

- A. Transfer credit will be allowed for required courses and electives as outlined in state statutes and New Mexico Public Education Department regulations, provided the courses are similar in scope and content to those listed in the Albuquerque Aviation Academy Course Catalog.
- B. The determination of course equivalency will be made by the school Administration, in alignment with state guidelines and the school's academic standards.
- C. Transfer students are not eligible for Valedictorian or Salutatorian honors unless they have been fully enrolled at Albuquerque Aviation Academy for a minimum of six consecutive (6) semesters.

HOME SCHOOL OR NON-ACCREDITED SCHOOL TRANSFER

Students who wish to enroll at Albuquerque Aviation Academy and who have previously attended non-accredited high schools or home schools will be accepted for enrollment. Any coursework their students have completed in non-accredited schools will be evaluated and considered for application toward graduation requirements using the following guidelines:

- A. Any transfer credits accepted from a non-accredited school will be on a provisional basis until the student successfully completes a content End-of-Course (EOC) assessment for each credit/class by the end of the semester. A minimum passing score of 60% or higher is required to validate the credit. Once the EOC is successfully completed, the grade will be recorded on the student's transcript as Pass/Fail. These grades will not be factored into the student's overall Grade Point Average (GPA) and will not count towards the student's cumulative class rank.
- B. Transfer credit will be allowed for those required courses and electives set forth in state statutes and State Department of Education regulations, and which are similar in scope and content to courses found in the Albuquerque Aviation Academy Course Catalogs.
- C. Transfer credit will be accepted on a pass/fail basis only; grade points will not be awarded.
- D. Transfer students are not eligible for Valedictorian or Salutatorian honors unless they have been fully enrolled at Albuquerque Aviation Academy for a minimum of six (6) semesters.
- E. Initial grade level placement of such students will be made by Albuquerque Aviation Academy, in consideration of:
 - 1. Age of the student
 - 2. Analysis of students' performance in their previous educational environment, including:
 - a. Evaluation of transcripts and course description documentation
 - b. Recommendation of the sending school
 - c. Administration's evaluation
 - d. Parent Conference
- F. Initial placement of a student will be probationary for nine weeks pending demonstrable competency through classroom performance.
- G. If the student's performance warrants, Albuquerque Aviation Academy may recommend a change in placement prior to or at the end of a probationary period. A parent conference will be held prior to making a change from the initial placement.

- H. Refer questions to the Transcript Evaluation Committee: Head Administrator, Administration, Registrar, and the Core Content teacher of the class.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. This act gives the parent the right to:

1. Inspect and review their child's educational records.
2. Make copies of these records.
3. Receive a list of all individuals having access to those records.
4. Ask for an explanation of any item in the records.
5. Ask for an amendment to any report because it is inaccurate, misleading, or violates the child's rights.

DIRECTORY INFORMATION – RIGHT TO OPT OUT

In accordance with federal law, Albuquerque Aviation Academy designates the following as Directory Information: a student's name, parent/guardian name(s), address, phone number, email address, date and place of birth, participation in school activities, awards received, student photograph, and the most recent school attended.

This information may be released to outside parties without written consent unless a parent/guardian or eligible student submits a written request to opt out.

If you do not want any or all of your student's directory information released, you must submit a written request to the school administration each year specifying the information you wish to withhold.

By signing the acknowledgment page of this Handbook, you confirm that you have received this annual notice of your rights under FERPA. To formally opt out, please send the requested email to Administration.

GRADING

Please check grades in Edgenuity and in PowerSchool on a regular basis to ensure that you are not lagging behind on assignment completion and overall class grades. If you notice your student is having difficulty, please contact their homeroom teacher.

Student performance is evaluated using the following grading scale that reflect a high level of academic achievement and mastery of course content.

Standard Courses:

Letter Grade	Percentage	GPA Points Earned
A+	98%-100%	4
A	94%-97%	4
A-	90%-93%	4

B+	88%-89%	3
B	84%-87%	3
B-	80%-83%	3
C+	78%-79%	2
C	74%-77%	2
C-	70%-73%	2
D+	68%-69%	1
D	64%-67%	1
D-	60%-63%	1
F	0%-59%	0

Honors Courses:

Letter Grade	Percentage	GPA Points Earned
A+	98%-100%	5
A	94%-97%	4.67
A-	90%-93%	4.33
B+	88%-89%	4
B	84%-87%	3.67
B-	80%-83%	3.33
C+	78%-79%	3
C	74%-77%	2.67
C-	70%-73%	2.33
D+	68%-69%	2
D	64%-67%	1.67
D-	60%-63%	1.33
F	0%-59%	0

COURSE GRADES

Grading at Albuquerque Aviation Academy is determined by the type of course in which the student is enrolled. For courses completed entirely in person (such as Smart Lab and Aviation), grades are based on in-class assignments, participation, and performance. For courses that utilize Edgenuity, final grades are based on a combination of Edgenuity progress and performance, as well as in-class participation and behavior, which may account for up to 10% of the overall grade.

At the beginning of each semester, teachers will provide students with a course syllabus outlining the specific grading breakdown for that class, including how quizzes, unit tests, assignments, and participation/behavior are weighted.

GRADE ADJUSTMENT

Albuquerque Aviation Academy follows the grading procedures established by the school and those required by the New Mexico Public Education Department (NMPED). Grade changes are only allowed through the formal procedures outlined below.

COURSE TEST OR ASSIGNMENT GRADES (NOT YET ON PERMANENT RECORD)

If a student or parent/guardian believes there is an error or concern with a test or assignment grade that has not yet been added to the student's permanent academic record, they must first contact the teacher to discuss the issue. If the teacher does not agree to adjust the grade, a written request can be submitted to the Administration via email. The final decision rests with the Administration, and no further appeal will be allowed.

Students who miss a final exam will receive a score of zero. However, they have 30 calendar days from the start of the following semester to take the missed final. Once completed, the teacher must follow the school's grade change protocol to submit the updated score. If the exam is not taken within the 30-day period, the zero becomes permanent.

