

# ALHAMBRA EDUCATIONAL FOUNDATION

## SUMMER HIGH SCHOOL 2019

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

### DATES AND TIMES

Report to San Gabriel High School by 7:15 a.m. on Thursday, June 13, 2019. If you did not get an email notification of your room assignment, find your name located on the computer lists posted on the windows of Building “B”. Report to the room indicated by 7:30 a.m. Staff members will direct you if you are unfamiliar with the campus. Also, large school maps will be posted.

Summer School Dates:	Thursday, June 13 to Wednesday, July 17, 2019
	First Semester: June 13 – June 28, Second Semester: July 1 – July 17
	Monday through Friday.
	All Classes located at San Gabriel High School, except where noted.
	808 S. Ramona Street San Gabriel, CA 91776
Times:	Credit Classes:
	Period 1 7:30 a.m. to 10:00 a.m.
	Lunch 10:00 a.m. to 10:20 a.m. (snack lunch)
	Passing 10:20 a.m. to 10:25 a.m.
	Period 2 10:25 a.m. to 12:55 p.m.
	Enrichment Only: 1:45 p.m. to 4:00 p.m.

- SAT Prep Class
- Robotics and Engineering

### IMPORTANT FACTS

These courses are college preparation courses and because this is a five-week summer school program, the course moves 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. A mid-morning “snack” lunch is provided free; however, students are encouraged to bring additional nourishment if needed.

### 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.

### CAMPUS SECURITY AND SAFETY

The AEF summer school campus is a closed campus and is patrolled by security supervisors during school hours. A full time nurse’s aide is on campus to assist students with accidents and illnesses. Sometime during the first 2 weeks of summer school, an evacuation/fire drill and a lock down drill will be conducted.

## ABSENCES AND TARDIES

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

## 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.

## DRESS CODE

Students are expected to dress as they would during regular school. Students not dress properly will be removed from class and spend the entire day in the summer school office. If you have questions, please call the school office.

## 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, 2019	90% refund & \$50 Cancellation Fee
May 2, 2019 to June 3, 2019	50% of Total Tuition

After June 3, 2019 there will be no refund. 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 complete tuition.** Refunds will be processed within 3 weeks of receipt of the Refund Form. **Classes with insufficient enrollment will be cancelled and full tuition for these 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 13, 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. Beginning June 13 and until the end of summer school on July 17, the AEF High School Summer School Office will be located at **San Gabriel High School, telephone number 626-943-6890.** The SGHS summer school office will be open from 7:15 a.m. to 2:00 p.m. on school days.

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

**[www.aef4kids.com](http://www.aef4kids.com)**