



SUMMER HIGH SCHOOL 2024

It is extremely important that you read all of the information below.

DATES AND TIMES

AEF Summer High School at San Gabriel High School begins Thursday, June 6, 2024. You should have gotten an email verification of the section you are enrolled in.

Summer School Dates: Thursday, June 6 to Friday, July 12, 2024
Monday through Friday
First Semester: Thursday, June 6th – Monday, June 24th
Second Semester: Tuesday, June 25th – Friday, July 12th
June 19th and July 4th are holidays

Times: Credit Classes: 8:00 a.m. to 1:25 p.m.

IMPORTANT FACTS

These courses are college preparation courses and because this is a five-week summer school program, the courses move extremely fast. It is suggested that students plan to study one hour for every hour in class. That means students should study at least 4 hours daily. AEF Summer High School does not provide Special Education support.

Due to the intensity of a 5-week course, parents need to monitor their child's progress and notify the teacher as soon as possible if the student is struggling so that he or she can get some additional help.

ACADEMIC HONESTY/CHEATING POLICY

The AEF summer school program prides itself with students of high academic standards. It is with this pride that we expect students to conduct themselves in the most honorable and ethical way in achieving these high standards. Therefore, we do not condone nor tolerate any student work that is produced by means other than one's own initiative and effort. Violation of Academic Honesty will result in automatic dismissal from the AEF summer school program and a grade of "F" which will be sent to the student's home school. No refund will be given.

ABSENCES AND TARDIES

In order to satisfy class requirements, students must be present each day. **You may be dropped from class following a 3rd absence regardless of the reason for the absences.** Two tardies equals one absence. No refund will be given.

In the event that a student contracts COVID, absences are excused providing a doctor's note is provided and the student makes up missing assignments and exams.

BEHAVIOR STANDARDS

Students are expected to adhere to reasonable behavior standards and the attendance policy in order to receive credit. Students who choose to create discipline problems will be dismissed from the program and tuition will be forfeited.

CLASS CHANGES

All requests for class changes must be submitted on a Class Change Request form by a parent (see AEF website). The tuition will be adjusted if the change is more or less than the original class choice. A \$20 change fee will be issued.

DROPPING AND REFUNDS

All requests for refunds must be submitted on the "Refund Form" available from the AEF office. Full refund for tuition-based classes will only be made for cancelled classes. Partial refunds will be made upon receipt of the Refund Form in the AEF office by the following schedule:

On or before May 1, 2024	90% refund & \$ 50 Cancellation Fee
May 2, 2024 to May 31, 2024	50% of Total Tuition

After May 31, 2024 there will be no refunds. Refund requests will be reviewed for approval for verifiable emergencies or health reasons only. The summer school coordinator must approve all refunds. **Students dismissed for disciplinary reasons will forfeit their complete tuition.** Refunds will be processed within 10 days of receipt of the Refund Form. **Classes with insufficient enrollment will be cancelled and full tuition for those students will be refunded.**

REPORT CARD/TRANSCRIPTS

All Alhambra Unified School District high school students will have their summer course grades credit automatically posted to their transcripts. Grades will be posted to the student's transcript in time for their counselor to make any necessary fall schedule adjustments. Non-Alhambra District students will have their credited course grade mailed to their attending school. Students taking a 10 credit (two semester) "progressive academic discipline" course such as Biology, Chemistry, Math I, Math II, Math III or Trig/Pre-Calculus and fail the First Semester, which is the first 2 1/2 weeks of the five-week summer session, may be dropped from the class for the Second Semester. **There is no refund.**

OFFICE COMMUNICATION AND INFORMATION

Between now and June 6th, direct your calls to the AEF Office at 626-943-3080. If no answer, leave a voice-mail message with your name and number and your call will be returned.

YOU MAY GET UP-TO DATE INFORMATION ON OUR WEB SITE:

www.aef4kids.com