COURSE GRADES ON PERMANENT RECORD

Once a course grade is recorded on a student's report card, transcript, or cumulative record, it becomes part of the official educational record and falls under FERPA guidelines. If a teacher discovers that a grade was incorrectly posted due to a mechanical or clerical error (e.g., math miscalculation, entry error), they may submit the request via email to the Administration for approval.

If a parent or student believes that a recorded course grade is inaccurate, misleading, or violates the student's rights, or if the teacher did not follow the school's grading procedures, the student or parent may inform the Administration via email. The school will then follow its official review and hearing procedures to evaluate the request.

ALBUQUERQUE AVIATION ACADEMY DIPLOMA OF EXCELLENCE BILINGUALISM AND BI-LITERACY SEAL

Albuquerque Aviation Academy is committed to preparing students for success beyond high school by promoting competitive advantages in college admissions and the workforce. In support of this goal, the school offers scholars the opportunity to earn the New Mexico Public Education Department's Diploma of Excellence Bilingualism and Biliteracy Seal, along with a special designation on their official transcript.

This recognition is available to students who demonstrate proficiency in a language other than English, in accordance with New Mexico state laws and regulations. Students may qualify for this distinction through one of the following four pathways:

Option 1 – Tribal Languages

Students may submit a written certification from a recognized tribal authority confirming proficiency in a tribal language.

Option 2 – World Language Credits and Proficiency Exam

Students must complete four (4) high school credits in the same world language with a grade of "C" or better, and pass a proficiency exam in that language.

Option 3 – World Language Credits and Portfolio Presentation

Students must complete four (4) high school credits in the same world language with a grade of “C” or better, and complete an alternative portfolio process, including a successful portfolio presentation in that language.

Option 4 – Proficiency Exam and Portfolio Presentation

Students may qualify by passing a language proficiency exam and completing a portfolio and presentation in the same language.

Additional Requirements:

- **World Language Credits:**
Albuquerque Aviation Academy will accept world language credits from accredited institutions, including colleges and on-line programs, as long as the credits are transferable.
- **Proficiency Exams:**
The school will recognize an Advanced Placement (AP) exam score of 3 or higher, or a CLEP language test score of 50 or higher, to meet the proficiency requirement.
- **Portfolio Process:**
Students pursuing a portfolio option must receive approval from the Bilingual Coordinator before beginning the portfolio. The portfolio must demonstrate proficiency in both receptive (listening/reading) and expressive (speaking/writing) skills. Students must also present their portfolio to a review committee, as selected by the Bilingual Coordinator, and receive passing marks.

For more information or to begin qualifying for the Bilingual Seal, students should contact the Administration.

STUDENT REPORT CARDS

At Albuquerque Aviation Academy, we believe in continuous academic monitoring and clear communication between the school, students, and families. Parents and guardians play a critical role in their students’ academic success, and we strongly encourage active engagement with available academic monitoring tools.

Each parent/guardian is provided with an Edgenuity account, a GoGuardian account, and a PowerSchool account and access code to monitor their scholar’s progress at any time. Edgenuity reflects real-time grades and updates as students complete assignments, making it the most reliable way to stay informed about your student’s academic standing. If you need help accessing your Edgenuity or PowerSchool account, please contact the Registrar.

Report Cards are issued at the end of each semester.

Families can expect communication about student progress at least four (4) times per year, in alignment with grading periods. While our team will make every effort to contact parents when a student’s academic performance or attitude shows sudden decline, ongoing parental monitoring is the best safeguard to ensure students stay on track toward success.

We strive to maintain grading consistency across the school while recognizing that certain courses or students may require specialized consideration. Teachers will make distinctions between academic performance and behavior when assigning grades and will ensure evaluations are based on student achievement and growth.

For students in courses using informal assessment methods, such as skill-based evaluation, those assessments will reflect a realistic appraisal of the student's development and mastery of core competencies.

Should the School become of information, which changes the grade issued to a student, i.e. academic dishonesty, calculation errors, etc. the School reserves the right to correct a student's academic record at any time such a change is necessary.

FIELD TRIPS

Field trips are an essential extension of classroom learning at Albuquerque Aviation Academy. These experiences enhance academic instruction by providing real-world context and hands-on opportunities for engagement. Trips will be scheduled periodically to local destinations that support our curriculum, and each will include adequate and responsible adult supervision.

For any off-campus trip, a signed permission form must be on file for the participating scholar. Parents and guardians will receive advance notice with details about the trip, including the location, purpose, and travel arrangements.

Field trips are a privilege, not a right. Students may be deemed ineligible to participate in field trips due to behavioral issues or academic concerns, such as having two or more failing grades in core classes during the same semester, depending on the severity of the issue. If a student is not permitted to attend a required field trip, an alternative assignment will be provided to ensure continued learning.

While on school-sponsored trips, scholars are expected to follow all Albuquerque Aviation Academy rules and expectations. This includes full cooperation with all staff, sponsors, and chaperones. Failure to follow directions or inappropriate behavior during a field trip will result in disciplinary action, up to and including removal from future extracurricular activities.

STUDENT PARKING

Students at Albuquerque Aviation Academy may park in the designated school student parking lot only. All Students who wish to park on Albuquerque Aviation Academy property must register their vehicles with the front office and provide proof of a valid driver's license, vehicle registration, and current insurance. All vehicles must be registered before being allowed to park on campus.

Parking on campus is a privilege, not a right. Misuse of this privilege—including unsafe driving, speeding, or other violations involving a student's vehicle—may result in disciplinary action, revocation of parking privileges, and/or the vehicle being towed at the student's expense.

Vehicles parked on school grounds are subject to the same rules and search procedures as student backpacks. If there is reasonable suspicion related to the vehicle's contents or activity in or around the vehicle, school staff reserve the right to conduct a search. If a student is found possessing of prohibited items at school or during school-sponsored events, their vehicle may also be searched.

Albuquerque Aviation Academy is not liable for any theft, damage, or loss that may occur to vehicles or personal property while parked on school premises.

LUNCH

Albuquerque Aviation Academy does not offer a traditional cafeteria lunch. However, paid food options are available on campus throughout the week. Students are welcome to bring their own lunch from home or purchase lunch from one of the vending machines available in the lunchroom.

Microwaves are provided for student use on a first-come, first-served basis. Students are responsible for using the microwaves appropriately. The school is not liable for any misuse of the microwave equipment. Students must show consideration for others and clean up after themselves in the lunchroom.

LOST AND FOUND

All lost items will be turned into the Lost and Found in the lunchroom. Students are encouraged to check for all lost items there. Due to the lack of storage space, clothing items in the Lost and Found may be donated to local charities as often as monthly, and following parent-teacher conferences.

PERSONAL PROPERTY

Students are encouraged to leave non-essential personal items at home, which can disrupt the learning environment and pose safety risks. Albuquerque Aviation Academy is not responsible for lost, damaged, or stolen personal items. If a student does bring an item to school and it is lost, they may check the Lost and Found. However, we advise against bringing items that are not necessary for school activities, as there is always the risk of them being broken, lost, or stolen.

COMPLAINT PROCEDURE (GRIEVANCE POLICY)

Albuquerque Aviation Academy is committed to addressing concerns in a fair and timely manner. Parents, students, and community members who have a grievance should follow the Academy's established Complaint Procedure. This ensures that all concerns are properly documented and addressed. For more details on the specific steps to follow, please refer to the full Complaint Procedure available on the school's website.

FIRE AND OTHER SAFETY DRILLS

At Albuquerque Aviation Academy, fire drills and other safety drills are conducted regularly as required by law. These drills may occur at any time during the school day. Students are expected to follow directions from their

project manager or their designee, promptly, and move quickly to the designated safety area. Once the drill is complete, an all-clear signal will be given, and students will return to their classrooms.

Throughout the year, additional drills such as shelter-in-place, lockdown, evacuation, and active shooter drills will also be conducted, as required by the Public Education Department.

Campus Safety During Extreme Events

- **Shelter in Place:** In situations such as medical emergencies or incidents that require hallways to remain clear, students will stay in their learning spaces until an all-clear announcement is made by Administration.
- **Lockdown:** A lockdown is issued if there is a serious threat to the safety of anyone on campus. In the event of a lockdown, Albuquerque Aviation Academy administration will work closely with the Department of Public Safety (DPS) and/or local law enforcement. Students will be directed by teachers to follow the appropriate safety procedures. During a lockdown, all electronic devices must be placed on silent to avoid alerting any potential threats. The campus will be secured during the incident.
- **Lock-In:** A lock-in is initiated if there is an external threat outside the building or near the school grounds. Students will remain inside the building, and exterior doors will be locked. If the threat level increases, students may be directed into classrooms where doors will also be secured. During a lock-in, parents should refrain from attempting to contact their students, as the situation is being actively managed by school personnel.

COMPUTERS, BOOKS, AND OTHER SCHOOL MATERIALS

Students are expected to take proper care of all school-issued books and materials. Parents and students are financially responsible for lost or damaged items, including textbooks, lab equipment, or other instructional materials.

NO EXPECTATION OF PRIVACY

Students should have no expectation of privacy when using Albuquerque Aviation Academy's network systems, devices, or digital storage. All network spaces and school-issued equipment are considered the property of the school and may be inspected at any time for maintenance purposes, to investigate suspected misuse, or to ensure compliance with school policies and applicable laws and regulations.

SCHOOL-ISSUED DEVICES

Students will be assigned a school laptop or similar device to support their academic work on campus and at home. All laptops and related equipment remain the property of Albuquerque Aviation Academy.

Before receiving a laptop, students and their parents/guardians must sign the Acceptable Use Policy and Student Computer Sign Out Agreement. Devices are configured with licensed software appropriate for student use, and students are responsible for backing up their work to external drives or cloud storage. Students are not permitted to install any software without approval from the school's IT department. Unauthorized software may interfere with system functionality or violate licensing agreements.

Students and their families accept full responsibility for the caring for the laptop while it is assigned to them. In the case of misuse, negligence, loss, theft, and/or damage, the student and their family will be held financially responsible for repair or replacement costs determined by the school. If a laptop is not returned at the end of the year, upon withdrawal, or disenrollment, it will be considered stolen and reported to law enforcement. Student transcripts and diplomas may be withheld until damages are paid or equipment is returned.

Repair costs are subject to change as repair prices increase but as of May 2025, these are the basic repair costs:

- \$150 to replace a broken screen
- \$50 to replace a broken keyboard which includes missing keys
- \$20 device cleaning fee which includes removal of stickers
- \$20 to replace a broken or lost charger
- Replacement of entire device varies based on age and previous usage of individual device

PARENT AND VISITOR INFORMATION

At Albuquerque Aviation Academy, we view parents and guardians as essential partners in the educational process. We encourage active involvement in your student's academic success through open communication, participation in school-sponsored events, and attendance at conferences. Parent involvement strengthens our learning community and supports student growth.

Parents/guardians are expected to:

- Ensure your student arrives on time every school day.
- Make education a priority at home.
- Provide a quiet and consistent space and time for studying.
- Maintain regular communication with your student's teachers and school staff.
- Monitor academic progress by regularly checking Edgenuity and PowerSchool and advocating for your student's needs.
- Attend all scheduled conferences, including Conferences, SAT, 504, and IEP meetings.
- Keep your contact information up to date with the front office, including address, phone number, and email.
- Familiarize yourself with the school's rules, policies, and procedures.
- Support school administration in upholding policies and promoting positive student behavior.
- Inform the school of major life changes that could impact your student's well-being or academic performance.

VISITOR EXPECTATIONS

All parents and visitors must sign in at the front desk before entering any part of the school building. This ensures campus safety and supports a secure learning environment.

All visitors must check in and out at the main office. A visitor badge will be issued and worn visibly while on campus. The badge must be returned when the visit is complete. Visitors must be accompanied by staff at all times unless they are approved regular volunteers with a current background check on file.

Parents are always welcome at Albuquerque Aviation Academy but must receive approval from Administration to visit areas outside the main office during school hours. Parents wishing to volunteer, or observe the classroom, must have both classroom teacher and administration approval.

Professional visitors, such as guest speakers, must be cleared through the front office by the staff member coordinating the visit.

Students may not bring guests to visit during the school day without prior administrative approval, which will only be granted in rare circumstances.

All visitors are expected to follow school policies and behavioral expectations and must limit interactions with students unless invited to participate as part of an approved presentation or classroom activity.

No visitors will have unsupervised access to students.

VOLUNTEERS

Albuquerque Aviation Academy welcomes and values volunteers as partners in supporting student success. Volunteers may assist with school activities, including field trips, classroom support, and campus supervision.

All prospective volunteers must complete a Department of Public Safety/FBI background check at their own expense. This background check must be approved by the Administration before any volunteer activity begins. Forms and information are available at the front office.

Volunteer opportunities may include:

- Chaperoning field trips
- Assisting with classroom projects
- Supporting drop-off and pick-up routines
- Supervising lunch for middle and/or high school students
- Monitoring school buildings and grounds

Volunteers will be asked to commit to specific times and responsibilities with administration. While on campus, volunteers are expected to assist staff, follow all school procedures, and refer any issues beyond basic interactions to administration or a staff member. Violation of school policies or procedures may result in the removal of volunteer privileges.

HARM TO SELF AND HARM TO OTHERS

The safety and emotional well-being of all students is a top priority at Albuquerque Aviation Academy. If a student expresses an intent to harm themselves or others, the following procedures will be followed to ensure the safety of everyone involved:

- **Immediate Safety Measures:** Students may be escorted to a secure and supervised location, such as the offices of the social worker, nurse, or administrator for their safety and well-being.
- **Self-Harm Concerns:** If a student is observed with fresh or suspected self-inflicted injuries (e.g., cuts, burns, or bruises), they will be referred immediately to the school nurse or health assistant for care. The social worker or administrator will then assess the student for signs of suicidal ideation or emotional distress.
- **Suicidal Ideation or Self-Harm Threats:** Any expressions or indications of suicidal thoughts, threats, or attempts must be reported to the counselor or social worker. A risk assessment will be conducted promptly. If there is a safety concern, the student's parent/guardian will be contacted, and the student may be sent home. Parents must sign a Parent Statement of Understanding, which recommends follow-up with a licensed mental health provider. If a parent/guardian refuses to seek appropriate care and the student's safety remains at risk, the school may be required to report the situation to the Child, Youth and Families Department (CYFD) as potential neglect.
- **Threats or Harm to Others:** All threats or attempts to harm others must be reported to an administrator immediately. The Administration will assess the level of threat and take appropriate actions. These may include contacting the parents/guardians, involving the Dean of Students or social worker, and if necessary, contacting the Department of Public Safety (DPS) and/or local law enforcement.
- **Parental Notification and Follow-Up:** If a student's behavior poses a potential threat to themselves or others, parents/guardians will be notified and may be required to pick up the student. A Parent Statement of Understanding will be issued, and a mental health consultation may be recommended or required before the student can return to school.

These steps are in place to protect our students and school community while ensuring families are supported in addressing mental health needs with appropriate resources.

TRANSFER OF STUDENT RECORDS

When a student withdraws from Albuquerque Aviation Academy to enroll in another school and that school officially requests records, the following documents, if applicable, will be forwarded: academic records showing continuous progress, health data including health notes, special education records (IEP), 504 Plan, individual remediation or health/emergency plans, attendance reports, standardized test results and state assessment data, records of credits or grades from prior schools (if provided), relevant legal documents, documentation of suspensions or expulsions, and a record of disclosures and prior transfers. Please note that student records may be withheld if there is an outstanding balance due for fees, materials, or other school-related expenses.

This Handbook is intended to provide an overview of the policies and procedures at Albuquerque Aviation Academy, but it may not reflect every possible situation. The Administration retains the right to use

discretion in addressing any circumstances. For a more comprehensive list of policies and procedures, please visit our website at abqaviation.com.

GLOSSARY OF TERMS

1. Absences, Excessive - Attendance that falls below 90% in a grading period.
2. Arson - Maliciously, willfully, and/or neglectfully starting, by any means, a fire or causing an explosion on school property or at any school-related activity.

Category I – Deliberately, or with reckless disregard, starting a fire with resulting expense under \$100.00.

Category II – Deliberately, or with reckless disregard, starting a fire resulting in damage over \$100.00 to property or resulting in injury to a person.

3. Assault/Bullying - Threatening physical harm to another, causing a present fear of imminent danger to the person; included are threats, gestures, and verbal assaults.
4. Assault, Aggravated - Intending or performing assault and battery with a weapon, instrument or any means of force likely to produce bodily injury. This category includes sexual assault and/or offenses.
5. Battery, Aggravated - Employing hostile contact with any kind of weapon, or causing great bodily harm.
6. Battery/Fighting - Employing hostile contact in which at least one party has contributed to a situation by verbal action and/or bodily harm.
7. Bomb Threat and/or False Alarm –

Bomb Threat – Falsely and maliciously stating to another that a bomb or other explosive has been placed in such a position that person/s or property is likely to be injured or destroyed.

False Alarm – Interfering with the proper functioning of a fire alarm system or giving a false alarm, whether by means of a fire alarm or otherwise.

8. Bus Disruption - Deliberately or inadvertently interfering with the safe operation of a school bus which is stopped or moving; behaving adversely affecting an individual or any property on or near the bus itself, at bus stops, or at pick-up areas.
9. Controlled Substance, Paraphernalia Possession - Possessing any paraphernalia, such as but not limited to rolling paper, pipes, or bongs.
10. Controlled Substance, Possession - Possessing any substance capable of producing a change in behavior or altering a state of mind or feeling; having a “look-alike,”**a substance that looks like a controlled substance.
11. Controlled Substance, Sale or Distribution - Selling or distributing a substance capable of producing a change in behavior or altering a state of mind or feeling, including a “look-alike,” or an item sold as a controlled substance.

12. Controlled Substance, Use - Absorbing a substance capable of producing a change in behavior or altering a state of mind or feeling, including a “look-alike,” or an item used as a controlled substance.
13. Defiance of School Personnel/Authorities - Refusing to comply with any reasonable demand or request by any school official or sponsor at places and times where school personnel have jurisdiction.
14. Expulsion - The removal of a student from school for a period exceeding one (1) semester. In some cases, expulsion may be a permanent removal.
15. Extortion - Using intimidation or the threat of violence to obtain money, information or anything else of value from another person.
16. Firearm, Possession - Possession of any weapon that will propel a projectile by the action of an explosive.
17. Gang-Related Activity - Gang-related activity can be intimidating to students, faculty and staff and is disruptive to the educational process. Although this list is not all-inclusive, examples of inappropriate and unacceptable behaviors are such things as gang graffiti on school property, intimidation of others, gang fights and/or initiation rituals, wearing gang attire or “colors.” A “gang” can be any group of students and/or non-students whose group behavior is threatening, delinquent, or criminal. Since gang behavior, markers, and colors are variable and subject to rapid change, school administrators and staff must exercise judgment and their individual discretion, based upon current circumstances in their neighborhood schools when evaluating gang-related activity. Gang-related indicators that will be considered should include:
 - a. The student is associating with admitted or known gang members.
 - b. The student is wearing attire consistent with gang dress.
 - c. The student is displaying gang logos, graffiti and/or symbols on personal possessions.
 - d. The student is displaying gang hand signs or signals to others.
 - e. The student is talking about gang activities to others.
18. General Disruptive Conduct - Willful conduct which materially and in fact disrupts or interferes with the operation of the public schools and the orderly conduct of any school activity, including individual classes, or leads an administrative authority reasonably to forecast that such an interruption or interference is likely to occur unless preventive action is taken.

For example:

- a. Failing to provide/surrender school identification to any public-school personnel or activity sponsor upon demand.
- b. Knowingly and deliberately failing to comply with any legal and/or official rule or regulation designed by or provided by a teacher, Head Administrator/Principal, faculty member or other public-school official at any time, whether the rule is designed for the classroom, the campus in general or any other location or facility involving a school-related activity.
- c. Being dressed in a manner that is disruptive to the educational process.

- d. Inappropriate display of affection, i.e. a display of affection which has the potential to disrupt the educational process.
 - e. Cheating.
 - f. Gambling.
 - g. Use of pagers and/or cell phones during instructional time or at a time that would be disruptive to the educational process.
19. Hazing - Committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for that student to be initiated into or affiliated with a student organization, or for any other purpose.
 20. Language, Profane and/or Abusive - Using language that is crude, offensive, insulting, or irreverent; use of coarse words to show contempt or disrespect; swearing.
 21. Materials, Obscene - Displaying material which is indecent and has the potential of being disruptive.
 22. Restitution - Compensation for loss or damage.
 23. Robbery - Taking of property of another through means of force or fear.
 24. Search, Minimally Intrusive - Emptying of pockets, searches of student backpacks and purses, removal of hats, socks, and shoes, conducted by any certified school employee, school security officer, campus security aide, or school bus driver.
 25. Search, More Intrusive - Pat downs and/or frisks, conducted by an authorized person of the same sex as the student being searched.
 26. Sexual Harassment - Sexual harassment is a form of gender discrimination as defined in Title IX of the Education Amendments of 1972. Sexual harassment is a violation of federal law.
 27. Tardy, Excessive - Student is not in the class or assigned activity when it is scheduled to begin.
 28. Theft - Unauthorized possession and/or sale of property of another without the consent of the owner.
 29. Tobacco Possession - Possession of tobacco anywhere on the school campus or at a school-related event is prohibited.
 30. Tobacco Use - Using any form of tobacco is prohibited.
 31. Trespassing/Unauthorized Presence - Entering or being on school grounds, in a school building, or in any other person's car or building without authorization.
 32. Vandalism - Deliberately or maliciously destroying, damaging, and/or defacing school property or the property of another individual.

33. Weapon Possession - Possessing a weapon, such as but not limited to: a firearm, any gun, knife, club, explosive, spiked wrist band, chains or other item that may cause or is intended to cause injury or death. This specifically includes “look-alike” guns and knives, such as toys.
34. Weapon Use - Use of any weapon to threaten, intimidate, attack, injure, or kill any person.
35. Continual Disruptive Conduct - Administrators may consider the behavioral pattern or history of a student when enforcing consequences. It is the duty of the administrator to protect the educational process for all students.

Notes:

- Controlled substances include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
- “Look-alikes” are specifically included, whether or not they are capable of producing a change in behavior or altering a state of mind.
- “Possession,” as used herein, includes not only possession on one’s physical person, but also custody and control. Thus, a student may be found in possession of any item if the item is in the student’s backpack, locker, car, or elsewhere, if subject to the student’s custody and control.



ALBUQUERQUE

AVIATION ACADEMY

Student Handbook Acknowledgement Form

School Year: 2025-2026

By signing below, we acknowledge that we have received and reviewed the Albuquerque Aviation Academy Student Handbook. We understand that the Handbook contains important information regarding school policies, procedures, expectations, and student responsibilities.

We agree to adhere to the guidelines outlined in the Handbook and understand the consequences of failing to do so.

If we have any questions about the content of the Handbook, we will contact the school Administration for clarification.

Student Name (Printed): _____

Student Signature: _____ **Date:** _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ **Date:** _____

Resend e-mails

Public School Capital Outlay Council

Application for Lease Assistance

Admin

View my School Applications	Application User Guide	Log Out
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LEASE ASSISTANCE INFORMATION

All fields are required to be completed

School Name: Albuquerque Aviation Academy

Physical Address (as shown on lease): 6441 Ventana Rd. NW

City Albuquerque State New Mexico Zip 87114

Mailing Address: 6441 Ventana Rd. NW Albuquerque, NM 87114

School Telephone Number: (505)-608-6441

Administrator: Bridget Barrett

Administrator E-mail: bbarrett@abqaviation.com

Administrator Title: Head Administrator

Business Manager: Sean Fry

Business Manager E-mail: sfry@abqaviation.com

Person responsible for filling out and submitting application: Sean Fry

E-mail of person completing form if not Administrator or Business Manager:

Telephone Number: 505-215-1987

Type of Charter School (if applicable): State

In which School District boundary is the charter school located? Albuquerque Public Schools

Date charter school authorization term ends: Sat, 06/30/2029

Does the charter school (if applicable) have a current audit?
Yes

Current Audit Opinion: Unmodified

LEGAL REVIEW SECTION

All fields are required to be completed

1. PROPERTY (PURSUANT TO SECTION 22-8B-4.2
NMSA 1978)

Property Owner Name: RM SAMS, LLC

Address: PO Box 73 Corrales, NM 87048

Telephone Number: 505-792-4663

Property Owner Type of the Lease Arrangement: Lease Purchase Agreement

Public Entity - Owned by the charter school, the school district, the state, an institution of the state, another political subdivision of the state, the federal government, one of the agencies or a tribal government.

Private Entity - Anything other than a public entity or non-profit entity.

Non Profit Entity - Specifically organized for the purpose of providing the facility for the charter school.

Lease Purchase Agreement - In accordance with the Public School Lease Purchase Act, approved by PED.

2. LEASE

Has the school entered into a NEW Lease Agreement since the school's last application? No

Does the school have a Lease Purchase Agreement (LPA)? Yes

Does the school have a PED LPA approval letter? Yes

Provide date of PED LPA approval: Wed, 09/08/2021

Has an existing Lease Purchase Agreement been AMENDED since the school's last application? No

3. TERMS OF LEASE AGREEMENT

Beginning Date: Fri, 01/20/2023

Ending Date: Mon, 01/20/2053

Options to Renew: NA

Was the Lease Agreement, Lease Purchase Agreement or Lease Amendment prepared by an attorney? Yes

Attorney Name: Cuddy & McCarthy, LLP

Address: 1701 Old Pecos Trail, Santa Fe, NM 87305

Telephone Number: 505-988-4476

PLANNING REVIEW SECTION

All fields are required to be completed

Does the school facility have an Authorizing Agency "E" Occupancy Certificate? Yes

Pursuant to Section 22-24-9.3a NMSA 1978, does the school have a current Facility Master Plan? Yes

End date of current Facility Master Plan: 2029

FINANCE REVIEW SECTION

All fields are required to be completed (do not use commas when entering numbers)

1. LEASE PAYMENTS

Name of Payee: RM SAMS, LLC

Annual Payment Amount: \$ 739270.52

Number of Payments Per Year: 12

2. LEASE AGREEMENT SERVICES

Capital improvements, maintenance and operations expenses are not eligible for lease assistance.

Capital Improvements? No

Custodial Expenses? No

Maintenance Expenses? No

Property Taxes? No

Utility Expenses? No

3. ENROLLMENT

If the school has multiple sites, do not combine student MEM count. Include only site specific student count for each application.

Prior Year's PED 80/120 Day Student MEM Count: 310.50

Current Approved Enrollment Capacity: 500

Grade Levels Served: 6-12

SUMMARY OF LEASE ASSISTANCE CALCULATIONS:

Data auto-filled from information provided above.

Annual Lease Payment: \$ 739,271

Total Lease Agreement Services Annual Cost: \$ 0

1. ALLOWABLE LEASE ASSISTANCE BASED ON LEASE: \$ 739,271

Certified PED 80/120 Day Student MEM Count: 311

2. ALLOWABLE LEASE ASSISTANCE BASED ON MEM: \$ 253,652

Potential estimated lease assistance award is the lesser of lines 1 or 2.

ATTACHMENTS

ATTACHMENTS SECTION

Lease Agreement Documents

Must contain all required dates, signatures, notaries and attachments.

[Albuquerque Aviation Academy-2026-Lease Agreements 1.pdf](#)

Additional Lease Agreement Documents such as amendments or

exhibits (if applicable)

Must contain all required dates, signatures, notaries and attachments.

Additional Lease Agreement Documents (if applicable)

Lease Amendment-Owner Maintains Facility to Statewide Adequacy Standards

If Lease Agreement or Lease Amendment contains language indicating compliance with the requirement that the owner maintains facility to statewide standards (pursuant to Section 22-8B-4.2 NMSA 1978), please specify the page number, section and paragraph:

PED Approval for Lease Purchase Agreement (if applicable)

Submit PED approval for Lease Purchase Agreement, or if there have been modifications to the LPA, show proof that modifications have been approved by PED.

[Albuquerque Aviation Academy-2026-PED Lease Purchase Approval.pdf](#)

Certification A – Public Facility, Certification B – No Public Facility, or Certification C – Non-Profit / Foundation

Must include and must contain all required signatures and notaries.

[Albuquerque Aviation Academy-2026-Certification.pdf](#)

Charter Authorization Term

Acceptable documents listing Charter Authorization Term could be: letter from PED, Record of Renewal document or the pages of the Performance Contract with Section 3.02 Term of Charter, listing term of Contract, PEC Charter Contract or District Charter Contract. DOCUMENT MUST LIST THE END DATE OF TERM.

[Albuquerque Aviation Academy-2026-Certificate of Authorization.pdf](#)

Please specify the page identifying term dates: 1

E Occupancy Certificate

[Albuquerque Aviation Academy-2026-E Occupancy.pdf](#)

District or Charter School's Conflict of Interest Policy

[Albuquerque Aviation Academy-2026-School-Charter Conflict of Interest.pdf](#)

PSCOC Annual Conflict of Interest Questionnaire

This document must be completed, signed by Governing Board and submitted ANNUALLY.

PSCOC Application Signature Page

This document must be completed, signed and submitted ANNUALLY.

Status Created/Editing

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acatanzaro@sams... | Log out



PUBLIC SCHOOL CAPITAL OUTLAY COUNCIL

Application for Lease Assistance

The following individuals certify to the best of their knowledge, the information contained in this lease assistance application is complete and accurate.

Name of Charter School: Albuquerque Aviation Academy

School Board President or Governing Council President:

Signature: _____ Date: _____
Print Name: Larry Kennedy
Print Title: Governing Council President

Charter School Administrator:

Signature: _____ Date: _____
Print Name: Bridget Barrett
Print Title: Head Administrator



PUBLIC SCHOOL CAPITAL OUTLAY COUNCIL

Lease Assistance Application Annual Conflict Of Interest Questionnaire

Charter School Name: Albuquerque Aviation Academy

School District: [\[Click here to enter text\]](#)

The following definitions apply to this Questionnaire:

“Interested party” An employee of a school district or charter school who has authority to procure or make decisions regarding procurement, purchasing or contracting on behalf of the district or charter school or an employee who is in a position to influence such decisions; or a member of a district school board or charter school governing body (collectively referred to as “governing body), who has a direct or indirect financial interest, as defined below.

“Financial interest” A person has a financial interest if the person has, directly or indirectly, through business, investment, or family relationship:

- a. An ownership or investment interest in any entity with which the school district or charter school has a transaction or arrangement (e.g. a property lease);
- b. A compensation arrangement with the school district or charter school or with any entity or individual with which the school district or charter school has a transaction or arrangement; or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the school district or charter school is negotiating a transaction or arrangement.

“Family Member” means a spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister or sister-in-law of a member of the governing body or the head administrator. *NMSA 1978 §22-8B-10 (2009).*

Please include as an attachment to this Questionnaire a current list of governing council members, a current list of school board and/or charter school foundation members, and if applicable, a copy of governing board minutes approving exception to anti-nepotism laws.

- 1: Briefly describe the property selection process and actions taken to ensure that the leased premises were in the best interest of the district/school.**

School contracted with a realtor who specializes in Charter School properties and reviewed a number of properties. This location was selected due to its' proximity to the Double Eagle Airport.

- 2: Briefly describe how the lease premises support the current or future space needs of the district/school.**

School was built from the ground up using input from Governance Council, Staff, and Families. Current FMP and Charter was referenced to ensure space was adequate for all amenities and planned membership growth.

- 3: Briefly describe how the determination was made that the negotiated lease was at or below fair market value.**

School used legal council and realtor to evaluate comparable property prices.

- 4: In selecting the leased facility was the site selected competitively from other potential school sites?**

Yes.

Describe the selection process, the number of sites considered, the number of offers made, and the reason the selected leased site was chosen:

School considered only available pieces of land in target area. Three final sites were evaluated, but this location was within utilities and other city infrastructure.

How was it determined that the selected site and lease was a good value?

Comps from realtor.

- 5: Can any of the parties to the lease be considered an “interested party” or an immediate family member of an “interested party” as defined in definitions above?**

If no, then skip Question 6 and proceed to Question 7.

No.

- 6-A: If you answered “Yes” to Question No. 5 provide the following information:
Which party to the lease has a financial interest?**

[Click here to enter text]

- 6-B: Describe the financial interest of the party identified in 6-A?**

[Click here to enter text]

- 6-C: Was the financial interest disclosed to the governing body prior to execution of the lease?**

[Select One]

If yes, attach a copy of the governing body minutes of the meeting at which the financial interest was disclosed and/or any other documentation evidencing disclosure.

If no, explain why the financial interest was not disclosed prior to execution of the lease or whether some other consideration of the financial interest was made by the governing body or district/school employee executing the lease:

[Click here to enter text]

- 6-D: If the financial interest was not properly disclosed, describe possible remedies and justification of how the benefits of continuing the current lease outweigh the conflict.**

[Click here to enter text]

Describe any hardship that would result if the PSCOC denied lease assistance.

[Click here to enter text]

- 7: **Does your district/charter school have a written Conflict of Interest policy and written disclosure of conflicts requirement?**

If yes, attach a copy of your policy.

Yes.

- 8: **If you do not have a written policy addressing conflict of interest, does your governing body or district/charter school have an internal rule or procedure that addresses entering into contracts with interested persons?**

If yes, attach a copy of the written rule or procedure.

[Select One]

CERTIFICATION

The undersigned hereby certify that to the best of their knowledge the answers to this questionnaire are true and accurate. If any of the answers to this Questionnaire change, the authorized representative of the district/charter school will notify the PSCOC through PSFA within thirty (30) days of the following:

Check one:

- ☒ The lease and price negotiated for the property was in the best interest of the district/charter school and there were no violations of any conflict of interest laws.
- ☐ A financial interest was not properly disclosed and the district/charter school requests an exception due to the undue hardship that will result to the district/charter school by avoiding the prohibited conflict when weighed against the public interest served.
- ☐ Due to extenuating circumstances the district/charter school requests additional time to respond.

School Board President or Governing Council President:

Signature: _____	Date: _____
Print Name: <u>Larry Kennedy</u>	
Print Title: <u>Governing Council President</u>	

State Chartered Charter School Administrator:

Signature: _____	Date: _____
Print Name: <u>Bridget Barrett</u>	
Print Title: <u>Head Administrator</u>	

Locally Chartered School District Superintendent or Designee:

Signature: _____	Date: _____
Print Name: _____	
Print Title: _____	
School District: _____	

Signatures certify that to the best of their knowledge the information contained herein is complete and accurate.

Signatures and printed names of ALL Board Members or Governing Council members:

Signature: _____	Date: _____
Print Name: <u>Larry Kennedy</u>	

Signature: _____	Date: _____
Print Name: <u>Farrah Nickerson</u>	

Signature: _____	Date: _____
Print Name: <u>Laura Kohr</u>	

Signature: _____	Date: _____
Print Name: <u>Roland Dewing</u>	

Signature: _____	Date: _____
Print Name: <u>Alex Carothers</u>	

Signature: _____	Date: _____
Print Name: <u>Mike Romo</u>	

Signature: _____	Date: _____
Print Name: _____	

Signature: _____	Date: _____
Print Name: _____	

Signature: _____	Date: _____
Print Name: _____	

Signature: _____	Date: _____
Print Name: _____	

(Please Duplicate This Page for Additional Council Members)

SCHOOL NAME: Albuquerque Aviation Academy

To be completed (BOTH PAGES) by Principal, Business Manager, and all Governing Council Members:

In connection with the financial statement audit for the year then ended June 30, 2026, we are requesting to please furnish answers to the following questionnaire. The questionnaire is designed to obtain information about transactions between the Charter School and any related parties for procurement and conflicts of interest compliance. We appreciate your assistance.

In a governmental engagement, related parties include the governing body, employees and/or agents of the school, including the Governing Council, Audit Committee, Principal/Head Administrator, Business Manager, and Founders. Related parties also include the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law or any other relative who is financially supported.

1. Have you or any related party of yours had any material interest, direct or indirect, in any of the following transactions since July 1, 2025 to which the Charter School (or the foundation, if applicable) was, or is to be, a party?

- Leasing of property?
- Receiving or furnishing of goods, services, or facilities, including procured items/services?

2. Are you related to any individuals currently employed at this Charter School or another Charter School?

3. Do you or an immediate family member own or work for a company that provides goods or services to the Charter School (or the foundation, if applicable) or another Charter School? If so, what is the name of the company and what is the nature of the transactions?

4. Do you provide services to another Charter School? If so what type of services and what school?

5. Are you aware of any related parties at the Charter School ? If so, have the nepotism requirements been waived?

We have read the above and are not aware of any related parties or conflicts of interest as noted under the Nepotism act (NMSA 22-8B-10) or SB 446 (NMSA 22-8B-4). If we are aware of any possible related parties or conflict of interests, we have disclosed to you below in the comments section.

SIGNATURE:

PRINTED NAME:

Business Manager

Principal/Executive Director

Governing Council President

Governing Council Vice President

Governing Council Secretary

Governing Council Treasurer

Governing Council Member

Governing Council Member, if applicable

Governing Council Member, if applicable

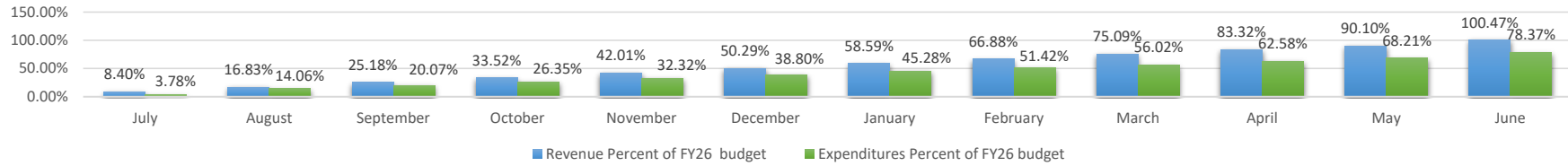
Please comment for any YES answers to the above questions on the following page.

[illegible]



Finance Summary as of June 30, 2026

Operational Revenue vs. Expenditures



AA Academy received 100.47% of budgeted Operational revenue & expended 78.37% of budget in FY2026

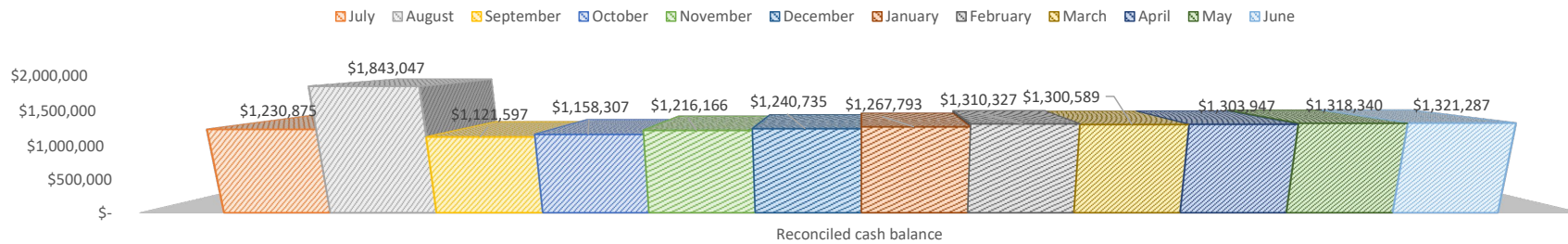
Bank Reconciliation:

- June 2026
 - o Reconciled cash balance at month end was \$2,448,242.67
 - o Outstanding items total \$58,878.23
 - o Revenues exceeded Expenditures by \$123,779.31 for the month.

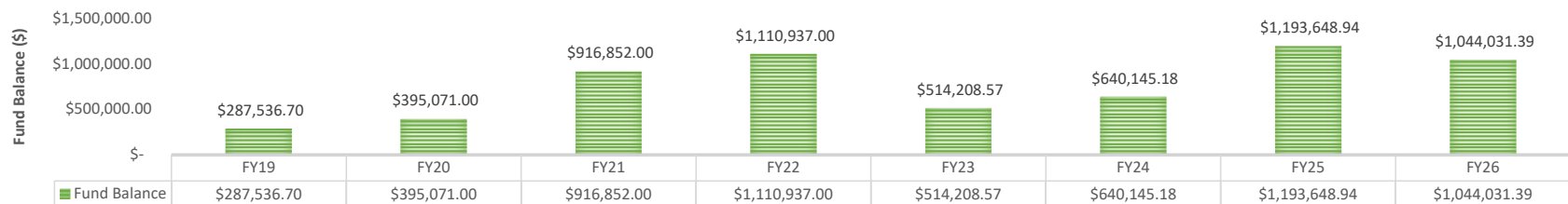
BARS for Approval:

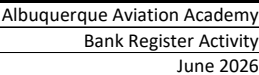


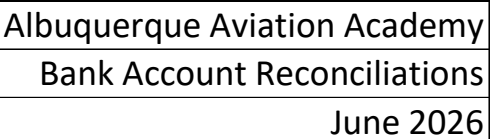
FY26 OPERATIONAL CASH BALANCE



HISTORICAL OPERATIONAL FUND BALANCE







100